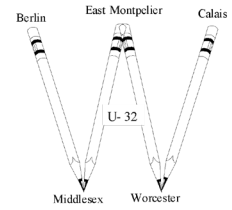


Washington Central Unified Union School District

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
9.12.23 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 6.13.23, 8.22.23 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections - pg. 7
4. Discussion/Action
 - 4.1. Discuss Electric Vehicle Charger Grant – pg. 9
 - 4.2. Award Bid for U-32 Truck -pg. 10
 - 4.3. Review and Approve Budget Timeline -pg. 11
5. Future Agenda Items
 - 5.1. Next Regular Meeting: September 26, 2023
 - 5.2. Prepare for the November Community Engagement Meeting
 - 5.3. Review and Approve the FY 25 Dental premiums
 - 5.4. Review and Approve the FY 25 Budget Assumptions for Fund Transfers

WCUUSD Board Norms - Adopted November 18, 2020

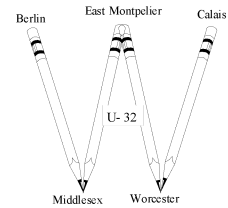
- **Public input** –Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members 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 6.13.23 8:30-9:30 a.m.

**Central Office, 1130 Gallison Hill Rd., Montpelier
Via Video Conference**

Present: Meagan Roy, Flor Diaz Smith, Ursula Stanley, Susanne Gann, Eric Andersen, Daniel Keeney

- 1. Call to Order:** Flor Diaz Smith called the meeting to order at 8:33 a.m.
- 2. Approve Minutes of 5.9.23:** Eric moved to approve the minutes of 5.9.23. Ursula Seconded and the motion passed.
- 3. Informational Reports**
 - 3.1. Monthly Reflections:** Susanne provided a memo highlighting some of the work that's been happening during the month. She advised the implementation team for the Frontline Time Clock system continues to work on identifying potential issues that will need to be addressed when everyone switches over to the new system. The hope is to have it rolled out to year-round employees in July and school-year employees in August. A final reconciliation has been done of employee contracts in preparation for summer checks. An audit of employee leave time to ensure that payroll and the Frontline system match has been done. Carla has been tracking a multitude of criminal record background checks for individuals working with contractors on summer construction projects. Michelle has been working to prepare a desk procedure and train current staff on some procedures before she departs in July. The Fiscal Services Team continues to work with school staff to close out FY 2022-23 financial records at the end of the month.
- 4. Discussion/Action**
 - 4.1. Award Revenue Anticipation Note (RAN) and Reinvestment Bid:** Eric motioned to recommend that the board approve the revenue anticipation note for an amount not to exceed \$3,306,745 and investment bid with Union Bank and authorize the Board Chair to sign the loan documents on behalf of the Board. Daniel seconded. Susanne pointed out Union Bank is not our current lender and it is not ideal to switch banks but the additional revenue is worth it. **The motion passed.**
 - 4.2. Authorize Scope, Budget, and Bid Document Development for FY 2024-25 Projects –** Ursula motioned to recommend that the Board authorize the use of capital reserve funds, not to exceed \$30,000 to develop the necessary scope, budget and bid documents for the Doty generator project in FY 2023-24 and FY 2024-25 approved capital improvement projects. Eric seconded. There was some discussion. **The motion passed.**
 - 4.3. Authorize Superintendent to Award Bids for Wood Chips –** Ursula motioned to recommend that the Board award the bid for wood chips to Cousineau Forest Products for \$72 per ton. Eric seconded and the motion passed.

5. Future Agenda Items

5.1. Next Regular Meeting: August 8, 2023

5.2. FY 23 Financial Report - August

5.3. FY 24 Capital Improvement Project Updates - August

5.4. Schedule Finance Committee Retreat

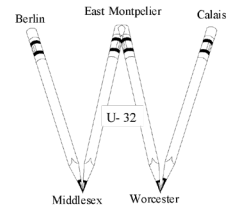
Respectfully submitted,
Melissa Tuller
Administrative Assistant

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Meagan Roy
Interim Superintendent



WCUUSD Finance Committee Meeting Minutes 8.22.23 8:30-9:30 a.m. Central Office, 1130 Gallison Hill Rd., Montpelier Via Video Conference

Present: Susanne Gann, Flor Diaz-Smith, Meagan Roy, Ursula Stanley, Chris O'Brien

- 1. Call to Order:** Flor Diaz Smith called the meeting to order at 8:35 a.m.
- 2. Approve Minutes of 6.13.23:** Ursula Stanley moved to approve the minutes from 6.13.23. Flor seconded.
- 3. Informational Reports**
 - 3.1. Monthly Reflections:** Susanne provided a memo highlighting some of the work that has been going on in the finance department. She noted that Timothy Couture was welcomed in June to fill the District Operations Manager replacing long-time employee Michelle Ksepka. She gave an overview of the Time and Attendance software that was implemented in July. Payroll, Accounts Payable, and the General Ledger were closed in mid-July. The audit took place in August and a first draft should be ready for review in October with a presentation to the Board in December. She also highlighted all of the work that Carla Messier in HR has done over the summer from posting new positions, enrolling new hires, and sending out benefit packets and more.
- 4. Discussion/Action**
 - 4.1. FY 23 Financial Report:** Susanne provided a memo indicating that when the FY 22-23 budget was prepared, the District had planned to utilize \$325,468 of fund balance, anticipating that expenses would exceed revenues by this amount. This amount was earmarked to offset the final early retirement payment, 1.0 FTE teacher at EMES, and the Equity Scholar in Residence. The beginning fund balance reserved for the operation of the school district was \$2,258,893. The district now projects increasing the fund balance by \$239,881, which is a combined result of expenses under budget by \$1,010,581 and a revenue shortfall of \$770,700. This increase in the fund balance is \$565,349 better than planned at budget time. The total unassigned/unallocated fund balance is anticipated to be \$1,831,846, which is \$1,053,420 beyond the recommended 2% of the current year's budget. She indicated that the regular instruction line was underspent and resulted in a positive impact on the fund balance. Several areas in the budget were underspent including Support Services, Special Education.
 - 4.2. FY 24 Capital Improvement Project Updates:** A memo was provided highlighting Capital improvement projects across the district including U-32 HVAC 20-year upgrades, U-32 Parking lot and Sidewalks, Boiler Circulator Pump replacement, upgrade of Wood chip boiler at U-32, Wood Chip boiler replacement at Calais, AHU Damper replacement at Doty and a generator, upgrade of Wood Chip Boiler at EMES, interior door replacement, and playground equipment, as well as District wide security access and cameras. Chris O'Brien gave an update on the projects.

- 4.3. EMES Walk-In Refrigerator/Freezer:** EMES was initially budgeted to replace a refrigerator /freezer for \$5000. The school has requested to install a walk-in refrigerator/freezer to better meet the school's current and future needs for additional storage space for the food service program. The estimated budget to complete the work is \$28,421 plus a 10% contingency for a total of \$31,264. **Ursula Stanley recommended that the Board approve the use of the food service fund balance to pay for a new walk-in refrigerator/freezer and the installation of the equipment for an amount not to exceed \$31,264. The motion passed.**
- 4.4. Human Resources Position Request:** A memo was provided requesting that the Board approve a Director of Human Resources position after consultation with our Human Resources Consultant from RHR Smith & Associates. It has been determined that WCUUSD does not have the staffing capacity to manage the basic operational functions of our system. Historical context was provided as well as an overview of the HR to Employee ratio. WCUUSD currently contracts 350 employees (not to include temporary or substitute employees). There was some discussion and this will be brought to the board in September.
- 4.5. U-32 504 Coordinator Position Request:** U-32 is proposing to repurpose the funding from one of the vacant paraprofessional positions to hire a licensed educator (partial FTE) to coordinate 504 services for our students, coordinate and provide effective and efficient systems of educational support services, and effectively promote the academic growth and achievement of students in the school setting. The position will be cost-neutral as funds will be reallocated from unfilled positions. This will be brought forth to the Board in September. There was some discussion.

5. Future Agenda Items

5.1. Next Regular Meeting: September 12, 2023

5.2. Reaffirming Minutes of 6.13.23

6. Adjourn: The meeting adjourned at 9:38 a.m. by consensus

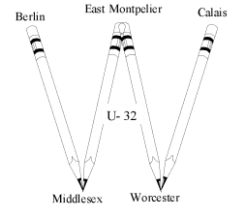
Respectfully Submitted,
Melissa Tuller
Administrative Assistant

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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: September 8, 2023

The beginning of the school year (and the weeks leading up to the start) is a busy time for our transportation infrastructure. As students move in and out of the district, they identify whether or not they will be using the bus system. Students are added and removed from the transportation management software as soon as possible, and the information is copied into the Infinite Campus software program. This is always a large body of work over the summer, due to the volume of changes between school years. This summer the District also changed the transportation management software from Transfinder to Traversa. Sue Verchereau and Tim Couture spent time becoming familiar with Traversa over the summer, moving data from the old system to the new. Sue managed changes to the system, which included student information and route changes caused by flood-damaged roads. We are grateful for all of the work of this team, especially as it continues to monitor any changes that need to occur after the first few days and weeks of school.

Several data collection reports are due to the AOE in August including the Statistical Report, the Medicaid Reinvestment Report and the DC4 student data collection. The Annual Disclosure to CMS on Creditable Coverage for Medicare is also due in August. Tim, Holly and I have worked hard this summer to submit these reports, respond to questions from the AOE, and make revisions as necessary. Great job Team.

This year the District welcomed Lynnea Timpone to U-32 and Danielle Barclay to Calais as the new school Administrative Assistants to the Principals. These positions work closely with the Central Office Team in a variety of ways. Lynnea joined us over the summer, has already been extremely helpful with the implementation of the new time clock system, and has hit the ground running with the first payroll of the school year, as well as several other systems. Danielle started right before the start of school and has been working hard to learn all about the systems and processes for the district. Tom and Penny will work with Danielle in the coming weeks to be certain she is adequately trained on accounts payable

Monthly Reflections

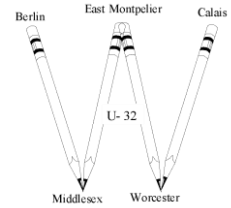
and purchase order entry processes. We look forward to welcoming them both to the WCUUSD Team and the many opportunities we will have to work together.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Discuss Electric Vehicle Charger Grant
DATE: September 8, 2023

Summary[1]: There is a statewide grant, made possible by the Department of Housing and Community Development for electric vehicle charger installation at workplaces. As a government agency, we would be eligible to apply, with a 5% match, for technical assistance, design for sighting of the chargers, completion of a full plan for installation, make-ready upgrades, charging hardware, and full installation of the chargers.

Program Timelines:

- Applications may be submitted beginning June 2023, through January 15, 2026.
- Projects must be installed within 12 months of application approval.

Update: A capital project for electric vehicle chargers will be incorporated into the multi-year capital improvement budget planning this spring. A recommendation will be made at that time to identify the year for project completion. Based on the capital project prioritization, it falls under a priority 2, because there are State or Federal grant funds that would meet at least 50% of the project cost.

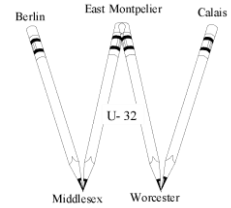
- 5th - School Board Retreat
- Administrators complete CFP and IDEA B grant applications in GMS program and submit end of year reimbursement requests.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Award Bid for U-32 Truck
DATE: September 8, 2023

Summary: U-32 currently has a 2012 GMC Sierra half-ton truck with 8' bed and snow plow. This equipment is scheduled for replacement in FY 2023-24. Staff solicited quotes from local vendors to replace the truck for a 2024 regular cab pickup truck.

Company	Vehicle Description	Cost
Alderman's Chevrolet Buick GMC Rutland, VT	2024 GMC Sierra 2500 HD, Body Type: Regular Cab Pickup	\$51,205
Don Noyes Chevrolet Colebrook, NH	2024 Silverado 2500 Reg Cab WT 4WD	\$51,325
McGee Ford Montpelier, VT	2023 Ford Truck F-250 Super Duty 4WD, Body Type: Regular Cab Pickup	\$54,525

Recommended Board Action: The Board move to authorize the Superintendent to purchase a 2024 GMC Sierra 2500 HD Regular Cab Pickup from Alderman's Chevrolet Buick GMC of Rutland, Vermont for an amount not to exceed \$51,205.

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
BUDGET DEVELOPMENT TIMELINE - DRAFT
FY 2024 - 2025

July - Preliminary Budget Preparation

- Business Administrator to prepare budget documents and materials for Leadership Team and Finance Committee review in August.
 - Business Administrator and Superintendent review proposed Budget Development Timeline.
-

August – Preliminary Budget Preparation

- 24th - WCLT reviews proposed Budget Development Timeline.
 - 24th - WCLT discusses goals, plans and grant-funded positions that will impact the budget development.
 - 24th - WCLT discuss how to collect staff input for the budget development.
-

September - Preliminary Budget Preparation

- Business Administrator and Superintendent begin General Fund budget conversations with Administrators during weekly / monthly meetings.
- Building Administrators review staff funded by grants and begin to plan for possible increases in the General Fund budget or reduction in positions.
- 7th – Packet materials finalized for the WCUUSD Finance Committee.
- 12th - Finance Committee approves Budget Development Timeline and priorities.
- 19th - WCLT meeting. FY 25 Budget Draft #1 discussions on new or reduced services, and staffing requests for FY 25 Budget Draft #1.
- 19th – WCLT Special Ed budget discussions. Review para and new staffing requests.
- 19th - WCLT Food Service budget review.
- 19th - WCLT finalizes the staff Thought Exchange collection and identifies other outlets for receiving staff input.
- 20th - WCUUSD Board reviews and approves Budget Development Timeline and priorities.

October – WCUUSD Enterprise Fund Approval, Budget Training, Baseline Budget

- 5th – Packet materials finalized for the WCCUSD Finance Committee/Board.
 - 10th – Finance Committee reviews and approves the FY 25 Dental premiums.
 - 10th – Finance Committee reviews and approves the FY 25 budget assumptions for fund transfers for the HRA, Food Service, Community Connections and Capital funds.
 - 15th – Special Ed staffing levels finalized.
 - 17th - WCLT receives the seniority list from HR for consideration.
 - 17th – WCLT meeting. FY 25 Budget Draft #1 discussions on new or reduced services, and staffing requests for FY 25 Budget Draft #1.
 - 17th - WCLT reviews and approves the FY 25 Food Service budgets.
 - 18th – WCUUSD Board Budget Training.
 - 18th – WCUUSD Board reviews and approves FY 25 Dental Premiums.
 - 18th – WCUUSD Board receives the Baseline Budget to inform draft discussions.
 - 24th – WCLT budget planning meeting. Review and finalization for FY 25 Budget Draft #1.
-

November – Develop and Present WCUUSD FY 25 Budget Draft #1.

- 1st – Community Engagement Meeting – Connecting Our Vision and the Budget. Student achievement (fall assessments). This is a budget input session to inform the community and provide an opportunity for input.
 - 2nd - Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 7th – Finance Committee reviews FY 25 Budget Draft #1.
 - 15th – WCUUSD Board reviews FY 25 Budget Draft #1 and provides feedback to Administrators.
 - 28th – WCLT budget planning meeting to debrief feedback from the WCUUSD Board and guide the development of FY 25 Budget Draft #2.
 - Administrators have conversations with any people that *may* be affected by a reduction in force.
-

December – Develop and Present WCUUSD FY 25 Budget Draft #2.

*****NOTE: Revenue information for budgets becomes available between December 1-15.**

- 7th – Packet materials finalized for the WCUUSD Finance Committee/Board.

- 12th – Finance Committee reviews FY 25 Budget Draft #2.
 - 12th – WCLT budget work session. Review and finalization for FY 25 Budget Draft #2.
 - 20th – WCUUSD Board reviews FY 23 audit.
 - 20th – Community Engagement Meeting - presentation of changes from FY 25 Budget Draft #1 to Draft #2. WCUUSD Board discusses FY 25 Budget Draft #2 and provides feedback to Administrators.
 - **31st – Grand List and Common Level of Appraisal information available from Agency of Education**
-

January – Budget Meetings to Finalize Warning, Budget and Town Meeting Materials

- 2nd – WCLT budget planning meeting. Review and finalization FY 25 Budget Draft #3.
 - 3rd – WCUUSD Board reviews school board vacancies, language for the warning and annual report format.
 - 4th – Packet materials finalized for the WCUUSD Finance Committee.
 - 9th – Finance Committee discusses changes from FY 25 Budget Draft #2 to Draft #3 and prepares for the Community Engagement Meeting.
 - 17th – Community Engagement Meeting- presentation of changes from FY 25 Budget Draft #2 to Draft #3. WCUUSD Board discusses FY 25 Budget Draft #3, finalizes and approves.
 - **19th – Final FY 25 Budget warned and other materials to the printers and Town Clerks.**
-

February

- Administrators work with the Director of Facilities to complete Capital Project Request Forms.
 - Business Administrator begins Five-year Capital Improvement budget conversations with Director of Facilities and Superintendent.
 - Administrators have conversations with any people that *are* affected by reduction in force.
 - 8th - Packet materials finalized for the WCUUSD Finance Committee.
 - 13th – Finance Committee develops WCUUSD Board Communication and Outreach Plan.
 - 21st – WCUUSD Board reviews and approves Board Communication and Outreach Plan.
-

March

- WCLT prepares for hiring season and reviews para and new staffing requests.
- 4th - Annual Meeting at U-32.

- 5th – Town Meeting Day Budget Vote Via Australian Ballot.
 - 12th – Finance Committee reflects on FY 25 Budget Development Process.
 - 13th - Community Engagement Meeting- student achievement (winter assessments).
-

April

- WCLT reviews and approves Capital Improvement Project Plan and Multi-year Capital Improvement Budget.
 - WCUUSD Board reviews and approves Capital Improvement Project Plan and Multi-year Capital Improvement Budget.
 - 3rd – WCUUSD Board reflects on FY 25 Budget Development Process.
 - Board identifies priorities and initiatives to direct the next budget plan.
-

May

- CFP and IDEA B grant budget developed.
-

June

- 5th - School Board Retreat
- Administrators complete CFP and IDEA B grant applications in GMS program and submit end of year reimbursement requests.