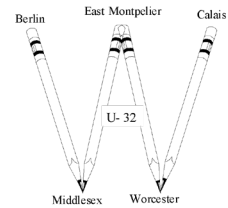


Washington Central Unified Union School District

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 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