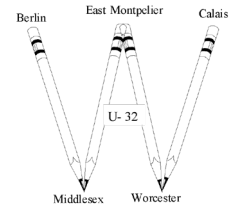


Washington Central Unified Union School District

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

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



WCUUSD Finance Committee Meeting Agenda 6.11.24 8:30-9:30 AM Central Office, 1130 Gallison Hill Rd. Montpelier Via Video Conference

Virtual Meeting Information

<https://tinyurl.com/3b9v9v3n>

Meeting ID: 873 7229 5202

Password: 829318

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

1. Call to Order
2. Approve Minutes of 5.22.24 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections - pg. 6
 - 3.2. Quarterly Financial Update – pg. 8
4. Discussion/Action
 - 4.1. Award Revenue Anticipation Note (RAN) and Reinvestment Bid – pg. 10
 - 4.2. Award FY 25 Wood Chip and Wood Pellet Bids – pg. 11
 - 4.3. Authorize Superintendent to Award Bids for Fuel for FY 25 – pg. 12
5. Future Agenda Items
 - 5.1. Next Regular Meeting:
 - 5.2. FY 24 Financial Report - August
 - 5.3. FY 25 Capital Improvement Project Updates - August

WCUUSD Board Norms - Adopted November 18, 2020

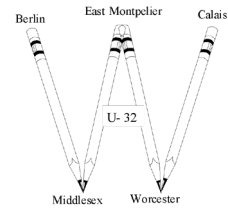
- **Public input** – Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members to listen and ask clarifying questions. If a board member feels a concern raised in public comment warrants further board discussion, they may request that the issue be added to a future agenda.
- **Community dialogue** – The board may periodically schedule community forums that allow for dialogue, questions and answers from the board or the district leadership team.
- **Stay on time** – Start and end on time. The chair may appoint a time-keeper.
- **All voices will be heard** – Every board member gets a chance to speak. Some topics warrant having each board member speak in turn to ensure full representation.
- **Reflection** – To allow time for reflection, the chair and agenda steering committee will plan time for complex or contentious issues to be discussed at more than one meeting before the board votes, except where a decision is urgent.
- **Announcements in reports** – Announcements from the administration will appear in the reports and not as discussion items.
- **Role of the board** – At the end of each board meeting reflect on whether the board remained focused on its policy-making and oversight role during the meeting, rather than operational details that are the responsibility of leadership team.
- **Respect each other** – Listen, allow others to be heard, share concerns, assume positive intentions, be present, celebrate successes.

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Meagan Roy
Superintendent



WCUUSD Finance Committee

Meeting Minutes

5.22.24 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, Michelle Ksepka, Chris McVeigh, Kealy Sloan, Ellen Knoedler, Robert M, Allen Gilbert, Lauren, Brian, Deborah Bloom, Diane Nichols-Fleming, Alicia Lyford

1. Call to Order: Flor Diaz Smith called the meeting to order at 5:00 p.m. She acknowledged that this is the first meeting of the Finance Committee to talk about configuration, after the budget vote, and that the committee and board have a great deal of work ahead but the potential for creative problem-solving to ensure opportunities for all of our students is great.

2. Discussion/Action

2.1. Configuration Study: The committee considered the document *Communication & Engagement Planning - Configuration*. Some discussion followed about the desire to engage the public and the concept of “marketing.” At Phase 2, (the goal date is September 18), the decision forward will have been made and the board will need to inform the public about what will be on the ballot for November. Chris McVeigh stated that it would be important to engage with Select boards of towns that may be affected; we will need a good deal of time to have these conversations and receive input. Mckalyn Leclerc asked whether we will have time to create a “Plan B.” For example, a parallel process, in case the feedback we are receiving (for example, from Calais and Worcester) is not in favor of the option. Superintendent Roy stated that if there is a desire to create another model, aside from the models that came from the process to date, it is still a possibility. She also stated that board meetings might need to communicate to the public that the board went through a process of community engagement and of modeling different scenarios and the two models “on the table” resulted from that process. Mckalyn Leclerc asked, for clarification, as these are questions she is getting, whether it was considered to close just one school, considering all five of the elementary schools, and not just Doty and Calais. Superintendent Roy stated that all of the various options were considered and that all of these considerations were fleshed out in open meetings, with input from stakeholders. She stated that it might be necessary for board members to “push back” on the narrative that there is work going on behind closed doors. Flor Diaz Smith reminded the board of the criteria that was established in order to consider configuration going forward.

Daniel Keeney stated that this feels a bit like a straightjacket. He stated that his impulse is to break the process open because he thinks that some of the communities that are likely to be affected would like to see the process openly. He suggested, e.g. a phase one event having the entire board inviting the entire select board (for example, Calais and Worcester), for an open work session. Ursula Stanley stated that this plan as laid out is meant to “break the process open” for example, engaging with the public in forums. Mckalyn Leclerc stated that people are asking for more specific details such as cost savings. Susanne Gann stated that we have included some information about cost savings in the slide deck that was shared previously; Superintendent Roy stated that more work will need to be done to build a mock budget with a hypothetical configuration and we have not yet gotten to that grain size, as the focus has been to pass the 2024-25 budget. She stated that we could create a more specific mock-up based on the model(s); she would need to know when the board wants this information. Discussion followed around the idea of cost savings. Superintendent Roy stated that we could affirmatively say that, even with expanded opportunities, there will be cost savings, with either of the two models. Zach Sullivan offered to work up talking points for board members. Superintendent Roy asked whether the board would like the administration to build the mock-up budgets for both models and by which date.

The committee discussed the following timeline:

- a round of forums by June 30 (this information would not be available by then)
- second round of forums by end of August (this information could be available by then)

Steven Dellinger Pate stated that we would be building from the estimates that we currently have created to date, and we will be able to flesh out more details as the process moves along. Chris McVeigh asked about considering the option of merging central office systems with Montpelier. This topic has come up. Superintendent Roy stated that this would be a merge process similar to Act 46. Susanne Gann stated that we are already currently exploring the idea of sharing resources with Montpelier by contracting some services (for example, the possibility of tech services?). That is different from a merge. Flor Diaz Smith stated that she would like to get clarity for our administration so that they know what is asked of them, and some responsibility from committee members as far as the next steps. Chris McVeigh suggested scheduling forums with Select boards on evenings when they are already planning to meet. Daniel Keeney, Mckalyn Leclerc, and Chris McVeigh will work on planning the forums. Zach Sullivan will work on talking points (with Flor Diaz Smith) period:

- End of July - finishing forums
 - During August - narrowing down options and creating models with specific information
- Flor Diaz Smith would like to engage consultants in the process, the purpose being to organize and facilitate. She suggested using the consultants who had helped with the Strategic Planning process. (during phases two and three) Chris McVeigh suggested also engaging moderators from each town to participate in each forum. Ursula Stanley stated that it is important that we communicate to the community who is stating that the board is not listening - that we have listened and have considered various options and feedback and have determined that some of the suggestions/ creative thinking won't work in reality, and we have continued to discuss this in open session. Chris McVeigh stated that it is a function of dialogue - which is why it is important to give communication plenty of time and consideration. Daniel Keeney suggested planning forums based on focus groups. (E.g., select boards, unions, students)

3. Future Agenda Items

3.1. Next Regular Meeting: June 11, 2024

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

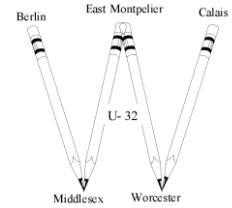
Respectfully submitted, Lisa Grace

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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: June 7, 2024

The Kindergarten cohort at Berlin is currently at 23 students, and historically the school has enrolled 2 to 3 new kindergarteners over the summer. A class of 24 in that age group would not be conducive to an ideal learning environment without some kind of additional instructional support, so we are monitoring this situation closely. We may either need to add a classroom assistant to provide support or add another classroom teacher to split the group into two classes. As personnel projections are determined based upon transfers and new hires, we will identify whether or not staffing additions will require the Board to authorize the use of fund balance or not.

Penny, Holly and I have done a final reconciliation of employee contracts in preparation for the issuance of summer checks. All summer biweekly contract payments for school year employees will be made on Friday, June 14, 2024, and final contract pay checks will be issued Friday, June 21, 2024. This information has been shared with all employees along with an updated paycheck schedule for FY 2024-25.

As the year draws to a close, there is a huge increase in the amount of background checks that the District needs to process. Contractors for the summer construction projects, new employees, and volunteers for field trips must be processed through a variety of agencies including the Agency of Human Services, VCIC, the National Sex Offender Registry, the Vermont Sex Offender Registry and the AOE for licensed educators. Just since April, the District has processed 74 background checks. Background checks require monitoring for agency responses, review with the Superintendent for approval, and updates to the Infinite Campus database for employee and volunteer results and informing the Project Manager of results for contractors.

A huge shout out goes to Heidi and Melissa for their expert management of the influx of background checks and all that goes into that body of work!

Monthly Reflections

Tim has been working with First Student to identify the bus route adjustments that will occur as a result of the two routes cut during the budget process. Buffy at First Student developed the route first, and Tim and Buffy road the route together to identify any potential issues with the buses ability to turn around. This may result in students needing to walk further than they currently do to get to their homes, meeting at a closer common stop. The students identified as impacted by the change are high school students. In order to ensure that District technology needs are met after the Director of Technology position is eliminated, it is necessary to reassign the position responsibilities to current staff or a managed service provider. Administration has taken a deep dive into the current roles and responsibilities of the Director of Technology, District Operations Manager, Network Administrator/Tech Support and the Administrative Assistant to the Technology Department and thoughtfully determined the best way to provide the necessary services to the District. This work should be complete and communicated to staff before July 1, 2024.

Tom is leading the effort to ensure that FY 2023-24 purchase orders are closed out or left open as appropriate, with any unpaid invoices at the end of the year recorded as a liability. Tom will train Shannon on this process, which involves frequent communication with and support provided to the administrative assistants in the buildings as well as the Project Manager for Capital Improvement Projects.

The Finance, HR and Operations Team continues to work with school staff to close out the FY 2023-24 financial and student information systems. The official close of the fiscal year is planned for completion by July 3, 2024.

Washington Central UUSD receives federal funds through Consolidated Federal Programs (CFP). Specifically, we receive Title IA (Improving the Academic Achievement of the Disadvantaged), Title IIA (Supporting Effective Instruction), and Title IVA (Student Support and Academic Enrichment) funds. June is a time of wrapping up all grant requirements for the current fiscal year and writing the grant application for the following fiscal year in order to obtain substantial approval by July 1.

Most of our CFP funds support personnel. Specifically, we use CFP funds to partially or fully fund some literacy and math interventionists, an instructional coach, and our RISE (Restorative In School Experience) Coordinator at U-32. Additionally, we are required to provide equitable services to independent schools based on various funding formulas and to set aside funds to support students who are experiencing homelessness.

It will be important for us to regularly reevaluate our ability to support all of these positions with federal dollars going forward, as salaries and benefits are outpacing any increases to our grant allocations.

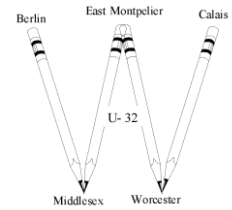
It is notable that in FY 2023-24, the State of Vermont required school districts to contribute to the Vermont State Teachers Retirement System (VSTRS) an amount equal to 25.64% of employee salaries paid through federal grants. This federal grant assessment has an inflationary increase every year. This assessment increasingly impacts the ability to fund teaching positions with federal dollars.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Quarterly Financial Report
DATE: June 7, 2024

General Fund Balance Summary: The beginning fund balance available for operation of the school district at the beginning of FY 2023-24 was \$2,725,822.78. The projected net change in the fund balance from operations this fiscal year is an increase of \$7,734. This reflects a combined estimated decrease in revenue of \$168,996 plus reduced spending of \$176,731. This potential increase in the fund balance is more than was planned by \$69,734. The total unassigned / unallocated fund balance is anticipated to be \$1,519,338, which is \$1,226,203 beyond the targeted 2% of the current year budget. This includes \$485,291 budgeted to offset FY 2024-25 expenditures.

**WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND PROJECTIONS JUNE 7, 2024
FOR THE YEAR ENDED JUNE 30, 2024**

	Amount Increase / (Decrease)
CHANGES IN REVENUES	
Tuition	\$ (194,333)
Miscellaneous Income	\$ (74,217)
Special Ed Revenues	\$ 99,554
TOTAL REVENUE CHANGES	\$ (168,996)
CHANGES IN EXPENDITURES	
Salaries & Benefits	\$ (386,544)
Transportation	\$ (140,143)
Unexpended Lines	\$ 703,418
TOTAL EXPENDITURE CHANGES	\$ 176,731
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2023-24	\$ 7,734

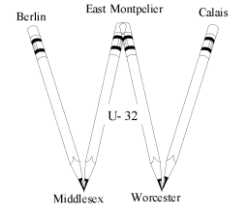
BEGINNING FUND BALANCE AS OF JULY 1, 2023	\$ 2,725,823
Previously reserved for Technology Equipment	\$ (357,928)
Previously reserved for Fiscal Software & Related Costs	\$ (309,000)
TOTAL BEGINNING FUND BALANCE - AVAILABLE FOR OPERATIONS	\$ 2,058,895
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2023-24	\$ 7,734
PROJECTED ENDING FUND BALANCE - JUNE 30, 2024	\$ 2,066,629
RESERVE ITEMS FOR FY 2023 - 24 BUDGET	
Great Schools Partnership - Strategic Plan	\$ (62,000)
TOTAL RESERVE ITEMS FOR FY 2023 - 24 BUDGET	\$ (62,000)
RESERVE ITEMS FOR FY 2024 - 25 BUDGET	
Fund Balance Usage to Offset Expenditures	\$ (485,291)
TOTAL RESERVE ITEMS FOR FY 2024 - 25 BUDGET	\$ (485,291)
TOTAL UNASSIGNED / UNALLOCATED FUND BALANCE	\$ 1,519,338
FUND BALANCE TARGET (2% OF CURRENT YEAR BUDGET)	\$ (778,427)
AMOUNT AVAILABLE BEYOND THE 2% TARGET	\$ 1,226,203

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Award Revenue Anticipation Note & Investment Bid
DATE: June 7, 2024

Summary: The District invited seven local financial institutions to bid on the revenue anticipation note for \$2,938,750 and investment of funds for Washington Central UUSD for the period July 1, 2024 – June 30, 2025. The District received three bids.

Revenue Anticipation Borrowing and Investment Evaluation – FY 2024-25

Lending Institution	Loan Interest Rate	Reinvestment Rate	Estimated Net Profit (Cost)
Union Bank	4.72%	5.02% (on entire deposit balance)	\$140,875
Community Bank, N.A.	4.90%	5.30% (on balance up to loan amount)	\$11,755
Community National Bank	4.74%	4.99% (on entire deposit balance)	\$138,613

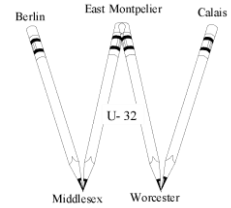
Recommended Board Action: The Board approve the revenue anticipation note for an amount not to exceed \$2,938,750 and investment bid with Union Bank and authorize the Board Chair, Board Clerk and District Treasurer to sign the necessary loan documents.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
RE: Award bids for FY 25 wood chips and wood pellets
DATE: June 7, 2024

Summary: The Washington Central UUSD anticipates burning approximately 1,640 tons of wood chips at East Montpelier Elementary School and U-32 Middle and High School during the period July 1, 2024 – June 30, 2025. The District anticipates burning approximately 125 tons of wood pellets at Calais Elementary School and Rumney Memorial School during the period July 1, 2024 – June 30, 2025.

Eight local vendors were invited to bid on supplying and delivering the wood chips for the District for this time period. One vendor declined to bid, six vendors did not respond, one vendor provided a bid, this vendor is the current vendor in FY 2023-24. Three local vendors were invited to bid on supplying and delivering the wood pellets for the District for this time period. One vendor did not respond, two vendors provided bids.

FY 2024-25 Wood Chip Bid Results

Vendor	Cost per ton	Total Estimated Annual Cost
Cousineau Forest Products	\$74	\$121,360

FY 2024-25 Wood Pellet Bid Results

Vendor	Cost per ton	Total Estimated Annual Cost
Vermont Renewable Fuels	\$295	\$36,875
Lyme Green Heat, Inc.	\$314	\$39,250

Recommended Board Action: The Board award the bid to supply and deliver wood chips for WCUUSD for the Fiscal Year 2024-25 to Cousineau Forest Products for \$74/ton.

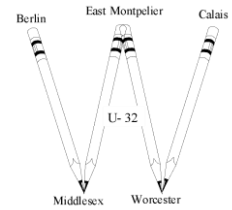
Recommended Board Action: The Board award the bid to supply and deliver wood pellets for WCUUSD for the Fiscal Year 2024-25 to Vermont Renewable Fuels for \$295/ton.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
RE: Authorize Superintendent to Award FY 25 Bids for Liquid Heating Fuels
DATE: June 7, 2024

Summary: The District will receive bids for liquid heating fuels this month, including propane and #2 fuel oil. Given the volatility of the energy market, prices for fuel change daily, so it is necessary to make a quick decision on awarding bids to suppliers. For this reason, it would be beneficial for the Superintendent to have Board approval to award the bids for liquid heating fuel.

Recommended Board Action: The Board authorize the Superintendent to award bids for propane and #2 fuel oil on behalf of Washington Central Unified Union School District (WCUUSD) for Fiscal Year 2024-25.