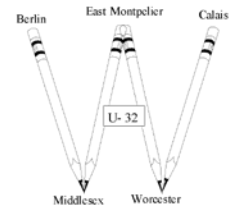


Washington Central Unified Union School District

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



WCUUSD Finance Committee Meeting Minutes Approved 8.10.21 8:30 – 9:30 a.m.

Committee Members Present: Chris O'Brien, Jennifer Miller-Arsenault, Flor Diaz-Smith, Chris McVeigh, Scott Thompson, Susanne Gann, Melissa Tuller

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:32 a.m.**
- 2. Approve Minutes of 6.22.21: Chris McVeigh moved to approve the minutes of 6.22.21. Scott Thompson seconded. The motion passed unanimously.**

3. Discussion/Action

(Construction /Capital Projects Update was moved from 3.3 to 3.1)

3.1. Construction/Capital Projects Update

Chris O'Brien gave an update on the Capital projects currently happening in the district. He advised that the Berlin Storm water, Rumney Indoor Air Quality, and WCUUSD Central Office Air Quality projects are on track to be substantially complete by 8/16/21 per the contracts. Rumney's Gym floor is substantially complete and is ready for the opening of school. The sidewalk at U-32 is complete and ready for use. The U-32 storm water design and permitting is in process. Bidding is expected to begin in February of 2022. Phase 2 of the Berlin parking lot was complete on 7/30/21. Chris gave a definition of substantially complete, which means available for intended use but not 100% complete. There was also discussion surrounding the trees at Berlin that were removed. Chris advised all trees would be replaced.

3.2. Celebrations and Accomplishments

Lori Bibeau retired from the district on July 1, 2021 following 27 years of service. Lori will be a Mentor/Fiscal Advisor for Susanne for FY 21-22.

Susanne went over accomplishments of the fiscal staff since the last Finance meeting. The FY 20-21 Audit took place the week August 2-6th. Susanne gave a special thank you to Matt Kittredge for taking the lead on the audit, and to Lori, Virginia, Matt, Penny, and Shannon for their efforts in facilitating a smooth audit. She also thanked Lori, Virginia, Matt, Penny, Renee, Shannon, and all building staff for their work on the NEMRC year-end procedures. Susanne advised all staff have been helpful and supportive during her transition.

3.3. End of the Year Fund Balance Report

Susanne gave an overview of the financial reports to include ESSER funds and how they will be allocated for use, the Operating Fund Balance, Capital Funds broken down by school, and Food Service. There was discussion-surrounding food service at U-32 and questions as to why the percentage of students eating is lower compared to the other schools. Chris McVeigh asked if we are purchasing things that we are in turn throwing away. Susanne advised that after taking inventory it did not appear there was a lot of waste.

Jen suggested that Food service be added to future agenda items for a more in depth look. Jen asked why the difference in the grant amount from \$235,910 to \$421,256. Susanne advised it looked like the grant amount was increased but she will confirm with Lori.

Scott Thompson suggested that it would be great if we could specify and program as much of the surplus as possible so that at budget time we do not have a large slush fund. There should be a clear idea of where these funds will be used.

3.4. ESSER III Update and Reserve Fund Balance

Susanne gave an overview of items that ESSER III funds can be used for at this time. These items include CDC guidelines for nursing time, COVID -19 Coordinator, cleaning supplies and staff, daycare and after school, school bus sanitation, administrative leave and fiscal time for grant processing, and the Recovery/Moving Forward plan.

Motion 1: Scott Thompson motioned to recommend to the full Board to reserve fund balance, subject to a reduction in grant funds for the following positions:

U-32: 1.0 FTE

Calais: .60 FTE

Berlin-Estimate: 1.0 FTE (to be filled)

EMES: .40 FTE

Doty: .20 FTE

Rumney: .20 FTE

Total estimated cost \$365,000.

Chris seconded the motion and the motion passed unanimously.

Motion 2: Scott Thompson made a motion to recommend to the full Board to reserve fund balance, subject to a reduction in grant funds, for the one year Math Interventionist at Calais .50 FTE. Total estimated cost of \$51,000. Chris McVeigh seconded and the motion passed unanimously.

3.5. VSBA Dues

Scott Thompson moved to recommend to the full Board approving dues for the VSBA for \$7,858. Chris McVeigh seconded. The motion passed unanimously.

4. Next Meeting Date and Future Agenda Items

4.1. Next Meeting Date: TBD

4.2. Energy Project Consultant

4.3. Net Metering Proposal

4.4. ESSER Funds Use

4.5. U-32 Storm water Bid (in the budget)

4.6. U-32 Bathrooms (not in the budget)

4.7. Rumney Baseball Field Upgrade (not in the budget)

4.8. Food Service

5. Adjourn: The committee adjourned by consensus at 9:25 a.m.

Respectfully submitted,
Melissa Tuller
Administrative Assistant