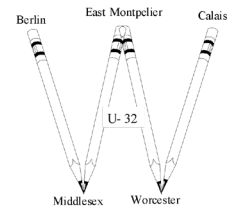


Washington Central Unified Union School District

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 10.18.23 5:00-6:00 PM *Virtual Only*****

Virtual Meeting Information

<https://tinyurl.com/yde2u4zc>

Meeting ID: 828 9367 8558

Password:044520

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

1. Call to Order
2. Approve Minutes of 10.10.23 – pg. 3
3. Discussion/Action
 - 3.1. Data Review – Configuration Study – pg. 5
4. Future Agenda Items
 - 4.1. Next Regular Meeting: November 14, 2023

WCUUSD Board Norms - Adopted November 18, 2020

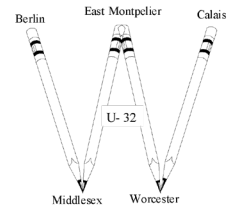
- **Public input** –Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members 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
Interim Superintendent



WCUUSD Finance Committee Meeting Minutes 10.10.23 8:30-9:30 AM Virtual

Present: Flor Diaz Smith, Meagan Roy, Ursula Stanley, Kari Bradley, Susanne Gann, Dan Keeney, Zach Sullivan

1. **Call to Order:** Flor Diaz Smith called the meeting to order at 8:31 a.m.
2. **Approve Minutes of 9.20.23:** Kari Bradley motioned to approve the minutes from 9.20.23. Ursula seconded and the motion passed.
3. **Informational Reports**
 - 3.1. **Monthly Reflections:** Susanne provided a memo highlighting some of the activities in the finance department over the last month. These highlights include reports for Act 173 Special Education Plan that get submitted to the AOE, grant close-out reports submitted to the AOE, an update on Frontline Time and Attendance and some new functionalities in regards to FMLA, and hours worked by support staff to report to the Vermont Municipal Employee Retirement System (VMERS). Tom has been working on fixed assets to reflect all assets added or deleted in FY 22-23. Penny has set up the NEMRC Accounts Receivable module which allows billing from that system. Also reported on the intent to explore a Food service management company service delivery model.
4. **Discussion/Action**
 - 4.1. **FY 25 Capital Improvement Project Budget Update and Approval:** A memo was provided in regards to the FY 25 Capital Improvement Project Budget Update which gave a rough estimate of \$1,301,000. These estimates were developed in 2019 so an inflation estimate of \$60,300 was included for a total amount of \$1,361,300. After the completion of scope and budget on several projects the updated estimated total cost including contingency and soft costs = \$1,488,802. This amount is within the current amount reserved in the Capital Improvement Fund Balance through FY 2024-25. Ursula motioned to recommend that the Board authorize the allocation of \$127,502 additional capital reserve funds to the completion of the projects as identified and approve the District moving forward with the bid document and bidding as necessary. Kari seconded. There was some discussion. The motion passed
 - 4.2. **Award U-32 Exterior Door Replacement Bid:** Daniel recommended that the Board approve awarding the U-32 Exterior Door Replacement project to Acme Glass, Inc. in an amount not to exceed \$117,254 to be completed in FY 23-24. Zach seconded. There was some discussion. The motion passed.

4.3. Review and Approve FY 25 Dental Premiums: Ursula motioned that the board set the calendar year 2024 Dental Insurance premiums as follows: **Single Plan: \$720; 2 Person Plan \$1080; Family Plan \$1680. Zach seconded.** Kari asked why a steep increase in premium.

Susanne advised an increase in claims is the driver due to a trend. Daniel abstained from the vote.

The motion passed.

4.4. Advise on School Board Budget Training: Meagan spoke about the training coming up and the plan for what that will look like. She advised they will have a baseline budget to start with, what the budget looks like now and in November they will have an actual recommended budget which is a little different than last year. She spoke about the potential for a budget committee comprised of faculty and staff. There was some discussion surrounding the budget process and ideas of what should be included.

4.5. Budgeting Process Community Message: Kari put together a draft timeline of how/when the budget information will be communicated to the communities. Daniel suggested calling it the current budget climate as opposed to a budget draft and then in November have a budget recommendation. There was a discussion about the language to be used and the role of the board.

5. Future Agenda Items

5.1. October 18, 2023-Configuration

5.2. November 14, 2023 Meeting – Review FY 25 Budget Draft # 1

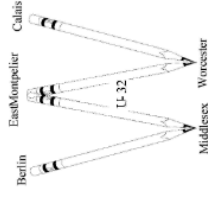
6. Adjourn: The meeting was adjourned by consensus.

Respectfully submitted,
Melissa Tuller
Administrative Assistant



Detailed Timeline & Deliverables

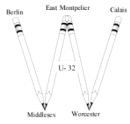
- September 20th: Affirm timeline, appoint members, etc
- October 18th: Review data
- November 15th: Brainstorming of configuration options
- **December 6th: Full Board presentation of study**
- December 20th: Committee debriefs Board discussion & prepares workplan for second half of the year
- February 7th & April 3rd: Held for Community Engagement
- June: Action



Data Mining Protocol

Adapted from [CLEE's Data Mining Protocol](#), developed in the field by
Thomas Van Soelen and Shannon N. Kersey.

1. **Getting started:** the facilitator reminds the group of norms and shares each step outlined below.
2. **Examining data set #1:** Examine data set #1 (1 minute)
3. **Describing data set #1:** The facilitator asks, "What do you see?" In rounds, participants offer statements about the data, avoiding judgments and interpretations, using directionality words wherever possible (e.g., "on page 2, I see," "in the third column, I see"). (7 minutes)
4. **Interpreting data set #1:** The facilitator asks, "What wonderings do you have about the data?" In rounds, participants offer "I wonder statements." (7 minutes)
5. **Examining data set #2:** Examine data set #1 (1 minute)
6. **Describing data set #2:** The facilitator asks, "What do you see?" In rounds, participants offer statements about the data, avoiding judgments and interpretations, using directionality words wherever possible (e.g., "on page 2, I see," "in the third column, I see"). (7 minutes)
7. **Interpreting data set #2:** The facilitator asks, "What wonderings do you have about the data?" In rounds, participants offer "I wonder statements." (7 minutes)
8. **Examining data set #3:** Examine data set #1 (1 minute)
9. **Describing data set #3:** The facilitator asks, "What do you see?" In rounds, participants offer statements about the data, avoiding judgments and interpretations, using directionality words wherever possible (e.g., "on page 2, I see," "in the third column, I see"). (3 minutes)
10. **Interpreting data set #3:** The facilitator asks, "What wonderings do you have about the data?" In rounds, participants offer "I wonder statements." (4 minutes)
11. **Identifying Intersections and Dissonances:** The facilitator offers time for the group to talk together about what intersections are evident in the data and what dissonances arise from the data. (10 minutes)
12. **Debrief** (5 minutes)



Data

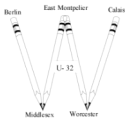
Enrollment Information

Projected:

FY20 <i>(actual)</i>	FY21 <i>(actual)</i>	FY22 <i>(actual)</i>	FY23 <i>(actual)</i>	FY24 <i>(Sept 18)</i>	FY25* <i>(predicted)</i>
1574	1487	1506	1436	1428	1376

Historic and Projected:

	Berlin <i>PreK-6</i>	Calais <i>PreK-6</i>	Doty <i>PreK-6</i>	EMES <i>PreK-6</i>	Rumney <i>PreK-6</i>	U-32 <i>7-12</i>	WCUUSD <i>PreK-12</i>
FY20	207	128	87	241	170	741	1574
FY21 (COVID)	194	112	71	228	135	747	1487
FY22	209	108	79	239	142	729	1506
FY23	194	97	75	231	124	715	1436
Current (Sep 18)	198	94	78	216	122	708	1428
FY25	185	92	79	193	112	715	1376
FY26	191	90	74	169	111	685	1320

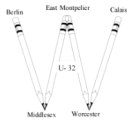


NESDEC - District

Each year, the district provides enrollment data to the New England School Development Consortium (NESDEC). Using this data, NESDEC adjusts their calculations in real time to account for births, retention rates and migration rates. All of this information together is used to calculate their projections. NESDEC projections are historically accurate over time and are used by many school districts in Vermont. It's important to note that these numbers do not include students who attend U-32 via school choice, tuition or our MOU.

Historical Percentage Changes			
Year	K-12	Diff.	%
2012-13	1513	0	0.0%
2013-14	1497	-16	-1.1%
2014-15	1454	-43	-2.9%
2015-16	1462	8	0.6%
2016-17	1455	-7	-0.5%
2017-18	1425	-30	-2.1%
2018-19	1413	-12	-0.8%
2019-20	1399	-14	-1.0%
2020-21	1341	-58	-4.1%
2021-22	1371	30	2.2%
Fall 2022	1304	-67	-4.9%
Change		-209	-13.8%

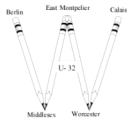
Projected Percentage Changes			
Year	K-12	Diff.	%
Spring 2023	1319	0	0.0%
2023-24	1291	-28	-2.1%
2024-25	1296	5	0.4%
2025-26	1278	-18	-1.4%
2026-27	1253	-25	-2.0%
2027-28	1237	-16	-1.3%
2028-29	1213	-24	-1.9%
2029-30	1203	-10	-0.8%
2030-31	1207	4	0.3%
2031-32	1216	9	0.7%
2032-33	1221	5	0.4%
Change		-98	-7.4%



NESDEC - Berlin

Historical Percentage Changes			
Year	K-12	Diff.	%
2012-13	383	0	0.0%
2013-14	402	19	5.0%
2014-15	381	-21	-5.2%
2015-16	383	2	0.5%
2016-17	387	4	1.0%
2017-18	361	-26	-6.7%
2018-19	339	-22	-6.1%
2019-20	322	-17	-5.0%
2020-21	326	4	1.2%
2021-22	332	6	1.8%
Fall 2022	310	-22	-6.6%
Change		-73	-19.1%

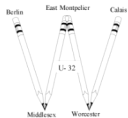
Projected Percentage Changes			
Year	K-12	Diff.	%
Spring 2023	317	0	0.0%
2023-24	316	-1	-0.3%
2024-25	327	11	3.5%
2025-26	323	-4	-1.2%
2026-27	320	-3	-0.9%
2027-28	318	-2	-0.6%
2028-29	318	0	0.0%
2029-30	318	0	0.0%
2030-31	320	2	0.6%
2031-32	334	14	4.4%
2032-33	329	-5	-1.5%
Change		12	3.8%



NESDEC - Calais

Historical Percentage Changes			
Year	K-12	Diff.	%
2012-13	222	0	0.0%
2013-14	233	11	5.0%
2014-15	233	0	0.0%
2015-16	233	0	0.0%
2016-17	222	-11	-4.7%
2017-18	225	3	1.4%
2018-19	221	-4	-1.8%
2019-20	219	-2	-0.9%
2020-21	216	-3	-1.4%
2021-22	209	-7	-3.2%
Fall 2022	197	-12	-5.7%
Change		-25	-11.3%

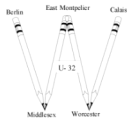
Projected Percentage Changes			
Year	K-12	Diff.	%
Spring 2023	195	0	0.0%
2023-24	198	3	1.5%
2024-25	190	-8	-4.0%
2025-26	186	-4	-2.1%
2026-27	183	-3	-1.6%
2027-28	174	-9	-4.9%
2028-29	167	-7	-4.0%
2029-30	164	-3	-1.8%
2030-31	171	7	4.3%
2031-32	180	9	5.3%
2032-33	180	0	0.0%
Change		-15	-7.7%



NESDEC - East Montpelier

Historical Percentage Changes			
Year	K-12	Diff.	%
2012-13	399	0	0.0%
2013-14	400	1	0.3%
2014-15	388	-12	-3.0%
2015-16	379	-9	-2.3%
2016-17	379	0	0.0%
2017-18	369	-10	-2.6%
2018-19	382	13	3.5%
2019-20	379	-3	-0.8%
2020-21	377	-2	-0.5%
2021-22	382	5	1.3%
Fall 2022	362	-20	-5.2%
Change		-37	-9.3%

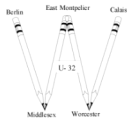
Projected Percentage Changes			
Year	K-12	Diff.	%
Spring 2023	356	0	0.0%
2023-24	366	10	2.8%
2024-25	371	5	1.4%
2025-26	368	-3	-0.8%
2026-27	369	1	0.3%
2027-28	376	7	1.9%
2028-29	368	-8	-2.1%
2029-30	361	-7	-1.9%
2030-31	351	-10	-2.8%
2031-32	343	-8	-2.3%
2032-33	347	4	1.2%
Change		-9	-2.5%



NESDEC - Middlesex

Historical Percentage Changes			
Year	K-12	Diff.	%
2012-13	291	0	0.0%
2013-14	269	-22	-7.6%
2014-15	267	-2	-0.7%
2015-16	275	8	3.0%
2016-17	277	2	0.7%
2017-18	271	-6	-2.2%
2018-19	277	6	2.2%
2019-20	264	-13	-4.7%
2020-21	239	-25	-9.5%
2021-22	244	5	2.1%
Fall 2022	228	-16	-6.6%
Change		-63	-21.6%

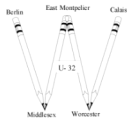
Projected Percentage Changes			
Year	K-12	Diff.	%
Spring 2023	230	0	0.0%
2023-24	216	-14	-6.1%
2024-25	205	-11	-5.1%
2025-26	203	-2	-1.0%
2026-27	195	-8	-3.9%
2027-28	190	-5	-2.6%
2028-29	188	-2	-1.1%
2029-30	184	-4	-2.1%
2030-31	183	-1	-0.5%
2031-32	183	0	0.0%
2032-33	181	-2	-1.1%
Change		-49	-21.3%



NESDEC - Worcester

Historical Percentage Changes			
Year	K-12	Diff.	%
2012-13	135	0	0.0%
2013-14	121	-14	-10.4%
2014-15	122	1	0.8%
2015-16	130	8	6.6%
2016-17	130	0	0.0%
2017-18	126	-4	-3.1%
2018-19	126	0	0.0%
2019-20	130	4	3.2%
2020-21	124	-6	-4.6%
2021-22	127	3	2.4%
Fall 2022	129	2	1.6%
Change		-6	-4.4%

Projected Percentage Changes			
Year	K-12	Diff.	%
Spring 2023	129	0	0.0%
2023-24	121	-8	-6.2%
2024-25	112	-9	-7.4%
2025-26	109	-3	-2.7%
2026-27	106	-3	-2.8%
2027-28	111	5	4.7%
2028-29	116	5	4.5%
2029-30	115	-1	-0.9%
2030-31	117	2	1.7%
2031-32	119	2	1.7%
2032-33	121	2	1.7%
Change		-8	-6.2%

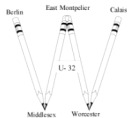


NESDEC - Summary Chart By School

	Berlin K-6	Calais K-6	Doty K-6	EMES K-6	Rumney K-6	U-32** 7-12	WCUUSD K-12
18-19	184	98	70	186	149	726	1413
19-20	170	98	70	191	139	731	1399
20-21	162	88	59	192	111	729	1341
21-22	177	86	62	202	116	723	1371
22-23 (Spring '23)	157	76	60	187	106	731	1319
23-24	152	75	67	183	102	710	1291
24-25	163	77	71	178	96	709	1296
25-26	176	86	67	164	99	684	1278
26-27	170	87	70	173	98	653	1253

*Enrollment projections are most reliable in Years 1-4 in the future

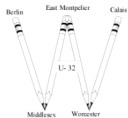
**NESDEC numbers will not include students who attend U-32 via tuition, school choice and MOU



Education Quality Standards

	<u>VT EQS</u>	WCUUSD	Berlin	Calais	Doty	EMES	Rumney	U-32
Class Size	K-3: Ave < 20 4-12: Ave < 25	K-3: Ave 14-18 4-6: Ave 16-22 Min 10 7-12: Ave.18-24	K-3: Ave: 16 4-6: Ave: 17	K-3: Ave: 10 4-6: Ave: 21	K-3: Ave: 15 4-6: Ave: 17	K-3: Ave: 16 4-6: Ave: 17	K-3: Ave: 15 4-6: Ave: 14	7-12: Ave: 14
Administration	10 or more teachers = 1.0		1:21	1:13	1:9	1:22	1:15	1:16
Nursing	1:500		1:198	1:94	1:78	1:216	1:122	1:354 (2:708)
Counseling (counselors, SW, SAP, etc)	K-6: 1:300 9-12: 1:200		1:99 (1:66 w/ Behavior ESP)	1:94 (1:47 w/ School-Wide Behavior)	1:78	1:216 (1:108 w/ School-Wide Behavior)	1:152 (1:68 w/ School-Wide Behavior)	1:141 (1:118 w/ SW)
Library-Media	1:300		1:198	1:94	1:195 (.4 FTE)	1:216	1:203 (.6 FTE)	1:354 (2.0 FTE)

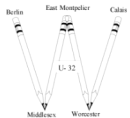
* Highlighted items exceed district standards or EQS



	<u>VT EQS</u>	Berlin	Calais	Doty	EMES	Rumney
Art	“...enable students to engage annually in rigorous, relevant and comprehensive learning opportunities that allows them to demonstrated proficiency in...artistic expression”	1x 45 min	1x 45 min	1x 45 min	1x 45 min	1x 40 min
Music (includes band, chorus, general music)		Gen Mus: 1x 45 6th gr band 2x30 (rotating lesson) 5/6 Chorus 1x 30	Gen Mus: 1x 45 5/6 band 2x30 5/6 chorus 1x30	Gen Mus: 2x 30 3-6 Chorus 1x 30	Gen Mus: 1x 45 6th gr band 1x45 (rotating lesson) 4-6 Chorus 1x 30	Gen Mus through grade 5: 1x 40 6th gr band 1x30 (rotating lesson) 5/6 Chorus 1x 30
Physical Education	K-8: 2 classes/week 9-12: 1.5 years	2x 45 min	2x 45 min	2x 45 min	2x 45 min PE Lab	2x 45 min
Health	“Comprehensive elementary and secondary health”	.2 Health Educator	.2 Health Educator	Curriculum delivered by other teachers	.2 Health Educator	.2 Health Educator

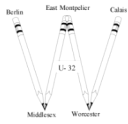
PreK Offerings

<i>As of 10/11/23</i>	Berlin	Calais	Doty	EMES	Rumney
Weekly Schedule	Tues-Fri, 2.5 hrs 2 sessions	Tues-Fri, 2.5 hrs 2 sessions	Tues-Fri, 2.5 hrs 1 Session	Tues-Fri, 2.5 hrs 2 Sessions	Tues-Fri, 2.5 hrs 1 Session
Class Size	13 each	6 and 10	8	12 and 10	12 students



Educational Offerings

	Berlin	Calais	Doty	EMES	Rumney
<i>Band</i>			No		
<i>Chorus</i>	Yes	Yes	Yes	Yes	Yes
<i>World Language</i>	No	No	No	No	Yes (2x/week)
<i>Athletics</i>	School-based (bball, soccer)	School-based (bball, soccer) Shared soccer with Berlin	School-based (bball, soccer) 5% soccer shared with Rumney this year	Run by the rec program	School-based (bball, soccer) Soccer shared with Rumney this year
<i>Drama</i>	Spring play; K-6	Not right now	Not right now	Not right now	
<i>CC Before & After Care</i>	Before Care	Before Care After Care @ EMES	After care at Rumney	Before Care After Care	After Care



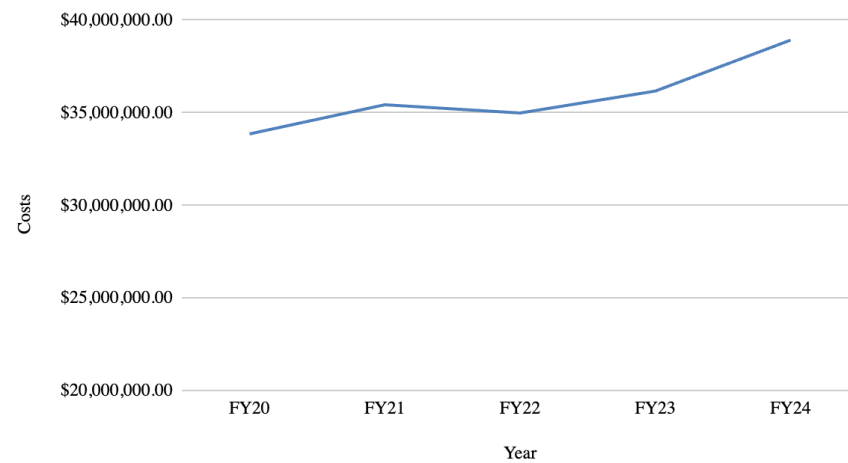
Per Pupil Cost Analysis

	Berlin	Calais	Doty	EMES	Rumney	U-32
<i>Per Pupil Cost*</i>	\$10,991	\$15,819	\$14,365	\$10,497	\$12,010	\$9404
<i>Staff: Student Ratio**</i>	1:6	1:4	1:5	1:6	1:6	1:7

*Not a budget number; calculated by FTE/Role

**PreK included; staff includes administrators, teachers, ESP

Costs vs. Year



Enrollment vs. Year

