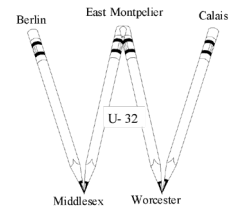


# Washington Central Unified Union School District

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

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



**WCUUSD Finance Committee  
Meeting Agenda  
11.12.24 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 10.8.24, 10.16.24 – pg. 3
3. Informational Reports
  - 3.1. Monthly Reflections - pg. 9
4. Discussion/Action
  - 4.1. Multi-year Capital Improvement Project Budget Review--pg.11
  - 4.2. Long-term Weighted Average Daily Membership (LTW ADM) Information-pg.16
  - 4.3. Discuss FY 26 General Fund Budget Draft # 1 - pg.18
5. Future Agenda Items
  - 5.1. Next Regular Meeting: December 10, 2024

### **WCUUSD Board Norms - Adopted November 18, 2020**

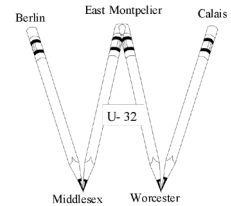
- **Public input** –Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members 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 10.8.24 8:30-9:30 am Virtual Central Office 1130 Gallison Hill Rd Montpelier, VT

**Present:** Flor Diaz Smith, Steven Dellinger-Pate, Susanne Gann, Elizabeth Brown, Chris McVeigh, Ursula Stanley, Jen Miller-Arsenault, Natasha Eckart, Daniel Keeney, Noah Weinstein, Rebecca Tatistcheff

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:33 am.** Flor had a change to the agenda to include Public Comments after Future Agenda Items, as people from the public were present.
- 2. Approve Minutes of 9.10.24, 9.16.24: Daniel motioned to approve the minutes of 9.10.24, and 9.16.24. Seconded by Chris. The motion passed.**
- 3. Informational Reports**
  - 3.1. Monthly Reflections:** Susanne provided a memo highlighting some of the work for the fiscal department over the last month including the FY 25-26 Act 173 Special Education Plan due to the AOE in October, the FY 23-24 grant closeout reports submitted in September and updates to the Fixed Assets system to reflect all assets added/deleted in FY 23-24.
- 4. Discussion/Action**
  - 4.1. FY 2025-26 Budget Discussion:** Steven provided a memo and advised that the Leadership team has met. He advised there is quite a bit of work to be done before they can provide a Draft # 1 budget. He went over some questions that the leadership team had in order to help the budget development process. Flor asked if the committee wanted to reaffirm the budget

parameters and criteria so that could provide guidance. There was some discussion. These questions included the following:

- **Should the Leadership team pursue different grade level configurations such as consolidating Pre-K programs at fewer schools or moving 6<sup>th</sup> grade to U-32?**  
The committee advised that the leadership team should look at different configurations being that the excess spending threshold is 2.4 million. Steven clarified that they have not looked at any options yet; they want to know what are the boundaries that they can look at. Chris asked for a full budget to be provided rather than a summary and what the average budget increase over the past 5 years was percentage-wise excluding last year. There was some discussion surrounding food procurement, Special education funding, and other areas that may be priorities.
- **Does the Board have priorities about programs or services that could be reduced or expanded i.e.: Co-curricular, transportation, nursing, etc.?** Steven advised this is a broad question asking what the Board is willing to support or not support. Daniel spoke about discretionary cuts. Chris asked what the non-discretionary cuts for the district are and could that be provided to the board.
- **What timeline will the Board be following with the configuration committee?**

#### **4.2. Budget Parameters: Discussed earlier**

#### **4.3. Budget Criteria : Discussed earlier**

**4.4. Finance Configuration Committee Next Steps:** Flor advised this will be informed by the budget and these conversations still need to happen. Steven advised the goal now is to bring Draft # 1 Budget and the leadership needs to know in order to plan. Members of the finance committee agreed that the configuration committee should reconvene.

### **5. Future Agenda Items**

#### **5.1. Next Regular Meeting : November 12, 2024**

**6. Public Comments:** Noah Weinstein asked about the November 6 meeting. It is now a community meeting and not a board meeting. He asked if that was the case how they could help to get community members to attend. He also stated that community members should be involved earlier in the budget process in order to know what the community would accept for a budget in order to pass it. He suggested a survey be sent out to the community earlier in regards to what the community would accept in the budget. He also asked about budget ambassadors' note and what that is. Alan Gilbert spoke about looking at past budgets for a guide to building next year's budget. He stated you would have to look at pre-pandemic budgets, as much of the funds were special one-time funds. He also stated to look at per pupil spending per school and study anomalies that have become evident. Track weighted funds to the specific schools or specific groups of students for which the money is intended, make sure money is going to where it is intended. Do not be afraid to go line by line through the budget that you are presented by the administration. Give the administration a maximum budget number you would like them to meet. Do not treat children as if marbles, shooting them at any hole they might fit in, they are human just like us they crave stability and home. Flor spoke about budget ambassadors, she advised they are staff members, and they are collaborative for transparency. Steven stated that the budget ambassadors are staff so that we have communication between the staff, the building of the budget and the buildings that it is

occurring in. They are advisory to the budget process and helping develop the budget communication. Community forums are to look at how we work people outside of the system to make sure their voices are heard. He advised the timelines are being revised.

**7. Adjourn: The meeting adjourned at 9:37 am by consensus.**

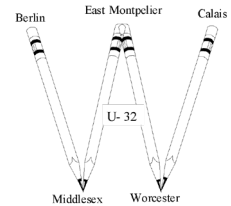
Respectfully submitted,  
Melissa Tuller  
Administrative Assistant

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### WCUUSD Finance Committee Meeting 10.16.24 5:00-6:00 PM U-32 930 Gallison Hill Rd Montpelier, VT In-Person /Virtual

**Present:** Flor Diaz Smith, Elizabeth Brown, Zach Sullivan, Daniel Keeney, Ursula Stanley, Michelle Ksepka, Chris McVeigh, Diane Nichols-Fleming, Julia Hewitt, Superintendent Steven Dellinger-Pate, Principal Becca Tatistcheff, Jen Miller-Arsenault, Julia Pritchard, Honi Bean Barrett, Allison, Robert M, Lila Richardson, Noah Weinstein, David Delcore, ORCA Media, Chani Waterhouse, Erika Zimmerman, Caitlin Howansky

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

#### 2. Discussion/Action

2.1. **Configuration Next Steps:** Flor Diaz Smith reviewed the previous meeting and she reviewed information that had been shared on Front Porch Forum because of the meeting. Flor Diaz Smith reviewed the Strategic Plan and affirmed the commitment to use it as a guidepost. Dan Keeney stated that what came from the previous meeting is how important it is to delineate what is the charge. We will need to have “our ducks in a row” to move through the process - e.g. what are the greatest priorities - financial? Opportunities? Equity? He stated that Act 46 was brought up as well and he believes that we need to provide some background information about that as well. He brought up the issue of foodservice. Is there a way to coordinate, save money, provide a better product? Flor Diaz Smith stated that this would be part of the budget conversation. She noted that we used the strategic plan and core beliefs to create the criteria. She would like to clarify with the committee that we will continue to be guided by these criteria. Zach Sullivan stated that the board is not the only actor here; there is citizen activity. The board will need to plan forward keeping this dynamic in mind. Can we agree that the criteria stands? Can we agree that the budget conversation we are going to have occurs during a stressful time? The conversation will be fluid and configuration will be an integral part of the budgeting discussion. Chris McVeigh asked, does this mean that we are considering moving grades of

students from one campus to another, as part of the solution? Ursula Stanley stated that the leaders are going to present a sustainable budget with efficient use of taxpayer money, with improved student outcomes. We have been discussing this for two years at least. Daniel Keeney said what he heard is that we are looking through the budget at the configuration, and everything is on the table - we are just using the budget as a lens at this time through which we consider configuration. Elizabeth Brown thinks of configuration as a tool for WCUUSD to be creative and think outside of the box because thinking outside of the box will be required to create a financially sustainable solution - does this meet the community's needs and our financial needs as well? Steven Dellinger-Pate said we will need to look not as much through the "dollars" but through instructional programming. The goal in presenting the budget will be to help the board connect the programs to the dollars and to help understand discretionary versus non-discretionary spending. Michelle Ksepka stated that she does not feel that anything is off the table - we need to look at everything across the board. We are in for another very hard budget season. Chris McVeigh stated that we have witnessed a strong attachment between our communities and their local schools. We want the community on our side. We will need to be very blunt and clear with what we are doing, and not bring it up at the last minute. We should be clear about what we are seriously considering. Ursula Stanley stated that we have a responsibility as a board in how we discuss these options and why they are beneficial and we need to be careful as board members as to whether our language is helpful or inciting. We need to start talking about the positive benefits that our students can see - but there has been a large focus on the negative, including from members of the board. Chris McVeigh stated that it is a balance. We cannot ignore the sacrifice that we are asking of our communities for the benefit of the whole. Flor Diaz Smith stated that she has created space for the will of the board to be heard, for example in the Steering Committee. Superintendent Dellinger-Pate clarified that the administration is not necessarily proposing these configurations, but working together with the board to create proposals. This was a request from the committee; he would like to continue to go forward working together - board and administration. Flor Diaz Smith stated that we will continue to take this work forward and will continue to engage the community in the conversation. Dan Keeney would like to bring up some dimensions of what this committee can be thinking about with the next steps. One thing that continued to come up was the development of the concept of working with/potentially merging with another district - this committee seems like the right place to begin this conversation. He also stated that it would be important to develop a specific plan for transition, should we come up with a solution that includes the closure of one of the campuses. He asked, regarding the work of the committee/ work of the board - could it be supported by some external partners. Some kind of third party (being careful about how we incorporate a third party.) For example, regarding the budgetary implications of proposals - might be helpful to have a third party consider those implications to legitimize the information that is brought forward. Flor Diaz Smith suggested reviewing some of the documents from over the years (e.g. an Efficiency Study - this has been done in the past.) In an effort to be careful with our resources and to not repeat work that has already been done - she suggested the possibility of someone reviewing and summarizing some of the other documents/ studies. Ursula Stanley suggested having an online repository for documents to make them easily accessible and searchable. Flor Diaz Smith suggested that the committee work on revising the charge. Zach Sullivan stated that it would be valuable to set out a larger vision of "what would that look like" (e.g.

if we were to combine with another district). Some discussion followed around what having discussion between two school districts about the possibility of considering some sort of merge would entail. It is complicated and time consuming. Chris McVeigh stated that we should still come together with another district or other districts to consider the possibilities. Some discussion followed about whether the Configuration Committee should continue to meet - in light of budget development underway. The Finance Committee will need to spend a great deal of bandwidth at this time on budget development. Daniel Keeney suggested that, regarding further meetings - would it make sense to separate Configuration Committee from the Finance Committee. He feels that it is its own distinct thing. Elizabeth Brown reflected after the meeting at Calais - people approached her after and stated that it was not just about finances - she feels that semantics are important - tying configuration and finance together makes it appear that it is the main focus. If our charge is not just finances (if it is tied to student outcomes) then we need to find a way to communicate it that way. Semantics/ optics/ the way we are communicating is very important. We got a lot of good information from the community about how they understood the work of the committee and the situation. Chris McVeigh stated that we could not ignore the fact that one of the emphases of configuration was that it would save money. It was a focus. Dan Keeney stated that this is why it will be important to create a very clear charge. Everything will flow from there, including what we call the Committee. Ursula Stanley stated that we need to make sure we are checking in as a committee and as a board regarding what has been presented to us and how we are sharing information out - check in regularly throughout the process to make sure we agree in our understanding of the information that is provided.

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

4. **Public Comment:** Erika Zimmerman encourages big thinking and not necessarily thinking that the next steps. They need to be small iterations from where you were before. There is interest in the community in thinking big. If the charge is to think about configuration broadly, regionalization is an important question. The best ideas (e.g. around housing) are coming from areas that are thinking regionally. She stated that food service is a good example of how we look at the bigger picture and create efficiencies and a better product.

### 5. **Adjourn: The committee adjourned by consensus at 5:55 p.m.**

Respectfully submitted,  
Lisa Grace, Committee Recording Secretary



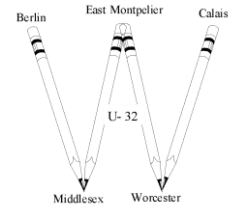
**Washington  
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Steven Dellinger-Pate  
Superintendent



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

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Open enrollment information for all eligible employees was distributed on October 24, 2024. This year, open enrollment looked a bit different to employees. The District Human Resources Team had an in-person presence at each school to allow staff time to complete the necessary forms and ask questions about the benefits available. Open enrollment forms were due to Human Resources by November 8, 2024 and any changes to an employee's benefits will be effective January 1, 2025.

A huge shout out goes to Holly Poulin for organizing open enrollment, for envisioning a more efficient process and for ensuring District employees had access to HR in their buildings. Another huge shout out to Melissa Tuller who implemented the necessary District Website changes to ensure open enrollment forms and information was updated and available to employees.

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Penny and Holly file several quarterly reports for payroll and benefits including the 941s, VT payroll reports, Unemployment Tax wage report to Dept of Labor, Health Care Employer Assessment, VMERS and VSTRS retirement reports. Additionally I complete quarterly reports for the Medicaid and EPSDT grants. A huge thank you to Penny and Holly for their efforts to file these reports timely and keep the District in compliance.

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Accountants from RHR Smith & Company were on site working on the annual audit for FY 2023 - 2024. The first draft is anticipated mid-December. After our review of the draft is complete, and any necessary changes are made, the auditors will provide us with a final draft. This should allow for the Finance Committee and Board to receive the report in

## Monthly Reflections

January. RHR will attend the January Finance Committee meeting to give a summary of the report and answer any questions. If the Committee is interested, RHR will review it with the full Board as well.

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On November 5, 2024, during the monthly bank reconciliation process for October it was discovered that a check issued to a vendor on September 17, 2024 and cashed on October 8, 2024 was cashed in the wrong amount (\$2800 instead of \$1,071.50). Further investigation revealed that the check had been altered to change the payee and amount to a different individual not associated with the vendor and not associated with Washington Central UUSD. Community Bank and the vendor were notified immediately of the fraudulent activity. A police report was filed to report the incident to the Vermont State Police on November 6, 2024. An affidavit of altered check was filed with Community Bank on November 6, 2024 to obtain the proceeds of the check. Community Bank returned the funds to the district account on November 5, 2024.

Community Bank recommended that the District set up Positive Pay check procedures going forward. This requires a file to be uploaded to the bank when checks are issued. The bank then references the file when cashing checks on the District account. If any checks presented do not match the file, one of two authorized persons at the District would have to approve cashing it. We added this additional layer of protection to the account on November 6, 2024.

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Tim Couture, District Operations Manager, has been working to complete the DC #05 and the DC #06 data collection reports due to the Agency of Education November 8, 2024.

The DC #05 Tuitioned Student Official is a list of students in the Vermont educational system with a specific set of information about each student, formally known as the tuitioned student census. This data collection allows the AOE to satisfy many state and federal reporting requirements. The District must report the names of students enrolled in independent schools or out-of-state schools for whom the school district pays tuition. This information is used in calculating the Average Daily Membership (ADM) for school districts.

The VR DC#06 replaces the legacy Fall Update of the Student Census, it is a collection of instances of student enrollment in the District school. This data collection is used to create the October 1 headcount of enrolled students, the ADM a count of students used in the state funding formula, per pupil spending, and other calculations. This year's data collection requires more information for each student to calculate a number of education indications, including demographic information used to support analysis of student assessments and school accountability.

# Washington Central Unified Union School District

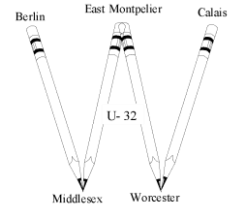
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Steven Dellinger-Pate  
Superintendent



**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 Review**  
**DATE: November 11, 2024**

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**Review:** At the September 18, 2024 meeting, the School Board authorized the allocation of \$267,174 additional capital reserve funds to the projects identified for completion in FY 2025 - 26 (see table on next page), resulting in a total budget of \$1,561,749. The Board also approved the amount to budget in the general fund to transfer to the capital reserve fund in FY 2025-26 as \$1,047,964.

**Update:** In order to support lower spending per pupil in the general fund, the transfer to the capital reserve fund in FY 2025-26 has been re-evaluated and the projects in the multi-year capital improvement project budget have been reprioritized. The FY 2025-26 lighting retrofit projects for East Montpelier, Rumney and U-32 have been moved to future years for completion.

The annual level of spending for each subsequent year has been reduced as well as the transfer from the general fund to the capital reserve fund. If the transfer is \$500,000 in FY 2025-26, and increased by \$100,000 annually, we would return to the current level of transfer in FY 2030-31.

**Recommended Board Action:** The Board authorize the allocation of \$932,066 of 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 \$500,000.

## Multi-year Capital Improvement Project Budget Review

### FY 2025-26 Capital Improvement Projects

Project Description	Status	Location	Previous Rough Numbers	Updated Estimate (including soft costs + contingency)
Utility Infrastructure Demolition, well, woodchip bunker	Scope & Budget Complete	Berlin	\$155,780	\$155,780
Water Service Entrance, Extend 4" service into building	Scope & Budget Complete	Berlin	\$42,246	\$42,246
Lighting retrofit, convert to LED, low voltage controls	Scope & Budget Complete	Berlin	\$26,403	\$26,403
Door - Exterior storefront door replacement	Scope & Budget Complete	East Montpelier	\$48,566	\$48,566
Building envelope, siding, insulation, windows, painting	Scope & Budget Complete	Rumney	\$582,461	\$582,461
Chiller Refurbishment	Scope Change & Budget Complete	U-32	\$72,610	\$72,610
Lighting retrofit, convert to LED, low voltage controls	Scope Change & Budget Complete	East Montpelier	\$178,223	\$1,000
Lighting retrofit, convert to LED, low voltage controls	Scope & Budget Complete	Rumney	\$125,417	\$1,000
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	\$330,043	\$2,000

Washington Central Unified Union School District  
Five-year Capital Improvement Budget - Revised 11/11/24  
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, Berlin	\$ 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	Berlin	\$ -	\$ 155,780	\$ -	\$ -	\$ -	\$ -
Water Service Entrance, Extend 4" service into building	Berlin	\$ -	\$ 42,246	\$ -	\$ -	\$ -	\$ -
Lighting retrofit, convert to LED, low voltage controls	Berlin	\$ -	\$ 26,403	\$ -	\$ -	\$ -	\$ -
Door - Exterior storefront door replacement	East Montpelier	\$ -	\$ 48,566	\$ -	\$ -	\$ -	\$ -
Building envelope, siding, insulation, windows, painting	Rumney	\$ -	\$ 582,461	\$ -	\$ -	\$ -	\$ -
Chiller for A/C for Admin area, library and special services refurbishment	U-32	\$ -	\$ 72,610	\$ -	\$ -	\$ -	\$ -
Lighting retrofit, convert to LED, low voltage controls (Design services)	East Montpelier, Rumney, U-32	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -
Pellet Boiler heating system replacement and relocation	Doty	\$ -	\$ -	\$ 480,000	\$ -	\$ -	\$ -
Backup boiler	Central Office	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -
Regrade soccer field	Calais	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Replace electrical panels	Calais	\$ -	\$ -	\$ -	\$ 33,500	\$ -	\$ -
Flooring - main office carpet	U-32	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Flooring - Gym refurbishment	U-32	\$ -	\$ -	\$ -	\$ 67,200	\$ -	\$ -
Replace bleachers (out of code?)	U-32	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -
operable CR partitions, some repairs required	U-32	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -
recessed walk-off grate, replace inserts	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
HVAC - replace AC in Main Office RTU #1 and RTU #2	U-32	\$ -	\$ -	\$ -	\$ 137,612	\$ -	\$ -
Windows - Exterior Window Replace Frames	U-32	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Electrical phase protection to be available for quick replacement	U-32	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -
Flooring - Gym, current VCT in adequate condition	Calais	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -

Washington Central Unified Union School District  
Five-year Capital Improvement Budget - Revised 11/11/24  
FY 2024 - 2025 through FY 2028 - 2029

Paving and sealing, walkways, basketball court	Calais	\$	-	\$	-	\$	-	\$	70,000	\$	-
Windows - Exterior Window Replace Frames	U-32	\$	-	\$	-	\$	-	\$	100,000	\$	-
Lighting retrofit, ongoing conversion to LED 4026-08-1305	U-32	\$	-	\$	-	\$	-	\$	165,022	\$	-
Wall - Exterior panels, repair damaged panels	U-32	\$	-	\$	-	\$	-	\$	20,000	\$	-
Flooring - weight room	U-32	\$	-	\$	-	\$	-	\$	20,000	\$	-
Clerk of the Works-Allocate to projects	Multiple	\$	-	\$	-	\$	-	\$	100,000	\$	-
Bunker removal and new storage shed on woodchip bunker foundation, demo existing shed	Berlin	\$	-	\$	-	\$	-	\$	-	\$	130,000
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
Flooring - entire school except bathrooms, gym and library	Doty	\$	-	\$	-	\$	-	\$	-	\$	150,000
Storage shed, replace containers	Rumney	\$	-	\$	-	\$	-	\$	-	\$	100,000
Lighting retrofit, convert to LED, low voltage controls 4026-06-1181	Rumney	\$	-	\$	-	\$	-	\$	-	\$	125,417
Lighting retrofit, ongoing conversion to LED 4026-08-1305	U-32	\$	-	\$	-	\$	-	\$	-	\$	165,022
Clerk of the Works-Allocate to projects	Multiple	\$	-	\$	-	\$	-	\$	-	\$	105,000
Storage shed, replacement	Berlin	\$	-	\$	-	\$	-	\$	-	\$	-
EV Chargers	Berlin	\$	-	\$	-	\$	-	\$	-	\$	-
Roof replacement, boiler room and storage area	Calais	\$	-	\$	-	\$	-	\$	-	\$	-
Exit/Entrance - playground drainage	Calais	\$	-	\$	-	\$	-	\$	-	\$	-
PE Storage and Facilities Maintenance Room Renovation	Calais	\$	-	\$	-	\$	-	\$	-	\$	-
Water Fountain Removal (13)	Calais	\$	-	\$	-	\$	-	\$	-	\$	-
Playground Equipment Pre-K and upper level	Calais	\$	-	\$	-	\$	-	\$	-	\$	-
Kitchen Renovation - counters, grease trap	Calais	\$	-	\$	-	\$	-	\$	-	\$	-
EV Chargers	Calais	\$	-	\$	-	\$	-	\$	-	\$	-
Heat pumps replace A/C units	Central Office	\$	-	\$	-	\$	-	\$	-	\$	-
Replace flooring	Central Office	\$	-	\$	-	\$	-	\$	-	\$	-
Ventilation and Lighting for three offices	Central Office	\$	-	\$	-	\$	-	\$	-	\$	-
Pave Parking Lot (requires replacement of sub-base)	Central Office	\$	-	\$	-	\$	-	\$	-	\$	-
Pave Parking Lot (requires replacement of sub-base)	Doty	\$	-	\$	-	\$	-	\$	-	\$	-
Storage shed, replacement	Doty	\$	-	\$	-	\$	-	\$	-	\$	-
Playground Equipment Replace All	Doty	\$	-	\$	-	\$	-	\$	-	\$	-
EV Chargers	Doty	\$	-	\$	-	\$	-	\$	-	\$	-
Lighting retrofit, convert to LED, low voltage controls 4026-05-1091	East Montpelier	\$	-	\$	-	\$	-	\$	-	\$	-
Fence replacement between road and treeline	East Montpelier	\$	-	\$	-	\$	-	\$	-	\$	-
Basketball Court - Resurface	East Montpelier	\$	-	\$	-	\$	-	\$	-	\$	-
Pave Upper Parking Lot (requires replacement of sub-base)	East Montpelier	\$	-	\$	-	\$	-	\$	-	\$	-
EV Chargers	East Montpelier	\$	-	\$	-	\$	-	\$	-	\$	-
Pave Parking Lot (requires replacement of sub-base)	Rumney	\$	-	\$	-	\$	-	\$	-	\$	-
Fence replacement along playground	Rumney	\$	-	\$	-	\$	-	\$	-	\$	-
Roof replacement, lower roof by locker rooms by gym, front office, loading dock and A and B roof	U-32	\$	-	\$	-	\$	-	\$	-	\$	-
Underground Fuel Oil tank replacement	U-32	\$	-	\$	-	\$	-	\$	-	\$	-
Replace external windows and metal frame with new double pane windows	U-32	\$	-	\$	-	\$	-	\$	-	\$	-

Washington Central Unified Union School District  
Five-year Capital Improvement Budget - Revised 11/11/24  
FY 2024 - 2025 through FY 2028 - 2029

Main Stadium Field drainage repair	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tennis Courts (grind and resurface)	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Folding wall partition replacement (middle school and 128/131)	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chiller for A/C for Admin area, library and special services replacement	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storefront doors at main entrance (replacement)	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 Accessibility	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditorium seating	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditorium stage	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library renovation	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EV Chargers	U-32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clerk of the Works-Allocate to projects	Multiple	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Improvement Project Budgets</b>		\$ 2,665,727	\$ 932,066	\$ 492,000	\$ 678,312	\$ 575,022	\$ 1,065,439

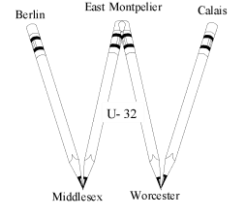
<b>Capital Fund Balance</b>	<b>Budget FY 2024-2025</b>	<b>Budget FY 2025-2026</b>	<b>Budget FY 2026-2027</b>	<b>Budget FY 2027-2028</b>	<b>Budget FY 2028-2029</b>	<b>Budget FY 2029-2030</b>
Beginning Capital Fund Balance	\$ 2,384,169	\$ 1,579,435	\$ 1,157,766	\$ 1,247,434	\$ 1,239,597	\$ 1,439,827
Plus General Fund Transfers to the Capital Reserve Fund	\$ 923,252	\$ 500,000	\$ 600,000	\$ 700,000	\$ 800,000	\$ 900,000
Plus Interest Income	\$ 16,537	\$ 10,397	\$ 8,789	\$ 9,737	\$ 10,198	\$ 11,699
Plus Possible Grant Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Fund Balance & Revenues	\$ 3,323,958	\$ 2,089,832	\$ 1,766,555	\$ 1,957,171	\$ 2,049,795	\$ 2,351,526
Less Balance on Open Projects	\$ 1,744,523	\$ 932,066	\$ 492,000	\$ 678,312	\$ 575,022	\$ 1,065,439
Less 5% Inflationary Factor on Future Projects	\$ -	\$ -	\$ 27,122	\$ 39,262	\$ 34,947	\$ 67,990
Projected Ending Capital Fund Balance	\$ 1,579,435	\$ 1,157,766	\$ 1,247,434	\$ 1,239,597	\$ 1,439,827	\$ 1,218,097
Less East Montpelier Capital Reserve Funds	\$ 509,481	\$ 460,915	\$ 460,915	\$ 460,915	\$ 460,915	\$ 460,915
<b>Projected Capital Fund Balance Available for Future Projects</b>	<b>\$ 1,069,954</b>	<b>\$ 696,851</b>	<b>\$ 786,519</b>	<b>\$ 778,682</b>	<b>\$ 978,912</b>	<b>\$ 757,182</b>

## Washington Central Unified Union School District

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

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

Steven Dellinger-Pate  
 Superintendent



**TO: WCUUSD Finance Committee & School Board**  
**FROM: Steven Dellinger-Pate, Superintendent**  
**Susanne Gann, WCUUSD Business Administrator**  
**RE: Long-term Weighted Average Daily Membership Information**  
**DATE: November 11, 2024**

**LTW ADM Breakdown:** Long Term Weighted Average Daily Membership, also known as LTW ADM, is a state-wide formula for adding weights to students using factors including grade level, poverty, English Language Learners (ELL), population density (sparsity) and small schools applied to the District’s two-year average ADM.

<b>Weighting Factor</b>	<b>Weight per pupil</b>
Grade Level	Subtracts .54 for prek Adds .36 for grades 6 – 8 Adds .39 for grades 9 – 12
Poverty - 471 students currently identified district-wide	Adds 1.03 for each student identified as 185% of the Federal Poverty Level
ELL - 10 students currently identified district-wide	Adds 2.49 for each student identified as English Language Learners
Sparsity - all WCUUSD pupils fall in population density $36 \leq \text{pop}/\text{mi}^2 < 55$	Adds .15/pupil for population density $< 36 \text{ pop}/\text{mi}^2$ <b>Adds .12 for population density <math>36 \leq \text{pop}/\text{mi}^2 &lt; 55</math></b> Adds .07 for population density $55 \leq \text{pop}/\text{mi}^2 < 100$
Small Schools - all WCUUSD schools except U-32 receive a factor for this	Adds .21/pupil for enrollment $< 100$ (Calais and Doty) Ads .07/pupil for $100 \leq \text{enrollment} < 250$ (Berlin, East Montpelier, and Rumney)

**Use of LTW ADM:** It is assumed by the State and backed by experience that it is more expensive to educate a student who falls into one of the above categories. For this reason, LTW ADM is used to calculate spending per pupil, which is what each District is taxed based upon. LTW ADM is also used to determine the excess spending threshold for each district. The excess spending threshold is \$16,108.20 per LTW ADM, which means that the district is taxed twice for every dollar over the threshold. In developing this year’s budget, the LTW ADM was used to determine the amount of funding allocated to each school.



**S032 U092 Washington Central USD**

				FY25 Estimated								
				Long Term Weighted ADM								
Weighting factors				Weights	FY24 LT ADM	FY25 LT ADM	Two Yr Avg LT ADM	FY24 SPS reference	FY25 SPS	2 Yr Avg LT ADM + SPS	Additional Weight	LTW ADM
1. Grade range weights	EEE			(0.54)	8.50	12.00	10.25	0.71	0.71	10.96	(5.92)	5.04
	pK			(0.54)	113.60	100.00	106.80	-	-	106.80	(57.67)	49.13
	K			-	82.20	61.00	71.60	-	-	71.60	-	71.60
	1			-	65.00	86.00	75.50	-	-	75.50	-	75.50
	2			-	90.00	67.00	78.50	-	-	78.50	-	78.50
	3			-	82.00	92.00	87.00	0.45	0.45	87.45	-	87.45
	4			-	83.25	84.00	83.63	1.00	1.00	84.63	-	84.63
	5			-	78.00	82.00	80.00	1.00	1.00	81.00	-	81.00
	6			0.36	91.95	82.00	86.98	-	-	86.98	31.31	118.29
	7			0.36	106.80	92.00	99.40	-	-	99.40	35.78	135.18
	8			0.36	118.00	107.00	112.50	-	-	112.50	40.50	153.00
	9			0.39	98.00	125.00	111.50	1.00	1.00	112.50	43.88	156.38
	10			0.39	121.79	93.00	107.40	0.25	0.25	107.65	41.98	149.63
11			0.39	115.00	113.00	114.00	0.21	0.21	114.21	44.54	158.75	
12			0.39	81.00	105.00	93.00	-	-	93.00	36.27	129.27	
Basis: LT ADM	Adult, No Diploma		0.39	-	2.00	1.00	-	-	1.00	0.39		1.39
TOTAL					1,335.09	1,303.00	1,319.06			1,323.68		1,534.74
2. Poverty	185% FPL		1.03		471.00						485.13	485.13
Basis: LT ADM / FPL Count												
3. English Language Learners	ELL		2.49		10.00						24.90	24.90
Basis: LT ADM / ELL Count												
4. Sparsity												
	FY24 Pop density	52.9 pop/mi^2		0.15		-						
	Populations densities will likely change for FY25											
		< 36 pop/mi^2		0.12		1,323.68				158.84		158.84
		36 ≤ pop/mi^2 < 55		0.07		-						
		55 ≤ pop/mi^2 < 100										
Basis: LT ADM 1,323.68 / VCGI Population Density												
5. Small schools												
	FY 25 2 Yr Avg Count small schools enrollment < 100	2										
	FY25 2 Yr Avg Count small schools 100 ≤ enrollment < 250	3										
		≤ 55 pop/mi^2 and:										
		enrollment < 100		0.21		163.90				34.42		34.42
		100 ≤ enrollment < 250		0.07		516.40				36.15		36.15
Basis: two-year average enrollment of small school												
Districts with small school weight will not receive merger support grant												
Grand Total District LTW ADM											2,274.18	

**Note: FY25, equalized pupils will not be used. Long-term weighted ADM will be used instead. The yields will change accordingly.**

# Washington Central Unified Union School District

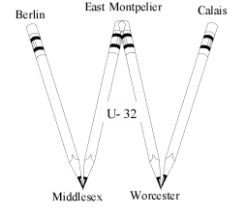
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Steven Dellinger-Pate  
Superintendent



**TO: WCUUSD Finance Committee & School Board**  
**FROM: Steven Dellinger-Pate, Superintendent**  
**Susanne Gann, WCUUSD Business Administrator**  
**RE: FY 26 General Fund Budget Draft #1**  
**DATE: November 8, 2024**

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**Review:** At the September 18<sup>th</sup> meeting, the Board participated in a budget training to review the budget process, Vermont education finance and reviewed an initial baseline estimate of the Local Education Spending for FY 2025-26, which was expected to increase 12.48% to \$38,446,499. The Board held a Community Input Session on November 6<sup>th</sup> to:

1. review the District's mission, core beliefs and goals of the strategic plan to fully understand what the budget needs to support.
2. outline the frameworks that guide the budget development including class size, Education Quality Standards (EQS) and Multi-layer Systems of Supports (MLSS).
3. provide the community with an opportunity to learn and to give input on the budget, and what to consider as it is developed.

**Board Parameters:** The principles that guide our budget decisions are outlined in the Board Parameters.

- Remain under the per pupil spending threshold
- Continue to offer and further develop the Multi-Layer System of Supports
- Consider configuration changes that support our criteria
- Frame budget decisions around meeting goals of the Strategic Plan and adhering to our Core Beliefs
- Frame programmatic decisions around Education Quality Standards and Equitable Distribution of Resources.
- Support accelerated growth for students from historically marginalized identities
- Budget towards long term financial sustainability of our district

**FY 2025-26 Spending Allocation Factors:** The Leadership Team has worked collaboratively over the past several weeks to build the FY 2025-26 budget considering the Board Parameters and spending allocations based upon estimated LTW ADM by school.

- The estimated LTW ADM for the District for the FY 26 budget is 2,274.10. This is a reduction from earlier estimates of 2,355.11, and is likely to continue to change as the District finalizes the ADM count for this fall.
- Every 1% increase (or decrease) in the budget = \$341,803.
- A 3% increase in the budget = \$1,025,410.
- The excess spending threshold = \$16,108.20 per LTW ADM.
- The estimated excess spending threshold is \$36,631,658, which is a 7.17% increase in the local education spending.
- The average cost of a teacher for FY 26, salary and benefits, is \$111,900.

**Per Pupil Spending Allocations**

	7.17% Increase (Excess Spending Threshold)	3% Increase
Total Spending per LTW ADM	\$16,108	\$15,481
Per Pupil (LTW ADM) Allocation for Districtwide Services	\$7,872	\$7,872
Per Pupil (LTW ADM) Allocation for Building level Services	\$8,236	\$7,609

**Excess Spending Threshold Allocation: \$8,186 allocation per LTW ADM**

School	FY 26 LTW ADM	Spending Allocation by LTW ADM	FY 26 Actual Estimated Pupils PreK - 6	Per Pupil Spending
Berlin Elementary	306.28	\$2,522,522	181	\$13,937
Calais Elementary	147.57	\$1,215,387	92	\$13,211
Doty Memorial Elementary	130.74	\$1,076,775	62	\$17,367
East Montpelier Elementary	315.72	\$2,600,270	182	\$14,287
Rumney Elementary	170.36	\$1,403,085	113	\$12,417

U-32 Middle and High School	1,208.44	\$9,952,712	677	\$14,701
District Total	2,279.11	\$18,770,751	1,307	\$14,362

**Multi-layered System of Supports (MLSS):** A strong MLSS program is consistent and predictable while maintaining the ability to be flexible and responsive to student needs. Layers 1 & 2 include providing students Classroom Teachers, School Counselors, School Nurses, Allied Arts and the necessary administrative support for those functional areas.

Administration determined the levels necessary for these positions using the class size recommendations, the State of Vermont Ed Quality Standards (EQS) or measurements in the recently published Picus Report.

Layers 3 - 6 include additional staff to meet identified student need such as additional School Counselor, School Nurse, Library/Media FTEs, Interventionists, Social Workers, SAP Counselors, Behavior Specialists, Deans, etc. and are determined at the school level using the remaining funding allocated per pupil.

**MLSS Layers 1 & 2: Class Size Recommendations**

PreK - depends on square footage and may not exceed 20 students
K - 3 - average class size 16 (min 13, max 20)
4 - 6 - average class size 18 (min 15, max 25)
7 - 12 - average class size 18 (min 17, max 25)

**MLSS Layers 1 & 2: EQS Measurements**

School Counselor = 1 per every 300 students grades K- 6 School Counselor = 1 per every 200 students grades 7-12
School Nurse = 1 per every 500 students
Library / Media = 1 per every 300 students

**MLSS Layers 1 & 2: Picus Report Measurements**

Principals = 1 per every 10+ teachers Assistant Principals = 1 per 300 students grades 7-12
Admin Assistants = 1 per 225 students
Art, Music, PE and Health = 20% of FTE for core teachers

**Next Steps:**

1. The School Board reviews and discusses the proposed Budget on Wednesday, November 20, 2024.
2. The School Board provides the Leadership Team with additional guidance to continue to inform the budget process.
3. The School Board continues to work to inform and engage the community in the budget process.
4. Special Ed Student needs continue to be reviewed and updated.
5. Administration continues to firm up revenue and expenditure estimates.
6. The next budget presentation on December 18, 2024 will provide tax estimates made based on information from the AOE and the Tax Commissioner (due December 1). This should include the Long-term Weighted Average Daily Membership updates and the estimated Property Yield. The Common Level of Appraisal information will not be available until January.