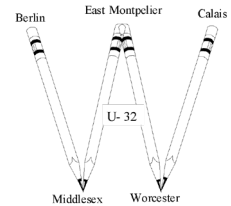


Washington Central Unified Union School District

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
1.9.24 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 12.20.23 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections – pg. 5
4. Discussion/Action
 - 4.1. Review and Discuss FY 2024-25 Budget and Tax Rate Projections
5. Future Agenda Items
 - 5.1. Next Regular Meeting: February 13, 2024
 - 5.2. Next Configuration Meeting: February 21, 2024
6. Adjourn

WCUUSD Board Norms - Adopted November 18, 2020

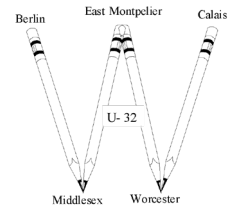
- **Public input** –Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members 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
Minutes
12.20.23 5:00-6:00 PM
In-Person
U-32
Rm 128/131
930 Gallison Hill Rd
Montpelier, VT**

Present: Flor Diaz Smith, Ursula Stanley, Kari Bradley, Superintendent Roy, Susanne Gann, Zach Sullivan, Daniel Keeney, Mckalyn Leclerc, Mark Kline, Steven Dellinger-Pate, Alicia Lyford, ORCA Media **Online:** Brian Fischer

1. Call to Order: Flor Diaz Smith called the meeting to order at 5:05 p.m.

2. Discussion/Action

2.1. Configuration Study: Flor Diaz Smith asked committee members to debrief on the WCUUSD activity at the previous meeting.

Ursula: similarity between what the committee came to and what the WCUUSD full board came to - lots of similar ideas

Diane: connection to connecting with the communities - thinking/ ideas related to community

Zach: a lot more variety in the dot choices - more scattered

Kari: fits into the matrix of improving efficiency and expanding opportunities; this affirmed discussions we have had to date

Daniel: in the exercise we are taking off our "money" hats and looking at things from a blank slate irrespective of budget

Zach: the idea of maintaining "status quo" was put on the table and received ONE vote

Flor Diaz Smith asked the committee to participate in an activity to consider the question: Given our focus on robust student programming, sustainability, and keeping the broader community in mind, what are some criteria to use to help the committee narrow down which configurations to study?

- Equitable Opportunities: Class Size, Staffing, Outcomes (no part time teachers)
- Expanded Opportunity
- Focus on Learning / Results / Collaboration
- Consensus in Transparency: critical
- Honoring Community: Place/ People
- Make sure our community feels our guidance was objective: critical
- Equity Lens
- Sustainability

Dan: What question about outcomes does each of the themes address?

Superintendent Roy suggested: Committee look at models: this model would have class sizes ____, staffing ____, and opportunities ____.

Kari: translate the categories to metrics (which is why class size is so appealing to us; it is easily quantified). What do you see in the models that would address the desired criteria that has been established? Hard to measure each model by the same focus/ theme.

Superintendent Roy feels the administration can bring back some models based on the information that was sifted out in this exercise. By the February meeting?

Diane: Are there tasks that could be done outside of the central office, please share so that some committee members can take some of the workload off.

Superintendent Roy - the committee will likely next ask questions such as "What else can we do?"
Some discussion about merging with other districts.

Superintendent Roy - realistically any type of merger requires many steps; we would need to have fleshed out this process before we embark on that.

Flor: move into that discussion with more data

Zach: not so much we should merge with Montpelier - but we have a neighboring high school sitting in a flood plain - we do not want to cut off the option of merging with them in the future.

Steven Dellinger-Pate suggested starting with class size and create a model from there.

Flor Diaz Smith - we have a class size policy; this is what can guide the admin in modeling.

Superintendent Roy - the board might want to consider the class size policy, as the memo does not match the class size guidance provided in Ed Quality Standards

The committee will not meet on January 17th.

Summary: Exercise to come up with criteria to provide guidance to look at options:

- class size
- equitable staffing
- expanding opportunities
- equitable opportunities
- cost
- long term: equity lens/ sustainability of the district
- honoring community (place/ people)
- outcomes

3. Future Agenda Items

3.1. Next Regular Meeting: January 9, 2023

3.2. Configuration Study Meeting: January 17, 2023 (this will not take place)

4. Adjourn: The committee adjourned by consensus at 6:00 p.m.

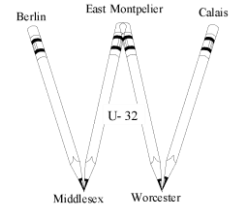
Respectfully submitted,
Lisa Grace, Committee Recording Secretary

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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: January 5, 2024

The Fiscal Services Team has had an extremely busy month preparing materials for the FY 25 General Fund Budget and tax rate calculations. Penny Andrews entered the budget into the NEMRC accounting software, which is used as an auditing tool against the Excel budget document to ensure accuracy and that nothing is missed. The summary, write up and tax calculations are completed after this comparison.

The ratification of the collective bargaining agreement for ESP employees at the beginning of December required the issuance of employee contracts, updates to salaries in the HR and Payroll software, and finally the calculation of retroactive pay back to July 1, 2023. The HR and payroll staff began this work as soon as possible, completing contract changes for the December 22nd payroll and retroactive payments on a special payroll run on December 29th.

Holly Poulin, Carla Messier and I spent countless hours working on the updates to the teacher contracts in November and jumped right into this body of work in December. The Team has processed seven consecutive payrolls between November 24th and January 5th, with three of those payrolls falling on short weeks due to holidays. It is clear that the Washington Central Payroll and HR Team cares a great deal about the employees we support, and I am so very grateful for Holly and Carla's dedication to the organization.

An additional shout out goes to all of the administrative support staff at the school buildings (Lori, Danielle, Chris, Jodi, Shannon and Lynnea) that have to work somewhat feverishly to complete the regular payrolls on short weeks. Well done, Team!

Holly has been hard at work this month with calendar year-end and year-beginning responsibilities. The District's Section 125 plan year begins 1/1/24, so it marked the end of the window for eligible employees to enroll in District benefits. Holly made enrollment

Monthly Reflections

changes with the first payroll in January, verifying the accuracy of employee and employer deductions.

Holly has begun work on the calendar year-end payroll reconciliation, which could not be completed until the last payroll of 2023, which was December 29th. This reconciliation is the first step to prepare numerous quarterly payroll reports (941s for the Feds, VT payroll quarterly reports, Unemployment tax wage report for the Department of Labor, Health Care Employer Assessment due to the Tax Department) and W-2s which are all due at the end of January.

As the Agency of Education has transitioned the state from the use of equalized pupils to long-term weighted ADM (Average Daily Membership) for the tax rate calculations, there were numerous iterations of the LTW ADM count to review. Tim Couture verifies that the Average Daily Membership (ADM) used in this calculation, matches the District's records. Tim identified a discrepancy in the English Language Learner (ELL) count and researched the difference, ultimately resulting in an update to our student data system. Thank you Tim for your time spent on the reconciliation.

To ensure that the FY 2022-23 annual audit is reviewed first by the Finance Committee, then the Board, the report will be in the packet for the February 13, 2024 meeting.