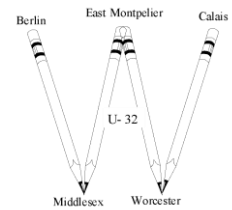


Washington Central Unified Union School District

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

Bryan Olkowski
Superintendent



WCUUSD Finance Committee Meeting Agenda 10.21.20 5:00 - 6:00 pm

Via Video Conference*

<https://tinyurl.com/yxmo52l6>

Meeting ID: 982 9945 3728

Password: 500273

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

1. Call to Order
2. Approve Minutes of 9.16.20 – pg. 2
3. Discussion/Action
 - 3.1. Financial Report – pg.4
 - 3.2. Business Administrator Succession
 - 3.3. Curriculum Review Bid – pg. 10
4. Next Meeting Date and Future Agenda Items
 - Energy Project Consultant (Fall)
5. Adjourn

***Open Meeting Law temporary changes as of 3/30/20:**

Boards are not required to designate a physical meeting location. Board members and staff are not required to be present at a designated meeting location.

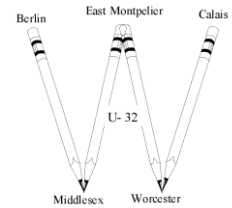
Our building will not be open for meetings. All are welcome to attend virtually.

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Bryan Olkowski
Superintendent



WCUUSD Finance Committee Meeting Minutes Unapproved 9.16.20

Committee Members Present: Flor Diaz-Smith, Scott Thompson, Kari Bradley, and Chris McVeigh
Administrators Present: Lori Bibeau and Brian Olkowski
Others Present: Keith MacMartin

1. Call to Order - **Ms. Diaz-Smith called the meeting to order at 5:01 pm.**
2. Approve Minutes of 9.2.20: **Mr. Thompson motioned to approve the minutes of 9.2.20. Mr. McVeigh seconded. The motion carried unanimously.**
3. Discussion/Action
 - 3.1. Financial Report
 - 3.1.1. COVID Cares Relief Funds: Mr. Olkowski began by thanking Ms. Bibeau for all her hard work. Ms. Bibeau reviewed the amounts of funds applied for with the COVID and CARES Relief Fund. She stated that they have received \$366,342 for last year, a \$41,000 grant for the food program., and an additional \$492,000 grant from Efficiency Vermont. The rest, she noted, is still in the hands of the legislature. Mr. McVeigh asked if federal funding must be spent by the end of the calendar year. Ms. Bibeau stated that the majority of the CARES relief funding sources run through December 30th, but there is an additional source, ESSER Fund, that can be used after that date for specific items.
 - 3.1.2. Financial Update FY 21: Ms. Bibeau reported on items such as the tech plan, fiscal software, fundraising money, the summer food program, and special funds that include grants for specific schools from individuals. The committee also asked for the next meeting to see the capital project balance.
 - 3.2. Health Reimbursement and Flex Spending Budget: Ms. Bibeau reviewed the current plan and stated that employees can make changes during open enrollment. She noted that there is a healthy health reimbursement account and that the projections for this years claims might be high because there is less opportunity for access to healthcare due to COVID.

- 3.3. Dental Insurance: Ms. Bibeau stated that the dental program is self funded and they are still forecasting, but are expecting to see a large surplus from last year. She noted that because dental was inaccessible for a period of time due to COVID there may be a possibility for refunds. Mr. McVeigh asked if the refunds would go only to the employees that were active during the pause or if it would be for current employees. Ms. Bibeau stated that they have looked at it both ways, and it would be for the board to decide.
 - 3.4. Budget Process: Mr. Olkowski opened with asking what they would want changed for the upcoming year. The committee discussed aligning the board goals with the values in the budget.
 - 3.5. Budget Timeline Draft #1: Mr. Olkowski recommended looking at what has been learned from entry plans and the board retreat. Mr. Thompson suggested public forums to hear from parents about how schooling is working under COVID conditions. Mr. Bradley agreed that an open forum would be a good opportunity to have a Q&A and hear about what people would want to know about the plan for next year.
4. Next Meeting Date and Future Agenda Items
 - Business Administrator Succession
 - Energy Project Consultant (Fall)
 5. Adjourn - **Meeting adjourned at 5:58 pm.**

Respectfully Submitted,

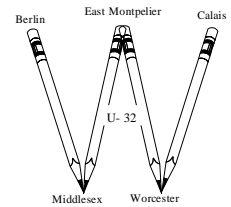
Tiffany Miller, Board Recording Secretary

Washington Central Unified Union School District

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Bryan Olkowski
Superintendent



TO: WCUUSD School Board & WCUUSD Finance Committee
FROM: Bryan Olkowski Superintendent
Lori T. Bibeau, WCUUSD Business Administrator
RE: Quarterly Financial Update
DATE: October 15, 2020

Staffing Projection Updates

Each October the Board receives a projection of payroll staffing for the year and other financial updates as the information is available. This report provides a summary of the current information. The next quarterly update is scheduled for January 2021 because that is the date when all benefit eligible employees have an opportunity to change their health insurance and other benefits. The January update will also include any new payroll projections and other updated financial information.

For the October payroll staffing projection, the Business Administrator works with the District Principals and Central Office Administrators to prepare a budget to actual comparison. This process begins in May and involves monitoring staff contracts issued compared to the budget. As employees can change benefits due to certain conditions at any time, this report also reflects the current cost of benefits.

Please note: the projection included in this report represents the best estimates at this time. It includes estimates for 11 posted but unfilled positions. Throughout the year, the staffing costs are updated for changes 3 or 4 times.

Please Note: The Special Education Service Plan is due to the state on October 15, 2020. This work is currently in process and is NOT included in this month's update. In November, the board will be provided with a more detailed analysis of Special Education costs for historical, current and future trends.

Due to the pandemic and late contract ratification of the Education Support Personnel (ESP) contract, there have been more revisions to our estimates than a typical year. This is because there have been more staffing changes than usual and a significant number of contracts issued in August when the ESP ratified the contract. Some more information regarding the significant workload for staffing changes this year are:

1. In late August, the ESP ratified the contract. While the ratification was expected in June, the pandemic resulted in a ratification vote in late August. Due to the vote delay, approximately 80 contracts were issued in early September versus June due

- to the pandemic. This resulted in additional workload as the employees received retroactive pay increases from July 1, 2020.
2. In August 2020, a new option was provided to allow staff to request a year's leave of absence. A total of 6 employees accepted this new option. There is work associated with the employee taking the leave along with, their replacement so a total of 12 staff members required additional processing time.
 3. The pandemic has resulted in a hiring process later than usual for the start of the school year. During the Spring 2020, the unknown impacts of remote learning on vacant Paraeducator/Behavior Interventionist positions resulted in a deferment of the hiring for these positions until August.
 4. There have been more staff resignations than a typical year. This year we processed 43 new hires. An average year has 25 new hires. There is work associated with the departing employee along with the new hire, so the actual amount of work was for 86 people versus the average of 50 people.
 5. At the time of printing this report, there are still 11 posted but unfilled positions. Estimates for these positions are included in this report. It should be noted, we are continuing to see a shortage of qualified applicants for many Special Education support staff positions. If we are unable to find qualified applicants, the Behavior Interventionist positions will need to be contracted with others versus hiring staff.
 6. Our substitute roster has seen significant turnover and we are actively recruiting for all position types. State-wide there is a shortage of substitutes and we are currently posting 2 positions that would receive benefits for the remainder of the year in hopes of attracting substitutes.

This year has been extremely challenging for our Human Resources and Payroll staff. We would like to express kudos to Carla Messier, Human Resource Coordinator, Virginia Breer, Senior Payroll Account, Michelle Ksepka, Data Manager and Melissa Tuller, Financial Clerical Assistant for their extra efforts this year! These individuals have gone above and beyond to ensure employees contracts and payroll checks were processed timely during this difficult time.

Here is a summary of the staffing information updated in this report:

- Budgeted expenses compared to projected expenses:
 - The total payroll budget for FY 20-21 is \$24,928,979 and represents 70.4% of the \$35,430,502 operating budget.
 - The current payroll projections for FY 20-21 is \$24,518,418 for a projected savings of \$410,561.
- Full-time Equivalent Staff:
 - The FY20-21 budget includes 333.19 Full-Time Equivalent staff.
 - This includes: Professional staff, Educational Support Staff, Administration, Operation of Plant, Food Service and Other miscellaneous positions.
 - Current projections includes 329.55 Full-Time Equivalent staff.
 - This total includes the current positions posted but not yet filled.
 - The net amount of unfilled 3.64 positions (333.19-329.55).

- The 3.64 Full-Time Equivalent of unfilled positions include:
 - 2.0 District-wide Instructional coaching positions.
 - It should be noted that district employees were offered the positions and declined due to the pandemic. These positions will remain unfilled this year but will remain in the budget for next year.
 - Some of the savings has been earmarked for a one-time expense.
 - 1.0 U-32 Food Service position is currently not filled.
 - This position may need to be filled and will be reviewed later in the year.
 - .60 U-32 Social Worker. This position will remain unfilled this year.

Revenue Updates

Tuition Income

There are currently 4 less Tuition students from other School Districts which results in a revenue shortfall. We budgeted for 53 tuition students and our current projection is for 49 tuition students. In conferring with Lisa LaPlante, this decline in tuition students may be due to the pandemic. There was an inability to have potential tuition students shadow U32 students in the Spring. The loss of 4 tuition students results in a projected revenue shortfall of \$82,608 for FY 20-21. This will also impact the Tuition Revenue budget for FY21-22.

Small Schools Grant

There is a projected surplus from the Small Schools Grant. During the budget process, the Small Schools Grant was projected in the amount of \$152,241. The final amount of the Washington Central UUSD Small Schools Grant award is \$181,107. This results in a projected surplus of \$28,866 for FY 20-21. It is unknown what, if any, impact there will be for the Small Schools Grant budget FY 21-22.

October Financial Update Summary

- Projected revenues are \$53,742 less than the budget, for a decrease to fund balance of (\$53,742).
- Projected payroll expense savings are \$410,561 less than the budget, for an increase in fund balance of \$410,561.
- Current projections increase the fund balance by $(-\$53,742 + \$410,561) = \$356,819$.

Cares Relief Fund (CRF)/Efficiency Vermont Update

Lori Bibeau submitted the updated grant applications for all available Cares Relief Funds except ESSER. The ESSER application has a later deadline for submission and this funding source has more flexibility in its use. The ESSER application will be prepared after the CRF grant application has been approved. Since last month's update, the Agency of Education has determined that the Legislature appropriated sufficient funds to cover anticipated costs for spending through December 30, 2020. Because of this and due to other considerations, the FEMA CRF will no longer be a funding source. We are in the process of submitted a higher budget to Efficiency Vermont and a lower budget to the CRF grant by

\$200k. Please note that all spending for CRF needs to take place on or before December 30, 2020. We are still awaiting further guidance and more information will be forthcoming as it is available.

Please note that compared to last month, this month's report shows a significant increase in the projected revenues and expenses for CRF. This is because, Business Managers were told to submit high estimates due to the changing factors for the CRF budgets. More time will be needed to complete the analysis for the actual expenses eligible for submission. Please consider these numbers high estimates and we will modify the amounts after the final grant application is approved in the next few weeks and as we receive further guidance from the Agency of Education.

Washington Central Unified Union School District
FUND BALANCE SUMMARY
 Fiscal Year 2020-2021
COVID-Cares Relief Fund(CRF)-To Be Determined

NOTE: Fund Balance available to the School Board is the "After Audit Beginning Balance". The Projected Ending Fund Balance is an estimate using the current information. This amount becomes final after the school year ends and the audit is completed.

KEY: Increase (Decrease) to Fund Balance

GENERAL FUND (1)

Beginning Fund Balance-Reserved for Operations:		Month of Update	
Reserved for Operations		July 2020	\$2,510,525
Total Beginning Fund Balance-Reserved for Operations(A)			\$2,510,525

Revenues Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Interest Income	Sept 2020		-\$53,780	* See Expenses Below
Miscellaneous Income-Rumney Outdoor Learning	Sept 2020		\$10,000	* See Expenses Below
Tuition Income(4 less Full-time students than budgeted)	Oct 2020		-\$82,608	
Small Schools Grant	Oct 2020		\$28,866	
CARES RELIEF FUND-COVID Reimbursement-AOE	Oct 2020		\$1,433,933	* See Expenses Below
CARES RELIEF FUND-COVID Reimbursement-Efficiency Vermont	Oct 2020		\$491,784	* See Expenses Below

TOTAL REVENUES(B)	\$35,430,502	\$1,828,195	\$37,258,697
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Expense Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Interest Expense	Sept 2020		\$53,780	*See Revenues Above
Program Costs-Rumney Outdoor Learning	Sept 2020		-\$10,000	*See Revenues Above
School-wide Payroll Update-Unfilled Positions	Oct 2020		\$221,629	
School-wide Payroll Update-Budgeted Position Charged to Grant	Oct 2020		\$37,340	
School-wide Payroll Update-Health Insurance Savings	Oct 2020		\$74,365	
School-wide Payroll Update-Staffing Turnover Savings	Oct 2020		\$77,227	
CARES COVID Instructional, Support and Related Expenses-AOE	Oct 2020		-\$1,433,933	*See Revenues Above
CARES COVID Air quality, Isolation Rooms-Efficiency Vermont	Oct 2020		-\$491,784	*See Revenues Above

TOTAL EXPENSES(C)	\$35,430,502	-\$1,471,376	\$36,901,878
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CURRENT YEAR OPERATIONS-REVENUE LESS EXPENSES (B-C)=D	\$356,819
BEGINNING BALANCE + CURRENT YEAR OPERATIONS(A+D)=E	\$2,867,344

Other board considerations for Fund Balance(F):

Possible reserve for future Transportation Aid \$54k-TBD	\$0
Board Authorized Summer Food Program if needed \$37,637-TBD	\$0
Possible reserve CRF (COVID-19) Amount \$366,342-TBD FY19-20	\$0

PROJECTED ENDING BALANCE-Reserved For Operations(E+F)=G	\$2,867,344
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Note: Target Fund Balance at 2% of current year budget \$708,610

Amount Available Beyond the 2% Target	\$2,158,734
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Other Reserved Items:

Reserved for Technology Equipment	\$357,928
Reserved for Fiscal Software & Related Costs-Includes Interest Income	\$309,000
	\$0
Subtotal Reserved Items (G)	\$666,928

**Washington Central Unified Union School District
FUND BALANCE SUMMARY**

Fiscal Year 2020-2021

PERMANENT TRUST(Fund 8) AGENCY(Fund 9)
(Fund 5) SCHOLARSHIP/ Student Activities

SPECIAL REVENUE FUND(2)-GRANTS

Beginning Fund Balance	\$0
Projected Income	\$1,912,325
Projected Expense	-\$1,912,325
Projected Available Funds	\$0

OTHER FUNDS

	MISCELLANEOUS	MISCELLANEOUS	
Beginning Fund Bal. /Deposits Payable	\$5,577	\$83,009	\$128,026
Projected Surplus(Use)	\$ (640)	\$ (43,716)	\$ -
Projected Available Funds	\$4,937	\$39,293	\$128,026

CAPITAL PROJECTS FUND(3)

Beginning Fund Balance:	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	Central Office	WCUUSD
Beginning Fund Balance(A)	\$2,573,393	\$451,588	\$130,849	\$907,669	\$72,995	\$234,448	\$632,091	\$117,370	\$26,383

Revenues:

Interfund Transfers	\$706,522	\$222,409	\$10,077	\$0	\$111,043	\$111,292	\$46,290	\$0	\$205,411
Interest Income	\$4,470	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,470
TOTAL REVENUES(B)	\$710,992	\$222,409	\$10,077	\$0	\$111,043	\$111,292	\$46,290	\$0	\$209,881

TOTAL FUND BALANCE & REVENUES(A+B)=C	\$3,284,385	\$673,997	\$140,926	\$907,669	\$184,038	\$345,740	\$678,381	\$117,370	\$236,264
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Expenses:	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	Central Office	WCUUSD
ACTUAL EXPENSES PAID TO DATE	\$1,741,208	\$558,498	\$106,874	\$1,635	\$139,043	\$300,811	\$606,484	\$0	\$27,863
ENCUMBERED PURCHASE ORDERS TO DATE	\$337,485	\$115,499	\$34,052	\$0	\$44,995	\$44,929	\$71,897	\$0	\$26,113
TOTAL EXPENSES(C)	\$2,078,693	\$673,997	\$140,926	\$1,635	\$184,038	\$345,740	\$678,381	\$0	\$53,976

CURRENT CAPITAL PROJECT BALANCE AVAILABLE	\$1,205,692	\$0	\$0	\$906,034	\$0	\$0	\$0	\$117,370	\$182,288
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ENTERPRISE FUNDS(Fund 6)

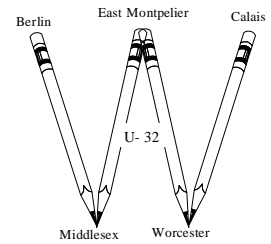
Fiscal Year 2020-2021	Total Fund 6	Food Services	Community Connections	Dental Program	Health Reimbursement/ MSA/DC
Beginning Fund Balance	\$1,072,090	\$214,208	\$27,809	\$231,393	\$598,680
Budget Support	\$189,115	\$149,115	\$40,000	\$0	\$0
Projected Use	\$ (212,215)	\$ (149,115)	\$ (67,809)	\$4,709	\$0
CURRENT PROJECTED FUND BALANCE	\$1,048,990	\$214,208	\$0	\$236,102	\$598,680

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Bryan Olkowski
Superintendent



MEMORANDUM

TO: WCUUSD School Board
FROM: Bryan Olkowski, WCUUSD Superintendent
Jen Miller-Arsenault, WCUUSD Director of Curriculum, Instruction
and Assessment
DATE: October 15, 2020
RE: Curriculum Management Review

During the September School Board retreat, the board articulated a desire for a new strategic plan and began to draft a goal accordingly. We believe that having more information regarding curriculum would be helpful practices before beginning a strategic planning process. A Curriculum Management Review process would provide a resource that would help guide a multi-year strategic plan.

Washington Central has a history of examining our practices across the school system to learn about and improve upon instructional practices. The review would include document reviews, interviews, survey, site visits, and analysis of student learning outcomes. The goal is to learn about current practices and identify trends in our instructional practices. The results of the review will provide systemic information identifying areas of strength, areas for growth, systemic consistencies, and systemic inconsistencies to inform the strategic planning process.

The Curriculum Management Review would be accomplished using the following tentative timeline:

- October 2020: Discuss and review the bid process. Tasks include: Researching potential vendors, advertising, identifying potential funding sources.

- October 2020-Develop bid specifications (see attached draft)
- October 21, 2020-School Board authorizes the bid to take place.
- October 23, 2020-Request for Proposal is advertised.
- November 23, 2020-Bids are due
- December 2, 2020-School Board Awards the bid
- December 3-Selected Vendor is notified
- June 10, 2020 Report is due to Superintendent
- June 16, 2020-School Board reviews the final report and host a public presentation of findings.
- Summer 2020 - The School Board hires a strategic planning consultant.
- September 2020-The strategic planning process begins.

At this time, we believe there are grant funds available to pay for the Curriculum Management Review. Once the bids are received, we will confirm the funding sources prior to the December 2, 2020 bid award date. Using information collected during the bid process, we will also provide more details to the timeline for the School Board.

Recommended Board action needed: To authorize the bid for a Curriculum Management Review.

Statement of Needs

A. Washington Central Unified Union School District (WCUUSD) is soliciting proposals from individuals, consultants, or organizations to provide expert services to conduct a review/audit of its curriculum, assessment and instructional practices in PreK-12 in all content areas.

B. WCUUSD seeks qualified providers who have prior successful experience conducting curriculum and instructional practice reviews/audits.

C. The objectives of this initiative are to establish baseline information about our current instructional practices across our district, and specifically, to evaluate the status of curriculum within each content area and grade level relative to Vermont and National standards and our student learning outcomes, and to determine the extent to which our instructional and assessment practices are aligned to the requirements of those standards.

D. Additionally, we are seeking to evaluate the vertical articulation of content area standards in grades PreK-12. Components of the curriculum review/audit must include, but are not limited to:

1. Determining evidence of alignment to state and national content area standards including the level of rigor and the identification any gaps that may exist.

2. Determining the curricular needs of teachers, building level administrators and central level administrators through surveys and focus group meetings.

3. Seeking evidence of vertical and horizontal articulation of standards across the curriculum.

4. Seeking evidence of instructional alignment to the curriculum.

5. Seeking evidence of differentiated instructional strategies incorporated in to our curriculum and instructional practices.

6. Determining evidence of remediation, enrichment and extension strategies in our curriculum.

7. Determine the evidence of consistency in the implementation of the curriculum system wide.

8. Conduct a review/audit of the policies and controls that govern the curriculum development process. The vendor must provide as part of their proposal, a specific explanation of what they would require from the district (materials, staff support, etc.) to complete the review/audit as requested.

E. With this information ascertained, we are looking to partner with a vendor who will create specific actionable recommendations about how we can apply the findings of the review/audit toward improving and strengthening curriculum in Washington Central Unified Union School District.

A critical component of the work ahead will be using the actionable recommendations to create and update current curriculum to strike the right balance between the need for district-wide coherence, and a focus on students, while ensuring that there is equity for all Washington Central Unified Union School District students in their access to appropriate, standards-based, high-quality teaching and learning practices regardless of the school they attend.

G. Following the implementation of the recommendations from the curriculum review/audit, our expectation is that there will be more continuity, consistency and congruence within the PreK-12 instructional core (curriculum instruction and assessment). Furthermore, the recommendations from the review/audit should lead to a fully aligned curriculum and improved teaching and learning experiences across the district.