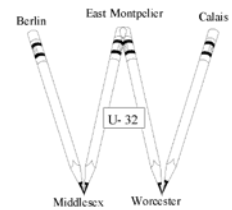


# Washington Central Unified Union School District

*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 Approved 10.19.21 8:30-9:30

**Committee Members Present:** Chris O'Brien, Jennifer Miller-Arsenault, Flor Diaz-Smith, Steven Dellinger-Pate, Mark Kline, Susanne Gann, Chris McVeigh, Kari Bradley, Scott Thompson

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:32 a.m.**
- 2. Approve Minutes of 9.14.21: Kari Bradley motioned to approve the minutes and Chris McVeigh seconded. The motion passed unanimously.**

### **3. Informational Reports**

**3.1. Monthly Reflection:** Susanne advised this an update to the board on what work is being done and what work needs to continue. She advised she wanted to give an update on the history of the Special Education service plan and the changes from last year to this year. The change was that they were not expecting a budget, just a staff count that was submitted on October 15, 2021. Susanne thanked Renee Bates for all of her work on this project. She advised that NEMRC has been moved to the cloud server, which will make things quicker.

The October 15<sup>th</sup> paychecks went out with the retro pay and changes. Susanne thanked Carla Messier and Melissa Tuller for their help in getting the contracts out.

The transportation committee finished their work in September and the bid went out to vendors. The bid opening is November 10, 2021. Susanne thanked Michelle Ksepka for all her work on this.

The Leadership team met and discussed the budget development process including capital improvement project planning and requesting budget changes that are service expansions or retractions. Steven, Cat, and Susanne worked on a budget timeline. Chris McVeigh asked if a SPED budget would be presented to the board and she advised it would be. Chris asked if we were using a bus for storage purposes. Susanne advised there is storage under one bus for carrying athletic equipment, not a separate bus.

Kari asked if budget development would be discussed, as it was not on the agenda. Kari is interested in having a community input step, and thinks this should take place in November so they will have a chance to look at it and then bring it to the board to weigh in. There was some discussion about getting more participation in the community forum in November surrounding the budget and what questions should be asked.

Kari and Jen made the following suggestions:

- Values and student needs should be reflected in the budget.
- What does the community value in education? (i.e.: arts, music etc.)
- What is our process for prioritizing?
- This should be high level, as we are not looking at specific budgets. Maybe look at last year's budget?
- What is the current state of things?
- What are the budget process next steps?
- How do we shape this budget?
- What aspects are most meaningful?
- List strategic priority categories and ask people which do you think should be priority and why?
- What are students' needs 10-20 years from now?
- How should the school board engage the community in developing the next budget?

Kari suggested we look at the parameters we set last time.

**3.2. Net Metering Contracts & Energy Project Consultant:** Chris O'Brien advised we currently have a contract with Kingsbury. A decision needs to be made by December 1, 2021 to extend the 10-year agreement for Berlin, Central Office, U-32, and Doty or do something else. He advised he has contacted several contractors and gave the names of each. Most of them were too busy; the last person recommended was Andy Shapiro. He has not yet connected with Andy. Chris asked for feedback, as he is not familiar with any of these vendors. Flor advised Andy has worked with the district in the past. She suggested that perhaps we could use ESSER funds for some of this work. Kari advised that he thinks we need to pursue a shorter renewal (18 months-2 years) not a 10-year agreement in order to figure out what the best way is to move forward. He suggested checking with Efficiency Vermont to see if they would be able to help us with this type of work.

**3.3. Quarterly Fund Balance Update:** Due to late finalizing of the contracts the personnel projections update was not completed in time for this report. Susanne advised work is being done now and we will have projection of how we will end the year when the budget draft is presented. Projections without personnel information are as follows: started with \$2,666,000 in the fund balance, reservations are at \$670,000 coming into the year. After the fund balance reservations, we are at \$1,996, 647.00. This is \$1.2 million above a 2% target balance. The final audit report for June 30, 2021 is expected in November. ARP ESSER allocation is \$2,480,000. The AOE has not received the final approval from US ED therefore; we do not have the ability to give more information. They have given general guidance as they did previously. Susanne gave an overview of capital funds for each school, community connections, food service etc. Kari asked about the student transportation amount of \$241,000. Wasn't it determined the amount would be less? Jen advised that there have been changes due to issues with busses coming late at the elementary schools and there are concerns with the winter months approaching so more is to be determined.

#### **4. Discussion/Action**

**4.1. Review and Approve Dental Premiums for Calendar Year 2022: Scott Thompson moved that the committee recommends to the board that the board set the calendar year dental premiums as follows: \$552.00 single, \$1,080 two person, \$1512 family Kari seconded the motion. The motion passed unanimously.**

- 4.2. Review and Approve HRA funding for FY 23 Budget:** Kari Bradley moved to recommend to the board to authorize the use of \$1500/\$3000 for building the personnel projections for the Health Reimbursement Accounts for the FY 2022-2023 budget development. Scott Thompson seconded. The motion passed unanimously.
- 4.3. FY 23 Capital Improvement Project Plan Update – approve budget for schematic design with estimates:** Scott Thompson motioned that the committee recommend that the board authorize the Superintendent to enter into an agreement with Black River Design, not to exceed \$15,000 to create schematic designs with estimates for the projects identified in FY 22-23 on the attached spreadsheet. Chris McVeigh asked that we check with Bill Ford and John Hemmelgarn about what can we put off, as it may be a 50% increase in costs. Scott Thompson asked about the U-32 roof project and if it included equipment. Chris advised it was just the roof of the middle school, as they have had to fix many leaks recently. **The motion passed unanimously.**
- 4.4. SMART Goal Development – Long-term Plan:** Flor advised she is proposing that a long-term capital plan be created (5-year plan that would lead to a 25-year plan). Flor advised she started a table. Scott advised that long term planning is vital and he is in favor. Flor shared the draft she had started and gave an overview. It was suggested that a draft be brought to the next meeting due to the time.

Kari asked if there could be an additional meeting on November 9<sup>th</sup> to debrief about the Community forum on the 3<sup>rd</sup>. It was agreed that a meeting could be arranged.

## **5. Next Meeting Date and Future Agenda Items**

- 5.1.** Next Meeting November 9<sup>th</sup> and 16<sup>th</sup>
- 5.2.** FY 21 Audit Report Review/Approve
- 5.3.** Board Budget Training – immediately before the Board meeting
- 5.4.** FY 23 Budget Draft #1
- 5.5.** Transportation Bid Award
- 5.6.** FY 23 Capital Improvement Project Plan Review and Approval
- 5.7.** Clerk of the Works Contract and Architecture Design Contract Approval
- 5.8.** Extent of Board Involvement/Best Uses/Future Uses of Funds
- 5.9.** Articulating purpose of the Finance Committee

## **6. Adjourn: The meeting adjourned by consensus.**

Respectfully submitted,  
Melissa Tuller  
Administrative Assistant