

# Washington Central Unified Union School District

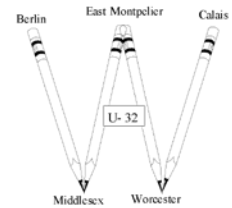
---

*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 7.15.20 5:00 - 6:00 pm

**Via Video Conference\***

<https://tinyurl.com/ybuthgl4>

**Meeting ID:** 972 1797 4424

**Password:** 940154

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

1. Call to Order
2. Approve Minutes of 6.17.20 – pg. 2
3. Budget (Discussion)
  - 3.1 Review FY 20 Financial Report – pg. 4
  - 3.2 Discuss Board to authorize the Finance Committee to award bids over \$15,000 for COVID-19 items – pg. 9
  - 3.3 Discuss School Reopening COVID-19 Expense – pg. 9
  - 3.4 Discuss Central Office Renovations – pg. 10
  - 3.5 Discuss Hiring a Retreat Facilitator – pg. 10
  - 3.6 Discuss Solar Net Metering – pg. 11 & 12
  - 3.7 Discuss Berlin Driveway Reconstruction and Paving Project – pg. 11
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.**

# Washington Central Unified Union School District

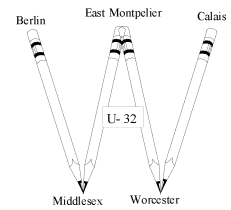
---

*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

Debra Taylor, Ph.D.  
Interim Superintendent



## **WCUUSD Finance Committee Unapproved Meeting Minutes 6.17.20 5:00 - 6:00 pm**

### **Via Video Conference\***

**Committee Members Present:** Flor Diaz-Smith, Scott Thompson, Kari Bradley, and Chris McVeigh

**Administrators Present:** Debra Taylor, Lori Bibeau, Kelly Bushey, Jennifer Miller-Arsenault, Steven Dellinger, and Cat Fair, Keith MacMartin

**Others Present:** Bill Ford

1. Call to Order - **Ms. Diaz-Smith called the meeting to order at 5:03 pm.**
2. Approve Minutes of 5.20.20 – **Mr. Thompson motioned to approve the minutes of 5.20.20. Mr. Bradley seconded. The motion carried.**

### **3. Budget (Discussion)**

3.1 Quarterly Budget Update – Ms. Bibeau reported updates to the committee. She highlighted specific changes in special education revenues, busing, and instructional closedown (substitutes, athletics, and support programs). She stated there will be a surplus coming into the fund balance of about \$616,000, which has been updated based on the COVID related instructions. She stated there is pending legislation that could create a need for an emergency finance committee meeting due to wording in the legislation that could require funds returned for tax relief. Ms. Bibeau stated she will monitor the situation and share information when it is available.

Mr. Bradley asked what type of action would be needed if the legislation passes with wording indicating the return of school funds and whether the committee would be able to take action without the board. Ms. Bibeau stated that the voters have previously voted to keep the money in the schools and they would need to reserve the money for specific things. The committee members agreed to talk to the board immediately after the finance meeting.

3.2 2014 Efficiency Study - Ms. Taylor began the conversation by stating that the study was commissioned in 2014 and according to minutes was discussed but never adapted or accepted by the board. Mr. Bradley asked what parts of the study were not implemented but would be valuable to pursue going forward. The committee members discussed opportunity 33, a

school nurse leader, opportunity 12, an administration compensation scheduler, and opportunities 13 and 14 could possibly be examined at the retreat.

3.3 Construction Update - Mr. Ford updated the committee members on projects throughout the schools. He gave updates on each school's progress including Berlin's driveway, masonry repair, and fence installation; Rumney's acoustics, replacing the gym floor, and roof shingles on the gym; Calais' airlock and roof repair; Doty's airlock and card access system; and U32's gym equipment and kitchen ceiling work.

3.4 Update on Behavioral Intervention – Ms. Bushey stated that she has been working with the principals trying to figure out how to reduce the number of contracted service providers. She has put together a proposal to hire two additional behavioral interventionists as employees and reduce the contracted service contracts, which could create significant savings. Mr. Thompson asked for the estimated savings with this proposal, and Ms. Bushey stated it would be approximately \$70,000.

4. Next Meeting Date and Future Agenda Items  
Energy Project Consultant (Fall)
5. Adjourn - **Meeting adjourned at 5:57 pm.**

Respectfully submitted,

Tiffany Miller, Board Recording Secretary

**\*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.**

## Washington Central Unified Union School District

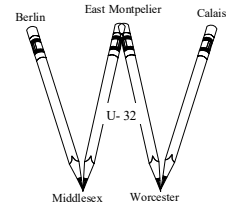
---

*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



**TO: WCUUSD School Board**  
**FROM: Bryan Olkowski Superintendent**  
**Lori T. Bibeau, WCUUSD Business Administrator**  
**RE: Year End Final FY 19-20 Financial Report & COVID -19 Update**  
**DATE: July 10, 2020**

### **Year End Final FY 19-20 Financial Report-Pre-Audit**

This report includes the final financial information for Fiscal Year 19-20 that will be audited in August 2020. At the time of writing this report, there are still questions regarding COVID-19 reimbursements and the eligibility of some expenses. We did not receive final instructions or an award amount for Fiscal Year 19-20 COVID-19 (CARES) from the Agency of Education prior to the close of the year. Because of the situation, Lori Bibeau conferred with the School District Auditors prior to recording estimates for COVID-19 reimbursements.

The Auditors verified that receivables in the amount of the actual (net) spending be recorded as revenue with any difference recorded in Fiscal Year 20-21.

During Fiscal Year 19-20 here is the COVID-19 Program Financial Information:

- **Instructional, Support and Related**
  - Revenues \$0, Expenses \$111,846=Net Amount \$111,846
- **Day Care**
  - Revenues \$45,855, Expenses \$97,710=Net Amount \$51,855
- **Food Service**
  - Revenues \$201,028 Expenses \$455,157=Net Amount \$254,129

**In Summary: Revenues \$246,883, Expenses \$664,713=Net Amount \$417,830**

The Net Amount is recorded as a COVID-19 reimbursement: Instructional, Support and Related \$111,846, Day Care \$51,855, Food Service \$254,129, for a Total of \$417,830. Please see the note regarding the \$417,830 on the Fund Balance report as Other Considerations for Fund Balance.

This is the first year as a newly merged district so there are balances that transfer in as Revenue which were previously reserved as Fund Balances. At Town Meeting this year, the voters approved reserving the audited Fund Balances and authorized the WCUUSD School Board to utilize the Fund Balances. Due to the merger, there have been costs that were paid ahead which resulted in one time savings this year. There have also been board actions to transfer funds to support Capital Projects for U-32 and Doty. The attached report provides the General Fund details by quarter.

Here is a summary of the Final June 30, 2020 information subject to audit:

**KEY: Increase (Decrease) to Fund Balance**

**Revenues Changes**

- Increases to Fund Balance
  - Tuition \$136.7k
  - Transportation Aid \$133.2k
  - COVID-19 (Cares) Reimbursement \$111.8k
  - Interest Income \$29.7k
  - Small School Grant /Tech Center Transportation \$17.1K
- Decreases To Fund Balance
  - Intercompany Accounts (\$15.8K)
  - Miscellaneous Income-E-rate & Reimbursements (\$13.7k)
  - Special Education Reimbursement (\$190.1k)

**Projected Revenue Increase to Fund Balance \$208.9K**

**Expense Changes**

- Increases to Fund Balance
  - School Close Down Savings \$677.3k
  - Staffing & Program Changes\$391.3k
  - Special Education \$186.6k
  - Transfer to Fiscal Software Reserved Fund Balance \$100k
  - Technology Equipment Reserved Fund Balance \$79.7k
  - Expenses Paid in Prior Year \$48.3k
  - Interest Expense \$38.7k
  - Administrative \$29.6k
  - Operation of Plant \$51.3k
  - Intercompany Accounts \$15.8k
- Decreases To Fund Balance
  - Board Authorized Transfers to Capital –U32& Doty (\$479.5k)
  - COVID-19 (Cares) Expenses(\$111.8k)

**Projected Expense Increase to Fund Balance \$1,027.3k**

**NET Projected Increase to Fund Balance \$1,236.2k**

In summary:

- The beginning Fund Balance transferred in as Revenue in the amount of \$1,941,292
- NET projected increase to Fund Balance for FY19-20 \$1,236,161
  - Combined projected Fund Balance total is \$3,177,453
  - Less Fund Balances Reserved for Specific Purposes (\$666,928)
  - Equals projected ending Fund Balance Reserved for Operations \$2,510,525
  - Target Fund Balance at 2% is \$677,095 which leaves a projected amount of \$1,833,430 beyond the target amount.

Other notes:

- The previous information includes an expected COVID reimbursement in the amount of \$417,830. Should the reimbursement amount be less than \$417,830, the Reserved Fund Balance would need to cover the shortfall.
- Fund Balance considerations:
  - At a future meeting the School Board will consider options for the audited Fund Balance.
  - Some ideas are to reserve Fund Balance for multi-year revenue shortfalls and/or to transfer an amount to the capital fund.
  - A more comprehensive recommendation will be developed as more information is shared at the state and federal level by the Fall 2020.

**This is preliminary final financial information for FY 19-20 and is subject to audit.**

**Washington Central Unified Union School District  
FUND BALANCE SUMMARY  
Fiscal Year 2019-2020-FINAL-Pre-Audit**

**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)**

Month of Update		
<b>Transfer from Reserve Accounts:</b>		
Transfer from Reserve Accounts-WCSU & School Fund Balances	July 2019	\$1,460,037
Transfer from Reserve Accounts-Technology Fund Balances	July 2019	\$481,255
		* See Reserves Below
<b>Subtotal Transfer from Reserve Accounts(A)</b>		<b>\$1,941,292</b>

Revenues Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Special Education Reimbursements	Sept 2019		\$146,462	* See Expenses Below
Interest Income	Sept 2019		-\$37,556	* See Expenses Below
Miscellaneous Income-Intercompany Shared Billing	Dec 2019		-\$15,800	* See Expenses Below
Tuition From Other School Districts(Budget was 50 actual is 58)	Dec 2019		\$151,939	
Small Schools Grant	Dec 2019		\$8,728	
Transportation Aid	Dec 2019		\$133,174	
Special Education Reimbursements & Prior Year	Dec 2019		-\$143,375	* See Expenses Below
Act 166 Tuition-Other SD	Dec 2019		\$16,780	
Special Education Reimbursements	March 2020		\$41,177	* See Expenses Below
Interest Income	June 2020		\$67,219	
Small Schools Grant/Tech Center Transportation	June 2020		\$8,353	
Tuition From Other School Districts(Budget was 50 actual is 56.3)	June 2020		-\$32,492	
Special Education Reimbursements	June 2020		-\$162,130	* See Expenses Below
Act 166 Tuition-Other SD	June 2020		\$480	
Miscellaneous Income-Incl Erate/Reimbursements	June 2020		-\$43,176	
<b>CARES-COVID Reimbursement-General Fund</b>	<b>June 2020#2</b>		<b>\$111,846</b>	* See Expenses Below
<b>Special Education Reimbursements</b>	<b>June 2020#2</b>		<b>-\$72,348</b>	* See Expenses Below
<b>Miscellaneous Income-Incl Erate/Reimbursements</b>	<b>June 2020#2</b>		<b>\$29,534</b>	

<b>TOTAL REVENUES(B)</b>	<b>\$33,854,769</b>	<b>\$208,815</b>	<b>\$34,063,584</b>
--------------------------	---------------------	------------------	---------------------

Expense Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Special Education changes-Primarily Addl-1:1 Paraeducators (5.4 FTES)	Sept 2019		-\$261,539	*See Revenues Above
Unfilled Positions & CFG Grant funded position-Professional (-1.7 FTE'S)	Sept 2019		\$147,805	
English Language Learner Position Additional .3FTE Salary and Benefits	Sept 2019		-\$30,232	
Salary & Benefit Staffing Update- FY19-20-Primarily Health Insurance	Sept 2019		\$731	
Expense Savings From Prior Fiscal Year	Sept 2019		\$52,076	
School-wide Expenses-PreK	Sept 2019		-\$22,600	
Interest Expense	Sept 2019		\$37,556	*See Revenues Above
<b>Fund Transfer to U-32 Capital Fund-PER Board September 18, 2019</b>	<b>Dec 2019</b>		<b>-\$437,490</b>	
Expenses From Prior Fiscal Year -Updated	Dec 2019		-\$3,787	
SU Intercompany-Shared Billing	Dec 2019		\$15,800	*See Revenues Above
School-wide Expenses-Primarily Pre K	Dec 2019		\$7,843	
Special Education Programs-Tuition & Professional Ed Svcs	Dec 2019		-\$49,043	*See Revenues Above
<b>Fund Transfer to Doty Capital Fund-PER Board March 4, 2020</b>	<b>March 2020</b>		<b>-\$42,000</b>	
Technology-Fiscal Software	March 2020		\$100,000	*See Res. Fund Balance
Special Education Update	March 2020		\$89,464	
Salary & Benefit Staffing Update- FY19-20-Primarily Health Insurance	March 2020		\$106,239	
Operation of Plant-savings-Primarily Utilities	March 2020		\$26,700	
Administrative Savings	March 2020		\$28,539	
Payroll Close Down Estimates	June 2020		\$164,866	
Special Education Savings	June 2020		\$304,314	*See Revenues Above
Close Down Savings-various departments	June 2020		\$43,366	
Technology-Equipment-Reserve Below**	June 2020		\$50,677	See Reserve Below
Estimated Closedown Savings	June 2020		\$615,739	
<b>CARES COVID Instructional, Support and Related Expenses</b>	<b>June 2020#2</b>		<b>-\$111,846</b>	*See Revenues Above
<b>Special Education Savings</b>	<b>June 2020#2</b>		<b>\$103,542</b>	*See Revenues Above
<b>Close Down Savings-various departments</b>	<b>June 2020#2</b>		<b>\$61,630</b>	
<b>Technology-Equipment-Reserve Below**</b>	<b>June 2020#2</b>		<b>\$28,996</b>	See Reserve Below

<b>TOTAL EXPENSES(C)</b>	<b>\$33,854,769</b>	<b>\$1,027,346</b>	<b>\$32,827,423</b>
--------------------------	---------------------	--------------------	---------------------

<b>CURRENT YEAR OPERATIONS-REVENUE LESS EXPENSES (B-C)=D</b>	<b>\$1,236,161</b>
<b>BEGINNING BALANCE + CURRENT YEAR OPERATIONS(A+D)=E</b>	<b>\$3,177,453</b>

**Reserved Items:**

Reserved for Technology Equipment	-\$357,928	* See Transfer Above
Reserved for Fiscal Software & Related Costs-Includes Interest Income	-\$309,000	* See Transfer Above
	\$0	
<b>Subtotal Reserved Items (F)</b>	<b>-\$666,928</b>	

**Other board considerations for fund balance:**

Possible reserve for future Transportation Aid \$54k	\$0
Board Authorized Summer Food Program if needed \$37,637	\$0
Possible reserve for Cares (COVID-19) Amount TBD \$417,830	\$0

<b>PROJECTED ENDING BALANCE-Reserved For Operations(E+F)=G</b>	<b>\$2,510,525</b>
--	--------------------

Note: Target Fund Balance at 2% of current year budget \$677,095

<b>Amount Available Beyond the 2% Target</b>	<b>\$1,833,430</b>
--	--------------------

Washington Central Unified Union School District  
**FUND BALANCE SUMMARY**  
Fiscal Year 2019-2020-FINAL-Pre-Audit

**SPECIAL REVENUE FUND(2)-GRANTS**

Beginning Fund Balance	\$0
Projected Income	\$1,572,087
Projected Expense	-\$1,572,087
<b>Projected Available Funds</b>	<b>\$0</b>

**CAPITAL PROJECTS FUND(3)**

	Combined Totals	<u>BERLIN</u>	<u>CALAIS</u>	<u>EAST MONTPELIER</u>	<u>MIDDLESEX</u>	<u>WORCESTER</u>	<u>U32</u>	<u>Central Office</u>	<u>WCUUSD</u>
Transfer from Reserve Accounts:									
<b>Transfer from Reserve Accounts(A)</b>	<b>\$2,826,095</b>	<b>\$434,336</b>	<b>\$191,947</b>	<b>\$878,621</b>	<b>\$268,560</b>	<b>\$236,623</b>	<b>\$717,038</b>	<b>\$98,970</b>	<b>\$0</b>

<b>Revenues:</b>									
Interfund Transfers	\$636,522	\$25,000	\$43,000	\$71,522	\$40,000	\$0	\$437,000	\$20,000	\$0
Transfer from Operating Budget-Per Board Action Sept 18 2019	\$479,490	\$0	\$0	\$0	\$0	\$42,000	\$437,490	\$0	\$0
Miscellaneous Income-Vehicle Trade In/Prior Year Refund	\$21,583	\$0	\$0	\$0	\$5,535	\$0	\$16,048	\$0	\$0
Interest Income	\$52,407	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,407
<b>TOTAL REVENUES(B)</b>	<b>\$1,190,002</b>	<b>\$25,000</b>	<b>\$43,000</b>	<b>\$71,522</b>	<b>\$45,535</b>	<b>\$42,000</b>	<b>\$890,538</b>	<b>\$20,000</b>	<b>\$52,407</b>

<b>TOTAL TRANSFER FROM RES &amp; REVENUES(A+B)=C</b>	<b>\$4,016,097</b>	<b>\$459,336</b>	<b>\$234,947</b>	<b>\$950,143</b>	<b>\$314,095</b>	<b>\$278,623</b>	<b>\$1,607,576</b>	<b>\$118,970</b>	<b>\$52,407</b>
--	--------------------	------------------	------------------	------------------	------------------	------------------	--------------------	------------------	-----------------

<b>Expenses:</b>									
	Combined Totals	<u>BERLIN</u>	<u>CALAIS</u>	<u>EAST MONTPELIER</u>	<u>MIDDLESEX</u>	<u>WORCESTER</u>	<u>U32</u>	<u>Central Office</u>	<u>WCUUSD</u>
ACTUAL EXPENSES PAID TO DATE	\$1,442,704	\$7,748	\$104,098	\$42,474	\$241,100	\$44,175	\$975,485	\$1,600	\$26,024
ENCUMBERED PURCHASE ORDERS TO DATE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENSES(C)</b>	<b>\$1,442,704</b>	<b>\$7,748</b>	<b>\$104,098</b>	<b>\$42,474</b>	<b>\$241,100</b>	<b>\$44,175</b>	<b>\$975,485</b>	<b>\$1,600</b>	<b>\$26,024</b>
<b>CURRENT CAPITAL PROJECT BALANCE AVAILABLE</b>	<b>\$2,573,393</b>	<b>\$451,588</b>	<b>\$130,849</b>	<b>\$907,669</b>	<b>\$72,995</b>	<b>\$234,448</b>	<b>\$632,091</b>	<b>\$117,370</b>	<b>\$26,383</b>

**ENTERPRISE FUND-FOOD SERVICES(3)**

<b>Fiscal Year 19-20 Transactions</b>									
	Combined Totals	<u>BERLIN</u>	<u>CALAIS</u>	<u>EAST MONTPELIER</u>	<u>MIDDLESEX</u>	<u>WORCESTER</u>	<u>U32</u>	<u>Central Office</u>	<u>WCUUSD</u>
<b>Transfer from Reserve Accounts</b>	<b>\$168,772</b>	<b>\$62,888</b>	<b>\$0</b>	<b>\$50,349</b>	<b>\$30,377</b>	<b>\$25,158</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Interfund Transfers-From Operating Budget	\$109,403	\$25,000	\$21,000	\$10,000	\$19,000	\$3,346	\$31,057	\$0	
Projected Surplus (Deficit) for current year	-\$63,967	-\$26,353	-\$25,981	-\$3,067	-\$11,386	\$50	\$651	\$0	\$2,119
<b>CURRENT FOOD SERVICE PROJ BALANCE</b>	<b>\$214,208</b>	<b>\$61,535</b>	<b>-\$4,981</b>	<b>\$57,282</b>	<b>\$37,991</b>	<b>\$28,554</b>	<b>\$31,708</b>	<b>\$0</b>	<b>\$2,119</b>

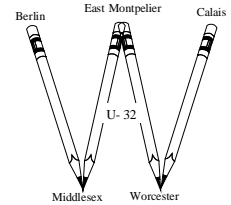


# Washington Central Unified Union School District

*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



**TO: WCUUSD School Board**  
**FROM: Bryan Olkowski, Superintendent**  
**Lori T. Bibeau, WCUUSD Business Administrator**  
**RE: Finance Committee Topics-See Agenda for July 15, 2020**  
**DATE: July 10, 2020**

**This memo provides information for items 3.2-3.7 on the Finance Committee Agenda.**

## **3.2) Discuss Board to authorize the Finance Committee to award bids over \$15k for COVID -19 items.**

There will be times when a short notice meeting may be necessary to award bids per State of Vermont Title 16 § 559 Public Bids. In summary per Title 16 § 559, Board authorization is needed for:

- 1) the construction, purchase, lease, or improvement of any school buildings;
- 2) the purchase or lease of any item or items required for supply, equipment, maintenance, repair, or transportation of student; or
- 3) a contract for transportation, maintenance or repair services.

We are compiling a list of the COVID-19 items (per the above list requiring board action) that are projected to cost over \$15k. Some PPE and other COVID-19 related items are being bid at the state level and would not need board action. At this time, we have one item that may need board action. Next week we will develop a timeline for the bid process which would include anticipated special meeting(s). Please note: As supplies are limited, it will be critical to expedite bid awards to ensure product availability and delivery for the start of the school year.

- Based on the above, we are requesting the Board authorize the Finance Committee to award COVID-19 related bids over \$15k per Vermont Title 16 § 559 up to \$100k per item.
- At the June 3, 2020 meeting, the Board authorized the Superintendent to sign all documents and contracts on behalf of the WCUUSD.
- The Superintendent has the overall budget authority for the District. This includes awarding bids that did not require Board authorization per State of Vermont Statutes.

## **3.3) Discuss School Re-opening COVID 19-Expenses**

At the last board meeting, it was requested that a comprehensive budget be prepared for the Finance Committee and board meetings on July 15, 2020. The Washington Central Leadership Team, has identified the following list of items that are needed to comply with the Center for Disease Control and

Agency of Education guidelines to re-open schools in August. It should be noted that this is based on the latest information available. As most of the items will be needed at every school in the country, some items are being bid at the state level to ensure group pricing and adequate product supply.

- Supplies: Masks, thermometers, disposable gloves, hand sanitizer.
- Equipment: Plexiglass, partitions, Remote Learning equipment-TBD, desks, temperature monitoring system (4 sites)
- Software: Health Screening, Food Service Menu Planner, Learning Management System
- Staffing: COVID-19 Coordinator (1.0 FTE), additional Nursing Staff (1.0 FTE), additional Substitutes (Teachers, Paraeducators, Cooks, Food Service Assistants, Custodians, Office Staff), Task Force committee members (school year).

Based on our work to date and the above list, a rough estimate to comply with the school reopening guidelines is \$500k-\$750k.

- The WCUUSD School Board previously authorized \$37.6k for summer food program support and \$164.3k for the COVID-19 Coordinator and additional Nursing Staff. The total of these previous authorizations is \$201.9k.
- The remaining items that are critical to the reopening of school costing approximately \$300k.
- The WCLT requests board authorization to expedite orders for these unbudgeted items.
- Since this is an emergency situation, we are asking permission to spend this \$300k without additional board action.

This is a rough projection and Lori Bibeau will learn more information about the potential for CARES funding to support these costs at the VASBO meeting on Friday. She will share the latest information at the meeting on July 15, 2020.

### **3.4) Discuss Central Office Renovations**

The Central Office Facility Committee comprised of Black River Design staff, Bill Ford, Bryan Olkowski, Lori Bibeau and Matthew Kittredge met on Tuesday, July 7, 2020 to review current information.

- Black River Design has estimated the cost for closing in the open area in the front office. An estimate at this time \$8k-\$11k.
- There are two options for the back area of the office that is currently an open space with desks for several staff. One is for office partitions with an estimated cost of \$10-15k. An alternative option is to build permanent walls which is expected to cost less than partitions, but are more permanent.
- We are recommending, the Board authorize the Superintendent to spend up to \$26k for the office renovations. The Central Office Capital Fund has sufficient funds to cover the cost of renovations if these costs are not eligible for COVID-19 reimbursement.

### **3.5) Discuss Hiring a Retreat Facilitator**

If the Board is interested in, having a Facilitator for the Board Retreat, Nicholas Fischer the Superintendent's mentor is interested. An estimated cost is \$2k plus travel, lodging and food. The board packet includes a separate memo providing more information for Board consideration.

### **3.6) Discuss Solar Net Metering**

As requested at the July 1, 2020 board meeting, Lori Bibeau collected information for the proposal offered by Alex Bravakis of Novus Energy Development, LLC. After review, the proposal would require a commitment by WCUUSD for 20 years. The Board had previously decided against committing beyond a 2 year period for the Hydro Net Metering Contract. This is because a WCUUSD plan to hire an Energy Consultant in the fall of 2020. The consultant would review options available to schools and complete an energy analysis prior to the district making long-term decisions.

We requested that Alex Bravakis consider a 2 year commitment versus a 20 year commitment. Alex reviewed this request with his investors and he responded that a 2 year commitment would not work for this project. Alex has provided more information and a rationale included in the board packet. He is offering WCUUSD a 20 year commitment and would like the Board to make a decision no later than August 15, 2020. A memo outlining more details about this opportunity is included in the board packet.

### **3.7) Discuss Berlin Parking Lot, Bus Loop and Driveway reconstruction and Paving Project**

- At the June 17, 2020 meeting, the Board authorized the Superintendent to approve bids that arrive in June, July and August related to the U-32 DDC Controls and Berlin/Driveway parking lot.
- At the time of printing this report, we do not know if additional budget authorization by the Board is needed. We have included this as a tentative item on the agenda.
- The deadline for bid submissions is Tuesday, July 14, 2020 at 3 pm.
- If necessary, we anticipate having a recommendation for the Board to award the bid at the meeting on July 15, 2020. More information will be provided as a handout at the meeting.

### Williamstown Solar Project Highlights

- Fully permitted net-metered solar project in Washington Electric Coop (“WEC”) service territory located on a secluded and preferred site selected and owned by the Town of Williamstown.
- The Project will pay Williamstown lease payments, business taxes as well as Vermont state education taxes.
- The Town of Williamstown has entered into a 20 year Net Metering Agreement (“NMA”) for 40% of the output of the project.
- The remaining 60% is available and is being offered to East Montpelier Elementary School for an average annual electrical savings of approximately \$3,700 or over \$80,000 for the term of the agreement.
- Project will be built and operational summer/fall 2020 and could likely be one of the **last large solar net metering projects in WEC service territory**.
- There is **no cost to participate** and the way electricity is delivered to the school remains the same.
- All the Renewable Energy Credits from the project are owned by the members of Washington Electric Cooperative as Vermont moves towards 90% Renewables.
- **This is a rare opportunity that most likely will not be available again in WEC since most Vermont Solar Net Metering projects are built in GMP service territory.**

Novus Energy Development, LLC is a Montpelier based company that, over the past 9 years, has enrolled the following Towns and Schools into similar 20 year Net Metering Agreements: City of Montpelier, The Montpelier Schools, the City of Barre, Barre Town, and all of the Barre Schools, Bethel, South Royalton High School and Town, Morristown, Town of Rockingham as well as many others in Central Vermont.

As an alumnus of both Doty and U32 I would love to bring this solar project and its savings to the WCUUSD. I appreciate your consideration of this terrific opportunity and I am happy to provide a presentation or answer any question that you may have.

Best regards,

***Alex Bravakis***

---

*President of Project Development – Founding Partner*



***Novus Energy Development, LLC***

**2 Spring Street | Montpelier, VT 05602**

**(M) 347-891-0296 | (F) 802-223-4689**

[alex@novusenergydev.com](mailto:alex@novusenergydev.com) | [www.novusenergydev.com](http://www.novusenergydev.com)

**NOVUS ENERGY DEVELOPMENT, LLC - 2 SPRING ST MONTPELIER, VT 05602**