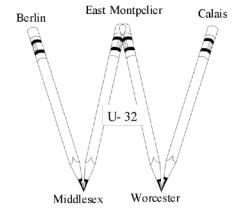


Washington Central Unified Union School District

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
10.10.23
8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/449rut5b>

Meeting ID: 867 7331 3223

Password: 017920

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

1. Call to Order
2. Approve Minutes of 9.20.23-pg.3
3. Informational Reports
 - 3.1. Monthly Reflections-pg. 5
4. Discussion/Action
 - 4.1. FY 25 Capital Improvement Project Budget Update and Approval-pg.7
 - 4.2. Award U-32 Exterior Door Replacement Bid –pg. 10
 - 4.3. Review and Approve FY 25 Dental Premiums – pg.11
 - 4.4. Advise on School Board Budget Training
 - 4.5. Budgeting Process Community Message
5. Future Agenda Items
 - 5.1. October 18, 2023 Meeting - Configuration
 - 5.2. November 14, 2023 Meeting - Review FY 25 Budget Draft #1

WCUUSD Board Norms - Adopted November 18, 2020

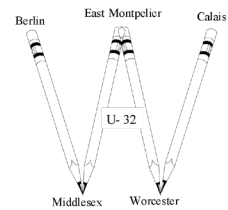
- **Public input** – Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members 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
9.20.23 5:00-6:00
U-32 930 Gallison Hill Rd., Montpelier
In-Person**

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

- 1. Call to Order:** Flor Diaz Smith called the meeting to order at 5:09 p.m.
- 2. Approve Minutes of 9.12.23:** Kari Bradley moved to approve the minutes of September 12, 2023. Seconded by Ursula Stanley, this motion carried unanimously.
- 3. Discussion/Action**
 - 3.1. Norm Development:** Flor Diaz Smith suggested that the committee discuss this when we have a fuller group. We are expecting to appoint members to the Finance Committee and Subcommittee. Configuration at the WCUUSD Board meeting tonight. Superintendent Roy suggests that we wait until the next Finance Configuration Committee meeting. She has a protocol in mind for the group to discuss norms. This will be on the next committee meeting agenda. Superintendent Roy stated that we are able to extend our contract with the Great Schools consultant, to help facilitate, for example, the development of the norms at a future meeting.
- 4. Timeline for Configuration Study Deliverables:** The committee discussed the proposed timeline and deliverables. Superintendent Roy suggested that this timeline is a rough estimate and may be dynamic. Kari Bradley stated that the timeline as proposed is a “best-case scenario.” He suggested “scenario planning,” a type of strategic planning, thinking about what are some likely things that could happen in the next ten/ twenty years, and what direction would we like to move, to work with likely scenarios. Flor Diaz Smith indicated that she likes the proposed timeline. Superintendent Roy stated, that regarding the timeline, we will have to be responsive to the data as it comes forward - additionally, community engagement might cause us to change the timeline.
- 5. Recommendation for Budget Parameters/Priorities:** Flor Diaz Smith provided this memo for the committee to consider; this will be discussed at the WCUUSD Board meeting tonight. Susanne Gann suggested that the board might have to consider which parameters are priorities, as the budget development process goes forward. Some discussion followed about the threshold penalty.

6. Communication Plan: Superintendent Roy shared a draft communication plan. This iteration of the plan has been shared with the Steering Committee. She shared that this too is a dynamic document and will have more details as we go forward, but the purpose is to guide the work of engagement with the community and stakeholders. Kari Bradley stated that the bullet related to “telling our story” is an important theme for the communication plan. Dan Keeney asked whether the Communication Plan is aspirational or is it reflective of what is already in place. Superintendent Roy said “both” - but there is not a formal Communication Plan in place, yet.

7. Future Agenda Items

7.1. Draft of community message about the budgeting process (steps, parameters, etc.) - Kari will draft this for the committee meeting packet

7.2. Next Regular Meeting: October 10, 2023

8. Adjourn: The meeting adjourned at 5:45 p.m.

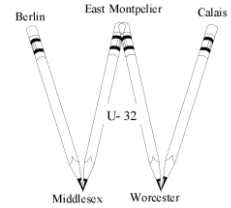
Respectfully submitted,
Lisa Grace, Committee Recording Secretary

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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: October 4, 2023

The FY 2024-25 Act 173 Special Education Plan is due to the AOE October 15, 2023. We must report the number of students on IEPs, staffing and service requirements, and budgets for students anticipated to reach the Extraordinary Cost level. Thank you to Renee Bates, Administrative Assistant to Special Services for her work to verify staff, students and tracking vendor expenses. Thank you to each of the building administrators for ensuring that we have the most up-to-date information.

The FY 2022-23 grant close out reports were submitted to the AOE in September along with the first reimbursement requests for FY 2023-24. Once these reports are approved by the AOE, any carry forward funds remaining from the previous year are made available for budget allocation in the current year.

Leave time for individuals out on Family Medical Leave (FMLA) is currently tracked by HR manually on paper. We are testing out a change to the Frontline Absence Management software to help us create a tracking and reporting system for FMLA that is accessible outside of paper. We anticipate this will be an improvement for payroll and benefits. Thank you to Carla for working on implementing this change.

We continue to update Frontline Time & Attendance to improve the function of the employee time clock system. We are learning more about how Absence Management communicates with Time & Attendance and how we can use that communication to increase efficiency. We appreciate the efforts of the school Administrative Assistants and Principals as we work together to work out all the kinks in the system.

Holly was able to create and pull a time report from Frontline Time & Attendance this month for reporting hours worked by support staff to the Vermont Municipal Employee Retirement System (VMERS). Previously this information was taken from paper timesheets

Monthly Reflections

and entered onto a spreadsheet to complete this reporting. Another successful efficiency attained with the new software! Nice work, Holly!

Tom has been working to update the Fixed Asset system to reflect all assets added or deleted in FY 2022-23. This is time consuming and involves communicating with the schools to ensure that our records are correct. All of your work in this project is greatly appreciated, Tom!

A huge shout out to Penny, who has set up the NEMRC Accounts Receivable module to allow for billing from that system. This creates a receivable upon billing, and updates the general ledger without a manual journal entry needing to be made. When Melissa receives payments and deposits them into the bank, Penny is able to record the payment to the invoice, and update the general ledger with a transfer. This will allow for more streamlined tracking of accounts receivable, using the system that we already own. Thank you for your work on this project, Penny!

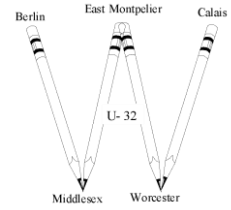
Entering the next budget cycle, we are reviewing various models of service delivery including Food Service across the district. We will be developing an exploratory RFP for contracting with a Food Service Management Company (FSMC). This will give us very early information about whether it is viable for the Board to continue a larger discussion about this. We would begin with a very general comparison of costs and services to our current service delivery model, to identify 1. potential cost savings 2. improvements to products and services 3. efficiencies in service delivery 4. additional professional expertise 5. additional administrative support. If this initial look makes this feel like a viable option, a more detailed conversation would begin with the Finance Committee. The Committee will be updated as we learn more, but we wanted to make you aware early in the process.

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Meagan Roy Ed.D.
 Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
Chris O'Brien, Director of Facilities
RE: FY 25 Capital Improvement Project Budget Update and Approval
DATE: October 3, 2023

Review: At the June 21, 2023 meeting, the School Board authorized the development of the scope and budget for capital projects, with a rough estimate totaling \$1,301,000. These estimates were developed in 2019, so an inflation estimate of \$60,300 was also included in the Multi-year Capital Improvement Budget, for a total amount of \$1,361,300.

FY 2024-25 Capital Improvement Project Update

Project Description	Status	Location	Previous Rough Numbers	Updated Estimate (including soft costs + contingency)
Playground	Need to determine project Scope & Budget	Berlin	\$100,000	No Change
Fire Alarm Panel Update	Need to determine project Scope & Budget	Berlin	\$100,000	No Change
Sound System - Gym, upgrade	Need to determine project Scope & Budget	E. Montpelier	\$20,000	No Change
Fields - refurb Baseball field	Need to determine project Scope & Budget	U-32	\$150,000	No Change
Windows - Exterior Window Replace Frames	Need to determine project Scope & Budget	U-32	\$69,000	No Change

FY 25 Capital Improvement Project Budget Update and Approval

Project Description	Status	Location	Previous Rough Numbers	Updated Estimate (including soft costs + contingency)
Bathrooms (2) – Lobby, renovate and make ADA accessible	Scope Change & Budget Complete (replace 2 with 3 bathrooms)	Calais	\$ 125,000	\$343,750
Door – Exterior, replace at kitchen/music room corridor	Scope & Budget Complete	Calais	\$ 20,000	\$20,625
Windows – glazing, broken seals becoming more frequent (complete replacement needed)	Scope Change & Budget Complete (Need to replace 2 windows)	Calais	\$ 20,000	\$41,250
Exits/Entrances playground hcp access, on grade landings/ramps	Scope Change & Budget Complete	Doty	\$100,000	\$100,375
Exit/Entrance – playground access canopy at primary wing under eaves	Scope Change & Budget Complete (included in landings/ramps budget)	Doty	\$ 20,000	\$0
Boiler room - equipment, expansion tank, day tank, pumps, etc.	Scope & Budget Complete	Doty	\$20,000	\$27,500
Doors - Interior security barrier, second set of controlled doors	Scope & Budget Complete	Doty	\$100,000	\$48,125
Drainage - Site pooling water in front of building	Scope & Budget Complete	Doty	\$100,000	\$61,875
Generator	Scope Change & Budget Complete (propane tank)	Doty	\$95,000	\$126,554
Doors - hardware, security function on classroom doors, closers	Scope & Budget Complete (determined not a capital project)	Rumney	\$20,000	\$4869
Doors - Lobby, frame, hardware	Scope Change & Budget Complete (added rear lobby doors)	Rumney	\$20,000	\$55,000

FY 25 Capital Improvement Project Budget Update and Approval

Project Description	Status	Location	Previous Rough Numbers	Updated Estimate (including soft costs + contingency)
Doors - Exterior replacement	Scope, Budget, Bid Documents & Bidding Complete	U-32	\$120,000	\$117,254
Stairs - Atrium, repair broken nosings, failure of existing	Scope & Budget Complete	U-32	\$20,000	\$20,625
Clerk of the Works- Allocate to projects		Multiple	\$82,000	\$82,000

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.

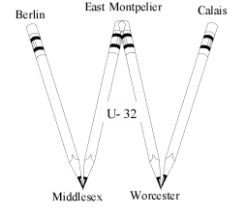
Recommended Board Action: The Board authorize the allocation of \$127,502 additional capital reserve funds to the completion of the projects as identified above and approve the District moving forward with bid document and bidding as necessary.

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Meagan Roy Ed.D.
 Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, Business Administrator
Chris O'Brien, Director of Facilities
RE: Award U-32 Exterior Door Replacement Bid
DATE: October 5, 2023

Summary: As the scope, budget and bid documents were developed for the FY 2024-25 U-32 exterior door replacement project, it was determined that this project should be completed this fiscal year, if possible, for safety reasons. The District invited 6 vendors to bid on the project and advertised it for two weeks in the Times Argus. The District received one complete and one incomplete bid for this project, which means the District must request a bid waiver from the AOE.

Bidders	Acme Glass	Able Glass
Base bid	\$ 103,444.00	\$ 104,111.55
Add for Performance and Payment bond	\$ 3,150.00	Not provided
Acknowledge addendum #1	Yes	Yes
Substantial completion date provided by bidder	4/1/2024	N/A
Comments		*50% deposit due at time of order
Total Cost Plus 10% Contingency:	\$117,254	Unknown without performance bond.

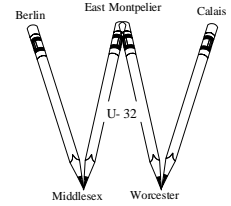
Recommended Board Action: The Board approve awarding the U-32 Exterior Door Replacement Project contract to Acme Glass, Inc. in an amount not to exceed \$117,254, to be completed in FY 2023-24.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
RE: Approve Dental Premiums for Calendar Year 2024
DATE: October 5, 2023

Review: WCUUSD has operated a successful self-funded Dental program since 1995, only increasing rates nine times in 28 years, with the most recent increase in 2016. Self-funding the plan allows the district to keep premiums low and provides the District with rate information for budget development earlier than other districts. The District assumes relatively low risk in self-funding this, as the maximum plan payout per employee is only \$1,000 and a reserve equal to 50% of estimated annual claims is planned. See accompanying budget spreadsheet for other revenue and expenditure estimates.

Program Components:

- WCUUSD staff provide benefit coordination for employees.
- The District contracts with EBPA/CBA Blue, a 3rd party administrator to process dental claims.
- The District develops the budget for the Dental plan and sets the annual premiums.
- The Board set the calendar year 2023 Dental Insurance Premiums as: Single Plan \$552; 2-Person Plan \$1,080; Family Plan \$1,512.
- The plan maintains a reserve fund, equal to at least 50% of estimated annual claims to ensure cash is available for plan payments and for maintaining premium levels.
- The FY 2023-24 beginning fund balance is \$115,930.
- The budgeted claims for FY 2024-25 are \$240,724, assuming a 5% annual inflation increase on actual 2023 claims.

Program Timeline (The plan year goes from January 1 – December 31):

- January 1 – new premium rates take effect.
- October – plan projections are completed and budgets for the following year are developed. The WCUUSD School Board sets the Dental Insurance premiums for the next calendar year. It is recommended that the rates remain the same for 2024
- November – open enrollment begins. Staff notifies benefit-eligible employees that they may elect to change their benefit elections for the coming calendar year.
- December 1 – benefit changes sent to EBPA/CBA Blue.

Board Action Needed: Staff recommends that the board set the calendar year 2024 Dental Insurance Premiums as follows: Single Plan \$720; 2-Person Plan \$1,080; Family Plan \$1,680.

**WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
SELF-FUNDED DENTAL INSURANCE BUDGET
FY 2024-25**

Number of Participants	January-21	January-22	January-23	October-23	January-24
Single Plan	132	132	148	149	149
2Person Plan	53	53	57	56	56
Family Plan	95	95	90	86	86
Total	280	280	295	291	291

Plan Premiums

Single Plan	\$ 552	\$ 552	\$ 552	\$ 552	\$ 720
2Person Plan	\$ 1,080	\$ 1,080	\$ 1,080	\$ 1,080	\$ 1,080
Family Plan	\$ 1,512	\$ 1,512	\$ 1,512	\$ 1,512	\$ 1,680

Premium Revenues

Single Plan	\$ 72,864	\$ 72,864	\$ 81,696	\$ 82,248	\$ 107,280
2Person Plan	\$ 57,240	\$ 57,240	\$ 61,560	\$ 60,480	\$ 60,480
Family Plan	\$ 143,640	\$ 143,640	\$ 136,080	\$ 130,032	\$ 144,480
Total Premium Revenues	\$ 273,744	\$ 273,744	\$ 279,336	\$ 272,760	\$ 312,240

BEGINNING FUND BALANCE	\$ 107,213	\$ 123,678	\$ 115,930	\$ 115,930	\$ 114,943
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REVENUES	ACTUAL FY 2022	ACTUAL FY 2023	BUDGET FY 2024	PROJECTED FY 2024	BUDGET FY 2025
Interest Income	\$ 3,300	\$ -	\$ 2,200	\$ 2,200	\$ 2,200
Employee Participation	\$ 114,021	\$ 112,636	\$ 128,058	\$ 112,128	\$ 102,720
District Share	\$ 150,284	\$ 155,824	\$ 151,278	\$ 160,632	\$ 209,520
Total Revenues	\$ 267,605	\$ 268,460	\$ 281,536	\$ 274,960	\$ 314,440

EXPENDITURES	ACTUAL FY 2022	ACTUAL FY 2023	BUDGET FY 2024	PROJECTED FY 2024	BUDGET FY 2025
Employee Claims	\$ 193,260	\$ 218,343	\$ 210,903	\$ 216,092	\$ 240,724
Benefit Coordination	\$ 42,371	\$ 42,371	\$ 42,371	\$ 42,371	\$ 48,049
Monthly Administrative Fees	\$ 12,413	\$ 13,586	\$ 13,600	\$ 14,387	\$ 15,106
Tax Reporting & Compliance	\$ 1,997	\$ 1,907	\$ 2,000	\$ 1,997	\$ 2,000
Processing Materials & Communications	\$ 1,100	\$ -	\$ 1,100	\$ 1,100	\$ 1,100
Refund to Employees-Per BOD Action	\$ -	\$ -	\$ -	\$ -	\$ -
Refund to District-Per BOD Action	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 251,140	\$ 276,207	\$ 269,974	\$ 275,947	\$ 306,979

ENDING BALANCE	\$ 123,678	\$ 115,930	\$ 127,492	\$ 114,943	\$ 122,405
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