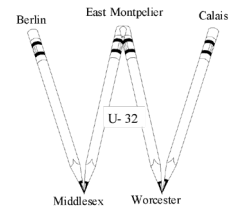


# Washington Central Unified Union School District

*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 5.14.24 8:30-9:30 AM \*\*Via Video Conference\*\*

### Virtual Meeting Information

<https://tinyurl.com/3ty3umjy>

Meeting ID: 820 1772 0462

Password: 429757

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

1. Call to Order
2. Approve Minutes of 4.17.24 and 4.29.24 – pg. 3
3. Informational Reports
  - 3.1. Monthly Reflections - pg. 7
4. Discussion/Action
  - 4.1. Award Berlin Walk-in Cooler and Freezer Replacement Project Bid – pg. 9
  - 4.2. Accept Annual Fiscal Management Questionnaire – pg. 10
  - 4.3. Authorize Superintendent to Sign Contracts and Accept Grants for WCUUSD – pg. 13
  - 4.4. Blanket Authorization for Board Warrants/Check Orders - pg. 14
  - 4.5. Approve Capital Improvement Project Plan and Multi-year Budget - pg. 17
  - 4.6. Rumney EV Charger - pg. 34
5. Future Agenda Items
  - 5.1. Next Regular Meeting: June 11, 2024
  - 5.2. FY 23-24 Financial Update
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.

# Washington Central Unified Union School District

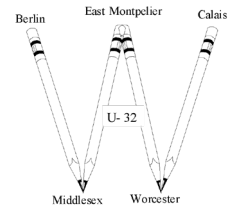
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Meagan Roy  
Superintendent



## WCUUSD Finance Committee

### Meeting Minutes

**4.17.24 5:00-6:00 PM**

**In-Person**

**U-32**

**Rm 128/131**

**930 Gallison Hill Rd**

**Montpelier, VT**

**Present:** Flor Diaz Smith, Superintendent Roy, Principal Dellinger-Pate, Daniel Keeney, Zach Sullivan, Ursula Stanley, Mckalyn Leclerc, Susanne Gann, Mark Kline, Jen Miller-Arsenault, Michelle Ksepka, Chris McVeigh, Kealy Sloan, Ellen Knoedler

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 5:03 p.m.** Flor Diaz Smith reviewed that she would like to discuss with the committee tonight what is the hoped outcome. Daniel Keeney suggested holding ourselves to a June decision as a board; that way our communities have an opportunity to vote in November if possible. Chris McVeigh stated that, timewise, we could still decide in September in time to have a vote on the ballot in November. He does not think we should make any recommendations without community input. We must engage our communities since there are two that will be directly, and substantially impacted. Flor Diaz Smith stated that she hoped we could be more specific in a timeline. Superintendent Roy suggested: concretely, what is the outcome for today? For backward designing. The board can consider what kind of community engagement we would like to have and when. Summer can be a great opportunity for engagement or it can be a time when families are traveling/ busy. Ursula Stanley asked what is the difference between the amount of engagement in June, to engagement in September, given summertime. There is a 30-day requirement to warn. Superintendent Roy stated that a November date for voting would be wise. Zach Sullivan stated that if we wanted to go and knock on doors, summertime would be a good time to do that (have individual conversations). He stated that he is hearing people ask "What is the long-term plan when considering the budget that we are presenting now?" He thinks that having a plan/ timeline to share, toward a November vote, would be helpful. Kealy Sloan: having community input and then "socialization" of that - "ramping" that up in the communities. E.g. maybe community input by June and communication with our communities by November vote. Ursula Stanley stated that we have to keep in mind that change is hard and there can be a lot of resistance. Flor Diaz Smith stated that she would like to continue to focus on opportunities and to communicate that with our communities. Chris McVeigh stated that having our communities come out and engage with the board is important. Closing schools will be hard on towns and we must keep that in mind. For example, for a handful of our students, there will be a social impact and for townspeople, there will be an economic impact. Mckalyn Leclerc stated that community engagement is important but we need to be transparent - if the options are limited/ clear, then we need to communicate this. She noted that she had heard positive feedback about Steven

Dellinger-Pate's visit to Doty and the message he imparted. Kealy Sloan stated that there is room for input from the community in the two options. Ursula Stanley noted, though, that both options involve closing two school buildings. Mckalyn Leclerc suggested, regarding the timeline, maybe there are phases: getting feedback on the options, then choosing an option, then communicating about the vote. There was a review of the articles of agreement. A vote would require a vote of the board and a vote from the individual towns in which the schools (considering closure) reside. Superintendent Roy pointed out the difference between the default articles of agreement and the updated articles of agreement that our board amended and approved. Zach Sullivan stated that he believes both articles of agreement are published on our website and this can cause confusion. The committee discussed a sequential timeline: get feedback on the two scenarios, then process what we heard, narrow it down to one scenario, and then get feedback from the community about how to make this transition in a way that feels supported. Superintendent Roy suggested considering community engagement: the what and the who. (how do you do the work? and who does it? who is going to "hold" it?) (1) what is the right model? (2) enough about how we will transition so that the community will have some understanding of what to expect. Some structure will have to say "Here is the map, and can we do all that by September?" (We have to if we want to vote in November.) Daniel Keeney feels that the research committee still has some work to do, and would like to revisit that either today or soon - how to approach certain subjects like early childhood education, childcare, transportation? Superintendent Roy reminded the committee that they have one meeting per month (and summer is approaching). She spoke about the issue of transportation - the issue that garnered the most excitement from the community is the same issue that presents more logistics regarding transportation. She has a person working on information/ data about transportation.

## **2. Discussion/Action**

**2.1. Configuration Study:** Superintendent Roy shared a summary from the April 3 input activity around Configuration Simulation. Some discussion followed around staffing depending on configuration models. Superintendent Roy stated that the staff contract would prevail. Class size was an issue that came up in the input. Daniel Keeney stated that he has heard that teachers are already talking about this. The way we support teachers through this transition needs to happen now; we must get out in front of that. Kealy Sloan cautioned that there is some very specific licensure related to childcare and early childhood; it will be important to have some expertise at the table to talk about this. Chris McVeigh asked specifically, what is meant by supporting staff in the transition. Administrators explained different teacher requirements depend on their endorsement; this information will be shared with teachers. Some discussion followed around professional development funds. Steven Dellinger-Pate indicated that the association is already working on this issue. Daniel Keeney stated that there seems to be an imbalance between the amount of information the people at U-32 receive/ share, and those at the elementary schools. Steven Dellinger-Pate suggested that we partner with the association around professional development; he stated that they are ready and willing to do this. Some discussion followed around administrative/ leadership positions. Superintendent Roy stated that this is still unclear under the proposed simulated models. She stated that we do not have a senior administrative team. The key will be in "selling" a structure, regardless of naming people.

### **3. Future Agenda Items**

**3.1. Next Regular Meeting:** ~~April 30, 2024~~(this is a morning meeting). Daniel Keeney suggested that Tuesday morning meetings are hard for both him and Michelle Ksepka; he suggested considering a different date. Melissa Tuller will send a Finance Committee meeting invited for April 29 at 9 a.m. Daniel Keeney asked whether there would be more information available at that time around early childhood. (the partnering opportunities, full day preK, potential to use one of the school buildings for daycare). Michelle Ksepka brought up the easement agreements in Calais and Middlesex. Superintendent Roy stated that some transportation information regarding configuration options might be available by April 29th.

**3.2. Configuration Study Meeting:** May 22, 2024

### **4. Adjourn: The committee adjourned by consensus at 6:03 p.m.**

Respectfully submitted, Lisa Grace, Committee Recording Secretary

# Washington Central Unified Union School District

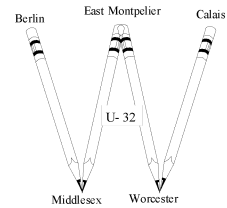
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Meagan Roy  
Superintendent



## WCUUSD Finance Committee Meeting Minutes 4.29.24 9:00-10:00 AM \*\* Virtual\*\*

**Present:** Meagan Roy, Flor Diaz Smith, Susanne Gann, Diane Nichols-Fleming, Mckalyn Leclerc, Ellen Knoedler, Michelle Ksepka, Zach Sullivan, Karoline May, Chris McVeigh, Mark Kline, Alicia Lyford, Steven Dellinger-Pate, Ursula Stanley

**1. Call to Order:** Flor Diaz Smith called the meeting to order at 9:03 am .

### 2. Configuration Study

**2.1. Develop a Community Engagement Plan & Timeline:** A document was shared . Meagan gave an overview of the document which is a template specific to the communication and engagement plan for configuration. The committee discussed each of the phases and the timeline as well as community engagement. There was discussion around putting a survey out at the polling stations following the vote on May 7<sup>th</sup> . It was agreed this would be confusing , but we should do a survey to ask people if they voted no, why ?

**2.2. Determine Additional Modeling/Information Needed to Support the Plan:** Chris McVeigh provided a document of questions for the committee to review. Chris gave an overview of this memo. There was some discussion about the Freedom of Information Act. There was some discussion about some of the questions asked in the memo and if there could be answers provided. Meagan went over each question individually and advised if it would be feasible to provide answers for each one. Susanne confirmed that the budget requests are for full budget development which would not be ready by the May meeting.

### 3. Future Agenda Items:

3.1. **Next Configuration Meeting:** May 22, 2024

**4. Adjourn:** The committee adjourned by consensus at 10:35 a.m.

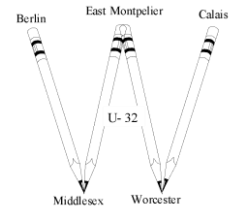
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Meagan Roy Ed.D.  
Superintendent



**TO: WCUUSD Finance Committee & School Board**  
**FROM: Susanne D. Gann, WCUUSD Business Administrator**  
**RE: Monthly Reflections**  
**DATE: May 10, 2024**

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I am pleased to announce that we have filled all of the open positions on the Business Office Team.

Penny Andrews has accepted the Payroll Specialist position and began training with Holly Poulin, April 22nd. Penny has been a Washington Central Team member since 2018. She has several years of business experience, specifically processing payroll, and has provided backup to the Washington Central payroll position for almost two years now.

Tom Hamlin has accepted the Financial Accountant position and began training with Penny on April 29th. He has been a Washington Central team member since 2022. Tom is a dedicated accounting professional with a mind for deadlines, accounting standards and district procedures and has worked closely with the Financial Accountant, assisting with several of the position duties.

Shannon Knowles has accepted the Accounts Payable Accountant position and will begin training with Tom on Monday, May 20th. Shannon has been a Washington Central team member since 2022, working as the Administrative Assistant at Rumney Elementary School. Shannon brings to the position several years of experience in accounts payable and office management as well as her specific knowledge of this District.

This is a lot of movement, and admittedly means that everyone on the Team is training on a new job. I am very excited by the level of cross-training and improved team functionality that it is sure to create. I look forward to the next fiscal year, as we continue to develop a strong team with a very deep bench!

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Human Resource processes at Washington Central remain very paper-centric, and it is our goal to change that. This requires a human resource management software program that

## Monthly Reflections

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will streamline employee paperwork from hire to retire. The Frontline program which the District utilizes for Time and Attendance and Absence Management is currently being explored for the possibility to move this effort forward this coming year. The system capabilities include recruitment and applicant management, position management, employee management, form completion and benefit enrollment. With this system our employees would have real time access to make changes to their forms, while still being able to access our HR team for support with the software. This project is in the exploratory stages. The District has funds reserved for Finance Software Programs and the Board would need to take formal action to utilize those funds before moving forward.

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The Agency of Education Child Nutrition Program was onsite at East Montpelier and U-32 in February to assess Food Service operations and how well the district is meeting the required Child Nutrition standards. Penny Andrews, Anne Finegan, Brian Fischer and I are working on providing the AOE with the documentation needed to address their findings.

One significant finding was that there is a lack of oversight in the school meals program. It is a federal requirement that the School Food Authority (SFA) have one designated Food Service Director who is an employee of the SFA. It was clear that there are a number of staff completing different aspects of the duties of a Food Service Director without adequate oversight. There has not been sufficient training for staff in these responsibilities. In addition, there is a lack of communication between individuals responsible for each aspect of the program, and each school seems to be running their own program differently. Managing each site differently is not an efficient use of program funds or staff time. Many of the findings in the review stem from lacking a single individual dedicated to overseeing child nutrition program operations over all sites, with oversight and authority over site-based program staff.

The AOE strongly recommends the District hire a designated Food Service Director as soon as possible to oversee the child nutrition program. The District is pursuing different options within our current budget that will allow us to address this finding.

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Radon testing was completed at all locations in April, and the results indicate that all District buildings are well under the allowable limit for radon exposure.

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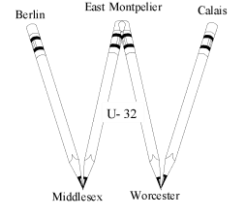
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Meagan Roy Ed.D.  
 Superintendent



**TO: WCUUSD Finance Committee & School Board**  
**FROM: Susanne D. Gann, Business Administrator**  
**Chris O'Brien, Director of Facilities**  
**RE: Award Berlin Walk-in Cooler and Freezer Replacement Project Bid**  
**DATE: May 10, 2024**

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**Summary:** Four qualified contractors were contacted for bids to replace the walk-in cooler and walk-in freezer in the kitchen at the Berlin Elementary School. One vendor did not provide a complete quote including installation of the equipment.

Bidders	VHV Company	KC Mechanical	Alpine AC/R	Singer Kittredge
Base bid	\$51,869	\$59,275	\$72,900	\$48,021
Bid Includes Installation of Refrigeration Systems and Plumbing Work	Yes	Yes	Yes	No
Total Cost Plus 10% Contingency:	\$57,056	\$65,203	\$80,190	Unknown

**Recommended Board Action:** The Board approve awarding the Berlin Walk-in Cooler and Freezer Replacement Project contract to VHV Company in an amount not to exceed \$57,056.

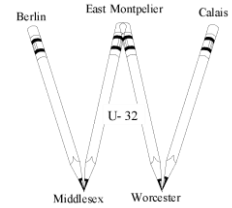
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Meagan Roy Ed.D.  
Superintendent



**TO: WCUUSD Finance Committee & School Board**  
**FROM: Susanne D. Gann, WCUUSD Business Administrator**  
**RE: Accept Annual Financial Management Questionnaire**  
**DATE: May 10, 2024**

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**Recommended Board Action:** The Board accept the annual financial management questionnaire prepared by the Business Administrator and included in the Board packet.

Financial Management Questionnaire - School Districts, Supervisory Unions, Supervisory Districts

	Yes	No	Don't know	Who is responsible?
Do you know by whom the following is maintained?				
School District Checkbook	X			Financial Accountant
School District receipts	X			Executive Assistant to the Superintendent and Financial Accountant
Student Activity Cash/Check receipts	X			Financial Accountant & U-32 Bookkeeper
School District payments:				
Payroll	X			Payroll Specialist and Benefits Specialist
Accounts Payable	X			Accounts Payable Accountant, Financial Accountant & Benefits Specialist
Bank Deposit slips	X			Executive Assistant to the Superintendent & Financial Accountant
Bank reconciliations	X			Payroll Specialist & Business Administrator
Are the all bank statement and ledger balances reconciled monthly, by whom?	X			Payroll Specialist
Does someone other than the treasurer review bank reconciliations?	X			Business Administrator
Are checks always written to specified payees and not to cash?		X		Accounts Payable Accountant & Senior Payroll Accountant, exception for cash advance for travel abroad and replenishment of petty cash, which requires back up with receipts.
Are financial records maintained in a computerized system?	X			Accounts Payable Accountant, Financial Accountant, Payroll Specialist, Business Administrator
Are all payees registered in accounting software?	X			Accounts Payable Accountant
Are all invoices, original, on vendor letterhead or format, with individual invoice number?		X		Accounts Payable Accountant & School Admin Assistants. Exceptions are faxed and emailed invoices.
Are all payments recorded and mailed with notation to the associated invoice number?	X			Accounts Payable Accountant
Does the School District hold current W9 forms for all vendors?	X			Accounts Payable Accountant
Does the same individual open the mail and deposit checks?		X		Special Ed Executive Assistant opens mail, Executive Assistant to the Superintendent deposits checks; Financial Accountant records deposits in the accounting software.
Are pre-numbered checks used for all bank accounts?	X			Financial Accountant & Check Supplier
Are unopened bank statements delivered directly to the treasurer as received?		X		Statements downloaded from Bank/Financial Institution website by Financial Accountant
Have you borrowed money from the School District?		X		
Do you know of anyone who has borrowed money from the School District?	X			Employee computer purchase program
Have School Board members attended financial trainings?	X			Board Chair and Superintendent
Do the financial accounting personnel take regular vacations?	X			business administrator and Superintendent
Have you deposited School District monies anywhere other than a School District account?		X		Executive Assistant to the Superintendent, Financial Accountant & Business Administrator
Have you deposited any non-School District monies into a School District account?		X		Executive Assistant to the Superintendent, Financial Accountant & Business Administrator
Is it common practice for staff members to rotate responsibilities or cross train periodically?	X			Financial Accountant, Payroll Specialist, Benefits Specialist, Accounts Payable Accountant and Business Administrator cross train to cover each other during absences.
Are student activity receipts deposited within 48 hours of the event?		X		Exception - small deposits may be deposited weekly vs. 48 hours.
Have you experienced a theft or embezzlement during the last five years?		X		
Does the School District have written policies and procedures for financial operations?	X			Business Administrator & Superintendent
Does each Town and School District official have copies of these policies and procedures?		X		In progress
Is there a standard procedure to ensure that gate receipts reflect the event's attendance?	X			Athletic Director turns in Ticket sales/signup forms to School Bookkeeper
Is interest in School District accounts apportioned to each account?	X			Financial Accountant & Business Administrator
Have there been any changes in authorized signatures during the fiscal year?		X		
Has a signature stamp ever been used for any School District account?	X			Accounts Payable Accountant and Payroll Specialist (School District Treasurer and Assistant Treasurer)

**Financial Management Questionnaire - School Districts, Supervisory Unions, Supervisory Districts**

	Yes	No	Don't know	Who is responsible?
Do you have pre-numbered receipt books for cash payments?	X			Accounts Payable Accountant and School Building Admin Assistants and Bookkeeper
Have you attended trainings on recordkeeping?	X			Business Administrator, Financial Accountant, Accounts Payable Accountant
Are any School District financial records maintained in manual form?		X		Business Administrator
Do you maintain separate pages, columns or running balances for each fund?	X			Business Administrator
Are checks written by the same individual who approves payments?		X		Accounts Payable Accountant and Business Administrator
Do you participate in any business which does business with the School District?		X		
Does any employee that you know of participate in any organization as a vendor?		X		
Have you questioned if the lifestyle of any associate reflects their normal income?		X		
Are bank accounts and fund balances reconciled on a monthly basis?	X			Financial Accountant & Business Administrator
Does the School District loan money to town employees?		X		

**As a signer below, I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the supervisory union, supervisory district, or school district of Washington Central Unified Union School District, East Montpelier, Vermont**

Preparer: Susanne D. Gann Printed Name: Susanne D. Gann

Title: Business Administrator Date submitted: May 10, 2024

**As an official of the School District board, I certify that the board has reviewed this questionnaire within two months of receiving it from the Superintendent.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

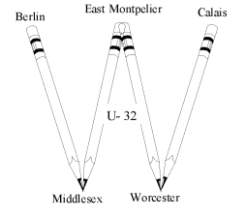
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Meagan Roy Ed.D.  
Superintendent



**TO: WCUUSD Finance Committee & School Board**  
**FROM: Susanne D. Gann, WCUUSD Business Administrator**  
**RE: Authorize Superintendent to Sign Contracts and Accept Grants**  
**DATE: May 10, 2024**

---

**Summary:** Annually the WCUUSD School Board authorizes the Superintendent to sign all contracts and accept grants on behalf of the School District.

**Recommended Board Action:** The Board authorize the appointed Superintendent to sign all contracts and accept grants on behalf of Washington Central Unified Union School District effective throughout FY 2024 - 2025.

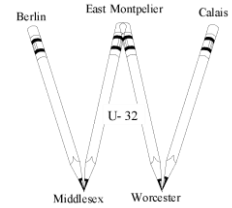
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Meagan Roy Ed.D.  
Superintendent



**TO: WCUUSD Finance Committee & School Board**  
**FROM: Susanne D. Gann, WCUUSD Business Administrator**  
**RE: Blanket Authorization for Board Warrants**  
**DATE: May 10, 2024**

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**Summary:** Annually the Board of Directors approves the Blanket Authorization for Board Warrants, which allows vendor payments to be issued when the Board does not meet, with the understanding, the Board will review and approve the warrant at the next warned business meeting.

**Recommended Board Action:** The Board authorize the Blanket Authorization for Board Warrants (included in packet) effective throughout FY 2024-25.

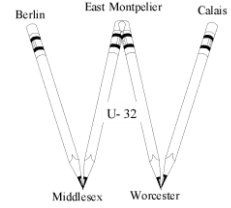
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Meagan Roy Ed.D.  
Superintendent



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## EFFECTIVE THROUGH FY 2024 - 25

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The Washington Central Unified Union School District (WCUUSD) Board of Directors hereby authorizes the Superintendent (or designee) to process payments and print checks for payroll, related benefits and accounts payable. This includes, but is not limited to checks issued in payment for insurance premiums, utilities, bonds, contracts or other vendor invoices prior to a regularly scheduled or postponed board meeting in order to meet obligations to vendors and issue timely payments.

The WCUUSD Board of Directors hereby authorizes the WCUUSD Treasurer to sign all checks processed and printed by the Superintendent (or designee) during months and weeks that the WCUUSD Board does not meet to approve board warrants. Any checks that are signed by the WCUUSD Treasurer without an approved warrant will be reviewed and approved at the next warned business meeting of the Board.

This authorization will remain in effect throughout FY 2024-25, unless the WCUUSD Board of Directors vote to rescind the authorization.

WCUUSD Board of Directors:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

WCUUSD Board of Directors:

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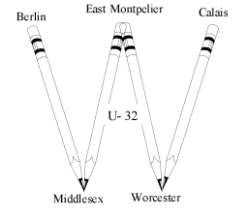
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Meagan Roy Ed.D.  
Superintendent



**TO: WCUUSD Finance Committee and School Board**  
**FROM: Susanne D. Gann, Business Administrator**  
**RE: Review Capital Improvement Project Plan and Five-Year Budget**  
**DATE: May 10, 2024**

---

**Review:** The Board approved the Capital Improvement Plan and adopted the initial Five-year Capital Improvement Budget on June 15, 2022 and approved an updated version of that plan May 24, 2023. The Capital Improvement Plan with proposed revisions is included in this packet, along with an updated Five-year Capital Improvement Budget and Timeline. The plan proposes an increase in the annual transfer to the Capital Reserve Fund, in preparation for the FY 2025-26 budget development.

**Fund Balance Summary:** The beginning balance for the Capital Improvement Fund this fiscal year was \$4,180,517. After the budgeted transfer from the general fund budget, projected interest income and possible grant funding revenue, the fund balance is estimated at \$5,927,661.

Fiscal year to date expenditures for open FY 23 and FY 24 projects have been \$3,056,242. Current projections for future expenditures necessary to close those projects total \$743,431. The projected ending Capital Improvement Fund Balance for FY 24 is now \$1,498,508 plus \$629,481 reserved for East Montpelier Elementary School. The projected Capital Improvement Fund Balance Available for Future Projects at the end of this fiscal year is \$2,127,989.

**U-32 PCB Assessment update:** In March, Stone Environmental tested all of the previously un-tested rooms at U-32 and the results show that none of those rooms have detections above the Vermont School Action Level (SAL). Stone re-tested some of the rooms that had air filtration units installed, and those results came in below the SAL as well. Stone also re-tested the auditorium at two heights (eye level and near the exhaust duct) and it appears that the mitigation strategy of increasing airflow in that space was successful, as the results in that room are also below the SAL. **These tests are assurance that the indoor air quality throughout the school has been mitigated, and no one is currently exposed to levels over the SAL.**

## **Review Capital Improvement Project Plan and Five-Year Budget**

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Stone received all of the results from the building materials sampling that was completed in February and identified two main categories of contamination:

1. Acute contamination – this includes things like caulking around doorways, some paint or expansion joints, which can be relatively easily remedied by encapsulation or by removal of the material. In this case, the material itself has high levels of PCBs, but it is a relatively small volume of product.
2. Widespread contamination – there is fireproofing material that is widespread throughout the school in the ceiling, under the roof deck, which has comparatively low levels of PCBs; however, the volume is so high and the use so widespread that it is influencing indoor air quality. This will require a more complicated plan to remediate and certainly a longer timeframe.

The next step in the formal process is for Stone Environmental to draft an Evaluation of Corrective Action Alternatives (ECAA)—that is a document where Stone makes a recommendation for remediation, which will include cost estimates. That document goes to the state for their approval. Once this is approved, Stone will write a Corrective Action Plan for remediation. The expected timeline to begin implementation of the Corrective Action Plan is as follows:

May 2024 – Stone staff to conduct further evaluation and assessment of fireproofing material

August 2024 – Stone to draft ECAA

December 2024 – State approval/comments on ECAA

Early 2025 – Stone to create Corrective Action Plan, scope, budget, bid documents and begin seeking subs to complete work, possibly for summer of 2025, and possibly over multiple years.

Stone Environmental will continue with quarterly monitoring of the facility and continue to monitor the air quality to ensure it stays below the SAL. At this time it is too early in the process to determine cost estimates, and it is unknown what the schedule and availability for state funding will be, so additional expenses associated with PCB mitigation have not been incorporated into the current Five-year Capital Improvement Budget.

**Recommended Board Action:** The Board approve the revised Five-year Capital Improvement Plan, Budget and Timeline and authorize the use of capital reserve funds, not to exceed \$50,000, to develop the necessary scope and budget for the FY 2025-26 approved capital improvement projects.

**Washington Central Unified Union School District**  
**Capital Improvement Plan**  
**FY 202~~4~~3 - FY 202~~9~~8**

**Adopted by WCUUSD Schoolboard June 15, 2022**

**Updated May 24, 2023**

**Updated May 22, 2022**

Prepared for the WCUUSD by Susanne D. Gann, Business Administrator, Chris O'Brien, Director of Facilities, William Ford, WF Project Inspections

Input received from the Washington Central Leadership Team

## THE DISTRICT'S MOTIVATION AND INSPIRATION

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**Mission Statement:** The Washington Central Unified Union School District exists to nurture and inspire in all students the passion, creativity, and power to contribute to their local and global communities.

**Introduction:** The Washington Central Unified Union School District (the District), formed in 2019 with the six schools located in the towns of Berlin, Calais, Middlesex, East Montpelier, and Worcester. The District consists of five elementary schools, one middle/high school and one office for centralized services. In 2020, the District created a reserve fund to support necessary capital improvements and replacement projects for the District buildings and grounds. [The Board approved the Capital Improvement Plan and adopted the initial Five-year Capital Improvement Budget on June 15, 2022 and approved an updated version of that plan May 24, 2023.](#)

The buildings and grounds for the District are the physical foundation for providing services to students. In order to maintain the District buildings and grounds effectively and efficiently, the District must plan capital improvement projects proactively while being mindful of resource constraints. The District considers maintaining high quality educational buildings and grounds an important factor in creating a sense of safety and well-being, pride in our students and improving educational outcomes. Improvements to the physical environment, translate to an increased sense of culture, and community connection for faculty, staff and students. Capital planning processes the District implements to maintain the quality of those buildings and grounds will support the overall District goals and Student Learning Outcomes.

**Advantages of a Capital Improvement Plan:** The District has identified many advantages to adopting a Capital Improvement Plan that undergoes annual review and revision. Those advantages include:

1. The evaluation of all buildings and grounds to determine if they still provide the appropriate environment to deliver educational services to students.
2. The Development of an understandable and reliable process for measuring the condition of buildings and grounds, including functional performance standards.
3. The identification of mandated safety requirements or professional standards to help identify projects for buildings and grounds.
4. The establishment of a prioritization process for evaluating capital requests on the basis of needs and costs, ensuring equitable distribution of community resources among each of the District schools.
5. The provision of a basis to coordinate capital improvement projects to avoid or mitigate impacts on District facilities or services and to combine projects in a manner that best benefits the District.

6. The development of a communications plan for public participation and stakeholder involvement in order to explain capital needs, options and strategies and to collect feedback. This should allow the District to effectively communicate the impact to service levels or current asset levels in the event a project does not proceed. This should ensure that capital projects deliver the expected and desired outcomes and adequate stakeholder support for the investment.
7. The identification of a process for incorporating input and participation in planning for capital improvements from major stakeholders and the general public, creating a transparent budgetary process.
8. The collection of information to support projections for future revenues and expenditures allocated to capital improvement projects.
9. The stabilization in capital expenditures by planning for major purchases or improvements considering asset replacement planning.
10. The consideration of capital needs as a whole, balancing fiscal capacity, planning for debt issuance, and understanding the impact on reserves and operating budgets.
11. The strengthening of the District's borrowing position by demonstrating sound fiscal management. A properly prepared capital plan is essential to the future financial health of the District and continued delivery of services to students.

The Capital Improvement Plan provides a list of the capital projects to be undertaken during the next five fiscal years and estimates the cost for each project, identifying how each project will be funded. Year one of the Capital Improvement Plan is the proposed capital budget for the next fiscal year. It is a working document intended to provide guidance for the District's future decisions on capital projects.

The Capital Improvement Plan is a tool to use in conjunction with other District planning documents such as the Continuous Improvement Plan and Implementation Report. The District shall assess whether current facilities are adequate to serve the current and future needs of the District, accounting for enrollment trends. The Capital Improvement Plan then identifies the scheduling and funding of projects over the course of the plan.

## **DEFINITION OF A CAPITAL IMPROVEMENT PROJECT**

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In order to provide for the proper control and conservation of the District's buildings and grounds, as well as proper accounting for financial reporting purposes, the District shall maintain an inventory of capital assets used in the operation of the district's activities and implement an asset replacement schedule.

A capital asset:

- Is tangible and complete. Construction in progress is capitalized but not depreciated until construction is completed;

## Washington Central Unified Union School District Capital Improvement Plan FY 2023~~4~~ - FY 202~~9~~8

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- Is a major expenditure that has a gross cost or fair market value of at least \$5,000, and
- Has a useful life of at least two years or more or

A Capital Improvement Project can be identified as:

- A physical betterment or improvement to current buildings or grounds, either when first constructed or replaced; or
- Any preliminary studies and surveys relating to any physical betterment or improvement to the District's buildings or grounds; or
- Buildings; or
- Land or rights in land (grounds); or
- Any project that requires bond financing; or
- Any combination of these.

Capital assets acquired through donation will be recorded at their estimated fair market value on the date of donation and capitalized according to the criteria above. Annual Depreciation will be charged in equal amounts over the estimated useful lives of all capital assets.

Examples of capital improvement projects include:

- Building or land acquisition
- Major building or facility renovations and repairs
- Drainage infrastructure
- Field improvements

### STAKEHOLDER ROLES

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The various stakeholders in the school district must collaborate to prepare a Capital Improvement Budget that best meets the operational and financial needs of the District. A request must be approved by the Building Administrator, Director of Facilities, Business Administrator, Superintendent, Leadership Team and Finance Committee before a request is included in the Five-year Capital Improvement Budget and proposed for Board approval.

**Parent or other Member of the Community** – may propose a capital improvement project to a Building Administrator.

**Member of the Student Body or Student Organization** – may propose a capital improvement project to a Building Administrator.

**Department Heads / Maintenance Leads** – may propose a capital improvement project to a Building Administrator.

## Washington Central Unified Union School District Capital Improvement Plan FY 2023~~4~~ - FY 202~~9~~8

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**Building Administrator** – may complete a Capital Project Request Form (Appendix A) for a capital improvement project. Building Administrators should complete this form with the Director of Facilities.

**Director of Facilities** – may complete a Capital Project Request Form (Appendix A) for a capital improvement project. The Director of Facilities should complete this form with a Building Administrator. The Director will conduct an informal needs assessment to identify and prioritize the proposed project. The Director will assist in developing a clear description of the project, define the reason for the project, select priority reasons, and identify an initial placement in the budget schedule and an estimated budget for the project. The Director of Facilities holds a key role in identifying issues of inequity and access in the school environments. When issues of inequity across the District arise, the Director of Facilities will bring the issue to the WCLT for collaboration and decision-making. The Director of Facilities and Building Administrator will submit all completed Capital Improvement Project Requests to the Business Administrator for review.

**Business Administrator** - will facilitate the development of a Capital Improvement Plan and Five-year Capital Improvement Budget, collaborating with all of the various stakeholders in the process. The Business Administrator will be responsible for shepherding a Capital Improvement Project Request through the various stages of the review process and adding it to the Five-year Capital Improvement Budget once approved by the WCLT. The Business Administrator is responsible for establishing accounts and budgets for projects in any fiscal year and accounting for the Capital Reserve Fund and providing regular reports to the District Board on the Five-year Capital Improvement Budget and Capital Reserve Fund balance.

The Business Administrator will review any Capital Improvement Project Requests, ask questions, provide feedback and return the request to the Building Administrator and Director of Facilities for revision if necessary. The Business Administrator will submit all completed Capital Improvement Project Requests to the Superintendent for review and will update the Five-year Capital Improvement Budget annually, prior to Finance Committee review, based upon requests approved by the WCLT.

**Superintendent** – will review any Capital Improvement Project Requests, ask questions and provide feedback and return the request to the Business Administrator for revision if necessary. The Superintendent may recommend the project for review by the Washington Central Leadership Team (WCLT).

**Washington Central Leadership Team (WCLT)** – will function as a capital improvement program review committee for the District. The WCLT will review the project, ask questions, provide feedback and return the request to an earlier stage in the review process if necessary. The WCLT may recommend the project for review by the WCUUSD Finance Committee for inclusion in the Five-year Capital Improvement Budget.

## Washington Central Unified Union School District Capital Improvement Plan FY 202~~3~~4 - FY 202~~9~~8

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**WCUUSD Finance Committee** - will function as a capital improvement program review committee for the District. The Committee will review the project, ask questions, provide feedback and return the request to an earlier stage in the review process, if necessary and may recommend the project for review by the WCUUSD School Board. The Finance Committee will also be responsible for developing and recommending the Capital Improvement Plan and Five-year Capital Improvement Budget to the WCUUSD School Board.

**WCUUSD School Board** – will review the Five-year Capital Improvement Budget annually. The WCLT will provide the School Board with detailed information on any newly added projects. The Board will ask questions, provide feedback and return the plan to the Superintendent for revision if necessary. The Board will host a Community Forum for the public to ask questions and provide feedback. It is the responsibility of the Board to adopt the final Capital Improvement Plan and Five-year Capital Improvement Budget. The Board will review the Capital Improvement Plan and Five-year Capital Improvement Budget annually and approve the use of Capital Reserve funds when the project scope and budgets are determined. The Board also awards bids to vendors.

### COMMUNICATION PLAN

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The District will clearly communicate project benefits, costs, impacts, and schedules and at a level of detail appropriate for the audience. The District will present information clearly and avoid using communications to sell or unnecessarily advocate for any project. Information will be transparent and accurate, setting clear expectations.

The District will review and update the Capital Improvement Plan and Five-year Capital Improvement Budget annually. The initial review will be completed by the Business Administrator and Director of Facilities every March, with a recommendation brought to the WCLT for approval in April. The WCLT will make a recommendation to the Finance Committee and full Board in ~~April~~May, ~~and the full Board at the May Community Forum~~, where public feedback will be received and the. ~~The Board Finance Committee~~ will request changes to the plan and budget. The Superintendent ~~will direct members of the WCLT and Business Administrator will to~~ make the changes as directed by the Board, and bring the final Capital Improvement Plan and Five-year Capital Improvement Budget to the Board's second meeting in May for them to approve and authorize the scope and budget development for projects designated for completion in the following fiscal year.

The Board will use the WCUUSD website; school-sanctioned Facebook and Instagram pages; school newsletters and the local Front Porch Forums to post information regarding the Capital Improvement Plan and Five-year Capital Improvement Budget. The Board will reach out to the Friends of Washington Central to invite them to the



## Washington Central Unified Union School District Capital Improvement Plan FY 202~~3~~4 - FY 202~~9~~8

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~~Community Forum Board Meeting~~ and provide them with a copy of the plan each year ~~in advance of the Community Forum~~.

During the development of the General Fund Operating Budget, the Board will explain the process for developing the Capital Improvement Plan and Five-year Capital Improvement Budget, to explain the importance of budgeting an annual transfer to the Capital Reserve Fund.

### FUNDING SOURCES

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**Capital Reserve Fund:** The District has authorized a reserve fund, for funding necessary capital improvement/replacement projects. The WCUUSD School Board includes funding in the annual general fund budget for transfers to the Capital Reserve Fund for approval by the voters of the District. In FY 202~~2~~4-~~2~~3~~5~~ that amount is ~~\$880,000~~923,252. It is recommended that this amount be set each year to adequately reserve funds for projects identified in the Five-year Capital Improvement Budget. As debt is retired, the District will transition the amount budgeted for debt service payments to increase the amount transferred to the Capital Reserve Fund.

**State, Federal and Local Grants:** State and federal funding may become available from time to time for funding capital improvement projects. The Business Administrator or Superintendent shall explore possible uses of state and federal funding as identified by any Stakeholder.

**Construction Bond Initiative:** As a government entity, the District may identify the need to plan for debt issuance to fund capital improvement projects. If bond financing is used, the bond initiative must be reviewed and approved by the Board before it is placed on the ballot for approval by the voters. Cost estimates developed during the planning process will be used to determine the size of the bond initiative.

The District is committed to funding the approved Five-year Capital Improvement Budget through a combination of these funding sources. Each year the Board will consider possible combinations of transfers from the General Fund Balance, increases in the amount raised through taxes on the General Fund Budget, or the potential for a Construction Bond Initiative in order to adequately fund the anticipated Five-Year Capital Improvement Budget without expected shortfalls.

### PRIORITIZING CAPITAL PROJECTS

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In order to identify which capital projects should be included in the Capital Improvement Plan, the following process will be used to review and establish their priority. Capital

## Washington Central Unified Union School District Capital Improvement Plan FY 2023~~4~~ - FY 202~~9~~8

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projects will be evaluated based on the criteria below to assess the need and readiness of the project for incorporation into the plan.

**Priority 1:** Legal requirements and/or mandates, contractual obligation, physical access to learning for all students; health, safety, security needs and failure of existing capital assets.

**Priority 2:** End of useful life, prolong facility life, energy efficiency, improve the quality of existing infrastructure and enhance the learning environment. If State or Federal grant funds or private funds that would meet at least 50% of the project cost are available to assist in funding the project or asset.

**Priority 3:** Expanded service, program accommodations, aesthetic improvements, State or Federal grant funds or private funds that would meet less than 50% of the project cost are available to assist in funding the project or asset.

The District will consider possible ways to improve energy efficiency when completing any Capital Improvement Projects, under all three priority categories. The District has completed a baseline assessment to identify the capital improvement project needs, determined the financial impact, and prioritized capital projects at each school and the central office building for the next five years. The assessment includes a financial plan that identifies estimated costs and the proposed year of completion for each project. The District has also developed an initial asset replacement schedule and Multi-year Capital Improvement Budget for the next 25 years, based upon the anticipated life of current capital assets. This is a living document, and development will continue and refine ~~in the next 1–3 year~~each year.

### CAPITAL ASSET MANAGEMENT

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The District plans to develop a capital asset management process over the course of the next year, to help assess asset replacement needs, and categorize based upon priorities 1 - 3 identified above. This will include regular inspection of the facilities by custodians, lead maintenance personnel and the Director of Facilities and will include condition and service reliability.

~~In the next year, the District will identify a facilities management software and implement use of the software for managing all requests for maintenance and repairs on assets.~~ Maintenance and repair reports made through the facilities management software will be utilized to track data on frequency of maintenance on each asset as well as the date of last service. This information will be used in assessing asset replacement needs.

### INDIVIDUAL CAPITAL PROJECT DETAIL

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**Washington Central Unified Union School District**  
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Once a project is prioritized and placed in a year for completion, preliminary revenue and expenditure estimates will be developed in order to include the project in the Five-year Capital Improvement Budget. The District will request architectural or engineering plans to develop a detailed scope and budget for the projects in the next annual budget and incorporate the project into the timetable for completion of the project. The scope of the project should include any necessary plans or diagrams, expenditure estimates and projected offsetting available revenues.

**CAPITAL PROJECT MONITORING AND REPORTING**

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The Capital Improvement Plan and Five-year Capital Improvement Budget will be reviewed annually by the WCLT and Finance Committee before the Board approves it, Projects over \$40,000 will be awarded by the Board through the bid process. The Business Administrator will provide the Board an accounting of the balance in the Capital Reserve Fund in ~~April, July~~May and December, with the official year-end accounting in December from the accounting firm hired to do the annual financial audit.

Prior to the start of school each year, and again upon project completion, the Director of Facilities and Business Administrator will provide the WCLT, Finance Committee and Board a progress report for each open Capital Improvement Project. Bond attorneys and financial advisers also need to be informed periodically of the progress of projects using debt funds. See the Annual Timeline for Capital Improvement Projects for anticipated timing for financial updates and progress reports (Appendix B).

## REFERENCES

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Allison, Gregory S. and Johnson, Frank. Financial Accounting for Local and State School Systems: 2014 Edition. March 2015. U.S. Department of Education.

Best Practices, Capital Budget Presentation. September 28, 2018. Government Finance Officers Association. <https://www.gfoa.org/materials/capital-budget-presentation>

Capitalization Policy. Revised 2021. Vermont Association of School Business Officials (VASBO). <https://www.vasbo.net/grants-mgmt>

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Washington Central Unified Union School District  
Five-year Capital Improvement Budget - Updated 05-10-2024  
FY 2023 - 2024 through FY 2028 - 2029

Project Description	Building	Updated Budget FY 2023-2024	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027	Budget FY 2027-2028	Budget FY 2028-2029
Security - Card / Camera System	Calais, Doty, EMES, Rumney	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -
Boiler - woodchip replacement	Calais	\$ 475,000	\$ -	\$ -	\$ -	\$ -	\$ -
Boiler - woodchip upgrades	E. Montpelier	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
Boiler - woodchip upgrades	U-32	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
Paving - Parking Lot & Sidewalks	U-32	\$ 2,090,354	\$ -	\$ -	\$ -	\$ -	\$ -
HVAC - AHU Damper Replacement, currently not adjustable	Doty	\$ 6,875	\$ -	\$ -	\$ -	\$ -	\$ -
Boiler - Circulator pump replace #1	U-32	\$ 34,375	\$ -	\$ -	\$ -	\$ -	\$ -
HVAC - Energy Recovery Unit (ERU) 20 year upgrade	U-32	\$ 1,348,497	\$ -	\$ -	\$ -	\$ -	\$ -
Interior Door Replacement	E. Montpelier	\$ 8,371	\$ -	\$ -	\$ -	\$ -	\$ -
Playground swings and slide	E. Montpelier	\$ 43,183	\$ -	\$ -	\$ -	\$ -	\$ -
Generator	Doty	\$ 143,812	\$ -	\$ -	\$ -	\$ -	\$ -
Doors - Exterior replacement	U-32	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ 89,732	\$ -	\$ -	\$ -	\$ -	\$ -
Playground	Berlin	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Fire Alarm Panel update	Berlin	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Windows - glazing, broken seals becoming more frequent	Calais	\$ -	\$ 41,250	\$ -	\$ -	\$ -	\$ -
Door - Exterior, replace at kitchen/music room corridor	Calais	\$ -	\$ 20,625	\$ -	\$ -	\$ -	\$ -
Bathrooms (2) - Lobby, renovate and make ADA accessible	Calais	\$ -	\$ 343,750	\$ -	\$ -	\$ -	\$ -
Boiler room - equipment, expansion tank, day tank, pumps, etc.	Doty	\$ -	\$ 27,500	\$ -	\$ -	\$ -	\$ -
Doors - Interior security barrier, second set of controlled doors	Doty	\$ -	\$ 48,125	\$ -	\$ -	\$ -	\$ -
Drainage - Site pooling water in front of building	Doty	\$ -	\$ 61,875	\$ -	\$ -	\$ -	\$ -
Exit/Entrance - playground hcp access, on grade landings/ramps and canopy	Doty	\$ -	\$ 100,375	\$ -	\$ -	\$ -	\$ -
Sound System - Gym, upgrade	E. Montpelier	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Doors - hardware, security function on classroom doors, closers	Rumney	\$ -	\$ 4,869	\$ -	\$ -	\$ -	\$ -
Doors - Lobby, frame, hardware	Rumney	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -
Fields - refurb Baseball field	U-32	\$ -	\$ 223,921	\$ -	\$ -	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ 69,000	\$ -	\$ -	\$ -	\$ -
Stairs - Atrium, repair broken nosings, failure of existing	U-32	\$ -	\$ 20,625	\$ -	\$ -	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -
Building envelope, siding, insulation, windows, painting	Rumney	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
Utility Infrastructure Demolition, well, woodchip bunker	Berlin	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Water Service Entrance, Extend 4" service into building	Berlin	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Lighting retrofit, convert to LED, low voltage controls	Berlin	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Door - Exterior storefront door replacement	East Montpelier	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Lighting retrofit, convert to LED, low voltage controls	East Montpelier	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Lighting retrofit, convert to LED, low voltage controls	Rumney	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Lighting retrofit, ongoing conversion to LED	U-32	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -
EV Chargers	U-32, EMES, Berlin	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -

Washington Central Unified Union School District  
Five-year Capital Improvement Budget - Updated 05-10-2024  
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EV Chargers	Calais, Doty	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -
Flooring - Gym, current VCT in adequate condition	Calais	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Paving and sealing, walkways, basketball court	Calais	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -
Lighting retrofit, convert to LED, low voltage controls	Calais	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Lighting retrofit, convert to LED, low voltage controls	Doty	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Ceiling grid and tile replacement (except gym)	Doty	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Grease interceptor, for kitchen pot sink	Doty	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -
Storage shed, replace containers	Rumney	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Flooring - main office carpet	U-32	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Electrical phase protection to be available for quick replacement	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Wall - Exterior panels, repair damaged panels	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Flooring - weight room	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Ice Maker - replace	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
operable CR partitions, some repairs required	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
recessed walk-off grate, replace inserts	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
HVAC - replace AC in Main Office RTU #1 and RTU #2	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -
Regrade soccer field	Calais	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Replace electrical panels	Calais	\$ -	\$ -	\$ -	\$ -	\$ 33,500	\$ -
Flooring - entire school except bathrooms, gym and library	Doty	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Pellet Boiler heating system	Doty	\$ -	\$ -	\$ -	\$ -	\$ 280,000	\$ -
Flooring - Gym refurbishment	U-32	\$ -	\$ -	\$ -	\$ -	\$ 67,200	\$ -
Replace bleachers (out of code?)	U-32	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Roof replacement, boiler room and storage area	Calais	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Fence replacement between road and treeline	East Montpelier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Fence replacement along playground	Rumney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Roof replacement, lower roof by locker rooms by gym, front office, loading dock and A and B roof	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Underground Fuel Oil tank replacement	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Replace external windows and metal frame with new double pane windows	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Main Stadium Field drainage repair	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Auditorium stage lighting	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Auditorium sound attenuation	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Backup boiler	Central Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Heat pumps replace A/C units	Central Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Replace flooring	Central Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Ventilation and Lighting for three offices	Central Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000
<b>Total Capital Improvement Project Budgets</b>		\$ 5,210,199	\$ 1,326,915	\$ 1,230,000	\$ 1,020,000	\$ 710,700	\$ 1,967,000

Washington Central Unified Union School District  
 Five-year Capital Improvement Budget - Updated 05-10-2024  
 FY 2023 - 2024 through FY 2028 - 2029

<b>Capital Fund Balance</b>	<b>Updated Budget FY 2023-2024</b>	<b>Budget FY 2024-2025</b>	<b>Budget FY 2025-2026</b>	<b>Budget FY 2026-2027</b>	<b>Budget FY 2027-2028</b>	<b>Budget FY 2028-2029</b>
Beginning Capital Fund Balance	\$ 4,180,517	\$ 2,127,989	\$ 1,739,582	\$ 1,458,705	\$ 1,445,021	\$ 1,805,910
Plus General Fund Transfers to the Capital Reserve Fund	\$ 901,234	\$ 923,252	\$ 1,000,000	\$ 1,050,000	\$ 1,100,000	\$ 1,150,000
Plus Interest Income	\$ 25,409	\$ 15,256	\$ 13,698	\$ 12,544	\$ 12,725	\$ 14,780
Plus Possible Grant Funding	\$ 820,501	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Fund Balance & Revenues	\$ 5,927,661	\$ 3,066,497	\$ 2,753,280	\$ 2,521,248	\$ 2,557,746	\$ 2,970,689
Less Actual Expenditures to Date	\$ 3,056,242	\$ 132,211	\$ -	\$ -	\$ -	\$ -
Subtotal Fund Balance	\$ 2,871,419	\$ 2,934,286	\$ 2,753,280	\$ 2,521,248	\$ 2,557,746	\$ 2,970,689
Less Current Outstanding	\$ 743,431	\$ 1,194,704	\$ 1,230,000	\$ 1,020,000	\$ 710,700	\$ 1,967,000
Less 5% Inflationary Factor on Future Projects	\$ -	\$ -	\$ 64,575	\$ 56,228	\$ 41,136	\$ 119,545
Projected Ending Capital Fund Balance	\$ 2,127,989	\$ 1,739,582	\$ 1,458,705	\$ 1,445,021	\$ 1,805,910	\$ 884,144
Less East Montpelier Capital Reserve Funds	\$ 629,481	\$ 609,481	\$ 454,481	\$ 454,481	\$ 454,481	\$ 424,481
<b>Projected Capital Fund Balance Available for Future Projects</b>	<b>\$ 1,498,508</b>	<b>\$ 1,130,101</b>	<b>\$ 1,004,224</b>	<b>\$ 990,540</b>	<b>\$ 1,351,429</b>	<b>\$ 459,663</b>

Washington Central Unified Union School District  
Annual Timeline for Capital Improvement Projects

Responsible Person/Team	January	February	March	April	May	June	July	August	September	October	November	December
<b>Director of Facilities</b>								Provide the WCLT, Finance Committee and Board a progress report for each open project.		Work with Building Administrators to complete a Capital Project Request Sheet for any new projects that they want added to the Capital Improvement Budget.	Collaboration with Project Manager and Business Administrator begins on prioritizing and developing estimates for new projects.	
<b>Project Manager</b>	Bid documents out to invited list no later than second week of January to allow three weeks before bid opening for next fiscal year.	Bid opening (end of) first week of February for next fiscal year.	Execute contract and start submittal process for next fiscal year.	Submittal process, order long lead items for next fiscal year.	Submittal process, order long lead items for next fiscal year.	1. Construction duration for next fiscal year. 2. Hire engineer for projects requiring the year for planning (2 fiscal years out). 3. Engage architect to scope and budget projects for the next fiscal year.	Construction duration for current year.	1. Construction duration for current year. 2. Engage architect to complete design development plans and bid documents for next fiscal year projects.	Close out O&M manuals, submit final invoice for current year projects.	1. Close out O & M manuals, submit final invoice for payment for current year projects. 2. Recommend defined prequalification requirements, solicit interest, review submissions, select bidders for projects greater than \$500,000 for next fiscal year.		1. Prequalified bidders receive bid documents for projects greater than \$500,000 for next fiscal year. 2. Review design development, plans, bid documents completed for next fiscal year.
<b>Architects &amp; Engineers</b>						Develop scope and budget projects for the next fiscal year.	Develop scope and budget projects for the next fiscal year.	Authorized to begin design development, plans, bid documents prepared for next fiscal year.	Establish eligibility and criteria for prequalifying vendors for projects greater than \$500,000 for next fiscal year.	Design development, plans, bid documents prepared for next fiscal year.	Design development, plans, bid documents prepared for next fiscal year.	Design development, plans, bid documents completed for next fiscal year.
<b>Business Administrator</b>	1. Prepare Summary Report for the Finance Committee / Board to award bids. 2. Submit bid waivers to AOE for projects not receiving 3 bids.	1. Prepare Summary Report for the Finance Committee / Board to award bids. 2. Submit bid waivers to AOE for projects not receiving 3 bids. 3. Review Capital Project Requests, return for revision or forward to Superintendent for review.	<b>Review Capital Improvement Project Plan and Budget and prepare recommendations for the Superintendent and WCLT review.</b>	Update fixed asset list for completed projects.	Report capital fund balance to Board.		Update fixed asset list for completed projects.	1. Provide the WCLT, Finance Committee and Board a progress report for each open project.	Set up accounts and budgets for projects in next fiscal year.			Report capital fund balance to Board.
<b>Superintendent</b>			<b>Review Capital Improvement Project Plan and Budget with the Business Administrator.</b>									



Washington Central Unified Union School District  
Annual Timeline for Capital Improvement Projects

Responsible Person/Team	January	February	March	April	May	June	July	August	September	October	November	December
<b>WCLT</b>		Capital Project Requests due to Business Administrator, no later than February 15th.		<b>Review Capital Improvement Project Plan and Budget and approve recommendation for the Board.</b>						Building Administrators will work with the Director of Facilities to complete a Capital Project Request Sheet for any new projects that they want included in the update to the Capital Improvement Budget.		
<b>Board</b>	Award bids for next fiscal year.	Award bids for next fiscal year.	Award bids for next fiscal year.	Award bids for next fiscal year.	<b>1. Review Capital Improvement Project Plan and Budget at with Board. Solicit community feedback.</b>  <b>2. Approve Capital Improvement Project Plan and authorize the scope and budget development for next fiscal year.</b>			Approve scope and budget on projects for the next fiscal year and authorize bid document development for next fiscal year.			Approve eligibility and criteria for prequalifying vendors for projects greater than \$500,000 for next fiscal year.	Approve list of prequalified vendors for projects greater than \$500,000 for next fiscal year.

# Washington Central Unified Union School District

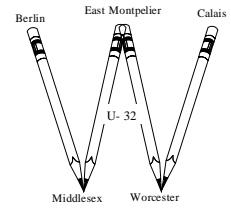
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*WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

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Bryan Olkowski  
Superintendent



## Washington Central Unified Union School District Board Budget Training and Board Meeting Minutes Approved 11.18.20 5:00 PM – 9:00 PM

**Board Members:** Flor Diaz Smith, Lindy Johnson, Scott Thompson, Diane Nichols-Fleming, Kari Bradley, Jonas Eno-Van Fleet, Jaiel Pulskamp, Karoline May, Jill Olson, Townes DeGroot, Anna Farber, Stephen Looke, Chris McVeigh, Jonathan Goddard

**Administrators:** Superintendent Bryan Olkowski, Technology Consultant Jim Garrity, Business Administrator Lori Bibeau, Principal Alicia Lyford, Curriculum Director Jen Miller-Arsenault, Principal Gillian Fuqua, Student Services Director Kelly Bushey, Principal Cat Fair, Associate Principal Jody Emerson, Principal Aaron Boynton, Principal Casey Provost, Principal Steven Dellinger-Pate

**Others/Public:** Kelly MacMartin, David Delcore, ORCA Media, Lisa Wilson, Elizabeth Wirth, Corinne Stridsberg, Barrett Jones, Betsy Parah, Caitlyn Usticke, Daisy Scarzello, Ellen Dorsey, Hollis St. Peter, Jamie Bohn, Keith MacMartin, Rhonda Prensky, Sonya Rhodes, Ted

1. **Call to Order: Scott Thompson called the meeting to order at 5:03.**
2. **Board Budget Training:** From 5:05 until 5:45, the board participated in a budget training presentation and discussion led by business administrator Lori Bibeau.
3. **Welcome**
  - 3.1. **Reception of Guests:** Scott Thompson shared that the agenda setting committee had decided to hold public comments at the end of the board meeting. Lindy Johnson asked why this decision was made. Scott Thompson explained that the committee had decided since board meetings are public meetings held in order to carry out board business, it is critical for the board to take care of business and allow for public comments in a planful way. The COVID19 developments had influenced the agenda setting committee to create two separate opportunities during the meeting for public comments; however, at this time, the committee felt that having one designated time at the end of the meeting for public comment is appropriate.
  - 3.2. **Agenda Revisions:** Karoline May stated that during 4.4.4 she will abstain from the discussion and the vote.
4. **Reports**
  - 4.1. **Student Reports:** Townes DeGroot and Anna Farber shared updates. Some of the clubs have begun to meet, including Seeking Social Justice. Students are looking forward to Thanksgiving break beginning next week.

## 4.2. Superintendent

**4.2.1. COVID-19 Update:** Superintendent Olkowski shared that, as of yesterday, the Department of Health had sent an email praising the WCUUSD leadership team and the school board for continuing to provide opportunities for students to attend school in person daily. He noted that we are following state guidance; however, if he feels the need as superintendent to implement additional measures, to ensure the safety of students and staff, he will do so.

He shared that just before the board meeting this evening, he received notice of a positive COVID19 case at U32. He believes that we will continue to operate school, but there will be some notifications and some changes in the coming days. Principal Steven Dellinger-Pate indicated that one of the pods in the middle school is affected. Scott Thompson asked for clarification - who is doing contact tracing? Principal Dellinger-Pate stated that the school is notifying people about quarantining, etc, but the Department of Health is doing the contact tracing. Jonas Eno-Van Fleet asked whether testing is easily accessible for those affected or in question. Principal Dellinger-Pate indicated that details about testing is made available when the school contacts families.

Superintendent Olkowski asked the board to consider additional early release dates for the elementary schools and middle school at U32 on Dec 2, 9, 16th. He shared some of the reasons for requesting these dates, all related to COVID19 responses and preparation.

Jill Olson moved to approve early release dates on Dec 2, 9, 16th for elementary and middle school. Seconded by Diane Nichols-Fleming. Discussion: Chris McVeigh asked whether there are anticipated early release dates in future months. Should we be giving families advance notice? Flor Diaz Smith asked whether we should take action to give the superintendent the authorization to create early release dates as needed, going forward, for example, through March 2021.

Discussion of friendly amendments: authorize superintendent to create early release dates as needed, from November 18, 2020, through March 31, 2021. Jonas Eno-Van Fleet indicated that he thinks we should make this through the end of the school year, June 2021. Lindy Johnson suggested adding the specification that the days be Wednesday.

**Motion: Jill Olson moved to authorize the superintendent to create early release dates on Wednesdays as needed, from November 18, 2020 through the end of the school year, June 2021. Seconded by Diane Nichols-Fleming, this motion carried unanimously.**

Superintendent Olkowski shared that we will receive an \$80K grant from the Coronavirus relief fund, in addition to a \$50K grant we had already received. These grants are for use in food programs.

**4.2.2. Central Office Job Descriptions:** Superintendent Olkowski had shared updated job descriptions: Accounts Payable, Senior Payroll Cash Accountant, Financial Accountant, Medicaid and Human Resources Criminal Record Check Clerk. Flor Diaz Smith moved to approve these job descriptions. Seconded by Jaiel Pulskamp. Discussion: Stephen Looke stated that he does not believe this is something that the board needs to approve; he sees that as micro-managing. Lindy Johnson stated that she agrees, the board does not need to approve job descriptions, however she appreciates seeing the flowchart that provides an overview of job roles. Chris McVeigh stated on the other hand that he feels it is important for board members to stay informed. Kari Bradley agreed that this is not something within the purview of the board, however if

the superintendent feels that it is important, he would like the board to move through it quickly and take action. This motion carried unanimously.

**4.2.3. Enrollment Trends:** Superintendent Olkowski shared an update on enrollment trends. At this time, it looks like we may have a decrease of around 60 students next year. Jonas Eno-Van Fleet wondered whether this trend is in response to COVID19 (more families opting to homeschool). Diane Nichols-Fleming indicated that she would like to be able to take a broader look at enrollment trends. Stephen Looke stated that he believes the board should take a closer look at the trends and provide guidance to the administration based on current trends. Some discussion followed regarding Roxbury, Orange and Washington students.

**4.3. Leadership Team Report:** A written report had been provided. Jen Miller-Arsenault shared updates on assessment windows this year in light of COVID19. Kelly Bushey shared that special education case managers are creating schedules based on contingency plans for IEPs, in the event that we have to shift to remote. Superintendent Olkowski shared that the leadership team continues to meet and plan for the possibility of moving to remote learning. Principals shared from each location.

Some discussion followed around the challenges around COVID19 and planning for possible remote learning.

**4.4. Finance Committee:** Flor Diaz Smith shared that the Finance Committee is planning for the December 2<sup>nd</sup> budget presentation which may include small group discussions.

Flor Diaz Smith shared that she, Lori Bibeau and Bill Ford have met to consider possible projects for next year and the use of Capital Projects fund. She will provide more information to the board as the work of the group progresses.

**4.4.1. Share Finance Committee Recommendation for Budget Parameters:** Flor Diaz Smith had shared some recommended parameters for board members to consider, in preparing the first budget draft. She had invited feedback from board members.

**4.4.2. Middlesex Electric Vehicle Charger: Flor Diaz Smith moved that WCUUSD would continue to provide the EV unit and the electricity service to the community, but the district would not pay for the Assure service agreement, maintenance costs or the Network Service costs. We would ask the town to pick up these costs. If the town refuses to pick up the Assure, maintenance or Network Service costs, WCUUSD would eliminate the EV charger. Seconded by Kari Bradley.** Discussion: some discussion followed. Some board members noted that this is an awkward location for an electric vehicle charger, and does not get a lot of use currently. Jaiel Pulskamp suggested that in the future there may be incentives to purchase electric vehicles. She asked about the possibility of considering solar panels to power the charger. She asked whether we can consider turning off the charger but keeping the option to reinstate it in the future. Jim Garrity indicated that this is a possibility. **This motion carried unanimously.**

**4.4.3. Review and Award U-32 Van Recommendation: Flor Diaz Smith moved to purchase 2017 Toyota Sienna in the amount of \$17,984.00. Seconded by Kari Bradley.** Lori Bibeau reviewed this proposal. She noted that there is no budget impact to this purchase, as it will be covered by grant funds. **This motion carried unanimously.**

**4.4.4. Substitute Rate of Pay: Flor Diaz Smith moved (1) that WCUUSD no longer differentiate between licensed and non-licensed for substitute pay and that the rates of pay continue to be paid at a daily and half day rate, and (2) that WCUUSD substitute rates should be increased as follows: Daily rate (over 3.5 hours) \$115.00 Half day rate (3.5 hours or less) \$ 63.00. Seconded by Jonas Eno-Van Fleet.** Discussion: Superintendent Olkowski shared that sub pay has not been updated since 2015. **This motion carried.** Karoline May abstained from the vote.

## 4.5. Education Quality

**4.5.1. Presentation of Financial Literacy Student Learning Outcomes:** Kari Bradley reviewed the work of the Education Quality committee, around Financial Literacy. He invited board members to attend the next Education Quality Committee meeting on December 2nd.

## 4.6. Policy Committee

**4.6.1. Second Reading and Adoption: C12 Prevention of Sexual Harassment as Prohibited by Title IX: Jonas Eno-Van Fleet moved to approve the second reading and adoption of Policy C12. Seconded by Lindy Johnson.** Chris McVeigh shared that this policy had been provided by the Agency of Education. Superintendent Olkowski stated that this policy may be changing in the future, but at this time we are recommended by legal counsel to adopt the policy and follow the procedures included. **This motion carried unanimously.**

## 5. Board Operations

**5.1. Board Norms Draft: Jill Olson moved to adopt Board Norms as presented. Seconded by Flor Diaz Smith.** Discussion: Jill Olson shared how this draft had been created, using previous U32 Board norms as a starting point. Stephen Looke suggested an edit, to eliminate “practice mindful listening” and replace with “listen.” Chris McVeigh suggested eliminating the phrase “but not respond” regarding the Community Involvement bullet. He suggested adding “and ask clarifying questions, if necessary.” Some discussion followed. **Board members approved Board Norms, with the two edits as agreed upon.**

**5.2. Board Size:** Some discussion followed around the concept of a smaller board membership:

Pro: fill board seats, increase the likelihood of contested elections, less time spent on board recruitment, simplify group decision-making, less unwieldy

Cons: fewer people directly involved/ reduced connections in the community; more burden on the board members that serve; is this where our energy should be spent right now? smaller committees

Scott Thompson took a straw poll to see how many board members are interested in pursuing a smaller board size and to assign a smaller group to explore this. Board members were in support of this.

Flor Diaz Smith and Chris McVeigh expressed interest in creating a small group.

## 6. Consent Agenda

**6.1. Approve Minutes of 11.4.20: Chris McVeigh moved to approve the minutes of November 4, 2020. Seconded by Jonas Eno-Van Fleet. This motion carried unanimously.**

**6.2. Approve Board Orders: Lindy Johnson moved to approve the board orders in the amounts of \$699,634.07, and \$26,406.63. Seconded by Jill Olson. This motion carried unanimously.**

## 7. Personnel

**7.1. Approve New Teachers, Resignations, Retirements, Leave of Absence and Changes in FTE: Lindy Johnson moved to approve the resignation of Damian Middleton at Calais, effective June 30, 2020. Seconded by Diane Nichols-Fleming, with regret, and with thanks. This motion carried unanimously.**

**8. Public Comments**

Barrett Jones: Described the various options for staff to take leave to address COVID19-related issues and asked the board to consider the hardship on families and staff.

Keith MacMartin expressed concerns around COVID19 community spread, and he asked whether there is a specific threshold in mind that will dictate when the schools decide to move to remote learning.

**9. Executive Session for Personnel for Superintendent Evaluation:** tabled

SSIP: School System Improvement Plan: Superintendent Olkowski shared that he is currently exploring this option from the Agency of Education. He will share information with the board as it is received.

**10. Future Agenda Items**

**10.1.** WCUUSD Name Change

**10.2.** Budget Community Forum

**11. Reflection on Board Norms:**

Kari Bradley and Stephen Looke indicated that the board has delved too far into “the weeds” at tonight’s meeting (e.g., taking action to approve job descriptions)

Kari Bradley: Less time for leadership report from each school, which took over an hour tonight; also consider having this later in the meeting.

Diane Nichols-Fleming: it’s important to hear from schools, though, especially during COVID19 when we are not able to get into the schools.

Stick with the time frame and end on time.

Respectfully submitted,  
Lisa Stoudt

# Washington Central Unified Union School District

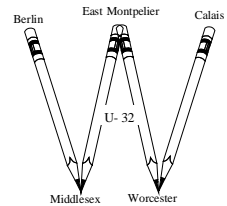
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Bryan Olkowski  
Superintendent



## Washington Central Unified Union School District Board Meeting Minutes Approved 4.28.21 6:00-9:00 PM

**Board Members:** Flor Diaz Smith, Lindy Johnson, Scott Thompson, Diane Nichols-Fleming, Kari Bradley, Jonas Eno-Van Fleet, Karoline May, Dorothy Naylor, Christina Pollard, Vera Frazier, Christopher McVeigh, Jill Olson, Jonathan Goddard

**Administrators:** Superintendent Bryan Olkowski, Human Resources Director Carla Messier, Principal Steven Dellinger Pate, Director of Student Affairs Amy Molina, Interim Technology Director James Garrity, Principal Aaron Boynton, Principal Alicia Lyford, Principal Cat Fair, Principal Gillian Fuqua, Director of Curriculum, Instruction and Assessment Jennifer Miller-Arsenault, Associate Principal Jody Emerson, Special Education Coordinator Julia Pritchard, Director of Special Services Kelly Bushey, Director of Student Services, Lisa LaPlante, Business Administrator, Lori Bibeau,

**Others/Public:** Amy Young, Lisa Wilson, ORCA Media, Allison Levin, Ben Weiss, C.G., Christina George, David Powelson, Diana, Elizabeth Wirth, Ellen Dorsey, Ester Heinz, Jess, Kate Liptak, Madeleine Dougherty, Townes DeGroot, Tyler Smith, Brian Fischer, Alan Hefferon, David Delcore, Jess Abisla, Lisa Hannah, Maria Melekos, Sonya Rhodes, Virginia Breer, Tyler Smith, Chris Winters

**1. Call to Order: Flor Diaz Smith called the meeting to order at 6:00 p.m.**

**2. Executive Session – Legal, Negotiations, Personnel:**

Karoline May noted that the Superintendent Evaluation discussion should occur during Executive Session. **Karoline May moved to enter Executive Session at 6:02 for the purpose of discussing Legal Issues, Negotiations, Personnel, and Superintendent Evaluation, and to invite Dan Richardson to join Executive Session. Seconded by Chris McVeigh, this motion carried unanimously. At 7:20, Jonas Eno-Van Fleet moved; Chris McVeigh seconded, to return to Open Session from Executive Session. This motion carried unanimously.**

**Jonas Eno-Van Fleet moved to approve additional compensation in the amount of \$1000 beyond budgeted expenses to each current contractual staff for additional duties performed during the COVID-19 pandemic outside normal expectations per Operations. Seconded by Karoline May, this motion carried unanimously.**

**Chris McVeigh moved that the District hire Daniel Richardson, a Montpelier attorney, to provide legal consultation for the District's consideration for the Town of Berlin's request to transfer ownership of land where the Berlin School is located. Seconded by Jonas Eno-Van Fleet, this motion carried unanimously**

Diane - would like to note for the record: Our schools and all staff have worked hard to provide for the social emotional development and learning of all students during this time of incredible change and stress. The connections could not have happened without the dedication and care of all staff. Thank you are two very simple words for the life changing work that you do but they carry our enormous wishes of gratitude and appreciation. **Diane Nichols-Fleming moved to approve spending up to \$1000 for items for staff appreciation. Seconded by Karoline May, this motion carried unanimously.**

### 3. Welcome:

#### 3.1. Reception of Guests

**3.2. Agenda Revisions:** Chris McVeigh would like to add “public comments” to the discussion agenda tonight. Flor Diaz Smith also noted that she would like to add item 4.2.7 to Superintendent’s report.

### 4. Reports:

**4.1. Student Reports:** Townes DeGroot and Anna Farber shared some of the activities as students begin the end-of-the-year push, with seven weeks remaining. Scott Thompson thanked Anna and Townes for the profile they had created in the Chronicle. Anna invited any school board members who would like to be profiled in the newspaper to contact her!

#### 4.2. Superintendent:

**4.2.1. COVID -19 Update:** Elizabeth Wirth provided an update. She shared that we will begin surveillance testing of students in the near future. We are no longer going to do surveillance testing of staff, as a great deal of them are vaccinated. She noted that we are getting updates around guidance for outdoor gatherings and we are hoping, by June 1st, to be able to gather outdoors for some of the end of the year celebrations. Superintendent Olkowski thanked the administrators, staff, including Elizabeth Wirth, for the work that they have done throughout the pandemic, above and beyond, to support our students and families.

**4.2.2. FY 21-22 School Calendar:** Superintendent Olkowski had shared the proposed FY 21-22 School Calendar. He recommended that the board accept the calendar, as is annual practice. **Jonas Eno-Van Fleet moved to accept the calendar as presented by the Superintendent. Seconded by Diane Nichols-Fleming, this motion carried unanimously.**

**4.2.3. Last day of School FY 20-21:** Superintendent Olkowski asked the school board to consider, given the extenuating circumstances from this year, to forgive one day of school at the end of the school year. **Dorothy Naylor moved for the school board to forgive one (1) day so that the last day of school for students is a half day on June 17, 2021 and the last day for school year staff is June 18, 2021. The last day for ESP staff will be a half day on June 18, 2021. Seconded by Jonas Eno-Van Fleet, this motion carried unanimously.**

**4.2.4. Recovery Plan:** Superintendent Olkowski thanked Jen Miller-Arsenault for her continued leadership. She shared the WCUUSD Plan for Moving Forward, which focuses on: Social Emotional Learning, Mental Health, and Well-Being, Engagement/ Truancy, and Academic Achievement and Success, as indicated by AOE. She had shared a memo with the board, dated April 19, 2021, explaining this process. She invited others to participate in the Phase 2 planning process. Lindy Johnson asked whether meetings will be during the day or after school hours. Karoline May offered to participate as well, however, evening availability is limited.



- 4.2.5. AmeriCorps VISTA (Volunteers in Service to America) Grant:** Kelly Bushey shared that we have received many applicants and are moving forward with this endeavor. She had provided a memo dated April 5, 2021, updating the board. Scott Thompson and Flor Diaz Smith thanked her for this creative partnership.
- 4.2.6. Staff Leave:** Superintendent Olkowski had provided a memo to explain this proposal. **Scott Thompson moved to approve to voluntarily extend benefits of the FFCRA and CAA to include benefits as defined in the American Rescue Plan for qualifying reasons for the period of April 1, 2021 through September 30, 2021. Seconded by Chris McVeigh. This motion carried unanimously.**
- 4.2.7.** Bryan Olkowski shared that the leadership team has come together to discuss the concerns that had been shared regarding allied arts, specifically music and art. Aaron Boynton responded to the letter that was shared with the board on April 5, 2021. He stated that the professional learning community values the arts and understands the importance of well - rounded education which includes the arts. He noted that this year has been challenging, but our music and allied arts teachers have exceeded expectations in adjusting teaching during the pandemic. He spoke about student enrollment and the implications on staffing and he stated that students will be receiving general music classes across the board. The topic of instrumental music - specifically, band and chorus - continues to be discussed. Aaron Boynton spoke about the background history over the past few years related to allied arts education. He stated that the focus this year on “equity” across the schools made differences in student offerings across the buildings apparent. Diane Nichols-Fleming asked, re: COVID’s impact on the arts - when a schedule was considered, was the schedule reflective of a year under COVID conditions? Aaron Boynton - no, we did not plan around a “COVID” year. Diane Nichols-Fleming asked, what would the schedule look like for a staff position that is shared? Alicia Lyford shared how East Montpelier and Calais, and East Montpelier and Rumney, have shared staff. The building principals’ work together to create a schedule where the majority of the day, if not the entire day, can be spent in one building. Vera Frazier asked, are band lessons going to continue for 5th and 6th grade students, along with whole band lessons during preparation for concerts? Aaron Boynton stated that these aspects will continue, but will be reduced compared to past years. Vera asked whether the leadership team has representation from any of the allied arts. Superintendent Olkowski stated that the leadership team is comprised of building administrators who represent their staff as a whole, but does not have a representation from allied arts. Vera asked, over the last five years, what has been student enrollment? What is projected for next year? Flor Diaz Smith stated that we will have those numbers for the next meeting. Chris McVeigh asked whether the leadership team knew that there was going to be a recommendation to reduce teachers when they met in November to prepare the budget. Steven Dellinger Pate stated that there were no discussions about specific staff cuts in November. Chris McVeigh asked when was it known that there would be cuts proposed? Superintendent Olkowski noted that in the December 20th meeting, the board was apprised of proposed cuts when the budget was discussed. Chris McVeigh asked, does equity mean that some of the schools will have a lesser program? He spoke about the concept of “race to the median.” Superintendent Olkowski spoke about the challenge to make the most of limited resources and within limited scheduling opportunities; however he does not see it as a “race to the median.” He spoke about future the work of the

Strategic Plan. Chris McVeigh asked whether the music teaching staff was included in the discussions about these changes? Superintendent Olkowski spoke about following the guidance from the collective bargaining document, regarding reductions in force. Lindy Johnson stated that a budget was presented that was lower than the board had asked for. She noted that we will be getting quite a bit of grants around COVID, and she wonders whether this can be used toward the arts. She feels this should have been more thought out and a more long term vision. She stated that if she were a staff member that was impacted, she would have wanted to know in January versus 15 days before contractual deadlines. She would like to have a more long term vision of the impact. Jonas Eno-Van Fleet reviewed the minutes from the December board meeting. He also reviewed a memo from the Superintendent at the time. He does not recall that the board had an opportunity to discuss possible reductions in force. He stated that the indications were that no RIFs would be needed with the budget. He stated that he did not have an inkling about reductions in force and he does not think that other board members did. Superintendent Olkowski replied that discussion and agreement should follow about when is it appropriate to notify school board about RIFs/ transfers - when is it appropriate to notify staff; when is it appropriate to notify families? He noted that he has followed the collective bargaining agreement but that he is hearing that the communication needs to be fine - tuned. Lori Bibeau shared that, in March, when we were analyzing contracts in greater detail, we began to realize that some reductions in forces would be needed rather than temporary contracts that would not be renewed. Scott Thompson reiterated Aaron Boynton's statement about the need to look at the music program in a more comprehensive way. He recalled that time and scheduling has been a big factor in the discussion. He believes that we have the capacity now to look at the program more globally. Vera Frazier stated that for 13 years the Berlin board had worked continuously to increase music and arts programs for the children. She understands equity across the district, but she would like to consider ways to keep the music programs at Berlin at the same level that they were pre-COVID.

Chris McVeigh stated that he thinks we should restore the cuts and then, as Scott Thompson had indicated, look at the program more globally. Flor Diaz Smith stated that the administrators have indicated that the changes are intentional. However, we need to do better in the next budget season with transparency and communication. She does not think that the board should go backward in this process; we as a board should respect the expertise of the administration. Chris McVeigh stated again that "equity" should not be a race to the median. He thinks that we need to have more discussions about the meaning of equity, and that it should not mean cutting opportunities for students.

Jonathan Goddard stated that he did not have an understanding in the fall that there would be RIFs. He does not support cutting the arts, particularly in the middle of a pandemic. He feels that it is very important that we look at this carefully and support the arts across the schools. Lindy Johnson stated that the board was not informed properly. She feels that it should be an action item; if the board has the money, the positions should be reinstated and then we should systematically consider this issue. She stated that she is upset that we are not listening to our constituents, and she does not think that the leadership team feels comfortable speaking out. Flor Diaz Smith asked for a straw poll from the board to show support to the changes that are recommended. Kari Bradley reframed the question: does the board want to revisit this? Five board members indicated with thumbs up that they would like to revisit this.

Karoline May - supports that the administration revisit and come back with a recommendation; however, recognizing that the recommendation may be to keep the current plan. Flor Diaz Smith took a straw poll which resulted in a tie vote; she asked that the Superintendent and leadership team come back to the next board meeting with a recommendation. Diane Nichols Fleming thanked the board and the administration for allowing for this very important discussion/conversation.

#### **4.3. Education Quality:**

**4.3.1. Discussion of WCUUSD Science Student Learning Outcomes:** Kari Bradley previewed that the committee had shared information related to Science for the board's review. He shared that we have new standards in science that allow more flexibility in learning. Hands-on learning is an engaging science activity. Proficiency levels are at or above state averages in science, however there are some differences in proficiency levels amongst groups of students. The question for the board: What information from this review should be carried forward to strategic planning? Scott Thompson: Are student learning outcomes more "pre-outcomes" - e.g., what is it that students want to do with this learning? As well as the idea of breaking down boundaries between subject - e.g., math and science woven together. Flor Diaz Smith - how are we addressing, from Pre-K through grade 12, the achievement gap in science? Kari Bradley reminded the board that next week the committee will look at Health and Physical Education, and in June, will look at post-graduation plans.

#### **4.4. Finance Committee:**

- 4.4.1. Authorize the District to Accept, all Federal and State Grants; to Administer and Act as the Representative of the School District: Scott Thompson moved to authorize the Superintendent to submit consolidated Federal Program Grants and to receive and expend Federal funds. Seconded by Chris McVeigh, this motion carried unanimously.**
- 4.4.2. Audit Report FY 20: Scott Thompson moved to accept and approve the Audit Report as presented in the board packet. Seconded by Diane Nichols-Fleming.** Kari Bradley noted that this year was extremely complex, with the pandemic, and he commends Lori Bibeau and her team. Lori Bibeau explained that she will be seeking bids for audit firms, for the board's consideration at the May board meeting. **This motion carried unanimously.**
- 4.4.3. Berlin Storm Water Bid:** Flor Diaz Smith reviewed the Finance Committee's decision to go with Dubois Construction for this project. Vera Frazier asked specifically where the storm water pond will be located.
- 4.4.4. Update Electric Vehicle Charger at Rumney:** Flor Diaz Smith asked for board input about this. A memo had been provided to explain the options. Chris McVeigh suggested that we leave it in place as it is, with no additional investments. **Chris McVeigh moved to leave the charger at Rumney School in place, and make no further changes to it. Seconded by Jonas Eno-Van Fleet.** Discussion: James Garrity explained that, regardless, the unit should be checked once a year for safety assurances. **This motion carried unanimously.**
- 4.4.5. Annual Fiscal Management Questionnaire:** Lori Bibeau had prepared this document, which is an annual practice. **Scott Thompson moved to authorize the board chair to sign the financial management questionnaire on behalf of the board. Seconded by Lindy Johnson, this motion carried unanimously.**
- 4.4.6. Financial Update & ESSER Grants:** Lori Bibeau had prepared a memo dated April 14th to explain the updated status of the fund balance and ESSER grant monies.

**4.4.7. Rumney ERV Bid:** Flor Diaz Smith explained this project. A memo had been shared dated April 13, 2021, to explain this upgrade. The Finance Committee had awarded the bid to E.F. Wall, Thomas Mechanical, and Temperature Controls of Vermont.

**4.4.8. U-32 Social Studies Position: Scott Thompson moved to approve a Social Studies position, not previously in the budget. Seconded by Chris McVeigh.** Discussion: Jonas Eno-Van Fleet asked Principal Dellinger Pate to explain some of the moving around of staff that he is envisioning for this position. He briefly explained, part of which included reorganizing middle school staffing configuration. **This motion carried unanimously.**

**4.5. Policy Committee:** Chris McVeigh explained that James Garrity and the Policy Committee have done a lot of work around these policies. He would like to have the first reading policies moved as a slate, to second reading. **Scott Thompson moved that the following list of policies go forward from first reading to second. Seconded by Lindy Johnson.**

**4.5.1. First Reading for policy to be Adopted on 5.19.21:** F40 Change Management and F43 Backups, D3 District Take Home Device & Personal Device, F47 Electronic Mail, F48 Incident Response Policy & Plan, , C5 Weapons and Firearms, C2 Student Alcohol & Drugs

**4.5.2. Second Reading for Policy to be Adopted:** F46 Flag Raising Policy: **Scott Thompson moved to adopt F46: Flag Raising Policy. Seconded by Jonas Eno-Van Fleet. This motion carried unanimously.**

## **5. Board Operations:**

**5.1. Curriculum Management Report:** Superintendent Olkowski shared that we are expecting to receive the report sometime in May. He asked the board to consider the work of how to use the report, how to understand it, how to link it to strategic planning?

**5.2. Superintendent Evaluation:** Karoline May indicated that the board had discussed this during the Executive Session.

**5.3. Staff Appreciation:** This had been discussed during Executive Session

**5.4. Appointment of new board members:** Flor Diaz Smith shared the intent to receive letters by May 12; appoint new board members during the May meeting, including interviewing candidates during that meeting.

**5.5. Public Comment:** Scott Thompson shared the previous discussion and options around public comment. Vera Frazier stated that she supports either a separate public forum meeting, or adding public comment at the beginning of the board meeting, even if it means creating 15 minutes before the usual start of the meeting. Chris McVeigh stated that, in order to encourage public participation, we should move public comment back to the beginning of board meetings, even if it means starting board meetings 15 minutes earlier. Kari Bradley stated that he would like to see a calendar with, e.g., 4 forums scheduled over the course of the year and inviting public participation in a forum. Lindy Johnson stated that issues come up and they might not align with forums. She feels that it is rude to ask people to wait during long meetings, until the end, to share comments. Jonas Eno-Van Fleet stated that he agrees with Lindy. Karoline May asked whether there would be opposition to asking people to sign up ahead of time so that the board could plan the time component and have some idea of the topics of public comment. Chris McVeigh stated that Karoline's suggestion would be helpful as a supplement, but not as a prerequisite to be able to speak publicly. In other words, not to create a gateway to say that if you haven't signed up ahead of time,

you can't comment. Flor Diaz Smith stated that she supports having public forum meetings scheduled, but that she hears the board's feedback and proposes experimenting with moving public comments to the beginning of the board meeting, and beginning the meeting 15 minutes earlier than usual. Jill Olson stated that it is important to keep to the time limit of 15 minutes, and to not allow public comment at the beginning of the meeting throw off the agenda of the board. The board has a slate of business to conduct at each meeting; the agendas are full; the meetings are long.

**6. Consent Agenda:**

**6.1. Approve Minutes of 3.17.21, 3.29.21, 4.7.21, and 4.14.21: Jonas Eno-Van Fleet moved to approve the minutes of 3.17.21, 3.29.21, 4.7.21, and 4.14.21. Seconded by Diane Nichols-Fleming. Lindy Johnson pointed out an edit for correction. This motion carried unanimously.**

**6.2. Approve Board Orders: Scott Thompson moved to approve the board orders in the amount of \$995,236.29. Seconded by Chris McVeigh, this motion carried unanimously.**

**7. Personnel :**

**7.1. Approve New Teachers, Resignations, Retirements, Leave of Absence and Changes in FTE: Lindy Johnson moved to approve: New Teacher Nominations (for 21-22 school year): Kevin Richards - U-32 Social Studies Teacher, Alan Hefferon – U-32 Social Studies Teacher, Sandra Wetzal – WCUUSD Special Education Teacher . Seconded by Karoline May, this motion carried. Scott Thompson noted that he hopes we can develop school exchanges, for example, with China. Lindy Johnson moved to accept: Resignations Kelly MacMartin – Calais Elementary School Classroom Teacher, Hunter Hedenberg – U-32 Physical Education Teacher, Kelly Bushey - Director of Special Services, Jody Emerson – U-32 Associate Principal, Lynn Spencer – Berlin Art Teacher, Casey Provost – Rumney Principal. Seconded by Diane Nichols-Fleming with words of gratitude and sadness for losing long time colleagues. Board members agreed and expressed their gratitude. Chris McVeigh thanked Casey Provost for his work at Rumney. This motion carried unanimously. Flor Diaz Smith stated that she looks forward to continuing to work with Jody Emerson at the Career Center. Lindy Johnson moved to approve the following changes in FTE: Patty Abraham –Berlin PE/Health .8 to 1.0 FTE, David Mathies – EMES .5 to 1.0 FTE, Jessica Abisla – Doty Nurse .5 Grant Funded. Seconded by Chris McVeigh, this motion carried unanimously. Lindy Johnson moved to approve the following hires: Maria Melekos- Covid-19 Coordinator (from Nurse position), Mahala Largent – U-32 School Nurse. Seconded by Diane Nichols-Fleming, this motion carried unanimously.**

**8. Public Comments:**

Matt Levin stated that he would share his statement by email but he is hoping that the board will consider using ESSER funds to reinstate the allied arts positions as discussed tonight, and to allow for more discussion and a more global strategy around equity.

Chris Winters expressed his concern around the lack of information and transparency with this issue. He stated that what is being characterized as a scheduling issue is a much bigger issue. Does the board want to do its work with or without adequate public vetting, discussion and participation? The issue of removing something from one school in the name of equity is one of the core issues that was at the root of the consolidation debates that went on for years at Washington Central. He spoke about removing decision making

from local discussion and having it go behind closed doors to a central office. He urged the board to have a community wide discussion around the topic of equity. He stated that program reductions were not apparent in the budget vote. He asked the board to “press pause” and reconsider. He noted that it takes courage and wisdom and it shows responsiveness, to reconsider and admit a mistake; it does not set a bad precedent. He hopes that the admin will publicly disclose the rationale around these decisions, and he urges the board to hold firm with the status quo until more discussion including the public has taken place. David Lawrence stated that he is very much in favor of giving the public an opportunity to participate earlier in the board meetings. He does not support requiring people to register to speak at a board meeting, and he does not think that quarterly public forums will serve the same purpose of allowing public comment in an ongoing way. Flor Diaz Smith read a letter that had been asked to be read from a member of the public. The topic of the letter was around gender neutral restrooms. The letter asked that a summer committee be formed to address issues around discrimination, including transgender students. This topic was added to future agenda items.

**9. Future Agenda Items:**

**9.1.** WCUUSD Name

**9.2.** Assessment Needs for building Bright Futures

**9.3.** Diversifying Educator Workforce

**9.4.** Net Metering Proposal

**9.5.** Strategic Planning

**9.6.** Board Governance Goals/Retreat/reflection on the Year/Board Self Evaluation

**9.7.** Superintendent Responsibilities/Board Roles and Responsibilities

**9.8.** U-32 Restroom(Gender Neutral and related topics)

10. **Board Reflection:** Scott Thompson indicated that much of the stress and anxiety is related to difficulty adjusting to what it means to be consolidated. We still have some way to go before we are wrapped around what it means to us. Perhaps we should plan on some time in future meetings to create a clear sense among the board. Jonas Eno-Van Fleet shared that the operational and communication-related aspects of the conversation are equally important. Flor Diaz Smith noted that we are still trying to create systems so that we are more pro-active rather than reactive in governing as a board. Working together with the administration and the communities in a transparent way is important. She agreed that we as a board can work on the goal of governance. Vera Frazier had shared her reflection by email, in light of the late hour.

- 11. Adjourn: Scott Thompson moved to adjourn at 10:11 p.m. Seconded by Jonas Eno-Van Fleet, this motion carried unanimously.**

Respectfully submitted,  
Lisa Stoudt, Board Recording Secretary