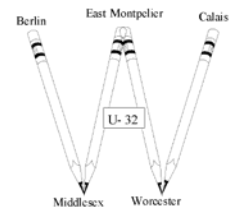


# Washington Central Unified Union School District

*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 Approved 9.14.21 8:30-9:30 AM

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

1. **Call to Order: Flor Diaz Smith called the meeting to order at 8:32 a.m.**
2. **Approve Minutes of 8.10.21: Scott Thompson made a motion to approve the minutes, Chris McVeigh seconded. The motion passed unanimously.**
3. **Discussion/Action**
  - 3.1. **Accomplishments and Issues:** Susanne advised of an in-service that is being planned on October 8, 2021 in conjunction with the IT department. The training for the administrative assistants in workshop style. She gave a shout out to Carla Messier and Virginia Breer surrounding their work around new hires, payroll, benefits etc. They have also been updating information in the system surrounding the collective bargaining agreement on track for October 15, 2021. We received information from VEHI surrounding the cash-in-lieu benefit which states employees that have insurance through another school district are no longer eligible for this benefit. Twenty-one employees were removed from the benefit. Chris asked if these employees could sign up for health insurance. Susanne advised they could sign up during open enrollment but are not losing insurance, as they have to provide proof that they have insurance. There was some discussion surrounding loss of insurance and how we can make our employees whole again with the loss of this benefit. Susanne advised she would look into this. Act 7 went into effect in April and we were not notified until July. Under the new bargaining agreement, paras are eligible for a 2% increase in pay if they have done the ARC and Handle with Care (HWC) trainings. There have been difficulties rolling this out.
  - 3.2. **Transportation Committee, Timeline, and Bid Process:** Susanne advised that the Transportation committee would meet for the first time Wednesday 9.15.21. Chris McVeigh asked about using alternative bussing (electric, etc.). Susanne advised there is an opportunity to discuss these issues. There is a need for more board members to be part of the committee. Kari asked if we are likely to get more than one bid and what is the time period? Susanne advised 3 years with an option to extend 2 years and the last time we received two bids.
  - 3.3. **Copier Bid Process-In house bidding or bidding agent (Specialized Purchasing Consultant):**

Mark Kline advised that copiers in the schools are in need of replacement, many are 5-8 years old. Mark is recommending a 5-year lease and then to replace those copiers after 5 years. Most copiers come from Canon or Conway. We are proposing using a bidding agent to get us the lowest prices. Mark has used SPC previously; they also contract for repair, bid on lease agreements etc.

We have bid internally previously and not used a bidding agent. Scott asked questions regarding loss and terminating contracts. Susanne advised we are not paying an equipment fee, as we own the current copiers. Kari asked if we have considered another bidding agent and if there are competitors. Mark advised he is not aware of any other company that does this. Flor asked if we reached out to other school districts that use this company. Susanne advised they did reach out and got good reviews.

- 3.4. Budget Process and Timeline:** Susanne gave an overview of the budget process and timeline. Kari asked to add to the timeline Board established parameters and suggested that finance committee recommends them. There was some discussion surrounding the Community forums and how the process works. Kari suggested a finance committee review in February as well as the Board doing communication and outreach support. Scott commented to be on the lookout for the Common Level of Appraisal in December as it might have an impact on what we do and the tax commissioner releases projections of anticipated tax rates. There was some discussion about community forums. Jen spoke about the capital plan; Chris O'Brien advised he has set up meetings with all the principals to make it more collaborative.
- 3.5. U-32 Van Lease:** The Zenith van lease is up at the end of September. Susanne advised the buyout is \$19,403.79. This is actually less \$18,917.50, as the last payment has not posted to our account and she will update for the board packet. Originally, a lease was budgeted for and current budget remaining is \$8,781.99. If we buy it out right, we would be over budget by \$10,621.80. Currently per the dealer, there is no inventory for vans. Susanne suggested that we recommend to the board that we purchase the van outright. There is reimbursement through special education funding from the state at 56%. Act 173 changes the funding formula next fiscal year, so we will stop being reimbursed at that level. **Scott motioned that the finance committee recommend to the board that it approve the purchase of the 2019 Chrysler Pacifica Van. Kari seconded. The motion passed unanimously.**
- 3.6. Appoint new third party Administrator for HSA, FSA, and HRA Administration – Further:** VEHI offers four vendors for third party administrators. Data path is our current vendor. Since January payroll has had correspondence with 45 employees regarding Data path related issues. Susanne advised she reached out to colleagues that have used Data path and have had similar issues. She is suggesting that we switch to My Money Further. **Kari motioned to recommend to the Board to appoint My Money Further as the administrator for HSA, FSA, and HRA Administrator. Scott seconded and the motion passed.** There was some further discussion as to why such a difference in the prices between Data path and My Money Further.

**4. Next Meeting Date and Future Agenda Items:**

- 4.1. Next Meeting Date : October 19, 2021**
- 4.2. Capital Fund project list for FY 2023 (including U-32 bathrooms and U-32)**
- 4.3. Budget Approval – Dental and HRA/S-125**
- 4.4. Energy Project Consultant**
- 4.5. Net Metering Proposal**
- 4.6. Extent of Board Involvement/Best Uses/Future Uses of Funds**
- 4.7. Articulating purpose of the Finance Committee**
- 4.8. ESSER Funds Use**
- 4.9. Rumney Baseball field (not in budget)**
- 4.10. Food Service**
- 4.11. VEHI Relationship**

**5. Adjourn: Flor Diaz Smith adjourned the meeting at 9:45 a.m.**

Respectfully Submitted,  
Melissa Tuller  
Administrative Assistant