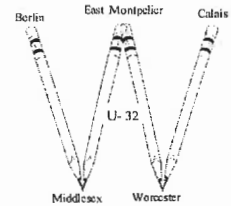


Washington Central Unified Union School District

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



**WCUUSD Finance Committee
Meeting Agenda
8.13.24 8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information
<https://tinurl.com/5dxwkp7x>
Meeting ID: 847 4366 7122
Password: 910162
Dial by Your Location: 1-929-205-6099

1. Call to Order
2. Approve Minutes of 6.11.24, 7.31.24
3. Informational Reports
 - 3.1. Monthly Reflections Pg. 12
 - 3.2. FY 25 Capital Improvement Project Updates Pg. 14
4. Discussion/Action
 - 4.1. Approve District-wide Exterior Door Rekeying Project Pg. 15
 - 4.2. Approve Contingency Increase for the Safety Systems of Vermont Contract Pg. 16
 - 4.3. Award Bid for U-32 Replacement Mower Pg. 17
 - 4.4. Review/Discuss draft FY 2025-26 Budget Timeline Pg. 18
5. Future Agenda Items
 - 5.1. Next Regular Meeting: September 10, 2024

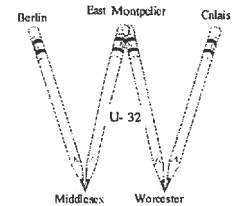
WCUUSD Board Norms - Adopted November 18, 2020

- **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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WCUUSD Finance Committee

Meeting Minutes

6.11.24 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, Ursula Stanley, Mckalyn Leclerc, Susanne Gann, Mark Kline, Michelle Ksepka, Chris McVeigh, Diane Nichols-Fleming, Alicia Lyford, Jen Miller-Arsenault, Natasha Eckart, John and Emily, John Boyles, Lila Richardson, Andrea Chandler, Erica Zimmerman, Anna Matheson, Allison Fayle, Kyle Landis-Marinello, Jordan Nobler, Scott S, Catherine, Gillian Fuqua, Richard R, Noah Weinstein, Ellen Knoedler, Robert M, Lauren Chabot, Deborah Bloom

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

2. Discussion/Action

2.1. Configuration Study: Flor Diaz Smith noted that the dates/ locations/ logistics for forums are being discussed with town select boards. (First forum planned June 26). Chris McVeigh shared that he has spoken to select board representatives in Calais and East Montpelier and is currently working on connecting with other boards. He had shared the letter proposing to coordinate a meeting that he had sent to each town select board. Mckalyn Leclerc stated that she has gotten feedback and questions, particularly from the Worcester community. The composition of the forum groups (board representatives) will be discussed later tonight at the WCUUSD board meeting. Diane Nichols-Fleming stated that it would be important to communicate that the forums are open discussions; that there is not a predetermined end at this point. Daniel Keeney stated that the Steering Committee had considered the idea of world cafe format where everyone has access to the list of parameters that were agreed upon, multiple tables with directed questions within the parameters that have been determined. Flor Diaz Smith stated that what she is hearing from the Steering Committee meetings is that people are wondering: What are the goals of the forums?

What is the structure of the public forum? She shared a draft of answers to these questions based on discussions to date. She asked for committee input. Natasha Eckart stated that people want to be able to have conversations and ask questions and provide feedback and she feels that the board members need to be prepared to do more listening and less talking. (E.g. a 70/30 proportion). Mckalyn Leclerc stated that she believes the more flexible we can be the better. We need to be prepared to answer questions; many questions have been raised and she does not want to be standing in the front of the group with no answers to provide; she would like to be prepared. Data on minimum class sizes continues to be an ask (re data.) Superintendent Roy reminded the committee that the agreement was that step one is a forum around concepts. Some of the questions that have been asked cannot be answered yet (e.g. tax rates for the next five years.) She stated that we can be clear - here are the questions we can answer at this time; here are the questions that can be answered going forward. She suggested that the forum's purpose is to create a parking lot of questions. Diane Nichols Fleming stated that if we are saying to the community - these are the questions that our process brought us to... it will be important to be authentic in the process. This is the moment when there is still time for open communication and brainstorming of questions and we have planned to allow another opportunity to come back together to answer some of the parking lot issues. Chris McVeigh asked so the forums are to get feedback to potential models. The committee reviewed: we have set the parameters; we will provide that information, provide the opportunity for our communities to go to the tables, and brainstorm in a larger group to answer pointed questions; not to respond at the tables to the potential models - it is to see, is there another way that we have not thought about? Then coming back to the committee to ask, is this a viable option? Ursula Stanley reviewed that the committee has created some brainstormed potential models - to clarify - are we asking for another iteration of potential models? If we are inviting this feedback - what are we going to do with that information? At this point when we are trying to envision different scenarios, how do we use the "I don't want my school to close" information? How do we further our work? We agreed at the last meeting, to let the public come and tell us what they would like to see, and what creative ideas would they like to consider. Then at the next forum, e.g. possibly bring back the outcome from the brainstorming with some feasibility responses. Then come back with more in-depth information, e.g. in August. Natasha Eckart asked - if the meetings next week are for gathering other ideas for other possible configurations, how is the timeline going to work over the summer months? Will the ideas be given the same airtime and consideration that the other options were given over time, to date? Access to people is limited over the summer. Ursula Stanley reminded that, during the months that we began this process, there were no configuration models; we talked a great deal about the process. The first potential models came about in December/ January, and then budget development took priority. Flor Diaz Smith stated that the committee has responded to the public, decided to step back and allow for the month of July to continue discussion. Chris McVeigh asked do we have to have a decision in August. Some discussion followed. Ursula Stanley asked how many years are we going to say "next year?" If we do not make a decision in a timely way then we are continuing to "kick the can." Some discussion followed around voting in March versus November. Alicia Lyford stated that if the goal is to hear from as many of our

constituents as possible, she envisions frontloading the strategic plan, and other information, to allow for hearing what the people in the room have to say - she suggests allowing as much time as possible in the forum focused on hearing what the people are wanting to say/ ask. Steven Dellinger Pate suggested using the FAQ document to address some of the questions and provide a period for when the questions will be answered. Superintendent Roy suggested that a lot of the comments are around the timeline. It doesn't hurt to still aim for the timeline that was decided. It may be that in September we decide to further pursue some other scenarios. She feels that we are not tying our hands by at least aiming for September. Daniel Keeney stated that he would like to give the benefit of the doubt to the people who are critiquing the timeline/ process. He hopes to frame part of the forum as a possibility of other ideas/ scenarios coming to the surface. Susanne Gann stated, regarding budget development for FY26; she believes that if we continue with this same process, the chance for budget failure again is very high. She suggests coming up with something palatable regarding expenses and opportunistic for students. Diane Nichols-Fleming - one of the big questions, the elephant in the room, is what will the tax impact be? If it is not viable, then it is not. However, if it *is* viable and we need more time to explore, then we should consider taking more time. Diane Nichols-Fleming: "I understand that to do __ my tax rate will go to __." This is important information for people. Ursula Stanley- we need to have a mechanism to know how many of our constituents are not represented at the forum. Daniel Keeney - if we do not have an answer, and we do not have a mechanism to find an answer (e.g. tax rate), then this is information that we need to share with the legislature. Mckalyn Leclerc stated, that if we do not have any tangible data to speak specifically about the impact on tax rate, then we could not use it to influence one way or the other. (E.g. to say, "this is viable" or "this is not viable" through the lens of tax impact). Ursula Stanley asked, to what degree of exactness do we need data? e.g. per pupil spending, tax rate, etc. Flor Diaz Smith stated that the only thing we can control is per-pupil spending. Diane Nichols-Fleming - then we cannot keep saying that our towns cannot afford the tax rate if we cannot control it. Susanne Gann stated that we should use expenditures as the data that we know and can control. Flor Diaz Smith: we have agreed that we are doing year-round budgeting and that we can focus on using expenditures as our focus. Flor Diaz Smith invited public input: Deborah Bloom - did not hear any conversation about what is happening at the state. Why are we moving at this speed - at the state level there is a committee that could change our entire process - why are we moving this quickly? Within a year, there could be a huge change in the process from the state - we do not know what that committee will decide. Kyle Landis-Marinello stated that the input that is needed for major decisions like this is community input . He has heard a lot from people in Worcester and Calais that they value their schools . We need to listen to that input before a recommendation is given to the voters. He also noted that Montpelier is considering a completely new building (due to flood plain) and they are open to talking with us about some huge savings. Would like to see more discussion about merging with Montpelier. Scott Starr - we do have at least some historical data - he spoke about a Yale student who did a study about the effects of Act 46 and found that it really did not reduce administrative costs as expected/ promised. Reductions in pupil spending and in contracted services, but increases in other areas. He expressed concern that we do not discuss per pupil

spending (we talk more about something we cannot control which is tax rate.) Noah Weinstein spoke regarding community forums, being summer, many people go away, please at the very least provide an opportunity for online participation. It is hard to say what we want without having more information to be able to assess what we want - hard to say, e.g. I want this apple or this orange, when I have no idea how much the apple or the orange costs. He believes the question that will come up is the idea of merging with Montpelier - that seems to be the only solution. It has been confusing to hear on the one hand this is not about the finances, but on the other hand, that it *is* about the finances. If we talk about the well-being of the students; then there is a lot of pushback from families with concerns about their students' well-being when they attend the school in their community. If there is a portion of the tax rate that comes from school spending, then it will be useful to share what information we do know. Richard R: - hearing the backsliding begin - every year we hear "Next year we are going to fix it." These all feel like ways to stall, to put it off for yet another year. Even if we merge with Montpelier, it is not going to change the status of Doty or Calais. There is no reason to not just move forward, that is your role as the board. You have to make decisions and move forward, not to stall. Daniel Keeney stated that we have heard all of these comments and we consider them. He thanked the community for their feedback.

3. Future Agenda Items

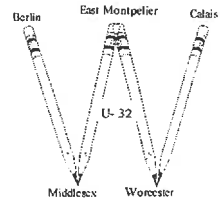
4. Adjourn: Ursula Stanley moved/ Daniel Keeney seconded, and the committee adjourned by consensus at 6:00

Respectfully submitted,
Lisa Grace, Committee Recording Secretary

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**WCUUSD Finance/ Configuration Committee
Meeting Minutes
7.31.24 5:00-6:45 PM
In-Person
U-32
Rm 128/131
930 Gallison Hill Rd
Montpelier, VT**

Present: Flor Diaz Smith, Superintendent Dellinger-Pate, Daniel Keeney, Ursula Stanley, Kealy Sloan Susanne Gann, Chris McVeigh, Diane Nichols-Fleming, Natasha Eckart, Jeanie Phillips, Amelia Contrada, Conrad Gilbert, David Delcore, Jeanie Phillips, Allen Gilbert, Jarrod Weiss, Ellen Knoedler, Ania Kehne, Noah Weinsten, Julia, Katrina Kilpatrick, Robert M, Dvora Zipkin, Rubin Bennett, Lila Richardson, Chani Waterhouse, Elizabeth Brown, Nora Duane, Caitlin Howansky

1. Call to Order: Flor Diaz Smith called the meeting to order at 5:02

2. Discussion/Action

2.1. Configuration Study: Jeanie Phillips, from Great Schools Partnership, introduced herself as facilitator for tonight's meeting, and reviewed the norms for analyzing the data tonight.

She explained the protocol that will be used to examine data, and invited those present to consider the data for five minutes before pairing up to compare observations.

Diane Nichols-Fleming asked if it is acceptable to consider the raw data versus the summary which was prepared by one person. Ms. Phillips clarified that it is fine to consider the raw data.

Those present paired up and shared observations from the data consideration.

2.2. Data

2.2.1. Configuration Conversation Survey Responses

2.2.2. 7.2.24 Virtual Forum Notes

2.2.3. 6.26.24 Meeting Notes

2.2.4. Letter from Worcester

2.2.5. Worcester Community Letter

Observations:

- Comments about why “cost” was not a specific criteria
- People want complete information about the shape and nature of the district as it is, and the shape and nature of the district as it would be
- Mention of disagreement with concept of school as the hub of the community because they are childless and this has not been their experience
- While there was one community with more sharing, all communities participated/ shared
- Very strong comments about depth of identity with the town school and identifying with the town school and the town community
- Multiple truths within the document, depending on point of view
- Consensus that the wellbeing of people/ community, esp. students, is desired
- Continued ask for transparency and more time
- Desire for more cost benefit analysis and specific financial information about what would be saved, and what schools are costing now
- Desire for more rich dialogue about the implications of the change (i.e. longer bus rides, combined grades, etc)
- Different ideas around configuration and solution seeking - different than the ideas that are currently “out there”

Inferences:

- We need clarity of communication - great deal of questions about why we are engaging in the process and where our data is coming from
- Community is very interested in exploring merger with Montpelier
- Implication that merging with Montpelier would eliminate the need to close elementary schools
- People do not generally understand that a merger with another district will take time
- People seem to see the costs more clearly than the benefits (of the configuration models)
- People have expressed desire to access empirical data; wanting a credible argument for any of the proposals
- People understand not having the status quo, (doing things differently), but what does that look like? will take time
- Implication that the community does not feel listened to
- Potential for educational improvements - there is a desire (from both sides) for better opportunities for children
- People define educational equity in different ways - it means different things to different people
- Concern about implications to tax bases and the liability of community related to schools, implication to property value (e.g. due to loss of school)

At this time, Jeanie Phillips reviewed the lists of Observations and Inferences, and she reviewed the guiding objective: *Use data gathered from community focus groups and the configuration survey to clarify the criteria necessary for making an informed decision about configuration.*

Implications re criteria/ objective:

- Impact on students' wellbeing
- Specific criteria around cost savings
- Community identity/ community health and identity, both in towns and in the larger community (e.g. pros and cons list for all scenarios)
- Sustainability and fiscal responsibility
- Financial cost comparison/ detail
- Provide community members with enough information so they feel they have been truly heard and can support a decision even if it is not the one that they wanted
- More specifically answer some of the pointed questions - e.g. one of the answers might be that we have data that is inconclusive and requires a larger discussion
- Considering cost benefit from a wellbeing perspective, expanding opportunities/ quality of education for everyone

Open conversation: popcorn style

- Are we being asked whether there are additional priorities? What is resonating is the number of times we have seen "how did you come up with these priorities?" The amount of time that this work takes and what it takes to come to an "a-ha" moment
- How do we communicate the process and the timeline of the work we have been doing?
- Where is the space to hear changes to the priorities, from all that we have heard?
- Does the resulting configuration set us up well to go into a conversation with other districts?
- What is the significant impact that a closure will have on towns?
- We need to be aware of how we are talking about this and how we are presenting information
- We should not dismiss voices that are not the loudest, or voices that are not available to be present at the meeting
- Criteria around balance: who is being expected to experience longer bus rides?
- Potential travel time for parents
- The more clarity that we can provide as to benefits, the better off we will all be (e.g, these are the changes, but these are the specifics as to benefits)
- People are done with "generic terms" and want specifics
- Importance of using empirical data to answer questions - e.g. developmental impact of 6th graders being at the middle school - the difficulty of middle school years. Looking at data helps shed light on nuances

What are your thoughts about this process?

- Good to have a structure to help engage around such a depth of information; however it brings up even more questions
- Would it be helpful to ask the community - was this helpful?
- Structure keeps us from going down rabbit holes - on the other hand having some "back and forth" can be important for richness in discussion

- Feel that the use of protocols is a white supremacist construct; do not feel that walking away any closer to where we want to be; still as frustrated as when we walked into the meeting. We are down to only 18 minutes to whittle down to the purpose of the meeting.

Flor Diaz Smith stated:

The point of tonight's meeting was to come up with criteria; she reviewed highlights from tonight's meeting to share with the board and invited input from others:

- engaged in an exercise to talk about criteria
- need to come up with a process to create next iteration of criteria
- group what we can; come up with specific actions/ criteria
- cost (financial) modeling needs to be as detailed as possible; benefits (educational) modeling needs to be as detailed as possible
- tension: all of us are busy; however this work is critical and needs quick attention
- great deal of support for looking at working together with Montpelier

Amelia Contrada suggested that we adopt the norms for equitable data analysis.

Flor Diaz Smith acknowledged Natasha's frustration and asked, if something needs to be different, let's work together to do it differently.

Natasha Eckart expressed frustration about the timeline - the original date to meet was July 17th and this changed; we are now moving into August - when are we going to make time to do this work? She had shared this concern in May and June - that it feels rushed; this same concern has been communicated in the surveys. She does not feel this has been a fair process; has not provided time to give full consideration to other options.

Natasha Eckart asked to have Mckalyn Leclerc's email be part of public record.

Next meeting date: (this could be a zoom meeting)

Natasha is concerned that Worcester will have no representation in an August meeting. Would like to have a meeting to appoint a Worcester representative in advance of the next Configuration Meeting.

Suggestion to have Board Retreat begin an hour early to include interview of interested candidates for Worcester Board representative, and select/ appoint a representative.

Public Comment:

Katrina Kilpatrick: had sent a letter to the board. She read it aloud. She expressed concerns about 6th grade moving to U32; she stated that this cohort of students experienced COVID19 in kindergarten. She asked the board to consider a resolution which does not move the 6th grade group.

Lila Richardson: acknowledges that there were many questions from the community - still is hearing no discussion as to how the questions will be answered (as well as a timeline) - there is a desire for a lot more financial information. Suggestion to look at Act 168 and see what implications this might have. She reminded the board that this is a public meeting and there should always be "Public Comment" as part of the agenda.

Rubin Bennett: acknowledges the hard work of the board and the tidal wave of data and information that has come forward. This is an impossible task with an impossible timeline; he appreciates the board providing the space to continue to wrestle with this.

Flor Diaz Smith invited final comments from board members:

Zach Sullivan asked, do we want to ask for more information to consider early education center at Berlin School?

3. Future Agenda Items

4. Adjourn: Chris McVeigh moved to adjourn at 6:40 p.m. Seconded by Zach Sullivan. The meeting adjourned.

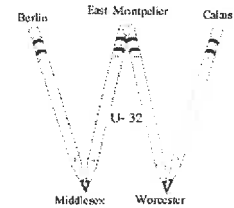
Respectfully submitted,
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Steven Dellinger-Pate
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Monthly Reflections
DATE: August 8, 2024

Each year the close out of the financials for the fiscal year converges with the needs of starting a new fiscal year. Payroll, Accounts Payable, the General Ledger and HR were closed in July. Thanks to Tom Hamlin, Penny Andrews, Holly Poulin, Shannon Knowles and Heidi Dimick for their efforts to complete the transition, especially when they are all new to their positions.

The auditors from our accounting firm, RHR Smith, have done the initial planning for the FY 2023-2024 audit and will likely complete the onsite review of materials in late September. This is a slightly different process than in previous years. We anticipate receiving a first draft to review in November, and presenting the final audit to the Board in January. The preparation for this involves multiple account reconciliations, journal entries, pulling financial reports, copies of leases, contracts, invoices, procedures and many other documents for review.

Heidi Dimick has posted numerous ads for open positions, prepared new hire letters and issued contracts for chosen candidates and set new folks up in the HR database. Holly has met with new employees to go over their benefits and get them enrolled so that our new hires are all set when they come on board.

Heidi has also completed terminations for outgoing employees and set up new employees in the HR system. Information must be transferred to the payroll software, which then needs to be updated by Penny for the setup of individual W-2 information, benefits, deductions and direct deposits. As of this date, 12 new contract employees have been set up and 7 individuals have been transferred to new positions within the District for this fiscal year. We also onboarded several student interns, and set them up to be ready for payment as substitute employees if necessary.

Monthly Reflections

New teacher training is scheduled for August 21st and 22nd. HR and Payroll and the IT team will be available to new teachers in a college-fair style meeting, to answer any outstanding questions they may have. Lots of thanks to Heidi, Holly and Penny for their efforts to ensure a smooth welcome to new employees.

At the end of July the Business Office hosted a Google Meet with building administrative assistants to go over the process for distribution of the new security badges across the district, a new app available for bus routes, future changes to the chart of accounts and a new process for the payment of stipends through payroll. The support team was asked to give us their questions and advice to help make these changes smoothly. Thank you to Tim Couture, Chris O'Brien and Tom Hamlin for presenting and thank you to the building folks for attending and asking some great questions. We hope to host these meetings every other week this year, to share information, build relationships, learn from each other, plan, problem solve and help advise operational decisions. The next meeting is scheduled for August 13th.

Personnel projections for this fiscal year continue to be updated to reflect new hires to the District, including salary and benefits. Savings identified through staffing changes in administrator positions allowed the District to continue to support the U-32 Buildings and Grounds Director position this fiscal year.

The elimination of the Director of Technology position created a need to reassign the position responsibilities to current staff or a managed service provider. As of July 1, 2024, the Operations Manager position will be responsible for providing supervision to the IT team and any Managed Service Providers the District contracts with. The team worked with the previous Director of Technology to develop a request for proposal to send to managed service providers with the intent to sign a contract for services necessary to support a variety of needs, but primarily cyber security. Proposals are due to the Operations Manager August 16, 2024

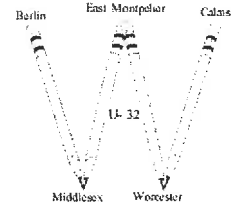
The IT team has been working on installing new equipment to upgrade and add technology throughout District locations. The team has added 90 new Chromebooks for Grade 5 students and 70 for U-32 students. We have also added 22 new staff laptops for the elementary schools and 23 new staff laptops for U-32. 74 projectors are being installed in our schools this year. The team has also replaced over 100 wireless access points to improve wireless service throughout the District, and are adding 3 new outdoor wireless access points at U-32 to provide wireless access on the school grounds. The new cameras at U-32 required the installation of 3 new switches to provide additional ports.

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Steven Dellinger-Pate
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, Business Administrator
RE: FY 25 Capital Improvement Project Report
DATE: August 9, 2024

Summary: The total approved budgets for capital projects for work in FY 2024-25 was \$2,190,727, including the multi-year, districtwide security system project and the Doty generator project. All project budgets are on target at this time. We do not anticipate requesting funds beyond the total approved amount, with a possible exception for the Doty generator project. We will know more about this need in the next couple of weeks.

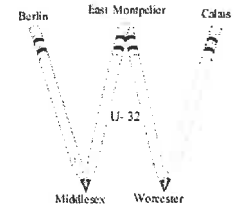
Bill Ford and Chris O'Brien report some challenges this construction season, with more than typical unanticipated obstacles as well as weather events that have caused some delays at Doty and Calais. This means that the projects will continue to be worked on right up until the substantial completion date of 8/23/24. Bill and Chris continue to work closely with EF Wall to ensure that this date is met.

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Steven Dellinger-Pate
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, Business Administrator
RE: Approve Districtwide Exterior Door Rekeying Project
DATE: August 9, 2024

Summary: As the WCUUSD 2024 Security System Project has progressed, it has become clear that standardized practices for badge and key distribution have not been followed across the District buildings. Since we start this year with a new badge entry system at all the schools, with a common service provider, it is recommended that the District rekey each building to allow for certainty in tracking of who has access to all of our buildings. The anticipated balance in the capital improvement fund at the end of FY 25 is \$1,010,101.

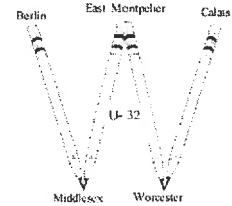
Recommended Board Action: The Board approve the use of the capital improvement fund reserves to pay for a Districtwide Exterior Door Rekeying Project for an amount not to exceed \$35,000.

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Steven Dellinger-Pate
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, Business Administrator
RE: Approve Contingency Increase for Safety Systems of Vermont Contract
DATE: August 8, 2024

Summary: In March the Board awarded Safety Systems of Vermont the contract for the WCUUSD 2024 Security System Project in an amount not to exceed \$430,531, which included a 10% contingency amount of \$39,140. Change orders approved to date have included the addition of cameras and door card readers in some areas not previously identified as well as some unanticipated wiring. This has utilized the full 10% contingency previously approved by the Board.

It is our request that the Board approve an additional 10% contingency of \$39,140 to allow the approval of necessary change orders for timely completion of the project while the contractor is still here. Currently there is \$9,663 in additional wiring and equipment needed to complete the project, but given the large scope and the number of individual locations for equipment it is reasonable to expect there may be more needed.

The Project Manager and the Director of Facilities have closely monitored the progress of the project and are pleased with Vermont Safety Systems knowledge, skills and methods. The Project Manager has done, and will continue to do, due diligence on confirming that anything added is above what was called for in the bid documents, and are legitimate extras. The original budget for this project was \$600,000, of which \$478,295 has been expended, leaving \$80,595 remaining.

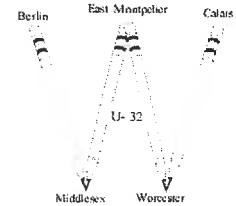
Recommended Board Action: The Board approve increasing the allowed contingency for the Safety Systems of Vermont contract by \$39,140, for a total contract amount not to exceed \$469,671.

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
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Steven Dellinger-Pate
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Award Bid for U-32 Replacement Mower
DATE: August 9, 2024

Summary: U-32 currently has a 2006 Toro Wide Area Mower with a 10' mower deck scheduled for replacement in FY 2024-25, with an anticipated replacement cost of \$61,000. Staff solicited bids from local vendors to replace the Toro wide area mower with a mower of comparable size.

Company	Vehicle Description	Net Cost After Trade
Grassland Equipment & Irrigation Corp.	2024 Ventrac Kubota Tractor 4520Y with Wide Area Mower and accessories (\$45,055.76 less \$3,200 trade in)	\$41,855.76
Champlain Valley Equipment, Inc.	2024 Ventrac Kubota Tractor 4520Y with Wide Area Mower and accessories (\$51,652.40 less \$2,000 trade in)	\$49,652.40
United Ag & Turf	2024 John Deere 1600 Turbo Commercial Wide Area Mower and accessories (\$71,500.29 less \$3,300 trade in)	\$68,200.29

Recommended Board Action: The Board move to authorize the Superintendent to purchase a 2024 Ventrac Kubota Tractor 4520Y with Wide Area Mower and accessories from Grassland for an amount not to exceed \$41,855.76.

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
BUDGET DEVELOPMENT TIMELINE - DRAFT
FY 2025 - 2026

August – Preliminary Budget Preparation

- Business Administrator to prepare budget documents and materials for Leadership Team and Finance Committee review in August.
 - Business Administrator and Superintendent review proposed Budget Development Timeline.
 - 6th - WCLT reviews proposed Budget Development Timeline.
 - 6th - WCLT discusses FY 26 Food Service Staffing Plan in preparation for baseline budget.
 - 7th - WCLT discusses goals, plans and grant-funded positions that will impact the budget development.
 - 7th - WCLT discusses how to collect staff input for the budget development.
 - 9th – Packet materials finalized for the WCUUSD Finance Committee.
 - 13th - Finance Committee reviews draft Budget Development Timeline
-

September - Preliminary Budget Preparation, Budget Training, Baseline Budget, Configuration Proposal

- Grant Managers and the Business Administrator review staff funded by grants and begin to plan for the impact on the General Fund Budget.
 - Building Administrators review current special education staffing needs and begin planning for FY 26 special education staffing needs.
 - 6th – Packet materials finalized for the WCUUSD Finance Committee.
 - 10th - Finance Committee reviews and approves Budget Development Timeline, parameters/priorities and baseline budget.
 - Budget Meetings with Principals. Early discussions with individual buildings on any new or reduced services and staffing requests for FY 26 Budget Draft #1.
 - 11th - WCLT develops a plan for faculty and staff communication and engagement for FY 26 budget.
 - 18th - WCUUSD Board Budget Training.
 - 18th - WCUUSD Board reviews and approves Budget Development Timeline and parameters/priorities.
 - 18th - WCUUSD Board receives the Baseline Budget to inform draft discussions.
-

October – Develop and Present WCUUSD FY 26 Budget Draft #1.

- 4th - Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 8th - Finance Committee reviews and approves the FY 26 Dental premiums.
 - 8th - Finance Committee reviews and approves the FY 26 budget assumptions for fund transfers for the HRA, Food Service, Community Connections and Capital funds.
 - th – WCLT finalizes Special Ed staffing levels.
 - th - WCLT receives the seniority list from HR for consideration.
 - th – WCLT budget planning meeting. Review of EQS, resource distribution and baseline budget estimates. District-level discussions on new or reduced services and staffing requests to finalize for FY 26 Budget Draft #1.
 - th - WCLT reviews and approves the FY 26 Food Service budgets.
 - 16th - WCUUSD Board reviews and approves FY 26 Dental Premiums.
-

November – Develop and Present WCUUSD FY 26 Budget Draft #2.

- st – Community Engagement Meeting – Connecting Our Vision and the Budget. This is a budget input session to inform the community and provide an opportunity for input.
 - th – Inaugural meeting with Budget Ambassadors.
 - th - WCLT budget planning meeting to debrief feedback and consider any adjustments as a result of the Community input.
 - 8th - Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 12th - Finance Committee reviews FY 26 Budget Draft #2.
 - 20th - WCUUSD Board reviews FY 26 Budget Draft #2 and provides feedback to Administrators. Monitoring report: Student achievement (fall assessments).
 - th – WCLT budget planning meeting to debrief feedback and consider any adjustments as a result of the WCUUSD Board input.
 - Administrators have conversations with any people that *may* be affected by a reduction in force.
-

December – Develop and Present WCUUSD FY 26 Budget Draft #3.

*****NOTE: Revenue information for budgets becomes available between December 1-15.**

- 6th - Packet materials finalized for the WCUUSD Finance Committee/Board.

- 10th - Finance Committee budget discussion.
 - th – WCLT budget work session.
 - 18th - Community Presentation and Board Budget Discussion
 - st – **Grand List and Common Level of Appraisal information available from Agency of Education**
-

January – Budget Meetings to Finalize Warning, Budget and Town Meeting Materials

- nd – WCLT budget planning meeting. Final changes, if any, made to the FY 26 Budget.
 - rd – WCUUSD Board reviews school board vacancies, language for the warning and annual report format.
 - 10th - Packet materials finalized for the WCUUSD Finance Committee.
 - 14th - Finance Committee Budget Discussion.
 - 15th - WCUUSD Board reviews FY 24 audit.
 - 15th - Community Presentation. WCUUSD Board discusses FY 26 Budget, finalizes and approves.
 - **15th - Final FY 26 Budget warned and other materials to the printers and Town Clerks.**
-

February

- Administrators work with the Director of Facilities to complete Capital Project Request Forms.
 - Business Administrator begins Five-year Capital Improvement budget conversations with the Director of Facilities and Superintendent.
 - Administrators have conversations with any people that *are* affected by reduction in force.
 - 7th - Packet materials finalized for the WCUUSD Finance Committee.
 - 11th - Finance Committee develops WCUUSD Board Communication and Outreach Plan.
 - 19th - WCUUSD Board reviews and approves Board Communication and Outreach Plan.
-

March

- WCLT prepares for hiring season and reviews para and new staffing requests.
 - 3rd - Annual Meeting at U-32.
 - 4th - Town Meeting Day Budget Vote Via Australian Ballot.
-

April

- WCLT reviews and approves Capital Improvement Project Plan and Multi-year Capital Improvement Budget.
 - WCUUSD Board reviews and approves Capital Improvement Project Plan and Multi-year Capital Improvement Budget.
 - Board identifies priorities and initiatives to direct the next budget plan.
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May

- 9th - Finance Committee reflects on FY 26 Budget Development Process.
 - 13th - WCUUSD Board reflects on FY 26 Budget Development Process.
 - CFP and IDEA B grant budget developed.
-

June

- th - School Board Retreat
- Administrators complete CFP and IDEA B grant applications in the GMS program and submit end of year reimbursement requests.