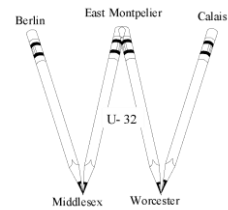


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Jennifer Miller-Arsenault
Interim Superintendent



**WCUUSD Finance Committee
Meeting Minutes Unapproved
5.10.22 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, Eric Andersen, Daniel Keeney, Steven Dellinger-Pate

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:31 a.m.**
- 2. Approve Minutes of 4.12.22: Ursula motioned to approve the minutes. Natasha seconded and the motion passed unanimously.**

3. Informational Reports

3.1. Monthly Reflection: Susanne highlighted the work of the fiscal team for the end of the fiscal year. On April 20, we sent out a proposal for property, liability, and workers compensation insurance. We sent a request to Hickock and Boardman (our current vendor) and Vermont School Boards Insurance Trust (VSBIT). The bids are due to us by May 20. Both vendors have indicated they will be bidding on this. It is the intent to bring this to the June 7 board meeting.

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 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' opinion that Article 7 authorizes the transfer of surplus funds into the District's Capital Reserve Fund, provided such funds will be used for purposes of "operating the school." The letter also states that a capital expense is "properly and appropriately regarded as legitimate expense made for the purpose of "operating the school" and "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." Susanne feels this will satisfy any concerns expressed by the AOE.

The Vermont Bond Bank hosted a virtual conference on capital planning in April. The presenters and materials provided were helpful in planning our capital plan. Susanne advised she would be attending the Tri-State ASBO Conference at the end of May.

3.2. Possible Changes in Para Educator Needs: Jen advised that the leadership team is working on confirming the student needs for para-educators (BI, Para educator support, and PCA support) for FY 22-23. Once the needs are determined, it will be compared to the budgeted FTE's and the Board will be notified should a request be needed to use the General Fund Balance due to additional needs.

4. Discussion/Action

- 4.1. Authorize Superintendent to sign Contracts for WCUUSD: Natasha motioned that the Finance Committee recommend that the Board authorize the Superintendent to sign all contracts on behalf of Washington Central Unified Union School District. Ursula seconded. The motion passed unanimously.**
- 4.2. Blanket Authorization for Board Warrants/Check Orders: Ursula Stanley motioned to recommend that the Board authorize the Superintendent process payments and print checks for payroll, related benefits, and accounts payable. Daniel Keeney seconded.** Susanne will revise the wording, as the wording was confusing. Susanne advised that it will have to be signed by eight school board members. **The motion passed unanimously.**
- 4.3. Energy Procurement Process:** WCUUSD has traditionally solicited and awarded bids for fuel oil, propane, wood chips, and wood pellets in June each year. There have been concerns 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 holding off on soliciting. Susanne surveyed other school district business managers to find out what they typically do and what they plan to do this year. Everyone is 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. Utilizing experienced representatives for this work will cost a fee, but it is likely to save the district \$.10-.20 per gallon. Since WCUUSD has not used an advisor for this purpose in the past, we wanted to inform the committee of this consideration and seek feedback regarding a possible change in practice. Chris O'Brien added that the price we locked in at last year has since doubled and this could be helpful. Eric Andersen asked if it was possible to get more information on CES regarding background. He feels that we should find out what is available locally before we jump to use CES. Flor asked what the cost of using CES is. Susanne advised that she have to do more research. Flor asked Susanne to write separate memos for the motion recommendation so it is clear it is not under the energy procurement umbrella. There was discussion as to whether or not CES is a needed service since we have not used this service in the past. **Ursula motioned to recommend that 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. Daniel Keeney seconded. The motion passed.**
- 4.4. Award Bid for Network Switches and Approve Use of Technology Reserve Funds:** Mark advised that each year we replace of our network infrastructure (firewalls, servers, virtualization, host switches, wireless access points etc.) The main firewall, virtualization platforms, and servers were updated last year. The next step is to replace network switches. 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 from Ormsby's was for \$103,232 before e-rate reimbursement. It would be ideal for the District to complete installation of the new switches this summer. The District currently has \$357,928 of fund balance reserved for technology hardware purchases. **Ursula motioned to recommend that 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. Daniel seconded. The motion passed.**

4.5. Approve Purchase of New Windows at U-32: There is \$34,500 allotted for the replacement of windows in five classrooms at U-32 this summer. We had one vendor, Portland Glass respond to a request for bid. The base bid was \$21,832. No bid waiver is required, as the purchase does not exceed \$40,000. We would like to move forward with this project this summer. **Ursula motioned to recommend that the board award the bid for replacement windows at U-32 to Portland Glass for an amount not to exceed \$24,015. Daniel seconded. The motion passed.**

4.6. Approve Tractor/UTV Lease for U-32: U-32 currently has a 2008 Kubota Tractor with bucket, snow blower and street sweeper attachments and a Kubota UTV with snowplow and salt spreader. This equipment is scheduled for replacement in FY 22-23. 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. United Ag and Turf came in as the lowest bidder. We received four bids. **Ursula motioned to recommend that the board 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 \$1283.04/month, with the option to purchase the equipment for \$1 at the end of the lease. Eric seconded.** Discussion: Eric asked what it would cost to purchase as opposed to lease it. Chris advised that \$68,999 is the lease price and the purchase price. **The motion passed.**

4.7. Capital Improvement Plan: Susanne documented some of the feedback from the Community Forum regarding the Capital Improvement Plan. Notes from the meeting included:

1. Possible need to clarify hierarchical requests for projects in the stakeholder role.
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.

She proposed next steps that staff will revise the plan based upon the feedback and any additional recommendations from the Finance Committee, and then present them to the Leadership Team for review, discussion, and approval. The plan will be brought to the board for approval on May 18. Discussion: Ursula asked if there could be a red lined version provided for the next board meeting. Flor asked if the capital plan and feedback form could be posted on the website. Flor will also post on front porch forum.

5. Next Meeting Date and Future Agenda Items

5.1. Next Meeting June 7, 2022

5.2. Revenue Anticipation Note & Investment Bid-June

5.3. Property, Liability and Worker's Compensation Insurance Bid – June

5.4. Operating Budget Policy & Planning

6. Adjourn