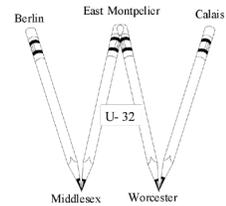


Washington Central Unified Union School District

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

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