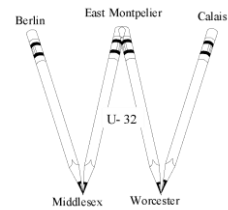


Washington Central Unified Union School District

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

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Jennifer Miller-Arsenault
Interim Superintendent



WCUUSD Finance Committee Meeting Minutes Approved 12.14.21 8:30-9:30 a.m. Central Office, 1130 Gallison Hill Rd., Montpelier Via Video Conference

Committee Members Present: Flor Diaz Smith, Chris McVeigh, Kari Bradley, Susanne Gann, Jennifer Miller-Arsenault, Scott Thompson, Ursula Stanley, Steven Dellinger-Pate, Mark Kline

- 1. Call to Order:** Flor Diaz Smith called the meeting to order at 8:30 a.m.
- 2. Approve Minutes of 11.16.21:** Chris McVeigh motioned to approve the minutes from 11.16.21 and Scott Thompson seconded. The motion passed unanimously.
- 3. Informational Reports:**
 - 3.1. Monthly Reflection:** Susanne gave an overview of the finance team's monthly accomplishments. This included allowable tuition, grant reimbursement reports, special education expenditure reports, and the AOE teacher/staff survey. The Annual Audit Report is included as well as the deadline for open enrollment that Virginia has been working hard on. Susanne thanked all staff that worked to get these things done. Scott Thompson thanked Susanne for these updates each meeting.
 - 3.2. Energy Project Consultant and Net Metering Contracts:** Chris O'Brien advised that a contract has been signed with Jeff Ford as the Energy Project Consultant not to exceed \$2000.00. He has already started work. Jeff reached out to Kingsbury Hydro Electric and extended the contract for two months. Chris advised we should have a resolution to this soon.
 - 3.3. Allowable Tuition for FY 20 and FY 21:** Susanne advised this is the summary of the FY 20/21 allowable tuition and we need to notify districts that we will be billing back. FY 20 has an adjustment where we owe the districts money and FY 21 has an adjustment where WCUUSD is owed money. Letters will need to go out tomorrow. The net impact resulted in a reduction in tuition revenue for \$28,374.60. The district predicts that this year the tuition revenue will be \$951,827.00. Susanne advised there is enough in the budget to cover this bill back. Scott asked if this was something, the AOE is caught up on or should we expect this again in the future? Susanne advised that the AOE is all caught up and that they are supposed to notify us in November each year. They did not notify us last year.
 - 3.4. Smart Goal:** Flor advised that she and Chris O'Brien had worked on this goal. Scott Thompson spoke about multi-year budgeting and that it should be part of the budget process via the capital plan. He advised this is a crucial piece. Flor advised this would give us the data to know how much money will be needed for proactive upkeep on our buildings. Chris McVeigh suggested that a section be added indicating "Report to the Board". He asked if we are planning to build into the budget a long-term expenditure for these projects. Susanne advised we moved \$2.5 million into the capital fund last year. There is \$880,000 in the budget for FY23. Chris asked if we have a separate amount set aside so that we do not have to bond. He indicated it does not appear that we do and feels we should incorporate this.

4. Discussion/Action

- 4.1. Auto Floor Scrubber Lease for U-32:** Susanne advised Hillyard had given an incorrect quote. The lease payment included service but it was for one year not three years. They also advised the leasing company is no longer the leasing company that they work with. The new quote from Hillyard for \$37,375.00 includes service for three years and is still the lowest bidder. We recommend that the board move forward with this lease. **Scott Thompson motioned that the finance committee recommend to the Board to authorize the Superintendent to sign a 36-month lease agreement for \$1,038.19 per month/plus \$150.00 one-time document fee for two Trident ride-on auto scrubbers and one Trident walk behind auto scrubber, with the option to purchase for \$1 at the end of the lease. Kari seconded and the motion passed unanimously.**
- 4.2. FY 21 Audit Report:** Scott Thompson moved that the committee recommend to the board that they accept the audited financial statements for Washington Central Unified Union School District for the year ended June 30, 2021 from RHR Smith & Company. **Kari seconded. Susanne advised there were no findings last year. There was some discussion in regards to the report and the board expressed great appreciation to Lori Bibeau and the Fiscal Services team. The motion passed unanimously.**
- 4.3. FY 23 General Fund Budget Draft:**
- 4.3.1. Draft #2 Budget:** Jen Miller-Arsenault advised that she, Susanne and the leadership team have been working very hard to present the budget draft. Jen and Susanne worked on a slideshow and shared it with the committee for feedback. Chris McVeigh asked that the costs associated with “items that were not included” be listed as well. There was some discussion surrounding Art/PE reduction at Rumney. Scott, Kari and Ursula provided feedback on the slides.
- 4.3.2. Requests for New/Expanded Services:** Susanne advised this was part of the presentation. These would include the following: U-32 Social Studies Teacher .60 FTE increase, CES/Berlin Music Teacher .10 FTE increase, EMES Classroom Teacher 2.0 FTE increase, 1.0 FTE offset using fund balance for a one-year request, EMES Music Teacher .20 FTE increase, Doty School wide Para-educator .38 FTE increase, CES Literacy Interventionist .50 FTE Increase (offset by ARP ESSER grant funds), and U-32 RISE Educator 1.0 FTE increase (offset by Title IV grant funds).
- 4.4. Review Tax Information**
- 4.4.1. Tax Commissioner Letter:** Key pieces of the letter were reviewed during the tax rate projections.
- 4.4.2. FY 23 Tax Rate Projections:** Susanne gave an overview of the tax rate projections. She advised this is a very rough estimate, and will likely change.
- 4.5. Review Town Meeting Items**
- 4.5.1. Town Meeting Warning – DRAFT:** Kari suggested that the stipend amount for board members be increased by \$50.00 per year and the amount for the chair should be doubled due to the amount of time they have to put in. **Kari motioned to recommend to the board to increase the stipend for the board members to \$1050.00 and \$2100.00 for board chair, subject to review of the Articles of Agreement. Chris seconded the motion. The motion passed. Scott Thompson moved to approve the Draft Town Meeting Warning with an amendment to change to the increases in stipend. Chris seconded. The motion passed.** There was discussion around location/mode of meeting. Jen advised due to Open Meeting law an in person and virtual location has to be on the warning. It was decided to add this to the draft.
- 4.5.2. School Board Member Vacancies:** Rosie put together a memo in regards to the vacancies on the school board.
- 4.5.3. Town Report/Annual Report Format:** Jen advised we are working with Ben Merrill again this year. Jen asked for some direction regarding which format should be sent out to the towns. Flor advised she feels that the whole board should make the decision, but she would lean towards the less fancy version. Susanne will do a cost comparison in regards to glossy or card stock. Flor advised we would like to mail this to everyone. It was suggested that this could also be used as a promotional document.

5. Next Meeting Date and Future Agenda Items

5.1. Next Meeting January 11, 2021

5.2. FY 23 General Fund Budget Draft #3

5.3. FY 23 Tax Rate Projections

5.4. Clerk of the Works Contract and Architecture Design Contract Approval

5.5. Extent of Board Involvement/Best Uses/Future Uses of Funds

5.6. Articulating purpose of the Finance Committee

6. Adjourn: The meeting adjourned by consensus at 9:55 a.m.

Respectfully submitted by Melissa Tuller, Administrative Assistant