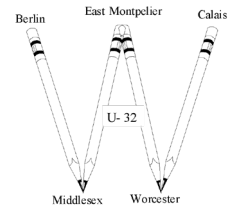


Washington Central Unified Union School District

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

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

Meagan Roy
Superintendent



WCUUSD Finance Committee Meeting Minutes 5.14.24 8:30-9:30 AM ** Virtual**

Present: Meagan Roy, Flor Diaz Smith, Susanne Gann, Ursula Stanley, Zach Sullivan, Daniel Keeney, Chris McVeigh, Steven Dellinger-Pate

1. **Call to Order:** Flor Diaz Smith called the meeting to order at 8:30 a.m.
2. **Approve Minutes of 4.17.24 and 4.29.24:** Chris McVeigh Motioned to approve the minutes Second by Ursula Stanley and the motion passed.
3. **Informational Reports**
 - 3.1. **Monthly Reflections:** Susanne provided a memo highlighting the work of the fiscal department. There have been some changes in the department with the switching of positions. Penny Andrews is now the Payroll Specialist, Tom Hamlin has moved into the position of Financial Accountant taking Penny's previous position. Shannon Knowles, the Administrative Assistant at Rumney has accepted the Accounts Payable position previously held by Tom. The HR department is looking into ways to streamline employee paperwork possibly utilizing software already available through frontline. This process is in the exploratory stage. The AOE Child Nutrition program was onsite at East Montpelier and U-32 in February to assess the food service operations and how well standards are being met. The AOE recommended that the District hire a designated Food Service Director as soon as possible. The District is looking at options within the current budget to address the finding.
4. **Discussion/Action**
 - 4.1. **Award Berlin Walk-in Cooler and Freezer Replacement Project Bid:** Ursula motioned to recommend that 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. Zach seconded and the motion passed.
 - 4.2. **Accept Annual Fiscal Management Questionnaire:** Ursula motioned to recommend that the Board accept the annual financial management questionnaire prepared by the Business Administrator and included in the Board packet. Daniel seconded and the motion passed.
 - 4.3. **Authorize Superintendent to Sign Contracts and Accept Grants for WCUUSD:** Ursula motioned to recommend that the Board authorize the appointed Superintendent to sign all contracts and accept grants on behalf of WCUUSD effective throughout 2024-2025. Daniel seconded and the motion passed.
 - 4.4. **Blanket Authorization for Board Warrants/Check Orders:** Ursula motioned to recommend that the Board authorize the Blanket Authorization for Board Warrants effective throughout FY 2024-2025. Zach seconded and the motion passed.

4.5. Approve Capital Improvement Project Plan and Multi-year Budget: Ursula motioned to recommend that 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. Zach seconded and the motion passed.

4.6. Rumney EV Charger: The Director of Facilities will be looking into current information about electricity costs, costs to re-initiate a Charge point account and other information and the finance committee will review that information once available.

5. Future Agenda Items

5.1. Next Regular Meeting: June 11, 2024

6. Adjourn: The committee adjourned by consensus.