

# Washington Central Unified Union School District

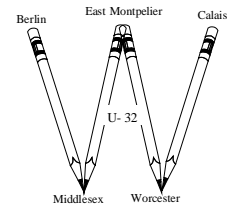
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*WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

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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 12.12.19 8:15 – 9:15 am

**1130 Gallison Hill Road, Montpelier**

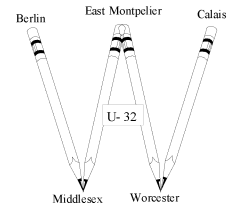
1. Call to Order
2. Approve Minutes of 9.12.19, 10.10.19, 11.14.19 – pg. 2
3. Draft #1a WCUUSD Budget - pg. 9
4. Capital Projects/Funding
  - 4.1 Approval of RFP's: Rumney Acoustic and Doty Siding/Window
  - 4.2 Review of Capital Needs and Resources
5. Approve Bids
  - 5.1 U-32 Vehicles – pg. 11
  - 5.2 U-32 Security Cameras – pg. 12
6. Additional Items
7. Future Agenda Items
8. Adjourn

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## WCUUSD Finance Committee Meeting Unapproved Minutes 9.12.19 8:15 am

1130 Gallison Hill Road, Montpelier

**Present:** Flor Diaz Smith, Vera Frazier, Scott Thompson, Superintendent Debra Taylor, Business Administrator Lori Bibeau, Times Argus Dave Delcore

Flor Diaz Smith called the meeting to order at 8:23 a.m.

Vera and Flor agreed as co-chairs to alternate facilitating each meeting.

### 1. FY 20 Financial Projections Report (Discussion)

Lori explained that this was the first attempt at a projection with all of the entities included. She is trying to mirror the same format that board members in the past had approved. She had provided a memo to explain the fund balance summary documents, dated 9-9-19: *WCUUSD Projections FY20*.

General Fund 1 refers to the “voter approved budget.”

Fund balances that came from each entity had been provided at the previous board meeting. On these documents, the total is shown, altogether: \$1,460,037 - would have been referred to as “fund balance” in the past - this year, referred to as reserve account. Technology is currently \$481,255, for a Subtotal Transfer from Reserve Accounts: \$1,941,292.

Lori explained that some positions are not yet filled - they are included in the budget, as an estimate. Sometimes student population changes affect positions, often related to special education. Lori explained that special education positions are unique in that they have reimbursement. She will explain special education more extensively at the next meeting.

Lori explained some of the expense changes - this draft fund balance reflects a 1.4FTE decrease, due to a grant funded position and unified positions, which will be updated for the board report.

Superintendent Taylor explained the impetus to increase the ELL position. She will propose this to the board next week for their approval. Committee members agreed that it is appropriate to include this dollar amount in the summary, pending board approval.

Lori explained that health insurance changes are projected to result in an additional cost. She explained that the total expenses change in this document (\$76,203). Lori will update these numbers for the report in the board packet.

Lori explained that two things: bond payment and copier leases were paid last year but had been in this year's budget; this reflects an approximate \$52K change to this year's fund balance.

She explained an additional student need that requires an additional expense of approximately \$23K.

Lori explained that the Executive Committee last year had made a decision to have an analysis of the salary scale and grid for central office staff. Some discussion followed around whether this work should still be budgeted for. Superintendent Taylor suggested that this work might be possible to do in-house, without hiring an outside entity.

Lori explained the transfer of funds to a capital fund. She explained that U-32 had opted to not transfer to the capital fund; the WCUUSD board will consider this action at a future meeting. She explained the recommended 2% target fund balance, and that this summary document reflects approximately \$437,490 above that 2% for the U-32 6/30/19 numbers.

Lori explained capital projects as reflected in this document. She explained that most of the projects currently underway are near completion. Superintendent Taylor reviewed that an analysis, supervisory-union-wide, had been completed in 2016 around facilities needs and efficiencies. She is currently working on checking in with building principals and custodial staff, to put together the data (around projects from the needs list that have been completed), to help consider capital expenditures going forward.

Lori explained the Foodservice portion of this document. She noted that two of the schools, Calais and U-32, had operated in a deficit in the past year(s). She and Debra Taylor noted that the board will continue to discuss foodservice. Vera Frazier indicated that she has some questions and comments about foodservice, but that she will provide those in writing; she would like the board to discuss this further, as a whole.

Lori asked committee members whether they would like a different format than the documents provided today. They agreed that these documents are great, but that she might provide greater detail as needed, depending on the circumstances, and that a quarterly report might be more feasible and relevant than a monthly. This document is

considered a living document, as the figures change often according to needs and other unexpected circumstances.

2. **Budget Timeline Update FY 21 (Discussion):** A draft budget timeline had been presented for committee members to consider. Superintendent Taylor suggested that she would like to carefully consider a comprehensive perspective of the district as a whole, to consider equity. She reviewed some of the issues that were discussed at the board retreat, and that they will impact budget development. Flor Diaz Smith stated that, while knowing class size and staffing is important, she is interested in MTSS data. Debra Taylor stated that she intends to share class size as an average across the district. She also reminded the board that the changes, statewide, around special education funding, will impact budget development. She noted that EST and MTSS are a focus of the leadership team this year. The board will continue to discuss these issues.

3. **Equipment Bid (Action)**

a. Rumney Tractor: Superintendent Taylor shared the two bids that were received. The recommendation is to approve the bid of Harvest Equipment in Montpelier. She explained some of the specifics around the two bids, for two different brands of tractors, with same specifications.

**Vera Frazier moved to approve the bid from Harvest Equipment in the amount of \$25,980.00. Scott Thompson seconded. This motion carried unanimously.**

4. **Allocation of Fund Balance to Capital Fund (Discussion).** The committee reviewed the verbiage for the motion that will be required of the WCUUSD board, to transfer \$437,490, from the general fund to the capital fund earmarked for U-32. This had been discussed earlier in the meeting.

Vera and Flor agreed that one of them would facilitate the meeting; the other will share out to the board.

Committee members agreed that they would like to share these documents with the board, but will rely on Lori to help explain.

5. **Future Agenda Items:** Debra and Lori invited committee members to add to the shared document. Currently:

- Foodservice

Meeting adjourned at 9:14 a.m. by consensus.

Respectfully submitted,  
Lisa Stoudt, Committee Recording Secretary

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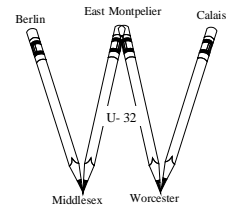
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Interim Superintendent



## WCUUSD Finance Committee Meeting Unapproved Minutes 10.10.19 at 8:15 am

1130 Gallison Hill Road, Montpelier

**Members in attendance:** Vera Frazier, Flor Diaz-Smith, Scott Thompson

**Administration in attendance:** Lori Bibeau, Debra Taylor

**Guests:** David Delcore (Times Argus), Rosemary Morse (Berlin Town Clerk)

The meeting was called to order by Ms. Frazier at 8:21 a.m.

1. **Equity in District Budget** – Ms. Bibeau shared that a chart in the committee packet inadvertently contained two sections of pre-k at Doty and will include some staffing changes. Ms. Bibeau will get changes out. The committee noted that they liked the format.

A discussion was held regarding the definition of equity in the packet. Ms. Taylor asked John Hemmelgarn of Black River Design and Bill Ford (Clerk of the Works) to do a service level review and list possible capital projects. She plans to discuss findings with the Board in November.

2. **Food Service** – Ms. Bibeau presented information regarding food service in the budget and reviewed the previous budget for food service. She shared information regarding costs per meal, and reviewed the WCUUSD pricing for food service for FY20. Ms. Bibeau noted that the Board asked if the district could offer free meals to all. She shared that the district would need to have more than 40 percent participation to be eligible for free lunch. The district is not in that situation at this time. A discussion was held regarding composting food waste and creating learning opportunities for measuring food waste. Ms. Diaz-Smith asked if the district could potentially subsidize the \$4 cost per meal and bring it down to \$3 per meal – especially needed for families with many children who don't qualify for free and reduced lunch. Ms. Taylor said she will have staff look at that and include it in a future budget draft.
3. **Board Payment of Election Expenses** – A discussion was held regarding the payment of expenses incurred during school election. Ms. Morse noted that, in Berlin, the school has previously paid for half of town meeting, half of the town report, election officials and reports. Mr. Thompson shared that board member

Dorothy Naylor proposed a flat payment of \$500 for every school election. A discussion ensued regarding reimbursing for excess staff versus excess costs. Ms. Frazier felt that she needed to know the total excess costs before making a recommendation to the board. Ms. Bibeau recommended that the board solicit a corrected invoice from Calais and invoices from other towns. **The recommendation to the full board will be that the district will pay for costs of additional election staff for special elections.**

4. **Self-Funded Dental Insurance** – Ms. Bibeau shared information regarding the self-funded dental plan and recommended that it be level funded for next year. **The finance committee will recommend level funding to the board.**
5. **Health Reimbursement Account** – Ms. Bibeau reviewed the health reimbursement account and cost of the account. She recommends that is level funded. **The finance committee will recommend level funding to the board.**
6. **Girls/Boyz First Mentoring Program Request** – Ms. Taylor met with the Washington Central Friends of Education, and gave a review of the program. The cost of the program is for oversight. Grant funding has been eliminated, and towns have contributed; however, the program is asking for \$10,000 for funding in the coming year. A discussion ensued. Ms. Taylor recommended the committee consider this as a budget item. A discussion ensued regarding the selection process for the program.
7. **Potential Storm Water Project at Berlin Elementary and Fire Station** – (A correction was made from wastewater to storm water) Ms. Frazier and others from Berlin Elementary and two private firms had meeting to review storm water collection. The firms suggested a collection site in the roundabout at the school, but this did not seem satisfactory to Berlin representatives. Alternative sites were identified. The storm water firm noted that possibly in 2023 if the fire station land is not subdivided, the property might not fall under storm water guidelines. The school has not gone through the process to subdivide the land yet. The board will have to have a conversation about moving forward to subdivide the Fire Department land from the school property. Currently there is a long-term lease. Ms. Taylor will reach out to folks involved in subdividing land when the time is needed. A discussion ensued.
8. **Additional Items** – none
9. **Future Agenda Items** – moving forward with getting subdivision quotes, food service, discuss having a Budget 101 meeting for new board members after first budget round.

Adjourn – 9:52 a.m.

Respectfully submitted by Hollie Friot

# Washington Central Unified Union School District

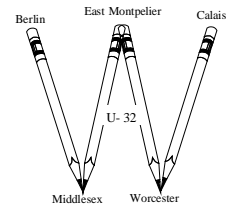
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**Finance Committee**  
**11.14.2019 Unapproved Minutes**  
8:15 a.m.  
Central Office Conference Room  
1130 Gallison Hill Road, Montpelier, VT

**Members in attendance:** Flor Diaz-Smith, Vera Frazier, Scott Thompson

**Administration in attendance:** Lori Bibeau, Debra Taylor

**Guests:** David Delcore (Times Argus); at 9:15 a.m. Bill Ford (WCUUSD clerk of the works), John Hemmelgarn with Black River Design (BRD), Megan Riley (marketing manager at BRD)

**1. Draft #1 WCUUSD Budget** - Ms. Bibeau shared the change summary document. A discussion was held regarding supervisory union staffing. Ms. Bibeau shared rate increases relative to a level service budget, and discussed staffing changes approved by the board so far - \$160,000k. Ms. Frazier asked for a breakdown of costs for long-term FTE staffing changes.

*Mr. Thompson asked that the wording "merger savings" on the WCSUUSD Budget Change Summary be changed to "audit savings due to merger."*

A discussion was held regarding salaries and benefits, staffing changes, costs or savings of nonsalary items and other items. Ms. Bibeau shared that through conversations with principals, it was discovered that most district schools did not have contingencies for replacing classroom equipment or for funding pre-k students with high cost IEPs. Those estimates were added to the budget. Ms. Bibeau noted that the U-32 bond payment will be paid in full this year, resulting in large savings of \$460,000. The net impact on taxes is an increase of 2.77 percent.

*Mr. Thompson asked to have a "percent change" compared to the previous year on the bolded category totals on the Draft #1 Level Service Budget document. Ms. Bibeau will add.*

**2. Budget 101 Training** - The committee recommended a board training before the December 4 board meeting.

**3. Action items**

- a. Ms. Taylor shared that a tractor for snow removal at Rumney was rebid based on specifications changing. WCUUSD received a lower bid from another company. Ms. Taylor recommended that the committee recommend the board approve this bid. *Mr. Thompson made a motion to approve the purchase of the tractor for Rumney, as stated. Ms. Frazier seconded. A discussion ensued regarding the bid process. The motion was approved unanimously.*
- b. Ms. Taylor noted that a modified bill from Calais and smaller bill from Rumney related to the additional individuals to oversee elections were submitted. A discussion ensued regarding how billing for future elections would happen. *Mr. Thompson made a motion to recommend to include the town election expenses for the school district in the board order for the fiscal year 2019. Ms. Frazier seconded. The motion was approved unanimously.*  
At the next finance committee meeting, the group will make a recommendation to the full board regarding future school election reimbursements.

**4. Review of capital expenses and improvements** – Mr. Hemmelgarn shared a 2020 Priority Capital Improvement Summary which included the type of expenses, ongoing maintenance, planned/scheduled replacements, and unforeseen expenses for each district school. He gave an exclamation point rating system of identified improvements. A discussion ensued.

A discussion ensued regarding saving and reserving funds, and capital funds versus bonds. A discussion ensued regarding capital funds that schools brought into the combined district. A discussion ensued regarding projects that have been completed at Doty Memorial School that were not included in the spreadsheet.

Mr. Ford noted that the time to consider projects for next summer is now. Ideally, bids would go out by the second week of January.

**5. Executive session** – *Mr. Thompson made a motion to enter into executive session at 10:09 a.m. Ms. Frazier seconded. The motion passed unanimously.*

*Mr. Thompson made a motion to exit executive session. Ms. Frazier seconded. The motion passed unanimously.*

Meeting adjourned by consensus at 10:40 a.m.

Respectfully submitted by,  
Hollie Friot, Board Recorder



**WCUUSD Budget FY2020-2021 CHANGE SUMMARY**

**Budget Draft 1A-December 4, 2019**

	ADJUSTED BUDGET 2020	DRAFT 1A INCREASE (DECREASE)	BUDGET % CHANGE	BUDGET 2021
<b>SALARIES AND BENEFITS</b>				
<b>Negotiated Items</b>				
Salary Estimate		\$762,766	2.25%	
Benefits Related to Salary Estimate		\$75,105	0.22%	
Health Insurance @ 12.9% Increase with current coverage		\$340,910	1.01%	
Miscellaneous Benefit Changes		\$4,144	0.01%	
<b>SUBTOTAL NEGOTIATED ITEMS</b>		<b>\$1,182,925</b>	<b>3.49%</b>	
<b>Other Staffing Changes</b>				
Staffing Changes Fy19-20		\$160,646	0.47%	
Special Education Programs-Staffing Changes-Recommended by WCLT		\$181,198	0.54% *See Revenues Below	
Academic Programs-Staffing Changes-Recommended by WCLT		\$543,390	1.61%	
<b>SUBTOTAL OTHER STAFFING CHANGES</b>		<b>\$885,234</b>	<b>2.61%</b>	
<b>TOTAL SALARY &amp; BENEFITS</b>	<b>\$23,107,377</b>	<b>\$2,068,159</b>	<b>6.11%</b>	<b>\$25,175,536</b>
<b>NONSALARY ITEMS</b>				
Auditor Savings Due to Merger		-\$12,985	-0.04%	
Board of Education VSBA Dues & Chgs		-\$9,075	-0.03%	
Interest Expense		-\$40,000	-0.12% *See Revenues Below	
Technology Services-Fiscal Software		-\$100,000	-0.30%	
School-wide Expenses, Books, Supplies, Equipment, Prek Services		\$152,940	0.45%	
Fund Transfer Food Program		\$39,712	0.12%	
Transportation Services		\$43,535	0.13%	
Technical Education Tuition(+tuition 10.6% from current year actual)		\$50,926	0.15%	
Special Education Programs-Tuition & Prof Svcs		\$210,204	0.62% *See Revenues Below	
Special Education Programs-Contracted Services-Recommended by WCLT		\$36,971	0.11% *See Revenues Below	
<b>TOTAL NONSALARY-w/o OTHER ITEMS</b>	<b>\$8,408,763</b>	<b>\$372,228</b>	<b>1.10%</b>	<b>\$8,780,991</b>
<b>SUBTOTAL BASE BUDGET INCREASE</b>	<b>\$31,516,140</b>	<b>\$2,440,387</b>	<b>7.21%</b>	<b>\$33,956,527</b>
<b>OTHER ITEMS</b>				
Debt Service-Bond Payment	\$1,702,107	-\$460,783	-1.36%	\$1,241,324
Capital Fund -Transfer	\$636,522	\$0	0.00%	\$636,522
<b>TOTAL OTHER ITEMS</b>	<b>\$2,338,629</b>	<b>-\$460,783</b>	<b>-1.36%</b>	<b>\$1,877,846</b>
<b>Combined Total WCUUSD Expenses</b>	<b>\$33,854,769</b>	<b>\$1,979,604</b>	<b>5.85%</b>	<b>\$35,834,373</b>

**Revenues that Offset Expense Increases(Decreases):**

Tuition Income-Level Budget @53 Students with 2% Increase	\$95,746	0.28%
Interest Income	-\$40,000	-0.12% *See Expenses Above
Miscellaneous Income	-\$15,800	-0.05%
Special Education Reimbursements	\$253,314	0.75% *See Expenses Above
Special Education Reimbursements/Revenues to offset WCLT Recommended Changes	\$66,043	0.20% *See Expenses Above
Use of Fund Balance for Retirement	-\$12,720	-0.04%
<b>Subtotal Revenues</b>	<b>\$346,583</b>	<b>1.02%</b>

**Net Impact on Taxes** **\$1,633,021** **4.82%**

**WCUUSD**  
**List of Budget Considerations**  
**12/4/2019 Meeting**

KEY: X =Budget year of consideration

	FY20-21	Future Consideration	Estimated Cost	Updated Estimated Cost	Offset to costs
Special Education Programs-Contracted Services	X		\$36,971	\$36,971	\$8,083
Special Education Programs-Staffing Changes	X		\$181,198	\$181,198	\$57,960
EEE Teacher	X		\$36,000	\$36,000	
Elementary Classroom Teacher	X		\$45,000	\$45,000	
Instructional Interventionists-Works with Students	X		\$225,000	\$225,000	
Behavior Support	X		\$50,000	\$50,000	
High Quality Instruction/Coaches	X	X	\$90,000	\$180,000	
Community Connections	X		\$60,000	\$60,000	
Work-Based Learning Coordinator-If Full-time	X		\$37,390	\$37,390	
Additional Capital Fund Transfer		X	\$0	TBD	
Boyz Girls First		X	\$0	\$10,000	
Change Staff schedules Grades 4-6 for Departmentalization		X	\$0	\$0	
Custodian		X	\$0	\$25,000	
Food Services-.25 Price Reduction		X	\$0	\$38,018	
Food Services-Free For All-Low Estimate		X	\$0	\$397,576	
Health Education Teacher		X	\$0	\$90,000	
Health Services-Nurse		X	\$0	\$9,000	
Home School Coordinator		X	\$0	\$90,000	
Increase instructional day by .5 hour		X	\$0	\$217,376	
Preschool Coordinator		X	\$0	\$54,000	
Purchase a Literacy Program		X	\$0	\$90,000	
Strings Program		X	\$0	\$90,000	
Wellness Fun Fitness Fridays-Was EPSDT Grant		X	\$0	\$12,700	
World Languages		X	\$0	\$135,000	

**Total Expense Change**

	<b>\$761,559</b>	<b>\$2,110,230</b>	<b>\$66,043</b>
Expense Incr	2.25%	Revenue Incr	0.20%
		Net Increase	<b>2.05%</b>

U-32 Vehicle Bid

December 4, 2019

12:00 p.m.

In attendance: Michelle Ksepka, Melissa Tuller, David Hannigan

We requested bids from 4 vendors and received 1 bid.

802 Honda

Purchase only

Van 1: \$13,165.00 (with trade - ins)

Van 2: \$29,165.00

U-32 test drove the vehicles on December 6 and are recommending the purchase of the 2 vans.

U-32 Security Camera Bid

December 4, 2019

10:15 a.m.

In attendance: Dame Diette, David Hannigan, Michelle Ksepka, Melissa Tuller, Keith MacMartin

We received 4 bids from the following vendors:

Fiber Next	\$19,742.87/ \$18, 518.73
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VT Internet Design	\$26,500.00
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Royal Group	\$30,423.92
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Norris Group	\$16,065.00
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