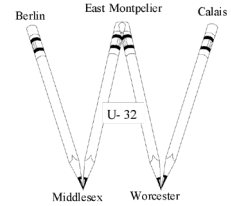


Washington Central Unified Union School District

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

Present: Steven Dellinger-Pate, Susanne Gann, Ursula Stanley, Flor Diaz Smith, Chris McVeigh, Zach Sullivan, Allen Gilbert, Daniel Keeney, Rebecca Tatistcheff, Karoline May, Lila Richardson

1. **Call to Order:** Flor Diaz Smith called the meeting to order at 8:33 a.m.
2. **Approve minutes of 11.12.24:** Zach Sullivan motioned to approve the minutes from 11.12.24. Ursula seconded and the motion passed.
3. **Informational Reports**
 - 3.1. **Monthly Reflections:** Susanne provided a written memo highlighting some of the work in the finance department.

Open enrollment health insurance plan changes or changes to flexible spending and dependent care account contributions will go into effect on the January 10 payroll. This movement can cause significant work for staff that must be completed in a compressed timeline. Holly Poulin and Penny Andrews will work together the first week in January to update employee deductions and review for accuracy. Anyone with questions regarding the enrollment information can reach out to Holly at hpoulin@u32.org.

Shannon Knowles and Penny Andrews will be attending a training for Payroll and Accounts Payable on December 12 hosted by our software vendor. This training will cover the electronic filing of W2s on BSO, closing accounts payable, filing 1099s electronically with the IRS and review the childcare credit contribution setup and process for payroll.

The positive paycheck procedure implemented with Community Bank in November is fully implemented. Some minor issues were identified, and the procedure has been updated to eliminate the cause of the issues. Happy to report that this additional layer of protection to the bank account is now going smoothly. Thank you to Tom Hamlin, Financial Accountant, for taking the lead on this process. Chris asked about if we get notifications. Susanne advised that is exactly what the additional layer of protection is and she explained how the process works.

- 3.2. Fund Balance Projections – Enterprise Funds:** Susanne explained that this is a report of the fund balance for our enterprise funds such as food service, HRA, Community Connections, dental, etc. not a projection of the general fund. She gave an overview of these funds. Zach asked if these numbers were separate from the numbers they would get in January or a subset. Susanne advised they are separate and explained. Daniel asked what the Community Connections and food service budgeted amounts are. Susanne advised she would look up that information and get it to him before the Board meeting. Daniel asked if there is a best practice in terms of the cushion and if there is a contingency plan if we run out of funds in these programs. Susanne advised that this has been looked at and it is a good opportunity to figure out what to do with the fund balance. She spoke about the fund balance for food service. There was some discussion. Ursula mentioned that these are funds from last year and we are not looking into these budgets in detail going into this year. Steven reiterated that this is a good opportunity to expand Community Connections services. Daniel spoke about the value of the Community Connections programs to families. Steven spoke about making investments in Pre-k and after-school programs in the middle school. He said this is probably one of the most overlooked pieces of the budget over past years.
- 3.3. Food Service Director Job Description:** Susanne felt like this was an opportunity to explain the intent of the Food Service Director Position to the Committee. She explained that we had a Food Service Director at U-32 but that person left this past fall. She advised that the state recommended we have a Food Service Director at the district level. We were advised by the state that we did not have great oversight of our programs. She spoke about grants and how this position could be responsible for this. Flor asked about a bullet point that linked food and curriculum like Farm to Table. Susanne suggested that the leadership team might be interested in exploring that. Daniel asked about the timeline for posting and filling the position and whether we should seek information from third parties to get feedback. Susanne advised it is going to be posted as soon as possible and we have been working with the AOE and other school districts. Chris asked if the Board authorized this position or if this is an expansion of the U-32 position. Chris asked about the added cost to the budget. He expressed concern about adding another position. There was some discussion. Susanne explained that it was necessary to add a Cook/Food Service Agent for U-32, but this increase is offset some by a reduction in FTE at one of the schools, due to lower enrollment and fewer meals served. She advised the net increase is worth taking advantage of this opportunity.

4. Discussion/Action

5. Review Preliminary Tax Rate Projections for FY 26 Budget: A memo was provided showing a chart by town for the Preliminary Common Level of Appraisal from FY 24-25 to FY 25-26. Another chart showed the Equalized Tax rate by town. Susanne gave an overview of these charts. She spoke about the letter that came from the Tax Commissioner on December 1st. Zach asked if the federal poverty level's impact on equalized pupils is a statewide change and whether it will affect the December 1st letter's yield updates or if those numbers are already included. Susanne explained that those numbers are locked on December 15 and they will take the students identified at that federal poverty level up to that date. Susanne advised many business managers have asked questions about this number and we have not received answers yet. Chris asked if there is a date that the state is locked into a number. Susanne advised December 15. Chris asked for clarification on the charts. Susanne explained the chart. There was some discussion about the differences in numbers for each town. Steven advised we are still under the threshold but not by much and he advised being conservative right now is in our best interest we do not know where this is going to land and we do not have a huge cushion.

6. Public Comments: Lila Richardson stated she had questions about the high numbers for Worcester. She advised that Worcester is in the process of reevaluating property values. She asked about the survey that was sent out and what the process would be for answering questions. Flor advised we are about to close the survey. In the last meeting, we had 17 responses and it will go in the packet for the Board to see. She is going to discuss this with the Steering Committee. Flor spoke about the Configuration Committee Applicants. She advised we have some applicants from three of the towns.

7. Future Agenda Items

7.1. Next Regular Meeting: January 14, 2025

8. Public Comments:

9. Adjourn: Daniel motioned to adjourn. The motion was seconded and the meeting was adjourned.