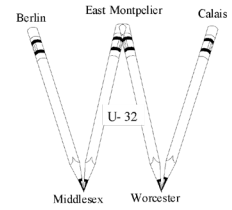


Washington Central Unified Union School District

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



WCUUSD Finance Committee Meeting Agenda 2.14.23 8:30-9:30 AM Central Office, 1130 Gallison Hill Rd. Montpelier Via Video Conference

Virtual Meeting Information

<https://tinyurl.com/5447byeef>

Meeting ID: 844 8898 2515

Password: 857578

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

1. Call to Order 4 minutes
2. Approve Minutes of 1.10.23 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections – pg. 5
4. Discussion/Action
 - 4.1. Develop Board Communication & Outreach Plan - pg. 7
 - 4.2. Award Bid for Calais Pellet Boiler - pg. 8
 - 4.3. Award Bid for U-32 Parking Lot Project
 - 4.4. Project Manager/Clerk of the Works Contract – pg. 9
5. Future Agenda Items
 - 5.1. Next Regular Meeting: March 14, 2023
 - 5.2. Quarterly Financial Update
6. Adjourn

WCUUSD Board Norms - Adopted November 18, 2020

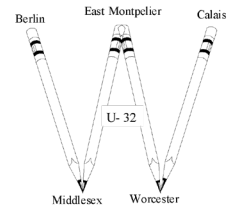
- **Public input** – Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members to listen and ask clarifying questions. If a board member feels a concern raised in public comment warrants further board discussion, they may request that the issue be added to a future agenda.
- **Community dialogue** – The board may periodically schedule community forums that allow for dialogue, questions and answers from the board or the district leadership team.
- **Stay on time** – Start and end on time. The chair may appoint a time-keeper.
- **All voices will be heard** – Every board member gets a chance to speak. Some topics warrant having each board member speak in turn to ensure full representation.
- **Reflection** – To allow time for reflection, the chair and agenda steering committee will plan time for complex or contentious issues to be discussed at more than one meeting before the board votes, except where a decision is urgent.
- **Announcements in reports** – Announcements from the administration will appear in the reports and not as discussion items.
- **Role of the board** – At the end of each board meeting reflect on whether the board remained focused on its policy-making and oversight role during the meeting, rather than operational details that are the responsibility of leadership team.
- **Respect each other** – Listen, allow others to be heard, share concerns, assume positive intentions, be present, celebrate successes.

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Meagan Roy, Ed. D
Superintendent



WCUUSD Finance Committee Meeting Minutes Unapproved 1.10.23 8:30-9:30 a.m. Central Office, 1130 Gallison Hill Rd., Montpelier Via Video Conference

Present: Superintendent Meagan Roy, Susanne Gann, Flor Diaz Smith, Ursula Stanley, Mark Kline, Steven Dellinger-Pate, Daniel Keeney, Kari Bradley, Chris O'Brien, Eric Andersen

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:31 a.m.**
- 2. Approve Minutes of 12.13.22: Kari Bradley motioned to approve the minutes from 12.13.22. Ursula seconded and proposed an amendment to 4.3. Amend to state "it was part of the discussion in 4.3." to "it was part of the discussion in 4.2." The motion passed with proposed amendment.**
- 3. Discussion/Action**
 - 3.1. FY 24 General Fund Budget Draft #3a and Draft #3b:** A memo was provided. Meagan gave an overview of what the presentation will entail. She advised that draft # 3a is the board request to bring 9.7%, it came out at 9.62%. The memo showed the list of reductions that had originally been proposed, the ones that are most related to declining enrollment and don't impact programs or services. Meagan went over the reductions in detail. Susanne spoke about the tax rate projections and how this will result in tax rate increases in both drafts. She shared a slide that showed each town and the Common Level of Appraisal (CLA). Kari asked what the increases would mean for taxpayers. Susanne gave an overview for each town. Meagan went over the highlighted differences with the budget draft that showed 7%. The same reductions were seen in Draft # 2 budget, plus a reduction for combined preschool and 6th grade for Rumney and Doty. A slide was shared in regards to restructuring and Meagan provided a detailed overview. Kari asked about a difference in revenues in Draft #3a and Draft # 3b and if that difference was from tuition. Susanne advised that was correct additional information or announced tuition is provided in a separate memo. Susanne advised the tuition differs in the two versions. There was some discussion about property yield. Kari asked about the equalized pupil amounts and how they differ between the two drafts. There was some discussion around the two drafts and committee members gave their feedback on the proposed drafts. The finance committee discussed their recommendations to the full board.
 - 3.2. FY 24 Tax Rate Projections Draft # 3a and Draft # 3b:** This was discussed as part of 3.1.
 - 3.3. Award Bid for U-32 Energy Recovery Unit (ERU) Project:** Susanne advised there were 3 bids received. The lowest bid received is \$70,000 higher than our current budget for the project. Susanne will provide a memo for the board meeting. She advised there is enough in the capital budget to fund the increase. Susanne advised if we were to wait the cost could increase down the road. This will be in the board packet for Jan. 18th. Chris O'Brien gave an overview of the bids received.

3.4. Set Announced Tuition Rate for FY 24: Flor asked the committee if they were comfortable recommending the tuition rate in Draft 3b or if they would prefer to discuss in the meeting on 1.11.23. Flor asked for Susanne to add the numbers for Budget Draft # 2 as well. Committee members decided they would prefer to wait until the board meeting to discuss.

4. Informational Reports

4.1. Monthly Reflections: Susanne had provided a memo to the committee and advised that most of the work has been centered around the budget. She gave an overview of the memo. Flor thanked Chris O'Brien for all his hard work over the holidays during the power outage. Susanne thanked all the maintenance staff at various schools.

4.2. Review Board Budget Lines: Flor asked Susanne about the board budget lines and when School board members receive their stipends. Susanne advised that the change was due to the fact that last year board members received their stipends in December before the holiday and then there were board members that left in January and February that had already been paid. This caused the budget to go over with new members that joined and received a prorated stipend amount. She advised the stipend amount was split into 2 installments, one installment in December this year and another will be forthcoming in February. The other option if you pay everyone at the end of the year or term if they end early. Flor advised this should be explained at the board meeting and let the Board decide. The committee decided to bring this to the board meeting. The committee then reviewed the board budget lines. Flor asked questions about professional development and where that would fall. Flor also asked about how things like flowers for a board member for the purpose of an illness or death, where this would fall. Susanne advised it would fall under general supplies. There was discussion of Strategic planning and the costs associated with this. The committee asked that enough money be budgeted for five members to attend the VSBA conference next year.

5. Future Agenda Items

5.1. Next Regular Meeting: February 14, 2023

5.2. Quarterly Financial Update

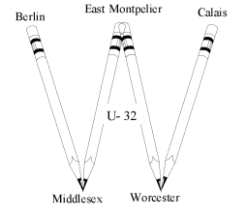
6. Adjourn: The meeting was adjourned by consensus .

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Monthly Reflections
DATE: February 10, 2023

I am happy to announce that we have hired Holly Poulin as our new Payroll & Benefits Specialist. Holly started work Monday, February 6, 2023 and has hit the ground running. She is working to become familiar with the team, the organization and payroll and benefits processes for the District.

Holly has over 35 years of business experience across numerous industries including the service industry, childcare, manufacturing, immigration, construction, insurance, the justice system, and healthcare. Holly resides in Central Vermont where she enjoys her family and community as both are close to her heart. She enjoys camping in the summer and crafts in the winter.

Please help us welcome Holly as the newest member of the Fiscal Services and Central Office Team. We are very excited to have her here!

We have contracted with Frontline Education, the District's vendor for attendance software, to add their Time and Attendance cloud software program to utilize in conjunction with what we currently use. Time and Attendance will ultimately replace the current paper timesheets and payroll summaries used for payroll processing. The intent of this transition is to reduce employee time and effort spent collecting and processing paper timesheets. The hope is this will create significant efficiencies, and opportunities which allow staff to use their time to support employees in different ways.

The project is currently in the timeline development stage, working to identify when and how the District will roll out the system to each group of employees for use. We will keep you informed as the project progresses.

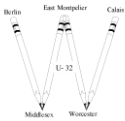
Monthly Reflections

Chris O'Brien worked with building administrators in December to identify the next capital project needs for the Multi-year Capital Improvement Budget. Chris, Bill and I have prioritized those projects based on the Board approved Capital Improvement Plan, and anticipate reviewing the prioritized proposals, with rough estimates, with the Superintendent in March, presenting to the Leadership Team in April and Finance Committee and Board in May.

The current fiscal year financial update and fund balance report for the Board will be completed in April. I meet with Building Administrators regularly to review and analyze the current budget to actual numbers. Projections on revenues and expenditures will be adjusted as appropriate, prior to reporting to the Board.

The month of January has required extra Finance Committee meetings and School Board meetings for the budget and bid awards. This requires staff preparation to get packets out to the Board in advance of the meetings. The warning is approved, annual report is compiled and information is distributed to individual Towns and posted on the website. Thank you to Melissa Tuller for all the support she provides over the course of the year, but especially during this time of budgets and bidding.

Also, a big shout out and appreciation to Rosie Laquerre, District Clerk, for her careful review and preparation of the ballots for Town Meeting and her coordination with multiple towns and the printer for the mailing of those ballots



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To: WCUUSD Finance Committee
From: Meagan Roy, Superintendent
Susanne Gann, WCUUSD Business Administrator
Re: Information for Board on Budget Revote Timelines

In the event of a budget failure, it is critical that the district be prepared to meet vote warning requirements for subsequent budget votes. The following is offered for the Finance Committee's information and consideration.

Per [17 VSA 2680\(c\)\(2\)](#):

A budget revote can be warned and held in a condensed time frame.

(2) If a budget voted on by Australian ballot is rejected, the legislative body shall prepare a revised budget.

(A) The legislative body shall establish a date for the vote on the revised budget and shall take appropriate steps to warn a public informational meeting on the budget and the vote. The date of the public informational meeting shall be at least five days following the public notice. The date of the vote shall be at least seven days following the public notice.

(B) The vote on the revised budget shall be by Australian ballot and shall take place in the same locations that the first vote was taken; provided, however, that if that polling place is unavailable, the vote may be held at a different location, with notice posted of the meeting location at the original location.

(C) The budget shall be established if a majority of all votes cast are in favor. If the revised budget is rejected, the legislative body shall repeat the procedure in this subsection until a budget is adopted.

(D) Once a municipality votes to establish its budget by the Australian ballot system, the vote on the budget shall be taken by Australian ballot until the municipality votes to discontinue use of the system.

The Board is not obligated to utilize such an abbreviated timeline, and could choose to warn a revote in a more "typical" timeframe (30-40 days prior to the vote). This would still meet the statute.

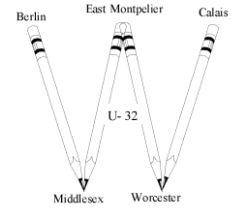
The informational hearing may be held by remote means under the temporary provisions extended by the legislature.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
RE: Calais Pellet Boiler Bid Award
DATE: February 10, 2023

Summary: Washington Central Unified Union School District advertised in the Times Argus and invited **ten** contractors to bid on the Calais Pellet Boiler, to replace the current wood chip boiler. Three contractors submitted bids on the project.

	Farrington	Lajeunesse	Froling Energy
Base Bid	\$385,520	\$329,900	\$224,000
Plus interior painting	\$ 3,500	\$ 7,474	\$ 5,000
Proposed Contract Sum with selected alternate	\$389,020	\$337,374	\$229,000

The low base bid on this project was \$229,000 provided by Froling, Inc. Including a 10% contingency, the proposed contract sum is estimated at \$251,900. This is within the allotted amount for contractors in the project budget of \$475,000 as approved by the Board at the November 8, 2022 meeting.

The Board will receive an updated Capital Improvement Project Plan and Five-year Budget in April, which will provide an opportunity to review the Capital Fund Balance and proposed uses over the next five years.

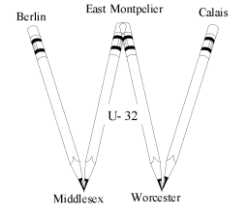
Recommended Board Action: The Board approve awarding the Calais Pellet Boiler Project contract to Froling Energy in an amount not to exceed \$251,900 (this includes the 10% contingency).

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Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, Business Administrator
RE: Project Manager / Clerk of the Works Contract
DATE: February 10, 2023

Summary: For many years, Bill Ford of WF Project Inspections has provided Owner Project Manager and Clerk of the Works services as an independent contractor for the District. Bill's expertise and knowledge in management of construction projects and coordination of contractors and District needs is extremely important to the successful completion of capital improvement projects. Bill's current contract ends this month.

A proposed contract not to exceed \$89,732 to cover the period from 2/10/23 through 2/9/24 is included in the packet. The contract confirms OPM/COW duties for the District on proposed 2023 construction projects plus planning for future capital improvements. The proposed hourly rate for his services is \$75 per hour, with an anticipated 936 hours of services, plus reimbursable expenses.

Recommended Board Actions: The Board authorize the superintendent to sign the contract with WF Project Inspections for his services as Owner Project Manager and Clerk of the Works through 2/9/24, not to exceed \$89,732.

January 23, 2023

Owners Project Manager/Clerk of the Works for WCUUSD
Proposed Fee Schedule

This fee schedule is based upon contracted Owners Project Manager (OPM)/Clerk of the Works (COW) services. WF Project Inspections would be providing services as an independent contractor. Confirmation of the OPM/COW duties for the district for the term of one year based on averaging .5 FTE.

Services:

OPM/COW, Bill Ford invoiced at; \$75.00 per hour
Reimbursables: Mileage & travel at two hours per site visit. Long distance communication, copies, photos, postage and handling at cost plus 10%

Proposed Fee Schedule:

Perform OPM/COW duties for the period February 10, 2023 through February 9, 2024 based on up to 936 hours of services for the “not to exceed” amount of \$89,732.

project budgets	school	Proposed 2023 WCUUSD construction projects plus planning for 2024 projects
\$0	district	Security – card/camera system
\$125,000	EMES	Woodchip boiler upgrades
\$125,000	U32	Woodchip boiler upgrades
\$475,000	Calais	Woodchip boiler replacement
\$2,090,354	U32	Paving, parking lot and sidewalks
\$6,875	Doty	AHU damper replacement
\$34,375	U32	Circulator pump replacement
\$1,237,500	U32	Energy recovery units
\$4,094,104		

Equipment provided by WFPI for use by the OPM/COW:

Laptop computer
iPad and iPhone for project photos and communication

To be provided by the Owner:

1. Access to workspace with desk, chair, table, and power
2. Access to an internet connection & printer

I suggest the “not to exceed” fee so if the work to be accomplished moves along better than expected the owner can benefit from fewer hours expended by the OPM/COW and a lower cost for those services.

