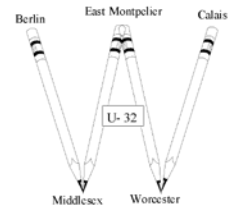


# Washington Central Unified Union School District

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

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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 15<sup>th</sup> 2022 for period ending February 28<sup>th</sup>. 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