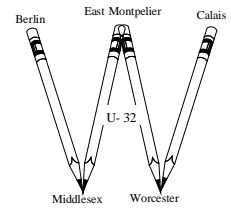


Washington Central Unified Union School District

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



**WCUUSD Finance Committee
Meeting Agenda
2.15.22 8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/yckw4h6h>

Meeting ID: 846 4739 8000

Password: 983447

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

1. Call To Order
2. Approve Minutes of 1.18.22 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflection – pg. 4
 - 3.2. FY 23 Capital Improvement Project Update – pg. 6
4. Discussion/Action
 - 4.1. Annual Meeting Preparation – pg. 8
 - 4.2. Project Manager/Clerk of the Works Contract – pg. 9
 - 4.3. Articulating purpose of the Finance Committee – pg. 11
 - 4.4. Discuss April 19, 2022 meeting date (this is during Spring Break)
5. Next Meeting Date and Future Agenda Items
 - 5.1. Special Meeting February 22, 2022
 - 5.1.1. U-32 Air Handling Unit Bid Award
 - 5.2. Next Regular Meeting March 15, 2022
 - 5.3. FY 23 Capital Improvement Project Bid Awards
 - 5.4. Capital Improvement Plan (April and May)
 - 5.5. Future Uses of Fund Balance
 - 5.6. Debrief FY 23 Budget Process
6. Adjourn

WCUUSD Board Norms - Adopted November 18, 2020

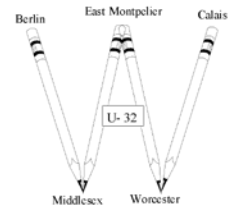
- **Public input** – Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members to listen and ask clarifying questions. If a board member feels a concern raised in public comment warrants further board discussion, they may request that the issue be added to a future agenda.
- **Community dialogue** – The board may periodically schedule community forums that allow for dialogue, questions and answers from the board or the district leadership team.
- **Stay on time** – Start and end on time. The chair may appoint a time-keeper.
- **All voices will be heard** – Every board member gets a chance to speak. Some topics warrant having each board member speak in turn to ensure full representation.
- **Reflection** – To allow time for reflection, the chair and agenda steering committee will plan time for complex or contentious issues to be discussed at more than one meeting before the board votes, except where a decision is urgent.
- **Announcements in reports** – Announcements from the administration will appear in the reports and not as discussion items.
- **Role of the board** – At the end of each board meeting reflect on whether the board remained focused on its policy-making and oversight role during the meeting, rather than operational details that are the responsibility of leadership team.
- **Respect each other** – Listen, allow others to be heard, share concerns, assume positive intentions, be present, celebrate successes.

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Jennifer Miller-Arsenault
Interim Superintendent



WCUUSD Finance Committee Meeting Minutes Unapproved 1.18.22 8:30-9:30 a.m.

**Central Office, 1130 Gallison Hill Rd., Montpelier
Via Video Conference**

Committee Members Present: Flor Diaz Smith, Scott Thompson, Susanne Gann, Chris McVeigh, Chris O'Brien, Bill Ford, Mark Kline, Ursula Stanley, John Hemmelgarn of Black River Design

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:32 a.m.**
- 2. Approve Minutes of 1.11.22: Chris McVeigh motioned to approve the minutes from 1.11.22. Ursula Stanley seconded and the motion passed unanimously.**
- 3. Discussion/Action**
 - 3.1. Review and Award the U-32 Roof Project Bid: Bill Ford advised two bids were received yesterday, one from Burrell Roofing and the other from Evergreen roofing. Bill advised that Evergreen Roofing was the low bidder and that is the recommendation. They had sent the bid out to five vendors and only received these two. Chris McVeigh motioned that the Finance committee recommend that the board accept the bid for the U-32 Roofing project from Evergreen Roofing for \$236,700 to include 10% for change orders for a total budget order of \$260,370. Scott Thompson seconded the motion. There was some discussion. The motion passed unanimously.**
 - 3.2. Review, Approve, and Warn the FY 23 General Fund Budget: Susanne advised this was on the agenda only if the board did not approve the budget last week. There is no need to discuss this at this meeting since the budget passed.**
- 4. Next Meeting Date and Future Agenda Items**
 - 4.1. Next Meeting February 15, 2022
 - 4.2. FY 23 Capital Improvement Project Update
 - 4.3. FY 23 Capital Improvement Project Bid Awards
 - 4.4. Clerk of the Works Contract
 - 4.5. Five – Year Capital Improvement Plan
 - 4.6. Extent of Board Involvement/Best Uses
 - 4.7. Future Uses of Fund Balance
 - 4.8. Articulating Purpose of the Finance Committee/Timing of Meetings
 - 4.9. Debrief FY 23 Budget Process
- 5. Adjourn: Scott Thompson motioned to adjourn the meeting at 8:48 a.m. The motion passed unanimously.**

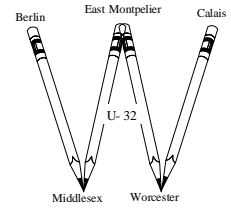
Respectfully Submitted,
Melissa Tuller
Administrative Assistant

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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: February 10, 2022

Chris O'Brien, Bill Ford and I have been working to develop a proposed Capital Improvement Plan (CIP) for the District. We anticipate it will be complete enough to present to the Leadership Team in March, respond to WCLT feedback, make changes to the plan and present it to the Finance Committee and Board in April for Board feedback. The proposed CIP will include a written document that describes the process for capital planning, the stakeholders involved and their roles in that process. We will propose that the CIP establish a process for requesting new projects to incorporate into the plan and an annual timeline for reviewing and implementing the plan. It will also identify the five-year budget, working towards a 25-year budget for asset replacement, which would be reviewed and approved annually by the Board.

I have been working on submitting the Excess Spending Exclusion Applications to the AOE for the Board approved FY 23 capital projects. During the review process with the AOE, we discussed fund transfers from the general fund balance into the capital fund by the Board last May and June. Before the AOE approves future projects funded using those transferred funds, the AOE would like a written opinion from an attorney that supports the Board's assertion that it is authorized to move general fund balance into the capital reserve fund. It appears to the AOE that the language in the warning may be restricting the Board's authority only to the "Operating" fund and not the "Capital" fund. Attorney Chris Leopold is reviewing the issue now and will respond with an opinion. I will keep the Board informed about this issue and any implications it may have.

The current fiscal year Financial Update and Fund Balance Report for the Board will be completed in March. Before projections on revenues and expenditures are completed, I plan to spend time with individual Building Administrators reviewing their process for budget analysis and the tools we provide them to track expenditures.

Monthly Reflections

The month of January has required extra Finance Committee meetings and School Board meetings for the budget and bid awards. This requires staff preparation to get packets out to the Board in advance of the meetings. The warning is approved, annual report is compiled and information is distributed to individual Towns and posted on the website. Thank you to Melissa Tuller for all the support she provides over the course of the year, but especially during this time of budgets and bidding.

The Federal Office of Management and Budget (OMB) required all federal agencies and systems to transition from using a DUNS Number to a SAM UEI. The funding we receive from the federal government through the VT AOE requires us to make this switch. Matt Kittredge and I attended a training in February to walk us through the process of accessing this number and updating the AOE grant and food service systems. Jen and Matt completed the first step. Matt will have the process finished in advance of the April deadline.

Virginia files several payroll reports quarterly, including the 941s, VT payroll reports, 1095C to eligible employees, Unemployment Tax wage report to Dept of Labor, Health Care Employer Assessment, VMERS and VSTRS retirement reports due, EPSDT report. Even with this long To Do List, the January reports were filed on time by Virginia. Well done!

Penny prepared and mailed 1099s to vendors in January in accordance with IRS regulations. Penny's efforts to maintain complete vendor files throughout the year makes this process relatively smooth. Nice job, Penny!

Reinhart, a large vendor used by all of our schools for food service purchases, was recently bought by another company. All open purchase orders for Reinhart had to be closed. A new vendor had to be created and new purchase orders created. This was extra work for Penny and the Admin Support Team, but was accomplished successfully. A special thank you to Penny and the Admin Support Team for their work on this project!

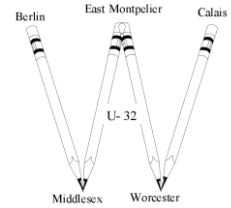
The Admin Support Team has been using the afternoons on half days to meet to share information, build relationships among the district-wide team, learn from each other, plan for upcoming changes or needs and make decisions. This month we shared an update about Act 173 and reviewed where to find FY 23 Budget Resources on the WCUUSD web page. The Team discussed ways to help get information to the public including the school newsletters, Facebook and FPF posts. We reviewed a new travel reimbursement form, procedures for using the BMO Purchasing card and for tracking small, local grants. Finally, we discussed the year-end preparation, including the instruction to enter POs for this fiscal year no later than 4/29/22. Some concerns were expressed regarding the ability to anticipate everything that early, especially given the loss of access to our servers that contain historical documents and information. This difficulty was acknowledged, and Penny and I will work with Admin Assistants when unanticipated or emergency expenses occur past that date. Thank you to the entire Team for attending, for participating in open discussion and to Penny, Matt and Virginia for leading these important conversations.

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Chris O'Brien, Director of Facilities
Susanne Gann, Business Administrator
RE: FY 23 Capital Improvement Project Update
DATE: February 10, 2022

Summary: At the Board's direction, Black River Design provided schematic designs and cost estimates for the FY 22-23 Capital Improvement Project Plan. In November, The Board authorized the Superintendent to complete bidding for the projects listed on the WCUUSD Capital Improvement Project Plan, FY 22-23 Budget, for a total estimated cost of \$1,533,863.

The design development, plans and bid documents (or quote requests) have been completed for projects approved by the Board for completion this summer. The FY 2023 Capital Project Bid Schedule is included here. Some other project updates:

U-32 Roof Project - The bid was awarded to Evergreen Roofing 1/19/22 for an amount not to exceed \$270,000. This is within the construction budget for this project. The AOE has approved the District's bid waiver and the contract with Evergreen is being circulated for signatures.

U-32 Window - The District has received one quote from the vendor who has done the work regularly at U-32. We will seek two more quotes.

District-wide Security card/Camera systems - This process has been more involved than initially thought, but we are making forward progress. In order to implement security access and cameras consistently throughout the district it is necessary to determine the standard requirements. To ascertain best practices for setting safety and security standards, a proposal from a consultant was requested on 1/28. We anticipate this project will require two years for completion across the district.

FY 2023 Capital Project Bid Schedule

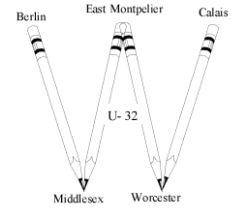
Projects	Plans / Specs out to Bid or Quote	Pre-bid Walk-through	Bid due to District	Bid to Office for Board Packet	Finance Committee Meeting	Board Meeting for Award
U-32 Roof	12/27/21	12/30/21	01/10/22	01/11/22	01/18/22	01/19/22
U-32 AHU	01/31/22	02/09/22 at noon	02/17/22 at 1:30	02/21/22 by noon	02/22/22	03/02/22
U-32 Storm Water	02/10/22	TBD	03/03/22	03/08/22	03/15/22	03/16/22
U-32 Softball Dugouts	01/28/22	02/09/22 at 10:30 a.m.	02/22/22 at 1:00 p.m.	03/08/22	03/15/22	03/16/22
Rumney bathrooms U-32 bathrooms/partitions Doty Door hardware U-32 scoreboards Berlin ADA	02/24/22	TBD	03/17/22	03/29/22	May go directly to Board on 04/06/22	04/06/22
U-32 Windows	01/10/22	01/10/22	01/13/22	N/A	N/A	N/A
Security Card/Camera Systems	TBD	TBD	TBD	TBD	TBD	TBD

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Flor Diaz Smith, Board Chair
RE: Annual Meeting Preparation
DATE: February 10, 2022

We must prepare to present the budget information to the voters at the Annual Meeting for the School District on February 28, 2022.

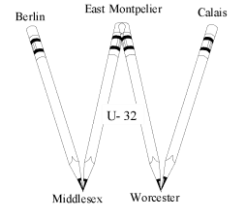
1. Discuss the format and agenda for the meeting:
 - Call to Order
 - Remind all that this is now an informational meeting as all elections are done by Australian ballot
 - Discuss Proposed WCUUSD Budget and Articles of District Warning
 - Adjournment
2. Identify what materials we plan to use for the presentation. Review the slide show prepared by staff and add or subtract from it.
3. Identify roles for the presentation.
4. Prepare possible Q and A. Request information from Administration as needed.

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, Business Administrator
RE: Project Manager / Clerk of the Works Contract
DATE: February 10, 2022

Summary: Bill Ford of WF Project Inspections provides Owners Project Manager and Clerk of the Works services as an independent contractor for the District. The current contract ends this month. A proposed contract not to exceed \$78,467 to cover the period from 2/10/22 through 2/9/23 is included in the packet. The contract confirms OPM/COW duties for the District on proposed 2022 construction projects plus planning for future capital improvements. The proposed hourly rate for his services is \$73 per hour, with an anticipated 843 hours of service, plus reimbursable expenses.

Recommended Board Actions: The Board authorize the superintendent to sign the contract with WF Project Inspections for his services as Owners Project Manager and Clerk of the Works through 2/9/23, not to exceed \$78,467.

January 8, 2022

Owners Project Manager/Clerk of the Works for WCUUSD
Proposed Fee Schedule

This fee schedule is based upon contracted Owners Project Manager (OPM)/Clerk of the Works (COW) services. WF Project Inspections would be providing services as an independent contractor. Confirmation of the OPM/COW duties for the district for the term of one year based on up to .5 FTE.

Services:

OPM/COW, Bill Ford invoiced at; \$73.00 per hour
Reimbursables: Mileage & travel at two hours per site visit. Long distance communication, copies, photos, postage and handling at cost plus 10%

Proposed Fee Schedule:

Perform OPM/COW duties for the period February 10, 2022 through February 9, 2023 based on up to 843 hours of services for the “not to exceed” amount of \$78,467.

project budgets	school	Proposed 2022 WCUUSD construction projects plus planning for 2023 projects
\$369,096	U32	Storm water project
\$303,050	U32	Roof replacement
\$302,500	U32	AHU upgrades
\$426,690	Rumney, U32, Doty, Berlin	Rumney bathrooms/sinks, U32 bathrooms/partitions, Doty door hardware, U32 scoreboards, Berlin ADA access, Calais ductwork
\$33,000	U32	Window replacement
\$33,000	U32	Softball dug outs
\$250,000	various	Rumney, Doty, Calais, EMES security card/camera system

\$1,717,336

Equipment provided by WFPI for use by the OPM/COW:

Laptop computer
iPad and iPhone for project photos and communication

To be provided by the Owner:

1. Access to workspace with chair, table, and power
2. Access to an internet connection & printer

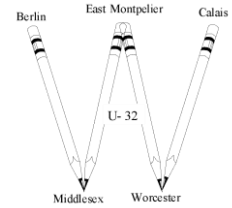
I suggest the “not to exceed” fee so if the work to be accomplished moves along better than expected the owner can benefit from fewer hours expended by the OPM/COW and a lower cost for those services.

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, Business Administrator
Jennifer Miller-Arsenault, Interim Superintendent
RE: Articulating the Finance Committee Purpose
DATE: February 10, 2022

Summary: The Finance Committee currently meets on the Tuesday prior to the second monthly school board meeting from 8:30 – 9:30 a.m. Agenda items for the Committee to review generally mirror the agenda items in the Finance section of the School Board meeting agenda. The Committee reviews the summaries and asks questions related to agenda items. This allows Board members on the committee to have more in-depth knowledge of the topic, so that the discussion at the full board meeting is smoother. This also gives the Administration a chance to prepare for the full board meeting. The timing of the meetings does not give Administration time to make any changes to materials prior to going to the full Board meeting.

1. Articulate the purpose of this meeting.
 - a. Role in budget development?
 - b. Role in capital planning?
 - c. Role in reviewing financial policies vs. Policy Committee?
 - d. Review and Prepare for Board meeting or offer feedback to Administration to make changes prior to the Board meeting.
2. Decide upon the day, time and frequency of meetings that best serves this purpose.
 - a. Two weeks prior to the Board meeting? Semi-monthly? Weekly?
 - b. 8:30-9:30, 8:30-10:00, 9:00-10:00, 9:00-10:30?
3. What else might we consider?