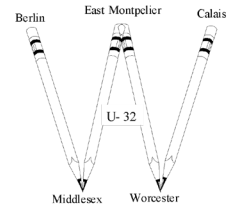


# Washington Central Unified Union School District

*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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1130 Gallison Hill Road  
Montpelier, VT 05602  
Phone (802) 229-0553  
Fax (802) 229-2761



**WCUUSD Finance Committee  
Meeting Agenda  
9.20.23 5:00-6:00 PM  
U-32, 930 Gallison Hill Rd. Montpelier  
Rm 128/131  
In person/ Virtual**

**Virtual Meeting Information**

**<https://tinyurl.com/yde2u4zc>**

**Meeting ID: 828 9367 8558**

**Password:044520**

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

1. Call to Order
2. Approve Minutes of 9.12.23 – pg. 3
3. Discussion/Action
  - 3.1. Norm Development
  - 3.2. Timeline for Configuration Study Deliverables
  - 3.3. Recommendation for Budget Parameters/Priorities – pg. 5
  - 3.4. Communication Plan – pg. 7
4. Future Agenda Items
  - 4.1. Next Regular Meeting: October 10, 2023

### WCUUSD Board Norms - Adopted November 18, 2020

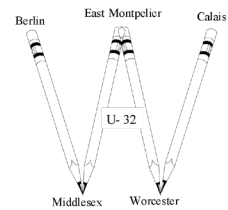
- **Public input** – Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members 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 9.12.23 8:30-9:30 a.m. Central Office, 1130 Gallison Hill Rd., Montpelier Via Video Conference

**Present:** Susanne Gann, Flor Diaz-Smith, Ursula Stanley, Zach Sullivan, Amelia Contrada, Steven Dellinger-Pate, Daniel Keeney, Kari Bradley

1. **Call to Order:** Flor Diaz Smith called the meeting to order at 8:35 a.m.
2. **Approve Minutes of 6.13.23 and 8.22.23:** Ursula motioned to approve the minutes of 6.13.23 and 8.22.23. Daniel seconded and the motion passed.
3. **Informational Reports**
  - 3.1. **Monthly Reflections:** Susanne provided a memo highlighting some of the work in the business office. She specifically highlighted the transportation management software and spoke about the transition from Transfinder to Traversa and the difficulties that occurred. She also talked about the data collection reports due to the AOE in August. She welcomed new Administrative Assistants at two of the schools. Lynnea Timpone at U-32 and Danielle Barclay at Calais Elementary. Susanne gave an update on the Time and Attendance software.
4. **Discussion/Action**
  - 4.1. **Discuss Electric Vehicle Charger Grant:** A memo was provided in regard to a statewide grant for electric vehicle charger installation at workplaces made possible by the Department of Housing and Community Development. Applications can be submitted between June 2023 and Jan 15, 2026. Projects must be installed within 12 months of application approval. A capital project for electric vehicle chargers will be incorporated into the budget planning this spring. A recommendation will be made at that time to identify the year for project completion. Based on capital project prioritization, it falls under Priority 2, because there are State or Federal grant funds that would meet at least 50% of the project cost. There was some discussion.
  - 4.2. **Award Bid for U-32 Truck:** U-32 currently has a 2012 GMC Sierra Half Ton truck and snowplow. This is scheduled for replacement in FY 2023-24. Staff solicited quotes from local vendors to replace the truck with a 2024 regular cab pickup truck. Three quotes were provided. Alderman's Chevrolet and Buick in Rutland came in as the low bidder at \$51,205. **Kari Bradley motioned to recommend that the Board authorize the Superintendent to purchase a 2024 GMC Sierra 2500 HD Regular Cab Pickup from Alderman's Chevrolet with an amount not to exceed \$51,205. Ursula seconded and the motion passed.**

**4.3. Review and Approve Budget Timeline:** A draft of the Budget Timeline was provided for review of the Finance Committee. Susanne went over some of the highlights. There was some discussion. Kari suggested early communication with the community regarding the budget process. **Daniel Keeney motioned to recommend that the Board approve the Budget Timeline. Ursula seconded and the motion passed.** Flor shared the budget parameters and the committee discussed them.

**5. Future Agenda Items**

**5.1.** Next Regular Meeting: September 20, 2023

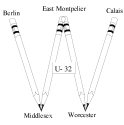
**5.2.** Prepare for the November Community Engagement Meeting

**5.3.** Review and Approve the FY 25 Dental Premiums

**5.4.** Review and Approve the FY 25 Budget Assumptions for Fund Transfers

**6. Adjourn: The meeting adjourned at 9:30 a.m.**

Respectfully Submitted,  
Melissa Tuller  
Administrative Assistant



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***WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.***

**To:** WCUUSD Board  
**From:** Flor Diaz Smith, WCUUSD Board Chair  
**Re:** Budget Parameters 2024-2025

WCUUSD School Board members,

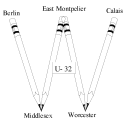
The Finance Committee met and we want to share the following budget parameters we discussed. Before we get started I want to remind us that we approved an [equity policy](#) that defines educational equity as:

Educational equity occurs when each child receives what they need to develop to their full academic and social-emotional potential. Equity goes beyond formal equality where all students are treated the same. Working towards equity in schools involves:

- Expecting high outcomes for all participants in our educational system, and removing the predictability of success or failures that currently correlates with any social or cultural factor;
- Identify and remove inequitable practices, examining biases and creating inclusive multicultural school environments for adults and children;
- Providing every student with access to high quality culturally responsive educational experiences
- Discovering and cultivating the unique gifts, talents and interests that every human possesses

Keep in mind the definition above as you review the following budget parameters:

1. Continue to offer and further develop the Multi-Layer System of Supports to all students across all schools and Professional Development for Teachers
2. Include resources to set and achieve accelerated growth goals in math and/or literacy proficiency for students on an Individualized Education Plan and those who are economically disadvantaged.
3. Continue to support our 3 pillars: Justice and Humanity, Safe and Healthy Schools, Educational Achievement.
4. Under threshold for penalty. (We don't have an excess spending Threshold at the moment but we will use an average of previous years)
5. Bring the net impact of the expense budget under the October inflation rate



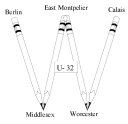
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6. Develop options towards longer term configuration changes that realizes program quality improvements and results in improved student outcomes.
7. Continue to frame budget decisions around Ed Quality Standards, Equitable distribution of Resources and meeting student Need.
8. Continue to support investment in school security.

Please review in advance for discussion at our meeting on September 20th,

After we review them and finalize them, these parameters will be used to guide our administrators as they develop the Next Budget Draft. The finance committee is looking forward to working and collaborating with all of you as we get started in our budget process.



Washington Central is committed to maintaining our positive and collaborative relationship with our various stakeholders - families & caregivers, faculty & staff and the community at large. We believe that in order to build on these strong relationships and ensure more equitable engagement, a clear plan for communication and engagement is necessary. Strong communication and engagement will strengthen and enhance the learning experience of all students and increase support for WCUUSD schools.

### **WHAT IS BOARD LEVEL ENGAGEMENT?**

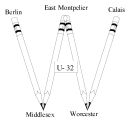
Our WCUUSD Board of Directors are elected to act as trustees on behalf of our communities. Their job is to be knowledgeable about the workings of our schools and district so they can make sound, informed decisions. They must be able to engage the WCUUSD community to gather input and communicate so the community is clear about the direction for our system and the subsequent rationale for our work (including changes). In particular, Board members must ensure that our communities have timely access to the governance process so that they are aware of opportunities to participate and are informed about the direction of the WCUUSD.

### **WHAT IS WITHIN-DISTRICT ENGAGEMENT?**

The faculty and staff are the critical human resources that make our schools what they are. Leaders must engage faculty & staff in matters pertaining to instruction (including continuous improvement planning, curriculum & instructional alignment, budget development, etc) so that all members of the organization are clear about the direction and their respective roles and responsibilities

### **WHAT IS COMMUNITY ENGAGEMENT?**

Our community helps our schools understand what it wants for the youth in our five towns. Whether community members have youth in schools or not, they are critical identifiers of those skills and dispositions that they hope for our future citizens and neighbors. They are also responsible for supporting our schools financially, through the passage of budgets. It is critically important to engage with our community to best understand their perspectives on what we want for our students and therefore our communities.



Topic/ Message	Purpose	Responsibilities			Who will this reach?	Who might this miss? (and what's the plan?)
		Board	Building Leaders	District Leaders		
Strategic Planning*  See <a href="#">Strategic Planning Communication Matrix</a>	Information Sharing: <i>Inform &amp; Educate</i>	<ul style="list-style-type: none"> <li>→ Monthly FPF Posts</li> <li>→ Local Newspapers ("Board Corner")</li> </ul>	<ul style="list-style-type: none"> <li>→ School newsletters</li> <li>→ Faculty memos</li> <li>→ Student updates</li> </ul>	<ul style="list-style-type: none"> <li>→ Monthly newsletter</li> <li>→ Social media posts for events &amp; updates</li> </ul>	Families & caregivers Broader community Students	
Budget Development	Information Sharing: <i>Inform &amp; Educate</i>  Listen/Learn <i>Gather Info &amp; Consult</i>	<ul style="list-style-type: none"> <li>→ Hold budget input session</li> <li>→ Inform community about process, opportunities for input</li> <li>→ Communicate budget parameters</li> </ul>	<ul style="list-style-type: none"> <li>→ Faculty &amp; staff input session</li> <li>→ Survey</li> </ul>	<ul style="list-style-type: none"> <li>→ Framework &amp; context for faculty &amp; staff input sessions</li> <li>→ Presenting data &amp; information</li> <li>→ Presentations to finance committee</li> </ul>	Faculty & Staff Broader community	
Budget Communication	Information Sharing: <i>Inform &amp; Educate</i>	<ul style="list-style-type: none"> <li>→ Annual budget meeting presentation</li> <li>→ Communicate budget process in local papers, FPF, etc</li> </ul>	<ul style="list-style-type: none"> <li>→ Faculty &amp; staff presentation</li> </ul>	<ul style="list-style-type: none"> <li>→ Monthly newsletter</li> <li>→ Presentations</li> <li>→ Annual budget flier</li> </ul>		

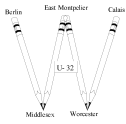
Purpose Codes:

IS - Information Sharing: Inform/Educate

L - Listening/Learning: Gather information & consult

E - Engage: Partner & influence





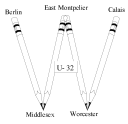
Topic/ Message	Purpose	Responsibilities			Who will this reach?	Who might this miss? <i>(and what's the plan?)</i>
		Board	Building Leaders	District Leaders		
District-wide information about instruction, district initiatives, continuous improvement, etc	Information Sharing: <i>Inform &amp; Educate</i>	→ Receive reports from WCLT	→ Faculty memos → Faculty meetings/PD sessions	→ District employee newsletter → Workgroups	School community (faculty & staff)	
Changes to curriculum, program offerings, or other systems/structures	Information Sharing: <i>Inform &amp; Educate</i>  Engage: <i>Partner &amp; Influence</i>	→ Receive reports from WCLT	→ Facilitate discussions/PLCs during PD time	→ Curriculum camp, workgroups, etc		
District & School Highlights "Telling Our Story"						
Community						

**Purpose Codes:**

IS - Information Sharing: Inform/Educate

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E - Engage: Partner & influence



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Learning						
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**Purpose Codes:**

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