

# Washington Central Unified Union School District

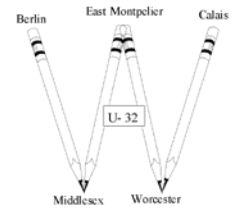
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*WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

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1130 Gallison Hill Road  
Montpelier, VT 05602  
Phone (802) 229-0553  
Fax (802) 229-2761

Debra Taylor, Ph.D.  
Interim Superintendent



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

**Via Video Conference\***

<https://tinyurl.com/yckmqp2l>

Meeting ID: 977 6174 1175

Password: 220871

Dial by Your Location 1-929-205-6099

1. Call to Order
2. Approve Minutes of 5.20.20 – pg. 2
3. Budget (Discussion)
  - 3.1 Quarterly Budget Update – pg. 4
  - 3.2 2014 Efficiency Study
- 3.3 Construction Update - pg. 12
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.**

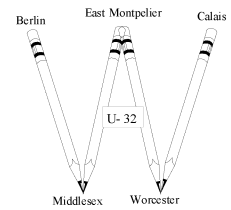
**Our building will not be open for meetings. All are welcome to attend virtually.**

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## **WCUUSD Finance Committee Unapproved Meeting Minutes 5.20.20 5:00 - 6:00 pm**

Via Video Conference\*

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

**Administrators Present:** Debra Taylor, Kelly Bushey, Lori Bibeau, Steven Dellinger-Pate, Casey Provost, Jennifer Miller-Arsenault

**Others Present:** Robert Porter

1. Call to Order - **Ms. Diaz-Smith called the meeting to order at 5:00 pm.**
2. Approve Minutes of 5.6.20 – **Mr. Bradley motioned to approve the minutes of 5.6.20. Mr. Thompson seconded. Mr. McVeigh abstained. The motion carried.**
3. Budget Update (Discussion)

3.1 Budget Information – Ms. Bibeau had no new budget updates. Ms. Diaz Smith suggested reviewing the efficiency study that was done a few years ago, stating that it might be a good place to start when planning the budget. Ms. Taylor stated that she has a copy of the study in her office and will familiarize herself with it for a future meeting.

3.2 Proposal for Early Retirement (Action) – Ms. Taylor reviewed the proposal for early retirement. She stated that she has spoken with a number of individuals and teams about the proposal and it seems like a viable option for potential budget reductions. This proposal will offer early retirement as an option for any employee that has 15+ years of service combined with their age to equal 70. She noted this would equate to 55 employees throughout the district that would be eligible. She also stated that it would be helpful for planning the budgets if they could provide this information to qualified individuals in June with a deadline of September 15. This program would allow for more or less savings based upon how many of the empty positions would be filled. Ms. Taylor and Ms. Bibeau informed the committee that if there are twenty-two participants in early retirement and four positions left unfilled, it would be a savings of approximately \$227,000.

Committee members questioned whether this program could potentially cause a large loss of experienced educators and administrators, what the drawbacks would be if there were 50 people that took the early retirement option, and what percentage of the budget would be saved if this proposal is adopted. After receiving information from both Mr. Dellinger-Pate and Mr. Provost regarding the proposal and further discussion, **Mr. Thompson moved to adopt the early retirement recommendation. Mr. Bradley seconded. Mr. McVeigh abstained. The motion carried.**

3.3 Summer Meal Provision (Discussion/Action) - **Mr. McVeigh moved to support the administration moving forward on meal planning throughout the summer months with transportation as needed. Mr. Bradley seconded. The motion carried unanimously.**

3.4 Annual Fiscal Management Questionnaire (Action) – **Mr. Thompson motioned to approve the questionnaire as filled out. Mr. Bradley seconded. The motion carried.**

4. Old Business

4.1 Energy Project Consultant (Action) – Tabled

4.2 Net Metering Contract (Action) – Ms. Taylor informed the board that she spoke with the board’s attorney and he recommended the board consider the proposal, and that limiting the relationship to a two year agreement is sound. Mr. McVeigh stated that the dates for the two year commitment should be written in the contract so there is a clear guide for both parties. **Mr. Thompson motioned to recommend the proposal. Mr. McVeigh seconded. The motion carried.**

5. Next Meeting Date and Future Agenda Items

6. Adjourn - **Meeting adjourned at 6:02 pm.**

Respectfully submitted,

Tiffany Miller, Board Recording Secretary

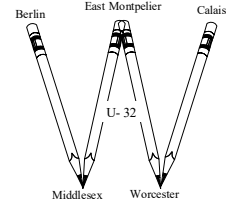
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Dr. Debra Taylor  
Interim Superintendent



**TO: WCUUSD School Board**  
**FROM: Dr. Debra Taylor, WCUUSD Superintendent**  
**Lori T. Bibeau, WCUUSD Business Administrator**  
**RE: Quarterly Financial and Covid-19 Update**  
**DATE: June 17, 2020**

## Quarterly Financial Report

This report includes the final projections for FY 19-20. At the time of writing this report, there are still questions regarding processing COVID reimbursements and the eligibility of some expenses. We are still awaiting responses to our COVID related questions from the Agency of Education. Any new instructions or information will result in changes that will occur prior to closing the financial statements this year.

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 gave the WCUUSD School Board the authority 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 projections using the information as of June 12, 2020:

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

### Revenues Changes

- Increases to Fund Balance
  - Tuition \$136.7k
  - Transportation Aid \$133.2k
  - Interest Income \$29.7k
  - Small School Grant /Tech Center Transportation \$17.1K
- Decreases To Fund Balance
  - Intercompany Accounts (\$15.8K)
  - Miscellaneous Income-Erate & Reimbursements (\$43.3k)
  - Special Education Reimbursement (\$117.8k)

**Projected Revenue Increase to Fund Balance \$139.8K**

## Expense Changes

- Increases to Fund Balance
  - School Close Down Savings \$615.7
  - Staffing & Program Changes \$391.3k
  - Transfer to Fiscal Software Reserved Fund Balance \$100k
  - Special Education \$83.1k
  - Technology Equipment Reserved Fund Balance \$50.7k
  - 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)

**Projected Expense Increase to Fund Balance \$945.0k**

**NET Projected Increase to Fund Balance \$1084.8k**

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 \$1,084,807
  - Combined projected fund balance total is \$3,026,099
  - Less fund balances reserved for specific purposes (\$637,932)
  - Equals projected ending Fund Balance reserved for operations \$2,388,167
  - Target Fund Balance at 2% is \$677,095 which leaves a projected amount of \$1,711,072 beyond the target amount.

Other notes:

- The previous information does not include the COVID expenses. Please continue reading to learn more about those items.
- 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.

### **School Closure Financial Update**

The WCUUSD Board requested an update of the financial impacts due to the school closure. We are still awaiting guidance from the Agency of Education regarding financial processing for staffing allocations, Special Education reimbursements and tracking COVID costs. Here is an update of the work that has been completed so far:

- The Fiscal Staff, Administrative Assistants and Washington Central Leadership Team have been busy closing down purchase orders that will no longer be needed.
- Using the latest information, we have updated the projections for contractual staff salaries and benefits.
- There are some projected savings due to school closure along with, new costs associated with school closure.
- Other considerations include the requirements in the Governor’s Order for schools to provide remote learning, food distribution and childcare.
- We are in the process of collecting information regarding the new COVID-19 leave opportunities, including payment to staff for unscheduled work time. As this is work in progress, there are no financial estimates included in this month’s report.

**Using the information to date, here is a summary of the projections as of June 12, 2020:**

\*Please note: This fiscal year has a few more weeks so these amounts are subject to change. The COVID expenses are NOT included in this month’s financial report in the anticipation for CARES reimbursement from the Agency of Education.

**Programs with a projected savings of approximately \$615.7k\*:**

\*Note: Some of the savings included in this estimate is due to unspent budgets not necessarily related to COVID-19 school closure. This savings is included in the Fund Balance Summary report.

- Substitutes
- Spring Athletics
- Student Transportation Services-(This savings may result in a loss of reimbursement for Budget FY 21-22)
- Instructional and Support Programs

**Programs with a projected loss of revenues/new programs**

**NOTE: The NET Cost is approximately \$325.4k after projected new revenues:**

- Loss of Revenues
  - School Food Programs
  - Community Connections Program
- New Costs and Revenues –Per Governor’s Orders
  - New Food Distribution Program
  - New Childcare Program
  - Remote Learning
- Note NOT included: Special Education revenues may have a shortfall for the current year for staffing, contracts etc.
- This is not included in the Fund Balance Summary report as we are expecting CARES reimbursement from the Agency of Education.

Due to the unique situation of the ongoing changes to the Governor's Orders, a more detailed report will be developed for the final June 30, 2020 report.

In summary, if the CARES money is not allocated by the Agency of Education by June 30, 2020, the fund balance is projected to decrease by \$325.4k.

Special Education Update:

- The estimated special education expense savings related to COVID is +\$200,048, after a reduction of Special Education reimbursements of (\$141,945) this results in a fund balance increase of \$58,103.
- NOTE: If the anticipated expense savings requires payment without AOE reimbursement, the projected reduction in fund balance is \$(170,048).

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

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>TOTAL REVENUES(B)</b>	<b>\$33,854,769</b>	<b>\$139,783</b>	<b>\$33,994,552</b>
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Expense Changes:		BUDGET 2020	CHANGE	PROJECTED 2020
Special Education changes-Primarily Add-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
Fund Transfer to U-32 Capital Fund-PER Board September 18, 2019	Dec 2019		-\$437,490	
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
Fund Transfer to Doty Capital Fund-PER Board March 4, 2020	March 2020		-\$42,000	
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	
	June 2020		\$0	

<b>TOTAL EXPENSES(C)</b>	<b>\$33,854,769</b>	<b>\$945,024</b>	<b>\$32,909,745</b>
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<b>CURRENT YEAR OPERATIONS-REVENUE LESS EXPENSES (B-C)=D</b>	<b>\$1,084,807</b>
<b>BEGINNING BALANCE + CURRENT YEAR OPERATIONS(A+D)=E</b>	<b>\$3,026,099</b>

**Reserved Items:**

Reserved for Technology Equipment	-\$328,932	* See Transfer Above
Reserved for Fiscal Software & Related Costs-Includes Interest Income	-\$309,000	* See Transfer Above
Reserved for Retirement Expense-Year 3-This year	\$0	
<b>Subtotal Reserved Items (F)</b>	<b>-\$637,932</b>	

**Other board considerations for fund balance:**

Possible reserve for future transportation aid \$54k	\$0
Board Authorized summer program if needed \$37,637	\$0
Possible Reserve for SPED contracts \$170,048	\$0
Possible reserve for Cares \$ TBD \$325.4K	\$0

<b>PROJECTED ENDING BALANCE-Reserved For Operations(E+F)=G</b>	<b>\$2,388,167</b>
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Note: Target Fund Balance at 2% of current year budget \$677,095

<b>Amount Available Beyond the 2% Target</b>	<b>\$1,711,072</b>
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Washington Central Unified Union School District  
**FUND BALANCE SUMMARY**  
 Fiscal Year 2019-2020

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

Beginning Fund Balance	\$0
Projected Income	\$1,863,282
Projected Expense	<u>-\$1,863,282</u>
<b>Projected Available Funds</b>	<b>\$0</b>

**CAPITAL PROJECTS FUND(3)**

	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	Central Office	WCUUSD
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>									
	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	Central Office	WCUUSD
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	\$48,093	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,093
<b>TOTAL REVENUES(B)</b>	<b>\$1,185,688</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>\$48,093</b>

<b>TOTAL TRANSFER FROM RES &amp; REVENUES(A+B)=C</b>	<b>\$4,011,783</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>\$48,093</b>
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<b>Expenses:</b>									
	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	Central Office	WCUUSD
ACTUAL EXPENSES PAID TO DATE	\$1,339,616	\$5,874	\$102,630	\$42,474	\$191,867	\$24,903	\$954,951	\$1,600	\$15,317
ENCUMBERED PURCHASE ORDERS TO DATE	\$440,245	\$35,106	\$11,901	\$0	\$7,682	\$6,512	\$306,061	\$0	\$72,983
<b>TOTAL EXPENSES(C)</b>	<b>\$1,779,861</b>	<b>\$40,980</b>	<b>\$114,531</b>	<b>\$42,474</b>	<b>\$199,549</b>	<b>\$31,415</b>	<b>\$1,261,012</b>	<b>\$1,600</b>	<b>\$88,300</b>
<b>CURRENT CAPITAL PROJECT BALANCE AVAILABLE</b>	<b>\$2,231,922</b>	<b>\$418,356</b>	<b>\$120,416</b>	<b>\$907,669</b>	<b>\$114,546</b>	<b>\$247,208</b>	<b>\$346,564</b>	<b>\$117,370</b>	<b>-\$40,207</b>

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

<b>Fiscal Year 19-20 Transactions</b>									
	Combined Totals	BERLIN	CALAIS	EAST MONTPELIER	MIDDLESEX	WORCESTER	U32	Central Office	WCUUSD
<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	\$0
Projected Surplus (Deficit) for current year	<u>-\$106,776</u>	<u>-\$33,394</u>	<u>-\$29,980</u>	<u>-\$4,383</u>	<u>-\$16,304</u>	<u>-\$3,511</u>	<u>-\$21,350</u>	<u>\$0</u>	<u>\$2,146</u>
<b>CURRENT FOOD SERVICE PROJ BALANCE</b>	<b>\$171,399</b>	<b>\$54,494</b>	<b>-\$8,980</b>	<b>\$55,966</b>	<b>\$33,073</b>	<b>\$24,993</b>	<b>\$9,707</b>	<b>\$0</b>	<b>\$2,146</b>

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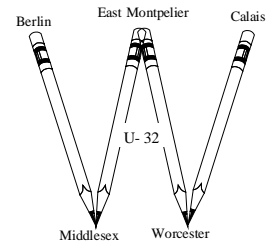
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Debra Taylor, Ph.D.  
Interim Superintendent



## MEMORANDUM

**TO:** WCUUSD Board of Directors – Finance Committee  
**FROM:** Kelly Bushey, Director of Special Services  
**CC:** Debra Taylor, Superintendent  
Lori Bibeau, Business Administrator  
**DATE:** June 12, 2020  
**RE:** Request for Additional Behavior Interventionist Positions

Over the last few weeks, I have been reviewing our current staffing in special education across the district. As you know, over the past several years, we have been working towards building our internal capacity to meet the needs of our students and to reduce the number of contracted services.

This memo is written to request the addition of two Behavior Interventionist positions. With the addition of these two positions, we will be able to eliminate contracts with one of our contracted service providers. This would result in a reduction in expenses.

This information is provided for the board's consideration per board policy B30 - Staffing and Job Descriptions.

# WHAT WILL IT COST TO REOPEN SCHOOLS?

This document estimates some of the expenses school districts may incur in response to the COVID-19 pandemic and as they plan to reopen for the 2020–2021 school year. These calculations assume the statistics of an average\* school district with 3,659 students, 8 school buildings, 183 classrooms, 329 staff members, and 40 school buses (transporting at 25% capacity, or 915 students, to comply with recommended social distancing guidelines).



## ADHERING TO HEALTH MONITORING & CLEANING/DISINFECTING PROTOCOLS

Hand sanitizers for students in classrooms  
**\$39,517**

Disinfectant wipes for classrooms  
*(four/day per classroom)*  
**\$16,833**

No-touch thermometer  
*(one per school)*  
**\$640**

Oximeter  
*(one per school)*  
**\$360**

Electrostatic disinfectant sprayers  
**\$33,600**

Deep cleaning of school after a confirmed case  
**\$26,000**



## HIRING STAFF TO IMPLEMENT HEALTH & SAFETY PROTOCOLS

Additional custodial staff for increased cleaning/disinfecting of schools and buses to prevent spread  
**\$448,000**

Ensuring at least one FT/PT nurse in every public school  
**\$400,000**

Ensuring one aide per bus to screen student temperatures before boarding  
**\$384,000**



## PROVIDING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Gloves for custodial staff  
*(five pairs/day for two custodians per school)*  
**\$1,440**

Daily disposable masks for in-school staff  
**\$44,415**

Disposable masks for students who do not bring masks from home  
*(est. 30% of students)*  
**\$148,190**



## PROVIDING TRANSPORTATION & CHILD CARE

Resume before/after school childcare programs  
*(with social distancing and cleaning protocols)*  
**\$168,750**

Fog machines and cleaner for buses  
*(7 machines)*  
**\$55,860**

Hand sanitizer for buses  
**\$10,534**

**TOTAL ADDITIONAL EXPENSES AN AVERAGE\* DISTRICT MAY INCUR TO REOPEN: **\$1,778,139****

\*Costs will vary by district depending on many factors, including regional/market price as economy of scale (i.e., larger districts may have access to lower unit costs because they can buy in higher volumes), and the availability of labor and goods necessary to comply with recommended social distancing and cleaning protocols. Model assumes 25% transportation capacity to adhere to social distancing guidelines. (Bus fleets would need to quadruple in size to safely transport 100% of students under COVID-19 circumstances, which is financially unfeasible for districts.)

This list of costs is not intended to be exhaustive but illustrates how the overall cost of school operations will substantially increase to safely reopen as a direct result of the COVID-19 pandemic. For more information on the impact of the COVID-19 pandemic on K-12 education, please contact [ASBO International](#) & [AASA](#).



### External References:

"Now What? Navigating K-12 Reopening, A Collaborative Planning Process?" National Council on School Facilities, Working Document, May 2020.

"School Bus Driver Pay Rises as Shortage Worsens," Thomas McMahon, *School Bus Fleet Magazine*, November 2018.

"Total School Districts, Student Enrollment by State and Metro Area," *Governing The Future of States and Localities*, eRepublic. Accessed June 2020.

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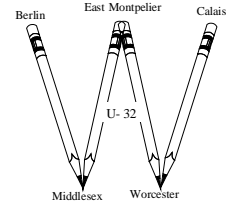
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Debra Taylor  
Interim Superintendent



**TO: WCUUSD School Board**  
**FROM: Dr. Debra Taylor, Interim Superintendent**  
**Lori T. Bibeau, WCUUSD Business Administrator**  
**RE: Capital Project Update**  
**DATE: June 10, 2020**

This year, Bill Ford has been working with us on the Capital Project plans, bidding and serving as the Clerk of the Works for the district. Here is a summary of the projects planned for this spring and next year:

Berlin-Driveway and Parking Lot, Playground Fencing, Exterior Masonry Work  
Calais-Roofing, Security Barrier  
East Montpelier-None Planned  
Middlesex-Acoustics, Roof, Sidewalk, Gym Floor  
Worcester-Siding and Windows  
U-32-Track, Kitchen Ceiling, Sidewalk, Gym Equipment, DDC Controls  
Central Office-None Planned

All projects have gone out to bid and have contracts except the U-32 DDC Controls (due June 24<sup>th</sup>) and the Berlin driveway/parking lot (due June 30<sup>th</sup>).

Per the merger requirements, separate Capital Funds transferred into the new district with previous restrictions and have been tracked separately in the financial system. Next year's budget was apportioned using projected budgets for the above projects. Some of the bids have resulted in savings, others were above projections. For those projects above projections, they received board action to transfer in fund balance from the general fund or to redistribute funds using the district capital fund. At the conclusion of each project any unspent district-wide funds will revert to the district capital fund. Any unspent funds from the original balances will remain restricted with that school until used.

Bill will be available to answer any questions the Finance Committee has at the meeting on Wednesday, June 17<sup>th</sup>.