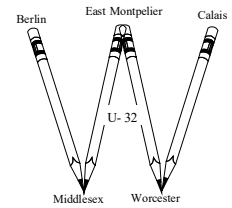


Washington Central Unified Union School District

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**WCUUSD Finance Committee
Meeting Agenda
5.10.22 8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/3d8sckad>

Meeting ID: 893 3381 0619

Password: 866534

Dial by Your Location: 1-929-205-6099

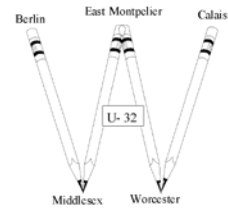
1. Call To Order
2. Approve Minutes of 4.12.22 – pg. 2
3. Informational Reports
 - 3.1. Monthly Reflection – pg. 4
 - 3.2. Possible Changes in Para educator Needs – pg. 6
4. Discussion/Action
 - 4.1. Authorize Superintendent to Sign Contracts for WCUUSD – pg. 7
 - 4.2. Blanket Authorization for Board Warrants / Check Orders – pg. 8
 - 4.3. Energy Procurement Process – pg. 10
 - 4.4. Award Bid for Network Switches and Approve Use of Technology Reserve Funds– pg. 11
 - 4.5. Approve Purchase of New Windows at U-32 – pg. 12
 - 4.6. Approve Tractor/UTV lease for U-32 – pg. 13
 - 4.7. Capital Improvement Plan – pg. 14
5. Next Meeting Date and future Agenda Items
 - 5.1. Next Regular Meeting June 7, 2022
 - 5.2. Revenue Anticipation Note & Investment Bid - June
 - 5.3. Property, Liability and Workers Compensation Insurance Bid – June
 - 5.4. Operating Budget Policy & Planning
6. Adjourn

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Jennifer Miller-Arsenault
Interim Superintendent



WCUUSD Finance Committee Meeting Minutes Unapproved 4.12.22 8:30-9:30 a.m. Central Office, 1130 Gallison Hill Rd., Montpelier Via Video Conference

Present: Flor Diaz Smith, Susanne Gann, Ursula Stanley, Chris O'Brien, Natasha Eckart-Baning, Jennifer Miller-Arsenault

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:30 a.m.**
- 2. Approve Minutes of 3.15.22: Ursula Stanley moved to approve the minutes of 3.15.22. Natasha Eckart-Baning seconded.** Discussion: Jen Miller-Arsenault noted that the date was listed as 3.15.22, it shows 3.22.22, and she was not listed as being present. **The minutes were approved as amended.**
- 3. Informational Reports**
 - 3.1. Monthly Reflection:** Susanne highlighted the work of everyone that was involved with getting the contracts out. Thank you to Virginia, Carla, Michelle, Melissa, and Jen. Teacher contracts are completed and delivered. NEMRC, our software system experienced a malfunction during the contract rollover process this year, meaning that the process was done manually more than usual this year. Susanne advised that this highlights a lack of functionality for the HR process and a need for the district to research a possible replacement for HR and payroll software. The Special Education Expenditure report is due to the AOE on March 15th 2022 for period ending February 28th. Susanne and Renee worked on this and completed on time. Matt has been working on grants; he does monthly grant reimbursements to the AOE. Virginia has been working on quarterly reports that are due in April. A notice was sent to all schools notifying them that the last day to complete all purchase orders is April 29, 2022 in order to prepare for the closing of the FY 22 financial system. Flor asked if there are needs from the board regarding the issues with NEMRC or if it would be in the budget for next year. Susanne advised that there would be something in the budget for next year for planning. Ursula asked if we were looking for a second piece of software that would just do the HR and Payroll functions. Susanne advised that it is possible and might be a better use of funds if we explored this. She advised that they might need to get a team together to research functionality of programs.
 - 3.2. FY 22 Fund Balance Projection Report:** Susanne gave an overview of all the fund balances that we have. Jen asked Susanne what kind of funds are included in the Permanent Fund and the Trust fund. Susanne advised that the Permanent Fund is a music donation fund. It is very restricted and can spend only 85% of the annual earnings. The Trust Funds are for donations received in memory of folks over the years (Marty Miller Fund). The Agency Fund are funds for student activities that were raised for field trips etc.

4. Discussion/Action

- 4.1. Annual Fiscal Management Questionnaire:** This questionnaire is required on a yearly basis. The intention of this is to prevent fraud and must be reviewed by the Board. Flor advised this would be brought to the next board meeting on April 27, 2022. Susanne advised the only change made was in regards to bank statements. The statements come electronically and are reviewed by Matt, Virginia, and Susanne rather than delivered to the treasurer. Flor advised she did not see anything on the questionnaire pertaining to cybersecurity. Susanne advised she would look into it.
- 4.2. Federal and State Grant Authorization:** On an annual basis, it is customary for the Board to authorize the Superintendent to accept all Federal and State grants and to administer and act as the representative of the school district. **Ursula Stanley made the motion to recommend that the board authorize the Superintendent to accept all Federal and State grants and to administer and act as the representative of the School District. Natasha seconded the motion and it passed unanimously.**
- 4.3. Capital Improvement Plan and Five-Year Capital Budget:** Susanne advised that she, Bill, and Chris began meeting weekly in January to draft a Capital Improvement Plan document and Five-Year Capital Improvement Budget. The plan is to have a plan in place by May to meet the board's goal. Susanne advised it is still a work in progress. It defines a capital improvement project and stakeholders, discusses a communication plan, how projects are prioritized, and ways buildings will be monitored across the district. Susanne gave an overview of the plan and the timeline. Chris O'Brien spoke about software used ("School Dude") and interest in looking into a better process that could be rolled out in the other schools. Jen expressed her gratitude to Chris, Bill, and Susanne for their work on this. Ursula appreciated the annual review. Flor asked about the increase in the budget amount every year as we are deficient there, we need to be clearer about the amount of funds needed for each of the buildings. Flor asked about wood chips. Chris advised additional discussion needs to happen around repair/replacement and upgrades. There was some discussion surrounding this issue. Jen asked the committee what they feel would be the things that are most important for the board to hear at the next meeting. Ursula advised she felt that a firm recommendation of funds needed. Flor suggested sharing a slideshow at a Community Forum.

5. Next Meeting and Future Agenda Items

5.1. Next Regular Meeting: May 10, 2022

5.2. Capital Improvement Plan May

5.3. Budget Planning/Retreat

6. Adjourn: Flor adjourned the meeting at 9:25 a.m.

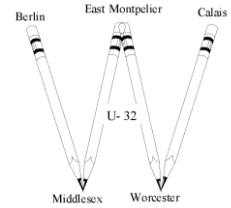
Respectfully Submitted
Melissa Tuller
Administrative Assistant

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Monthly Reflections
DATE: May 5, 2022

The Fiscal Services Team is preparing for the pre-audit May 17th – 20th. Matt has collected and uploaded the requested files, and we feel prepared to work with auditors from RHR Smith that week.

Audit work goes hand in hand with preparation for the end of the year and beginning of the year. There is work in process in payroll, accounts payable and the general ledger to get ready for both. Thank you to the entire team Matt, Penny and Virginia for this work.

On April 20th we sent out a request for bids for property, liability and workers compensation insurance. We sent a full request to the Vermont School Boards Insurance Trust (VSBIT) and Hickock and Boardman (our current vendor). Bids are due to us by May 20th. Both vendors have indicated that they plan to respond to our request. I intend to make a recommendation to the Finance Committee at the 6/7/22 meeting. Thank you to Michelle for her help preparing the bid documents.

Chris Leopold has provided the District with a letter responding to our request for an opinion on the treatment of reserve funds resulting from audited fund balance. This was requested as an assurance measure, due to an indication from the AOE that Article 7 of the District Annual Warning did not clearly allow the Board to transfer funds from the reserve fund balance into the capital reserve fund.

It is Chris's opinion that Article 7 authorizes the transfer of surplus funds into the "District's Capital Reserve Fund, provided such funds will be used for the purposes of 'operating the school'." The letter also states that a capital expense is "properly and appropriately regarded as a legitimate expense made for the purpose of 'operating the school'" and "that transfers from Article 7 surplus funds into the District's Capital Reserve

Fund satisfy this standard and are consistent with the stated purposes under Article 7, as approved by the voters.” I believe this will satisfy any concerns expressed by the AOE.

The Vermont Bond Bank hosted an exciting virtual conference on capital planning in April, which I was so glad I was able to attend. The presenters and materials provided were extremely informative and reassured me that our capital plan is exactly the direction that the District needs to be headed in to properly plan for the future of our buildings and grounds.

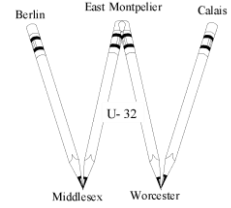
At the end of May I plan to attend the Tri-State ASBO Conference which promises to cover a great deal of material including cyber liability, succession planning, HR alphabet soup, changing classrooms and the future of budgeting, strategies for successful negotiations, long range technology planning, recognizing implicit bias, insurance and stress. I look forward to digging into these topics and also having the opportunity to connect with my statewide (and NH and ME) colleagues.

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Possible Changes in Para-educator Needs for FY 2022-23
DATE: May 5, 2022

The Leadership Team is working to confirm the student needs for para-educators (para-educator support, BI support and PCA support) for FY 2022-23. This assessment was completed during the budget process, but due to the changing needs of students and the movement of students in and out of the District, the requirements may have changed. Once the needs at each school are determined, we will compare it to the budgeted FTEs.

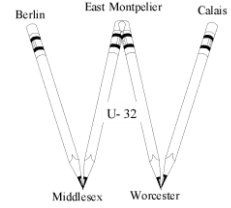
We anticipate completing this work in time for the Board's meeting in June, should we need to request any use of General Fund Balance due to additional needs, we will notify the Board at that time.

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne Gann, Business Administrator
RE: Authorize Superintendent to Sign Contracts for WCUUSD
DATE: May 5, 2022

Summary: RHR Smith, the accounting firm that performs the District's annual audits, has recommended that annually the WCUUSD School Board authorize the Superintendent to sign all contracts on behalf of the District.

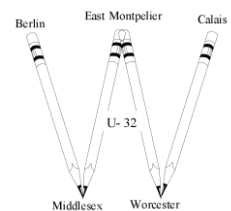
Recommended Board Action: The Board authorize the Superintendent to sign all contracts on behalf of Washington Central Unified Union School District.

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Jennifer Miller-Arsenault
Interim Superintendent



EFFECTIVE THROUGH FY 2022 - 23

The Washington Central Unified Union School District (WCUUSD) Board of Directors hereby authorizes the Superintendent (or designee) to process payments and print checks for payroll, related benefits and accounts payable. This includes, but is not limited to checks issued in payment for insurance premiums, utilities, bonds, contracts or other vendor invoices prior to a regularly scheduled or postponed board meeting in order to meet obligations to vendors and issue timely payments.

The WCUUSD Board of Directors hereby authorizes the WCUUSD Treasurer to sign all checks processed and printed by the Superintendent (or designee) during months and weeks that the WCUUSD Board does not meet to approve board warrants. Any checks that are signed by the WCUUSD Treasurer without an approved warrant will be reviewed and approved at the next warned business meeting of the Board.

This authorization will remain in effect throughout FY 2022-23, unless the WCUUSD Board of Directors vote to rescind the authorization.

WCUUSD Board of Directors:

_____	Date: _____
_____	Date: _____
_____	Date: _____
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WCUUSD Board of Directors:

Date: _____

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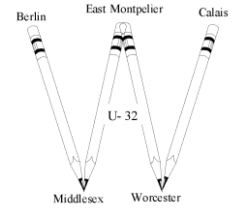
Date: _____

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Jennifer Miller-Arsenault
Acting Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne Gann, WCUUSD Business Administrator
RE: Energy Procurement Process
DATE: May 5, 2022

Summary: Washington Central Unified Union School District has traditionally solicited and awarded bids for fuel oil, propane, wood chips and wood pellets in June each year. I have been concerned about the impact of the current market prices for energy on our bids and budget. Chris reported that the statewide group of Facilities Directors were discussing holding off on soliciting. I surveyed other school district business managers to find out what they usually do and plan to do this year. All but one responding district indicated they usually solicit bids in the fall, to secure prices from suppliers that bought in the summer when fuel is generally cheapest. Everyone was planning to wait until fall this year.

Instead of bidding these products in June, we plan to research the possible use of an Energy Advisor, Competitive Energy Services (CES). CES is a privately held firm with no affiliate relationships, so the company is 100% neutral and puts the interest of their clients first in the process. CES has 20 years of experience in energy procurement and provides data reporting, tracking and analysis that will help with buying and budgeting. Experienced representatives at CES watch the market, economic, political and environmental climate to recommend when to buy or negotiate on behalf of their clients.

Utilizing experienced professionals for this work will cost a fee, but is likely save the district \$.10 - \$.20 per gallon. Since the District has not used an advisor for this purpose in the past, we wanted to inform the finance committee of this consideration and seek feedback regarding a possible change in practice. Before proceeding, we would welcome any questions or concerns that we may not have considered.

Given the volatility of the energy market, it may be necessary to make a quick decision on awarding contracts to suppliers. For this reason, it would be beneficial for the Superintendent to have the authority to award the energy contracts.

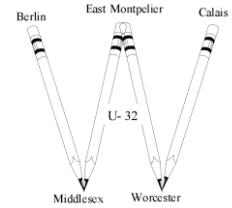
Recommended Board Action: The Board authorize the Superintendent to award contracts for fuel oil, propane, wood chips, wood pellets and paper on behalf of Washington Central Unified Union School District (WCUUSD).

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Jennifer Miller-Arsenault
Acting Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne Gann, WCUUSD Business Administrator
Mark Kline, IT Director
RE: Award Bid for Network Switches / Approve Use of Tech Reserve Funds
DATE: May 5, 2022

Summary: In order to maintain a secure and effective network to which computers, telephones, printers, HVAC controllers, cameras, and entryway systems are able to connect we must periodically refresh network infrastructure components including firewalls and network switches. The main firewall, virtualization platforms, and servers were updated last year. The next step is to replace the network switches.

E-rate Process: In February of 2021 District staff filed an FCC Form 470, which is an application for e-rate funding, for approximately half the cost of the requested services and equipment. The request was for internet service providers, new firewalls and new network switches. This form is also a public bid, inviting all service providers to participate, and is open to the public. Bid submissions are evaluated through a matrix with price having to be the most significant factor. Once chosen, a vendor is listed on an FCC Form 471, which declares the winner of the bid, and is officially approved for e-rate funding. We then receive a notice that we can purchase the service or equipment through the approved vendor.

Five companies bid on the firewalls: ADT, CIPAFILTER, JSCM, WCA and Ormsby's Computer Systems. Only Ormsby's bid on the network switches. The quote for switches received from Ormsby's was for \$103,232, before e-rate reimbursement. It would be ideal for the District to complete installation of the new network switches this summer. The District currently has \$357,928 of fund balance reserved for Technology hardware purchases.

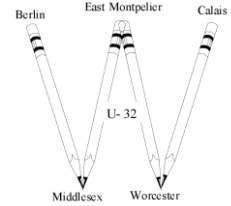
Recommended Board Action: The Board approve awarding the bid for network switches to Ormsby's Computers and authorize the use of up to \$103,232 of funds reserved for technology hardware for the purchase of network switches.

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne Gann, WCUUSD Business Administrator
Chris O'Brien, Director of Facilities
RE: Purchase of New Windows at U-32
DATE: May 5, 2022

Summary: The Capital Budget for FY 2022-23 has allotted \$34,500 for the replacement of windows in five classrooms at U-32 this summer. One vendor, Portland Glass, responded to a request for bids. The base bid was for \$21,832. Staff would like to move forward with the install of these windows this summer, and request the Board award the bid to Portland Glass for the base amount, allowing for a possible 10% contingency if necessary.

No bid waiver is required, as the purchase does not exceed \$40,000. Previous practice was for the Board to award bids for purchases that exceed \$15,000. The proposed Capital Plan would no longer require the Board to award bids under \$40,000. This is in line with new State and Federal requirements. Any feedback on this recommended change in procedure is welcome.

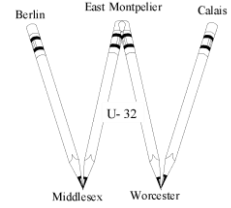
Recommended Board Action: The Board award the bid for replacement windows at U-32 to Portland Glass for an amount not to exceed \$24,015.

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Jennifer Miller-Arsenault
 Interim Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne Gann, WCUUSD Business Administrator
Chris O'Brien, Director of Facilities
David Hannigan, Director of Buildings and Grounds at U-32
RE: Tractor and UTV Lease for U-32
DATE: May 5, 2022

Summary: U-32 currently has a 2008 Kubota Tractor with a bucket, snow blower and street sweeper attachments and a Kubota UTV with snow plow and salt spreader. This equipment is scheduled for replacement in FY 2022-23. Staff would like to trade the tractor, UTV and attachments for a John Deere Tractor with attachments and a UTV with attachments, using a lease program.

A lease will spread the cost impact on the budget out over five years. This will move the expense out of the equipment line and into the lease expense line. Replacing equipment more frequently will reduce downtime required to perform machine maintenance as well as time and labor spent on the maintenance of the equipment. Staff solicited quotes for the purchase or lease of equipment. Responses are listed below.

Company and Lease / Purchase Description	FY 22-23 Impact	Long-term Impact
United Ag and Turf (John Deere) – 60 month lease \$1,283.04	\$15,397	\$76,983
Champlain Valley Equipment (Kubota) – 60 month lease \$1,534	\$18,400	\$91,997
Champlain Valley Equipment (Bobcat Toolcat no tractor) – Purchase only	\$84,085	\$84,085
Grassland Toro (UTV only, no tractor) – Purchase only	\$36,787	\$36,787

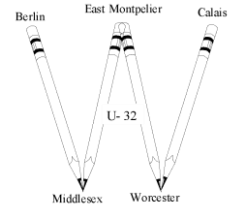
Recommended Board Action: The Board move to authorize the Superintendent to sign a 60-month lease agreement with United Ag and Turf for the trade of equipment and lease of a John Deere tractor and UTV for \$1,283.04/month, with the option to purchase the equipment for \$1 at the end of the lease.

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee and School Board
FROM: Susanne D. Gann, Business Administrator
Chris O'Brien, Director of Facilities
RE: Capital Improvement Plan and Five-Year Capital Budget
DATE: May 5, 2022

Review: The Board received the Capital Improvement Plan at the April 27th meeting and held a Community Forum on May 4th to discuss the plan and receive feedback from the public. Notes from those meetings include:

1. Possible need to clarify the hierarchical request for projects in the stakeholder roles.
2. Additional emphasis on energy efficiency even when a project request is Priority 1.
3. A statement in the plan that we will fully fund the five-year capital budget.

Proposed Next Steps: Staff will make revisions to the plan based upon the feedback above and any additional recommendations from the Finance Committee, and present them to the Leadership Team for review discussion and approval.

May 18, 2022 Board Meeting

- Seek Board adoption of the revised plan.
- Discuss the proposed use of ARP ESSER funds, and the required change in the timing of project completion.
- Seek Board approval of the projects to develop a scope and budget and begin planning for FY 24 at the meeting.

June 15, 2022 Board Meeting

- Discuss a possible transfer from the District General Fund Balance to the Capital Reserve Fund to meet the needs in the Five-year Capital Improvement Budget.
- Discuss the possible increase in the annual transfer to the Capital Reserve Fund, in preparation for the FY 2023-24 budget process.

And Beyond:

- Develop a one-page summary for the projects approved for completion in the summer of 2023, based upon the scope and budget plans.