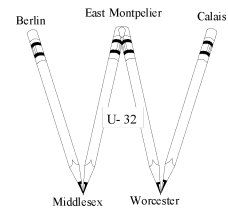


# Washington Central Unified Union School District

*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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Meagan Roy, Ed. D  
Superintendent



## **WCUUSD Finance Committee Meeting Minutes Unapproved 4.11.23 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, Eric Andersen, Steven Dellinger-Pate

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:32 a.m.**
- 2. Approve Minutes of 2.14.23: Ursula motioned to approve the minutes of 2.14.23. Eric seconded. The motion passed.**

### **3. Informational Reports**

**3.1. Monthly Reflections:** Susanne provided a memo highlighting some of the work in the finance department since the last meeting. She advised that the project setup of the Frontline Time and Attendance software is well underway. Susanne, Holly, and Michelle make up the project team with Michelle taking the lead. They meet on a weekly basis. Testing will begin with the Central Office at the end of the month. Holly has been working on the quarterly reports, this is the first time Holly and Susanne have done these so they are documenting processes as they go. Rosie Laquerre, our District clerk, resigned. She thanked Rosie for all the work she has done and for giving us ample notice to find someone to fill her shoes. Tom sent the year end purchasing request to notify schools of the action steps that they need to complete before April 28, 2023 in order to prepare for the closing of the FY 23 financial system. The legislature reversed the requirement for school districts to move their financial software to e-finance. The current requirement is to transition our chart of accounts to the uniform chart of accounts as identified by the Agency of Education. Tom and Susanne have been working on aligning the new accounts with the current accounts in NEMRC. Chris O' Brien and Bill Ford have continued the work to prepare for the completion of the capital projects approved for the summer to include: Air handling Unit at U-32, boiler circulator pump at U-32, parking lot and sidewalk at U-32, security card and camera systems across the district, and Doty's Air Handling unit. They have also been working on updates to the Five Year Capital Improvement Budget. Carla has been preparing Letters of Intent to teachers for FY 23-24. Flor asked what system the finance department is staying with. Susanne advised we are staying with NEMRC. Flor asked about floor plans for all the buildings. Susanne advised that Chris and Bill are working with Black River Design to do this.

**3.2. Quarterly Financial Report:** Susanne gave an overview of the quarterly financial report. When the FY 2022-23 budget was prepared, the District had planned to utilize \$325,468 of fund balance, anticipating a decrease in the fund balance. The beginning fund balance available for operation of the school district was \$1,591,965. The projected net change in the fund balance from operations this fiscal year is an increase of \$57,438. This reflects a combined estimated increase in revenue of \$26,613 plus reduced spending of \$30,825. This potential increase in the fund balance is more than was planned by \$382,906. The total unassigned / unallocated fund balance is anticipated to be \$1,649,403, which is \$926,017 beyond the targeted 2% of current year budget. There was some discussion.

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

##### **4.1. Reflect on Budget Process:**

- Ursula Stanley stated she appreciated the collaboration and teamwork between leadership and the board. She said she thinks the board could do some work around mindfulness. She stated she had some frustrations around meetings that were not well attended.
- Eric had mixed feelings about how it went. It gave us an opportunity to prepare the board and the community for what will be a harder process in future years. It helped to shape the strategic plan.
- Flor stated that we should work on long term parameters and we could start that work now. She liked Ursula's ideas surrounding mindfulness.
- Meagan liked the idea of long term parameters. Meagan spoke about decisions that are data driven and class sizes.
- Susanne spoke about starting the process earlier in the year.
- Steven spoke about redefining level service funding as a term. He also spoke about the calendar and how it might not always work to our advantage. He spoke about flexibility and transparency.

There was some discussion around having a mutual understanding both by the Board and all stakeholders on the Ed Quality Standards and the education surrounding them.

4.2. **Charge of the Committee:** Flor advised she would work with Meagan and Susanne and bring a specific charge to the next meeting.

#### **5. Future Agenda Items**

- 5.1. Next Regular Meeting: May 9, 2023
- 5.2. Accept Annual Fiscal Management Questionnaire
- 5.3. Authorize Superintendent to sign contracts and accept grants for WCUUSD
- 5.4. Blanket Authorization for Board Warrants / Check Orders
- 5.5. Annual bid award for the Revenue Anticipation Note and Investments
- 5.6. Annual bid award for Property, Liability, Worker's Compensation Insurance
- 5.7. Review and Approve Capital Improvement Project Plan and Five-year Budget

#### **6. Adjourn: The meeting was adjourned by consensus.**

**Respectfully submitted,**  
**Melissa Tuller**  
**Administrative Assistant**