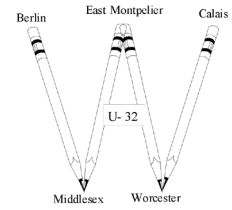


Washington Central Unified Union School District

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WCUUSD Finance Committee Meeting Agenda 9.10.24 8:30-9:30 AM Central Office, 1130 Gallison Hill Rd. Montpelier Via Video Conference

Virtual Meeting Information

<https://tinyurl.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 8.13.24, 8.19.24, 9.3.24 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections - pg. 13
4. Discussion/Action
 - 4.1. Multi-year Capital Improvement Project Budget Update and Approval – pg. 15
 - 4.2. FY 2025-26 Budget Discussion – pg. 21
5. Future Agenda Items
 - 5.1. Next Regular Meeting: October 8, 2024

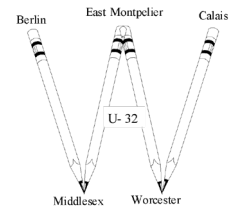
WCUUSD Board Norms - Adopted November 18, 2020

- **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

Minutes

8.13.24 8:30-9:30 AM

Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference

Present: Flor Diaz Smith, Zach Sullivan, Ursula Stanley, Steven Dellinger-Pate, Chris McVeigh, Susanne Gann, Allen Gilbert, David Delcore, Noah Weinstein

1. **Call to Order:** Flor Diaz Smith called the meeting to order at 8:30 am
2. **Approve Minutes of 6.11.24, 7.31.24:** Chris McVeigh moved to approve the minutes of June 11, 2024, and July 31, 2024. Seconded by Zach Sullivan. This motion carried unanimously.

3. Informational Reports

- 3.1. **Monthly Reflections:** Susanne Gann provided a written monthly update memo, dated August 8, 2024. Some highlights: fiscal year convergence - end of year, new year, etc. - close one year then open the next. Business Office staff is working feverishly this time of year! She thanked her staff! She shared that auditors are done with initial planning for 24/25 years - this will be done a little differently with remote and onsite options (the onsite option being later in the year than years past); expecting a draft in November; bringing final to the board in January. She shared that there are numerous ads for new positions. New teacher orientation is planned for August 21 & 22. Some regularly scheduled meetings with building administrative assistants are planned. Superintendent Dellinger-Pate shared that the contract with the U-32 Buildings and Grounds director has been continued this year; he feels that it is in the best interest at least for the coming year, as we continue to look at configuration, and savings have been found in other areas to support this continuation. Chris McVeigh asked how this leaves the board, when a position was eliminated but now has been reinstated. He asked what savings were found to be able to sustain this position. Superintendent Dellinger-Pate shared some of the savings in other positions that created this scenario. He shared also that there was an issue with the contract that factored into this decision-making. Chris McVeigh asked for details but Superintendent Dellinger-Pate stated that this is an Executive Session discussion. Chris McVeigh stated that this is a policy issue and that it does not sit well with him when the board makes a decision to cut a position and the superintendent reinstates the position. Superintendent Dellinger-Pate reminded him that it is within the purview of the superintendent to hire and fire; the board sets a budget goal and we have met that. Ursula Stanley stated that during the budget process we create a

budget; we get information from administration; ultimately we do not have control over what positions they hire; that is why we hire them, to make those levels of decisions. Chris McVeigh stated that he has difficulty with presenting a scenario to the community and then changing the practice (as in this situation.) He would like to reinstate the role of the board - e.g., he spoke about the board's role to hire principals. We did not do that this summer; he is not aware of delegating that authority. He feels it is important to abide by what our roles are. Flor Diaz Smith stated that we hire the superintendent - it is our only hire as a board - we put all of our faith and trust in him to make sure that our schools are safe, that we are keeping up with goals for our district. The superintendent has the flexibility, especially with buildings and grounds, to make staffing decisions that will benefit our schools and our district as a whole. This happens all the time, e.g. at this time, there is a need for an additional teacher at Berlin - we are kept informed. As long as the hiring procedures are followed, it is not our job to micromanage. Otherwise, we just want a "manager" as opposed to a "superintendent." Our power as a board is to say "yay" or "nay" to administrative position hires. She stated that the culture of WCUUSD is to collaborate, but the concerns his stated are not within our purview. She recalled that the board approved the principal hire - Chris McVeigh stated that this did not happen for Calais School. Flor Diaz Smith stated that this would be formally approved at the next board meeting. Chris McVeigh stated that the board had received a welcoming email about this hire but already appears to be a "done deal. "Superintendent Dellinger-Pate shared the hiring process for this position, which is considered a summer hire. The hiring committee was comprised of teachers, staff, and community members, this was their top candidate - the board will see more at the next meeting as far as qualifications. In the practice of summer hiring, it was necessary in order to have the system in place for the coming school year. Chris McVeigh stated that he wanted to reaffirm the role of the board in circumstances; if we do not continue to consider it, then he has concerns that soon the board will have no role in the hiring of principals. Flor Diaz Smith thanked Susanne Gann and asked her to thank her staff for their hard work this summer.

- 3.2. **FY 25 Capital Improvement Project Report:** Susanne Gann had provided a written update to capital projects, especially over the summer, dated August 9, 2024. She stated that, regarding the projects altogether, we are anticipating coming in on budget. Zach Sullivan asked, if the timeline for the projects goes later than hoped, would this interfere with student learning? Susanne Gann explained that some of the last minute finishing touches, etc., can be done after students arrive without interruption to learning; e.g. students might have to use a different route to get to the playground for the time being - not hugely impactful.

4. Discussion/Action

- 4.1. **Approve District-wide Exterior Door Rekeying Project:** Ursula Stanley moved that 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. Seconded by Zach Sullivan.** Discussion: Susanne Gann explained that this is ancillary to the security system project. **This motion carried unanimously.**
- 4.2. **Approve Contingency Increase for the Safety Systems of Vermont Contract:** Chris McVeigh moved that 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. **Seconded by Ursula Stanley.**

Discussion: Chris McVeigh asked, what would be the total cost of this project? Susanne Gann explained the total of contract \$469,671, but we do not anticipate going over the \$600,000 allowance for the project. **This motion carried unanimously.**

- 4.3. Award Bid for U-32 Replacement Mower: Ursula Stanley moved that the board 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. Seconded by Zach Sullivan, this motion carried unanimously.**

- 4.4. Review/Discuss draft FY 2025-26 Budget Timeline:** Steven Dellinger-Pate and Susanne Gann had provided a draft budget timeline, which includes presenting a baseline budget in September (this moves the timeline up) - also hope for configuration calculation at that time. Steven Dellinger-Pate explained that the hope is to move the process up by one month in order to allow more time to discuss. Zach Sullivan asked, how are we thinking about the fact that we move more and more forward before we know the tax impact (information required from the state level) - do we just focus on the spending? Superintendent Dellinger-Pate stated that, as always, the spending is what we are able to control. Just this morning there was some information about updated CLA. He stated we are trying to ensure that we have plenty of time for discussions. Chris McVeigh asked, would there be an opportunity for the leadership team to consider what we are NOT going to do. So there can be a potential reallocation of resources? Steven Dellinger-Pate - yes, this will come with draft one - looking for opportunities to streamline/ reduce, to prepare a responsible budget. Ursula Stanley asked, as the legislature develops, e.g., CLA, will we plan to do a board training when we receive this information? Steven Dellinger-Pate - there is already a small slide show prepared at the state level to explain the process to date - this will be shared. Ursula stated, regarding the draft document, in October - there are no listed dates where Finance Committee reviews/ board reviews. There are other places where the Finance Committee approves - given the new information we have received re: advisory, maybe change the language to "recommend" versus "approve." Flor Diaz Smith asked, how do we weave "data dumps" into this document/ timeline? (so everyone is referring to one document) Should we recommend to the board that we do budget training sooner? September 18th will be a full agenda. Is there a time before then to do board onboarding/ budget training? Susanne Gann stated that there are going to be some changes this year, and she is not sure she can have it ready before September 18. Zach Sullivan asked, would it work to do a little bit of sharing/ training in pieces, so that we can get going on the "what are we spending" piece - and put off the state impact until later on? There might be some information that would be useful to board members sooner? Flor Diaz Smith asked Susanne to consider this, keeping in mind the full agenda for the September 18 board meeting; she asked the administration to consider this. We might have to adjust and pivot this year; she appreciates moving the budget discussion to September this year.

5. Future Agenda Items

5.1. Next Regular Meeting: September 10, 2024

Flor Diaz Smith suggested opening to public comment since we have 15 additional minutes. Allen Gilbert stated that the amount of money that was on hand to make changes according to tonight's agenda and action was around \$220K. He stated that the savings that are being presented re: closing Doty School are similar to that amount - he feels that is noteworthy.

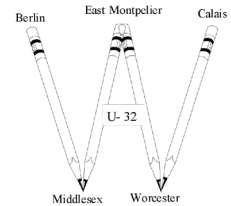
6. Adjourn: The meeting adjourned at 9:15 a.m.

Respectfully submitted,
Lisa Grace, Committee Recording Secretary

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WCUUSD Finance Committee

Minutes

8.19.24

5:00 - 6:00 PM

U32/Virtual

Present: Flor Diaz Smith, Zach Sullivan, Ursula Stanley, Steven Dellinger-Pate, Chris McVeigh, Susanne Gann, Mckalyn Leclerc, Diane Nichols-Fleming, Alicia Lyford, Noah Weinstein, Dell Waterhouse, Allison Fayle, Patrick Whelley, Daniel Keeney, Timothy Couture, Robert M., Allen Gilbert, Jarrod Weiss, Honi Bean Barrett, Lisa Hanna, Caroline May, Elizabeth Brown, Jeanie Phillips, Caitlin Howansky, Julia

1. Call to Order: Flor Diaz Smith called the meeting to order at 5:01 p.m.

2. Discussion/Action

2.1. Configuration Study

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

2.2.6. Synthesized Data from Community Input

2.2.7. Draft Criteria Synthesized from 7.31.24 Finance Committee Meeting

Superintendent Dellinger-Pate reviewed from the retreat that the decision was made to hold a configuration meeting before the next board meeting in order to share what data we have and to determine what other data points are needed. He invited the board to ask for clarification or expansion of the data that is presented, so it can be prepared for the board meeting later this week. He shared a slide deck titled: *Configuration Study Data August/ September 2024*. Included in the data was information about optimal class size, what constitutes a “small school,” and student enrollment. Chris McVeigh asked what the definition of “optimal” in the context of optimal class size is. Superintendent Dellinger-Pate indicated that it encompasses many criteria, some being student behavior, social-emotional impact, and student academic outcomes. Some discussion followed around school and class configuration proposals, including the idea of multi-age classrooms. Alicia Lyford explained that the decision to offer multi-grade classrooms is a philosophical decision and student population often drives it and what is the best-case scenario for each particular population, given the resources available. Patrick Whelley asked what the long-term student population trend indicates as far as multi-age classes. Mckalyn Leclerc asked whether there are educational benefits to multi-grade classrooms, aside from considering logistics and one particular student population. Alicia Lyford stated that there is research to indicate that multi-grade classrooms positively affect student outcomes. The data included classroom configuration data for elementary schools in a three-school scenario. A proposed staffing pattern data chart was shared. Some discussion followed around ESP staffing patterns, including food service and custodial staff. In the slide “How Taxes Pay for Education” figures for FY24, residents, non-residents (of each town), and the General Education Fund were shown. Daniel Keeney stated that he would like to look for data about renters versus homeowners in the towns, related to education taxes. The group agreed that this is pertinent information to consider. Some discussion followed around budgets from FY20 to FY25, including how COVID-19 funds had an effect. Diane Nichols-Fleming stated that some of the budget presentations from past years might provide some insight into where we prioritized resources. Chris McVeigh asked how much it costs each school to run. Superintendent Dellinger-Pate stated that transportation and special education are at the WCUUSD level, which is hard to consider per school; also, some of the capital spending is at the WCUUSD level. Superintendent Dellinger-Pate stated that the next presentation would include more specific data about transportation. Jeanie Phillips facilitated a discussion protocol to reflect what was heard from the community and to provide parameters for the administration in going forward with configuration conversations. Flor Diaz Smith reviewed the survey responses, overall. Those present took time to consider the data that was presented in the table. Jeanie invited feedback after looking over the data. Mckalyn said the criteria seems specific and “answerable” Alicia stated qualitative versus quantitative data. Daniel said nothing stands out but the more specific criteria feels more compelling. Generally, they cover the list of input. Alicia asked how we measure the impact on student well-being. Are there other districts that have collected data around student well-being? Diane asked how this connects to our core beliefs and our

strategic plan. Also noted that we have been hearing concerns around our timeline. We have acknowledged that our timeline has moved. At what point do we make the decision about a period? Alicia stated the group has spoken about the process in small steps, and checking in after each step. Diane said we have been hearing from our communities that we have not been transparent enough in planning the timeline. Flor stated that the task for today is to answer what the criteria is so that we can ask leadership to come back with more information to consider. Daniel said “sustainability” is too broad - if we are talking about financial sustainability, and then name it. Also would like to add something about resilience. How if we close schools, do we rebound if we suddenly have more students? Related to class size, the EQS seems less important than our ability to maintain intentionality around class size. Chris McVeigh said we should model a 4-elementary school scenario. He senses that at least one of the communities will say “no.” In addition, would we set criteria, for example, that budgets will increase only a certain percentage each year for the coming years? Zach stated in looking at implications on individual towns - we have a value that all decisions are student-centered. He worries about conflict if we are worried about the impact on a town versus the impact on student outcomes. Ursula suggests adding specifics around savings. People are interested in this. She reiterated Alicia’s question - how do we measure student well-being? Mckalyn would like to see modeled “taxes this year as is....” “Taxes with the proposed model” Susanne replied that we could model this with current long-term ADM, and CLAs; however, this is a factor that changes greatly. Mckalyn heard concerns in Worcester about __ **[at this time the sound was lost]**. Patrick read comments about ways to combine positions or create new positions; not sure, if it is an appropriate criterion to eliminate shared or part-time positions. Chris asked if there would be a minimum. e.g., no less than 0.6 FTE? Alicia said we do have some positions in our district that are not full-time. Eliminating would not be a goal. Mckalyn asked if full-time nursing and counseling were still on the table. We discussed this in terms of the budget but not in terms of configuration. Is there historical data/ climate data from each school to address the well-being criteria? Alicia said there is historical data but the conditions have changed (e.g. staffing patterns, administration), so it may be like comparing apples to oranges. Mckalyn stated there was a question of a lien on the property in Worcester. Superintendent Dellinger-Pate advised we are looking into ownership; considering the deed in each school. This was affected by Act 46 and was addressed by the legislature. Flor stated some of the questions of well-being - transportation have been spoken of, also class size from the lens of “what is too small?” Students having a full after school care option. Ursula stated we had seen comments related to sports. Travel to different schools affecting participation – it would be helpful to consider some of the elementary school sports programs - how we are doing it now versus how it might look in the future? Flor Diaz Smith expressed appreciation for everyone’s attention to detail and for the input. She reminded those present that we would be considering this at this week’s board meeting. Daniel asked how the discussion from tonight would be reported to the board. Flor Diaz Smith stated there would be a revised document based on tonight’s discussion. Chris McVeigh said it would be helpful to indicate how the

document has been revised. Superintendent Dellinger-Pate: September 3, September 16 - possible next meeting dates for this group. Board meeting for October may change due to Rosh Hashanah.

3. Future Agenda Items

4. **Public Comment:** Lila Richardson stated it is difficult to have these meetings where material is presented to the board, but we do not have access to the material. Would be helpful to have a link to the material. Gillian Fuqua - lives in Middlesex - it will be important to model five years from now, not just this coming year. E.g., Middlesex's budget is affected by road conditions. Dell Waterhouse was shocked by the definition of a small school. She pointed out that there are some amazing advantages to a school the size of Doty. As a former teacher who went by choice to a multi-age classroom, there are many advantages to having a multi-age class, having students two years in a row, having a multi-year curriculum, etc. She would love to see multi-age happen more as opposed to discussions around eliminating.

5. Adjourn: The meeting adjourned by consensus at 5:55 p.m.

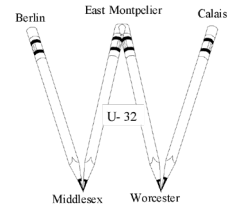
Respectfully submitted,

Lisa Grace, Committee Recording Secretary

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WCUUSD Finance Committee Meeting 9.3.24 5:00-6:00 PM U-32 930 Gallison Hill Rd Montpelier, VT In-Person /Virtual

Present: Flor Diaz Smith, Zach Sullivan, Ursula Stanley, Steven Dellinger-Pate, Chris McVeigh, Diane Nichols-Fleming, Alicia Lyford, Natasha Eckart, Allison Fayle, Patrick Whelley, Susanne Gann, Allen Gilbert, Jarrod Weiss, Lisa Hanna, Elizabeth Brown, Jeanie Phillips, Caitlin Howansky, Julia Pritchard, Mckalyn Leclerc, Alicia Lyford, Chani Waterhouse, David Delcore, Ellen Knoedler, Daniel Keeney, Jen Miller-Arsenault, John Riley, Michelle Ksepka, Jaiel Pulskamp, Becca Tatistcheff

1. Call to Order: Flor Diaz Smith called the meeting to order at 5:00 p.m.

2. Discussion/Action

2.1. Configuration Study Information Research and Data about Programs: The committee reviewed the document *Norms for Equitable Data Analysis*.

2.2. Data/Information

2.2.1. Draft Presentation: Stephen Dellinger Pate shared the slide deck: *Configuration Study: Data and Research Presentations, August - September 2024*. In the presentation, he reviewed the definitions of EQUITY and INCLUSION. The presentation included data around current staffing. Jen Miller-Arsenault reviewed the slide regarding Curriculum at WCUUSD. Julia Pritchard reviewed the slide regarding Special Education Service Delivery. Chris McVeigh asked for some clarification about para educator support and the concept of “increased investment in highly skilled staff.” Diane Nichols-Fleming stated that it would be helpful to know what it might look like more specifically to reconfigure special education staffing. Alicia Lyford spoke about “small group” in IEP services in a small school that might in fact be provided 1:1 because of student population, and how this relates to efficiency. Daniel Keeney asked about the worry that has been expressed that behavioral concerns will

increase as student population increases. Julia Pritchard spoke about incoming middle schoolers at U-32 who find a larger peer group and flourish with more kids who are “like minded.” Jen Miller-Arsenault spoke about the importance of Social Emotional Curriculum, as well as academic curriculum. Elizabeth Brown spoke about how Act 76 will affect the 4-year-old preschool population. Patrick Whelley asked whether the state provides guidelines around appropriate length of bus ride. Michelle Ksepka stated that there are no guidelines but that Washington Central had created a transportation policy indicating no longer than two hours, combined. Stephen Dellinger-Pate stated that the bus company is currently working on estimates about what transportation routes would look like under new configuration (but not ready for tonight’s meeting.) Some discussion followed about middle school configuration with grades 6-9. (Especially related to the downstairs being separate from upstairs at U-32.) A slide had been provided: Nursing Time Allocation, with minutes per student as well as EQS: Education Quality Standards.

2.2.2. Previous presentation - 8/19/24

2.2.3. Resources

2.2.3.1. FAQ

2.2.3.2. Class Size

2.2.3.3. School Size

2.2.3.4. Education Quality Standards (EQS) - Current, Updated (to take effect July 1, 2025)

2.2.4. Criteria: Jeanie Phillips asked whether there is more information needed for tomorrow’s board meeting when considering the criteria document that had been established. Daniel Keeney asked for more detail about preschool staffing patterns, including after-school programs. Diane Nichols-Fleming asked for clarification about curriculum and mixed grades. Daniel Keeney stated that it would be helpful to have a slide that returns to the concept of “Does configuration increase our ability to retain existing opportunities or does configuration suggest that we might be able to expand opportunities, or does configuration pose a threat to opportunities?...” Chris McVeigh spoke about the need to sustain over time; there is a never-ending increase in cost over time - how will expanded opportunities be maintained?

3. Future Agenda Items

3.1. Next meeting: 9/16/24 - Budget Information

The WCUUSD Board meets tomorrow (9-4-24), and some of the information from tonight will be updated as discussed. Superintendent Dellinger-Pate stated that budget information related to reconfiguration would be provided at the 9/16/24 committee meeting. Natasha Eckart stated that we are still only operating based on the options that were brought forward in April. We had stated that we are going to get feedback from our communities to consider other options. Are we only going to consider these options? Flor Diaz Smith stated that at the last board meeting, we agreed on criteria and the models that are presented are based on the criteria. Superintendent Dellinger-Pate stated that the model of Berlin as an early education center is problematic with relation to criteria around transportation, so that is realistically off the table. He stated that if other options are suggested, he could provide some models/ responses to those. Natasha Eckart stated, though, that we continue to consider only the model with three elementary schools. If this is, the route we are taking then it is important to say that. If we are considering other options, then we are running out

of time while we continue to dive deeper into this model under discussion. Daniel Keeney reminded of some of the other options that had been brought up, e.g. Community Schools. Ursula Stanley suggested that we bring some of the other ideas - e.g. magnet school, community school, K-8, Berlin as early Ed center - put them into a table and compare them with the criteria that has been established. Natasha Eckart suggested, if three elementary schools are brought forward, and Worcester votes to not close the school (which seems likely), we need to be thinking about what that might look like. (E.g. operating a fourth school.)

4. **Public Comment:** Chani Waterhouse: appreciates the information shared tonight. She asked about some gaps: special education - what does the data show about whether students receiving special education services in a slightly larger school are performing better? How much more efficiency and opportunities for specialization can we expect? She shared some anecdotal observations about multi-age classrooms at Doty. Regarding opportunities gained/ opportunities lost - small schools offer many opportunities - volunteerism, and all-school play. She stated that access to sports by bus does not necessarily increase participation. Jaiel Pulskamp: re: class sizes, has there been any modeling around class sizes for the coming years? How will we address fluctuations in class sizes? At one point, will the classrooms become too small? Would like to see long-term planning regarding population growth. Caitlin Howansky spoke about her personal experience in a small cohort of students in elementary school, and how losing that when she moved to high school was a struggle. She asked about a 3-year-old preschool - would this be offered? If so, will this be a full-day program in combination with Community Connections? This affects families (including family planning). Chris McVeigh suggested that we get information from the Town of Berlin about their work related to housing construction.
5. **Adjourn:** Ursula Stanley moved to adjourn at 6:31 p.m. Seconded by Zach Sullivan, this motion carried.

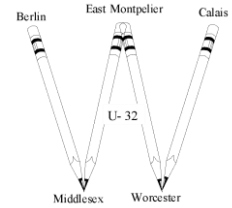
Respectfully submitted,
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Steven Dellinger-Pate
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Monthly Reflections
DATE: September 6, 2024

The beginning of the school year (and the weeks leading up to the start) is a busy time for our transportation infrastructure. As students move in and out of the district, they identify whether or not they will be using the bus system. Students are added and removed from the transportation management software as soon as possible, and the information is copied into the Infinite Campus software program. This is always a large body of work over the summer, due to the volume of changes between school years.

This year the District implemented Traversa's MyrideK12 to allow parents to see the bus route that their student is assigned to, and the pick up and drop of times for the route. The app will also be used to send alerts to parents of route modifications. The app does have a feature to allow the tracking of the bus throughout its route. This feature has not been activated yet due to the possibility that limited cell service would impact the accuracy of this, and would cause more harm than good. There are also apprehensions associated with bus safety if this were activated.

Several data collection reports are due to the AOE in August including the Statistical Report, the Medicaid Reinvestment Report and the DC4 student data collection. The Annual Disclosure to CMS on Creditable Coverage for Medicare is also due in August. Tim, Tom and I have worked hard this summer to prepare the submissions for these reports, respond to questions from the AOE, and make revisions as necessary. Great job Team.

This year the District welcomed Theresa Stearns to Rumney as the new school Administrative Assistant to the Principal. These positions work closely with the Central Office Team in a variety of ways. Theresa started right before the start of school and has been working hard to learn all about the systems and processes for the district. Shannon will work with Theresa in the coming weeks to be certain she is adequately trained on accounts payable and purchase order entry processes. Penny will work with her to make

Monthly Reflections

certain she is up to speed on the payroll process. We look forward to welcoming her to the WCUUSD Team and the many opportunities we will have to work together.

The first payroll of the school year was paid on Wednesday, 9/4/24 instead of Friday, in order to help school-year personnel with an additional lag of one week between the last payroll in June and the first payroll in September. This meant that the payroll needed to be processed in just two days. This required a lot of advance preparation with Heidi and Holly to ensure that the contracts were set up and coded accurately in the software. Then the buildings needed to submit their payroll for work outside of contract to the Central Office before Monday. Penny and I worked on Labor Day in order to get it uploaded to the bank before 4:30 on Tuesday.

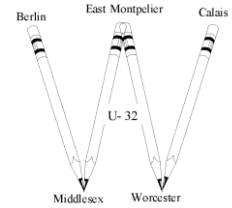
I would like to thank the people that worked very hard to make this happen - Penny, Heidi, Holly, Lori (Berlin), Danielle (Calais), Chris (Doty), Jodi (East Montpelier), Theresa (Rumney), Lynnea (U-32) and the building principals.

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Steven Dellinger-Pate
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
Chris O'Brien, Director of Facilities
RE: Multi-year Capital Improvement Project Budget Update and Approval
DATE: September 6, 2024

Review: At the May 22, 2024 meeting, the School Board authorized the development of the scope and budget for capital projects, with a rough estimate totaling \$1,230,000. These estimates were rough estimates prior to determining the full scope of each project, so an inflation estimate of \$64,575 was also included in the Multi-year Capital Improvement Budget, for a total amount of \$1,294,575.

FY 2025-26 Capital Improvement Project Update

Project Description	Status	Location	Previous Rough Numbers	Updated Estimate (including soft costs + contingency)
Utility Infrastructure Demolition, well, woodchip bunker	Scope & Budget Complete	Berlin	\$100,000	\$155,780
Water Service Entrance, Extend 4" service into building	Scope & Budget Complete	Berlin	\$20,000	\$42,246
Lighting retrofit, convert to LED, low voltage controls	Scope & Budget Complete	Berlin	\$15,000	\$26,403
Door - Exterior storefront door replacement	Scope & Budget Complete	East Montpelier	\$30,000	\$48,566
Lighting retrofit, convert to LED, low voltage controls	Scope Change & Budget Complete	East Montpelier	\$100,000	\$178,223
Lighting retrofit, convert to LED, low voltage controls	Scope & Budget Complete	Rumney	\$100,000	\$125,417

Multi-year Capital Improvement Project Budget Update and Approval

Building envelope, siding, insulation, windows, painting	Scope & Budget Complete	Rumney	\$500,000	\$582,461
Lighting retrofit, ongoing conversion to LED	Scope Change & Budget Complete (Middle School Classrooms, music spaces, locker rooms only – rest moved to future years)	U-32	\$100,000	\$330,043
Chiller Replacement	Scope Change & Budget Complete	U-32	\$0	\$72,610
Windows - Exterior Window Replace Frames	Scope Change & Budget Complete (moved to future year)	U-32	\$75,000	\$0
EV Chargers	Scope Change & Budget Complete (moved to future year)	U-32	\$50,000	\$0
EV Chargers	Scope Change & Budget Complete (moved to future year)	East Montpelier	\$25,000	\$0
EV Chargers	Scope Change & Budget Complete (moved to future year)	Berlin	\$25,000	\$0
Clerk of the Works- Allocate to projects		Multiple	\$90,000	Allocated to projects

An updated reasonable initial project budget provided by Black River Design Architects following the development of the scope necessary to accomplish each project, including contingency and soft costs = \$1,561,749. This amount is within the current amount reserved in the Capital Improvement Fund Balance through FY 2025-26.

Recommended Board Action: The Board authorize the allocation of \$267,174 additional capital reserve funds to the completion of the projects as identified above and approve the District moving forward with bid document and bidding as necessary.

The Board approve the amount to budget in the general fund to transfer to the capital reserve fund in FY 2025-26 as \$1,047,964.

Washington Central Unified Union School District
Five-year Capital Improvement Budget - Updated 09-06-2024
FY 2024 - 2025 through FY 2028 - 2029

Project Description	Building	Budget	Budget	Budget	Budget	Budget	Budget
		FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030
Playground	Berlin	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Alarm Panel update	Berlin	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Boiler - woodchip replacement	Calais	\$ 475,000	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -
Security - Card / Camera System	Calais, Doty, EMES, Rumney	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -
Generator	Doty	\$ 143,812	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -
Doors - Exterior replacement	U-32	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Infrastructure Demolition, well, woodchip bunker 4026-01-1033	Berlin	\$ -	\$ 155,780	\$ -	\$ -	\$ -	\$ -
Water Service Entrance, Extend 4" service into building 4026-02-1033	Berlin	\$ -	\$ 42,246	\$ -	\$ -	\$ -	\$ -
Lighting retrofit, convert to LED, low voltage controls 4026-03-1033	Berlin	\$ -	\$ 26,403	\$ -	\$ -	\$ -	\$ -
Door - Exterior storefront door replacement 4026-04-1091	East Montpelier	\$ -	\$ 48,566	\$ -	\$ -	\$ -	\$ -
Lighting retrofit, convert to LED, low voltage controls 4026-05-1091	East Montpelier	\$ -	\$ 178,223	\$ -	\$ -	\$ -	\$ -
Lighting retrofit, convert to LED, low voltage controls 4026-06-1181	Rumney	\$ -	\$ 125,417	\$ -	\$ -	\$ -	\$ -
Building envelope, siding, insulation, windows, painting 4026-07-1181	Rumney	\$ -	\$ 582,461	\$ -	\$ -	\$ -	\$ -
Chiller for A/C for Admin area, library and special services replacement	U-32	\$ -	\$ 72,610	\$ -	\$ -	\$ -	\$ -
Lighting retrofit, ongoing conversion to LED 4026-08-1305	U-32	\$ -	\$ 330,043	\$ -	\$ -	\$ -	\$ -
Bunker removal and new storage shed on woodchip bunker foundation, demo existing shed	Berlin	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -
Lighting retrofit, ongoing conversion to LED 4026-08-1305	U-32	\$ -	\$ -	\$ 330,043	\$ -	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -

Washington Central Unified Union School District
Five-year Capital Improvement Budget - Updated 09-06-2024
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Electrical phase protection to be available for quick replacement	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 - main office carpet	U-32	\$	-	\$	-	\$	-	\$	100,000	\$	-	\$	-
Lighting retrofit, ongoing conversion to LED 4026-08-1305	U-32	\$	-	\$	-	\$	-	\$	330,043	\$	-	\$	-
Flooring - Gym refurbishment	U-32	\$	-	\$	-	\$	-	\$	67,200	\$	-	\$	-
Replace bleachers (out of code?)	U-32	\$	-	\$	-	\$	-	\$	30,000	\$	-	\$	-
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	\$	-	\$	-	\$	-	\$	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	\$	-
Lighting retrofit, ongoing conversion to LED 4026-08-1305	U-32	\$	-	\$	-	\$	-	\$	-	\$	330,043	\$	-
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	\$	-
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	\$	-
Exit/Entrance - playground drainage	Calais	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75,000
PE Storage and Facilities Maintenance Room Renovation	Calais	\$	-	\$	-	\$	-	\$	-	\$	-	\$	50,000
Water Fountain Removal (13)	Calais	\$	-	\$	-	\$	-	\$	-	\$	-	\$	25,000
Basketball Court - Resurface	East Montpelier	\$	-	\$	-	\$	-	\$	-	\$	-	\$	25,000
Lighting retrofit, ongoing conversion to LED 4026-08-1305	U-32	\$	-	\$	-	\$	-	\$	-	\$	-	\$	330,043
Tennis Courts (grind and resurface)	U-32	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100,000
Folding wall partition replacement (middle school and 128/131)	U-32	\$	-	\$	-	\$	-	\$	-	\$	-	\$	50,000
Chiller for A/C for Admin area, library and special services replacement	U-32	\$	-	\$	-	\$	-	\$	-	\$	-	\$	277,000
Storefront doors at main entrance (replacement)	U-32	\$	-	\$	-	\$	-	\$	-	\$	-	\$	55,000
Clerk of the Works-Allocate to projects	Multiple	\$	-	\$	-	\$	-	\$	-	\$	-	\$	110,000
EV Chargers	Berlin	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

Washington Central Unified Union School District
Five-year Capital Improvement Budget - Updated 09-06-2024
FY 2024 - 2025 through FY 2028 - 2029

Storage shed, replacement	Berlin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EV Chargers	Calais	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Playground Equipment Pre-K and upper level	Calais	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kitchen Renovation - counters, grease trap	Calais	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pave Parking Lot (requires replacement of sub-base)	Central Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EV Chargers	Doty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pave Parking Lot (requires replacement of sub-base)	Doty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storage shed, replacement	Doty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Playground Equipment Replace All	Doty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pave Upper Parking Lot (requires replacement of sub-base)	East Montpelier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EV Chargers	EMES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pave Parking Lot (requires replacement of sub-base)	Rumney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EV Chargers	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lighting retrofit, ongoing conversion to LED 4026-08-1305	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pave Parking Lots (middle school and upper gravel lot)	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditorium stage lighting	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditorium sound attenuation	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditorium increase ADA Access	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditorium seating	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditorium stage	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library renovation	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Improvement Project Budgets		\$ 2,665,727	\$ 1,561,749	\$ 1,335,043	\$ 1,260,743	\$ 1,547,043	\$ 1,097,043

Washington Central Unified Union School District
Five-year Capital Improvement Budget - Updated 09-06-2024
FY 2024 - 2025 through FY 2028 - 2029

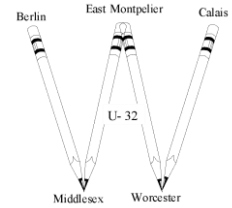
Capital Fund Balance	Budget FY 2024-2025	Budget FY 2025-2026	Budget FY 2026-2027	Budget FY 2027-2028	Budget FY 2028-2029	Budget FY 2029-2030
Beginning Capital Fund Balance	\$ 2,384,169	\$ 1,579,435	\$ 1,078,787	\$ 831,294	\$ 757,984	\$ 477,459
Plus General Fund Transfers to the Capital Reserve Fund	\$ 923,252	\$ 1,047,964	\$ 1,150,000	\$ 1,250,000	\$ 1,350,000	\$ 1,450,000
Plus Interest Income	\$ 16,537	\$ 13,137	\$ 11,144	\$ 10,406	\$ 10,540	\$ 9,637
Plus Possible Grant Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Fund Balance & Revenues	\$ 3,323,958	\$ 2,640,536	\$ 2,239,931	\$ 2,091,700	\$ 2,118,524	\$ 1,937,096
Less Balance on Open Projects	\$ 1,744,523	\$ 1,561,749	\$ 1,335,043	\$ 1,260,743	\$ 1,547,043	\$ 1,097,043
Less 5% Inflationary Factor on Future Projects	\$ -		\$ 73,594	\$ 72,973	\$ 94,022	\$ 70,007
Projected Ending Capital Fund Balance	\$ 1,579,435	\$ 1,078,787	\$ 831,294	\$ 757,984	\$ 477,459	\$ 770,046
Less East Montpelier Capital Reserve Funds	\$ 509,481	\$ 282,692	\$ 282,692	\$ 282,692	\$ 257,692	\$ 232,692
Projected Capital Fund Balance Available for Future Projects	\$ 1,069,954	\$ 796,095	\$ 548,602	\$ 475,292	\$ 219,767	\$ 537,354

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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Steven Dellinger-Pate
Superintendent



TO: WCUUSD Finance Committee
FROM: Susanne Gann, WCUUSD Business Administrator
Steven Dellinger-Pate, Superintendent
RE: FY 2025-2026 Budget Discussion
DATE: September 6, 2024

Summary: Included in the Board packet next week will be a projected FY 2025-26 Baseline Budget. The goal of that presentation will be to help the Board understand what the estimated cost will be to support the current programs and services that are happening in our schools, and understand some of the budget realities that exist prior to any changes in programming, services or building configurations. This is an initial step in the budget building process, which allows the Board to see what current programs and services will cost with adjustments for negotiated salary increases as well as estimated inflationary increases. After reviewing the baseline budget, the Board will provide the Leadership Team with guidance to advise the development of Budget Draft #1 to be presented in October.

Baseline Budget includes:

1. Current staffing salaries plus negotiated salary increases.
2. Estimated premium increase for health insurance premiums of 15%. This will become more refined once VEHI notifies us of 2025-2026 rates.
3. VMERS employer contribution estimated an increase of .25%, based upon notice received from the Vermont State Treasurer's office in May 2022.
4. Services for students receiving special education that include out of district placements, transportation and other services. This number will continue to be developed and refined as we move through the budget process.
5. Current contracts for auditors and insurance plus estimates for inflation.
6. Transportation based upon current transportation contract.
7. Non-payroll expenses have been increased for estimated inflationary increases over FY 24 actual, plus 3.6% (the CPI-Northeast Region as of July 2024) for this fiscal year and 5% estimate for next fiscal year.
8. Debt service payments updated per the debt service schedule.
9. Capital Fund transfer increased based upon an amount identified when developing the multi-year capital improvement plan.

10. Funding includes requests to provide current software programs and continue cybersecurity strengthening efforts.
11. Cost breakdowns by building.
12. Extremely rough estimates for the tax rate, using current year LTW ADM and current year CLA percentages

Grant Funding: It is estimated that grant funding will either be reduced or end in the following funding sources: Title IV 1.0 Teacher FTE, Medicaid .5 Teacher FTE, Project SERV .5 Teacher FTE, SAP .75 Teacher FTE.

These positions have been included in the baseline general fund budget to illustrate the maintenance of current staffing levels.

Next Steps:

1. The Finance Committee discusses and recommends to the full Board the specific guidance to provide the Leadership Team on what the budget needs to include in order to be approved and what would cause the board to not approve it.
2. The School Board will receive the annual budget training.
3. The School Board reviews and discusses the FY 2025-26 Baseline Budget.
4. The School Board will review the budget for alignment to the Strategic Plan.
5. The School Board continues to work to inform and engage the community in the budget process.
6. The Leadership Team will prioritize program and service changes for instructional services and special education services. A proposal will be brought in Draft #1 closely considering:
 - a. The Board's guidance
 - b. The Strategic Plan
 - c. Equity Indicators
 - d. Continuous Improvement Plan
 - e. Enrollment data and class size
 - f. Resource sharing opportunities
 - g. Staff recommendations and feedback
7. Students with special education needs will be continuously reviewed and updated.
8. The Agency of Education (AOE) should provide updated revenue and tax information in December, which should include the Special Education Block Grant and extraordinary cost reimbursement estimates.
9. The CLA adjustment for tax rates is received in January.
10. The Leadership Team has identified steps in the Budget Timeline for timely communication with any impacted staff and the community regarding proposed reductions in force.

Reconfiguration Modeling: In addition to the baseline budget, the board will be provided a budget for a three PK-5 elementary school, and 6-12 U-32 configuration. This budget will include the same assumptions as the baseline budget with fewer school buildings.

Recommended Board Action: The Board provide specific guidance on what the budget needs to include in order to be approved and what would cause the board to not approve it.

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 the FY 26 food service staffing plan, goals, and grant-funded positions that will impact the budget development in preparation for baseline budget.
 - 9th – Packet materials finalized for the WCUUSD Finance Committee.
 - 13th - Finance Committee reviews draft Budget Development Timeline
-

September - Baseline Budget Preparation, Budget Training, Baseline Budget, Configuration Modeling

- COLT reviews staff funded by grants and begins to plan for the impact on the baseline budget.
 - Building Administrators review current special education staffing needs and begin planning for FY 26 service requirements.
 - 6th – Packet materials finalized for the WCUUSD Finance Committee.
 - 10th - Finance Committee reviews and recommends to the Board the Budget Development Timeline and guidance to the Leadership Team on what the budget needs to include in order to be approved and what would cause the board to not approve it.
 - Budget Meetings with Principals. Early discussions with individual buildings on any new or reduced services and staffing requests for FY 26 Budget Draft #1.
 - 18th - WCUUSD Board receives the Multi-year Capital Improvement Project Budget and approves the transfer to the capital reserve fund in FY 2025-26.
 - 18th - WCUUSD Board Budget Training.
-

- 18th - WCUUSD Board reviews and approves the Budget Development Timeline and provides guidance to the Leadership Team on what the budget needs to include in order to be approved and what would cause the board to not approve it.
 - 18th - WCUUSD Board receives the Baseline Budget to inform draft discussions.
 - 19th - WCLT develops a plan for faculty and staff communication and engagement for FY 26 budget.
 - 19th - WCLT discusses the collection of staff recommendations and feedback to advise the budget development.
 - 19th - WCLT develops the FY 26 Budget Draft #1 budget proposal
-

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 recommends to the Board the FY 26 Dental premiums.
 - 8th - Finance Committee reviews and recommends to the Board the FY 26 budget assumptions for fund transfers for the HRA, Food Service, Community Connections.
 - 16th - WCUUSD Annual Title I Meeting.
 - 16th - WCUUSD Board reviews and approves FY 26 Dental Premiums.
 - 24th – WCLT finalizes Special Ed staffing levels.
 - 24th – WCLT receives the seniority list from HR to advise any potential RIF notifications.
 - 24th – WCLT budget planning meeting. Review the Board’s guidance, the Strategic Plan, Equity Indicators, Continuous Improvement Plan, Enrollment data and class size, resource sharing opportunities, staff recommendations and feedback, and baseline budget estimates. District-level discussions on new or reduced services and staffing requests to finalize for FY 26 Budget Draft #1.
-

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

- 6th – Community Engagement Meeting – This is a budget input session to inform the community and provide an opportunity for input.
 - TBD - Meeting with Budget Ambassadors.
 - 8th - Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 12th - Finance Committee reviews FY 26 Budget Draft #2.
 - 14th – WCLT budget planning meeting to debrief feedback and consider any adjustments as a result of the WCUUSD Board input.
 - 20th - WCUUSD Board reviews FY 26 Budget Draft #2 and provides feedback to the Leadership Team.
 - 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.
 - 12th - WCLT budget planning meeting. Final changes, if any, made to the FY 26 Budget.
 - 18th - Community Presentation and Board Budget Discussion
 - TBD – **Grand List and Common Level of Appraisal information available from Agency of Education**
-

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

- 8th – WCUUSD Board reviews school board vacancies, language for the warning and annual report format.

- 8th - Community Presentation. WCCUSD Board discusses FY 26 Budget, finalizes and approves.
 - 10th - Packet materials finalized for the WCUUSD Finance Committee.
 - 14th - Finance Committee Budget Discussion.
 - **15th - Final FY 26 Budget warned and other materials to the printers and Town Clerks.**
 - 22nd - WCUUSD Board reviews FY 24 audit.
-

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.
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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.
-

May

- WCUUSD Board reviews and approves Capital Improvement Project Plan and Multi-year Capital Improvement Budget.
 - 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

- TBD - School Board Retreat
- TBD - Leadership Team Retreat
- COLT administrators complete CFP and IDEA B grant applications in the GMS program and submit end of year reimbursement requests.