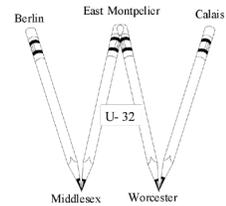


Washington Central Unified Union School District

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
Interim Superintendent



WCUUSD Finance Committee Meeting Minutes 11.14.23 8:30-9:30 AM Virtual

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

1. **Call to Order:** Flor Diaz Smith called the meeting to order at 8:31 a.m. Meagan asked to add agenda item 3.5 in regards to PCB's.
2. **Approve Minutes of 10.18.23:** Kari Bradley motioned to approve the minutes from 10.18.23. Ursula seconded and the motion passed.
3. **Discussion/Action**
 - 3.1. **Review and Approve Pre-Qualification Criteria for 2024 Capital Improvement Projects:** A memo was provided referencing Vermont bid law prequalification criteria that contractors must meet to be included on a selected list of pre-qualified bidders for the 2024 Combined Capital Projects. **Ursula motioned that the Board establish the recommended prequalification criteria that contractors must meet to be included on a selected list of pre-qualified bidders for the 2024 Combined Capital Projects. Zach seconded.** There was some discussion. **The motion passed.**
 - 3.2. **Review and Approve Scope and Budget for Berlin Fire Alarm Panel:** The school board authorized the development of the scope and budget for capital projects at the June 21, 2023 meeting. This included the replacement of the Berlin fire alarm panel. The estimate for the project, developed in 2019 was \$100,000. Engineering Services of Vermont was engaged to provide the preliminary scope and an updated budget. The updated estimate including soft costs and contingency is \$113,894. The additional \$13,894 is within the current amount reserved in the Capital Improvement Fund Balance through FY 24-25. **Ursula motioned to recommend that the Board authorize an additional allocation of \$13,894 from the capital reserve funds for the replacement of the Berlin Fire Alarm panel to be completed in FY 2024-2025 and approve the District moving forward with bid document development and bidding as necessary. Daniel seconded. The motion passed.**
 - 3.3. **Review and Discuss FY 2024-25 Budget Draft # 1:** A memo was provided regarding the FY 25 General Fund Budget Draft # 1. The Board participated in a budget training on October 18th to review the budget process, and Vermont education finance and to provide an early estimate of the local education spending for FY 24-25 which was expected to increase 12.89% to \$35,782,907. The Board held a Community Input Session on Nov. 1st and the memo highlighted the focus of the presentation and discussion.

The board parameters were included in the memo and the proposed FY 24-25 budget Draft # 1 recommendations from the Leadership Team with direction from the Board and input received from Community and Staff as well as the next steps in the process. There was discussion and questions.

3.4. Discuss Budget Parameter # 5: Meagan spoke about the process of how they approached decision-making for a financial parameter. The parameter they focused on was what would keep us below 10%, maintaining programming for students and staying within education quality standards. ESSER funding is going away. Some recommendations were based on class size. Meagan spoke about the configuration study that is currently underway. Susanne gave a highlight of the budget draft. Daniel asked what the cuts represent in savings. Susanne advised approximately \$850,000. There was some discussion about Act 173, Ed Quality Standards, and configuration. Kari suggested removing the parameter around the inflation rate. Finance agreed to bring this suggestion forward to the Board.

3.5. PCB's: Meagan gave an update on PCB testing and advised that more information would be forthcoming.

4. Future Agenda Items

4.1. Next Regular Meeting: December 12, 2023

4.2. Next Regular Meeting: December 15, 2023-Configuration Study

4.3. Review and Accept the Final FY 2022-23 Audit Report

4.4. Review and Discuss FY 2024-25 Budget

4.5. Prepare for Community Presentation, December 17, 2023

5. Adjourn: the meeting was adjourned by consensus at 9:30 a.m.