

# Washington Central Unified Union School District

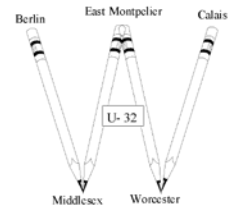
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*WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

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Jennifer Miller-Arsenault  
Interim Superintendent



**WCUUSD Finance Committee  
Meeting Minutes Approved  
2.15.22 8:30-9:30 a.m.  
Central Office, 1130 Gallison Hill Rd., Montpelier  
Via Video Conference**

**Committee Members Present: Flor Diaz Smith, Scott Thompson, Susanne Gann, Chris McVeigh, Chris O'Brien, Mark Kline, Kari Bradley, Jennifer Miller-Arsenault**

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:30 a.m.**
- 2. Approve Minutes of 1.18.22: Scott Thompson moved to approve the minutes from 1.18.22. Kari Bradley seconded and the motion passed unanimously.**
- 3. Informational Reports**
  - 3.1. Monthly Reflection:** Susanne gave an overview of accomplishments over the past month. She advised that she has been working with Chris O'Brien and Bill Ford on developing a proposed Capital Improvement Plan. She has also been working on submitting the Excess Spending Exclusion Applications to the AOE. The AOE would like a written opinion from an attorney that supports the Board's assertion to authorize moving general funds into the capital reserve fund. We are working with Attorney Chris Leopold to review this issue. Scott Thompson asked if we could ask Attorney Leopold to give us, language to be used in future warnings so there is no doubt about being able to do this.  
Susanne plans to spend time with individual building administrators to review their process for budget analysis and tools we provide them to track expenditures. The report for the board will be completed in March.  
Susanne thanked Melissa for all her support surrounding the extra meetings in January. The Federal Office of Management and budget (OMB) required all federal agencies and systems to transition from using a DUNS number to a SAM UEI. Susanne thanked Matt Kittredge for his work on this.  
Susanne thanked Virginia for her work filing several payroll reports, especially the 1095's. She thanked Penny for the work on the 1099 forms that are done annually, as well as the work on the Reinhart account. Reinhart was bought out by another company, causing a new vendor to be created and new purchase orders.  
There was an administrative support team meeting on 2/9/22. It was asked that no purchase orders for this fiscal year be entered any later than 4/29/22. There was concern by the administrative team about predicting what could come up. They were using spreadsheets that were lost as part of the data breach and have no reference to look back on.

**3.2. FY 23 Capital Improvement Project Update:** Chris O'Brien gave an overview on the capital projects. At the board's discretion, Black River Design provided schematic designs and cost estimates for FY 22-23. In November, the Board authorized the Superintendent to complete bidding for the projects listed on the Capital Improvement Plan for a total estimated cost of \$1,533,863. He gave updates on the following projects: U-32 Roof Project, U-32 Windows, and District Wide Security Card/Camera Systems. Chris advised the U-32 Roof Project was awarded to Evergreen roofing 1/19/22. This was within the construction budget for this project. The AOE has approved the waiver and the contract is being circulated for signatures. The U-32 Window project has only had one quote and we are seeking two more quotes. The Security card/camera System has been more involved. In order to implement security access and cameras consistently it was necessary to reach out to a vendor to help us determine standard requirements across the district. We have been working with Margolis Healy.

Scott Thompson asked about the ventilation equipment on the roof at U-32. Chris advised that there is a meeting later this morning in regards to the ERU. It is projected for FY 25/26 but they have had another one fail. The Air handling Unit is being replaced this summer. Chris McVeigh asked if the ventilation equipment on the roof should be replaced before the roof is repaired. Chris advised the housing unit will stay in place and the parts will be replaced. Chris advised that he, Susanne, and Bill have been working on the five-year plan. They have been mindfully planning projects that make the most sense across the district.

#### **4. Discussion/Action:**

**4.1. Annual Meeting Preparation:** Flor referred to the memo in the finance packet and asked for thoughts on this. Jen advised that this would be the first time she has attended and she asked what the expectations are of the leadership team, central office staff etc. Flor advised this is more of an informational meeting, she advised in the past it has typically been the Business Manager, and some of the building principals. She advised they have been poorly attended in the past. She suggested that maybe one principal from the high school and one from the elementary would be nice to have if they are available.

**4.2. Project Manager/Clerk of the Works Contract:** Scott Thompson moved for the committee to recommend to the Board that they authorize the Superintendent to sign the contract with Bill Ford of WF Project Inspections for his services as Owner's Project Manager and Clerk of the Works through 2/9/23, not to exceed \$78,467. Chris McVeigh seconded. The motion passed unanimously.

**4.3. Articulating Purpose of the Finance Committee:** Jen advised that having a new person in the role of Interim Superintendent and Business Manager has raised some questions around the finance committee purpose. She advised the timing of the meeting now has advantages as it is typically the day before the board meeting and things are fresh. However, it also has disadvantages, as it does not give Administration time to make changes to materials prior to the full board meeting. Susanne had some questions surrounding finance policy. She advised she sees this as a review committee before going to the board. Jen asked for the committee's thoughts and feedback. Scott Thompson shared that his understanding is that it is the first stop for the board's consideration for actions that fall within that scope. Chris McVeigh advised that a review committee is an accurate depiction. Chris suggested maybe building in a little more of a cushion than there is right now and asked how active you might want the finance committee to be, perhaps having more participation from the leadership team. Kari Bradley asked how we add value. He stated he feels the committee is where we set parameters. Flor advised she feels that capital is part of this committee. It was suggested that it would be nice to meet perhaps two weeks before to have more time to prepare. Kari suggested having charters for the committees.

**4.4. Discuss April 19, 2022 Meeting date (this is during Spring Break):** There was discussion surrounding date and time for the April meeting as it would fall during the week of spring break. It was decided the finance committee would meet April 12<sup>th</sup> and the board meeting would be held April 27<sup>th</sup>. The committee agreed that beginning with the April meeting, monthly meetings would be Tuesday, the week prior to the board meeting (usually the second Tuesday of the month).

**5. Next Meeting Date and Future Agenda Items**

**5.1.** Special Meeting February 22, 2022

5.1.1. U-32 Air Handling Unit Bid Award

**5.2.** Next Regular Meeting March 15, 2022

**5.3.** FY 23 Capital Improvement Project Bid Awards

**5.4.** Capital Improvement Plan (April and May)

**5.5.** Future Uses of Fund Balance

**5.6.** Debrief FY23 Budget Process

**6. Adjourn: Scott Thompson moved to adjourn the meeting. Kari seconded and the motion passed unanimously. The meeting adjourned at 9:30 a.m.**

**7.**

Respectfully Submitted,  
Melissa Tuller  
Administrative Assistant