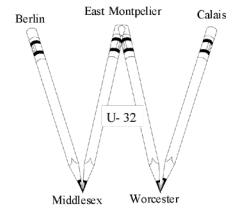


Washington Central Unified Union School District

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



**WCUUSD Finance Committee
Meeting Agenda
2.11.25
8:45-9:45 AM
Central Office
1130 Gallison Hill Rd. Montpelier**

Virtual Meeting Information

<https://tinyurl.com/5dxwkp7x>

Meeting ID: 847 4366 7122

Password: 910162

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

Virtual Only

1. Call to Order
2. Approve Minutes of 1.14.25 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections – pg. 6
4. Discussion/Action
 - 4.1. Review and Approve Project Manager Contract – pg. 8
5. Future Agenda Items
 - 5.1. Next Regular Meeting: March 11, 2025

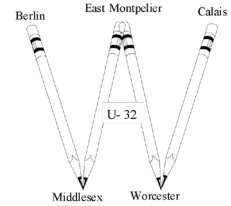
WCUUSD Board Norms - Adopted November 18, 2020

- **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 1.14.25 8:30-9:30 AM Central Office 1130 Gallison Hill Rd Montpelier, VT In-Person /Virtual

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

1. **Call to Order: Flor Diaz Smith called the meeting to order at 8:32 am**
2. **Approve minutes of 12.10.24: Zach Sullivan motioned to approve the minutes of 12.10.24. Ursula seconded and the motion passed.**

3. **Informational Reports**

3.1. Monthly Reflections: Susanne provided a memo highlighting work in the finance department from the last month.

It has been a busy few weeks preparing materials for the FY 26 General Fund Budget and tax rate calculations. The budget is entered into the NEMRC accounting software, which is used as an auditing tool against the Excel budget document to ensure accuracy and that nothing is missed. The summary, write up and tax calculations are completed after this comparison.

Holly has been hard at work this month with calendar year-end and year-beginning responsibilities. The District's Section 125 plan year begins 1/1/25, so it marked the end of the window for eligible employees to enroll in District benefits. Holly made enrollment changes with the first payroll in January, updating the employee and employer deductions in the payroll software, Penny verified the set up was correct to ensure accuracy.

Penny has begun work on the calendar year-end payroll reconciliation, which could not be completed until the last payroll of 2024, which was December 27th. This reconciliation is the first step to prepare numerous quarterly payroll reports (941s for the Feds, VT payroll quarterly reports, Unemployment tax wage report for the Department of Labor, Health Care Employer Assessment due to the Tax Department) and W-2s which are all due at the end of January.

Tim Couture and Susanne have worked closely to confirm that the Average Daily Membership (ADM) the AOE uses in the LTW ADM calculation is correct and matches the District's records. Discrepancies were identified and researched, resulting in some changes to the ADM, which was certified by the District on January 3.

The FY 2023-2024 audit draft is currently in production but has not been received and reviewed internally. As soon as it is, we will schedule it to be presented to the Finance Committee and Board.

The committee discussed LTW ADM.

4. Discussion/Action

4.1. Review and Discuss FY 2025-26 Budget and Tax Rate Projections: Susanne gave an overview and a memo was provided as a summary of the budget and tax rate projections. It also outlined the next steps in the budget process to include:

1. The Board adopts the final budget to be warned for the vote in March.
2. The School Board continues to work to inform and engage the community in the budget process. Steven reinforced that we are working with the numbers the state has given us that we have no control over.

Daniel asked if it was feasible to provide a comparison of the homestead tax from last year to this year to the amount it changed. Susanne advised she could provide a table like she did last year. Zach advised that the state has a tool on their website where you can put in your information to show how much it would change.

There was some discussion about equitable allocation throughout the schools. Steven spoke about the community meetings he has been hosting and concerns he has heard about rising costs. There has not been a whole lot of turnout at these meetings. There was also a discussion about monitoring several items such as absenteeism, transportation, food service, pre-k, chronic health management and many other things.

4.2. Budget Communication & Outreach Plan: Flor advised the hope is to put out a trifold or postcard to the communities. Flor reminded members to get their submissions to the Signpost. They spoke about doing a short video to put on the website. Towns have asked about having Board members at Town meeting day. Steven advised that we looked at who was voting and it was noted that not all our families were voting. He also advised it would be great to have board members join him at the meetings he has been hosting in the communities.

4.3. Electric Vehicle Charger at Rumney: Steven provided a memo showing the usage charges for the EV charger at Rumney and gave an overview. He recommended that we develop a policy and refer it to the policy committee for review since we may have more charging stations at our buildings in the future. Chris McVeigh agreed a policy should be created and suggested that perhaps an account be created to access the charger. Steven advised that it cost approximately \$2200 per year that the district is paying for. Daniel stated that part of the policy created should have criteria and should indicate it is not a free service as well as be based on staff need. Steven mentioned that we could have student voice involved (The Green Team). Susanne advised that due to substantial cost the chargers at the other schools were moved on the capital plan and are likely 5 years down the road as there are other projects higher in priority at the schools.

5. Future Agenda Items

5.1. Next Regular Meeting: February 11, 2025

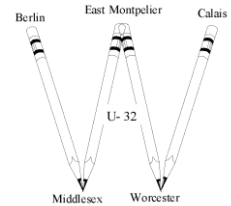
6. Adjourn: Chris motioned to adjourn the meeting. Ursula seconded and the meeting adjourned by consensus.

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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: February 7, 2025

Ronald Scholtz was hired as the District's new Food Service Director and began work on January 28th. Ron's career in the food service industry spans more than 30 years beginning in the marines, then various civilian positions until he spent 11 years as the Food Service Director at Orange North Supervisory Union. We are excited to welcome him to the Washington Central UUSD team, and believe he will have a lot of expertise to offer in support of the Food Service team across the District.

The child nutrition program in all schools receive annual on-site reviews by the School Food Authority (SFA). Ron and I completed the required reviews of all school lunch programs and Tim completed the required breakfast program reviews. This was a great way for Ron to do his initial visit to each building to meet the staff and view them in action. Thank you to the Food Service professionals at each of our schools for all of their hard work delivering nutritious meals to students that also align with the required delivery of services. They clearly take a great deal of pride in the foodservice programs of the District.

The month of January was busy with budget preparations. Once the board approved the budget and signed the warning it was distributed to the individual towns and posted on the website. The ballot, trifold and annual report were developed, thoroughly reviewed and sent to the printer. Thank you to Melissa Tuller for all the support she provides over the course of the year, but especially during this time of budgets. Thank you to her for stepping into the role of District Clerk this past year, and all she has done for the multiple votes and coordination with multiple towns, and the printer for the ballots and coordinating with election staff to prepare for the Town Meeting Day vote.

Monthly Reflections

The District continues to comply with state recommendations for PCB monitoring at U-32 through Stone Environmental. The school will continue to have quarterly testing completed to monitor the PCB levels in areas that were previously identified above the action level, adjacent areas and those areas that tested with levels below the action level by 50 – 75%. Stone Environmental continues to issue reports on the monitoring, changes the carbon filters and provides waste disposal for filters being discarded. Stone Environmental also meets with the Building Principal, the Facilities Director, Director of Buildings and Grounds and me to go over the monitoring report findings.

The next step will be to complete an Evaluation of Corrective Action Alternatives (ECAA), which will be completed once the State of Vermont approves it. This evaluation will tell us what the scope will be for removal of materials that contain PCBs, and develop the timeline for completion. This will be similar to the capital project planning that the District does. An ECAA is not likely to be completed until next year.

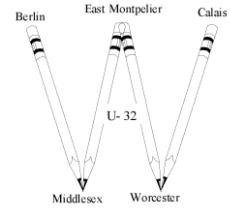
The current fiscal year financial update and fund balance report for the Board will be completed in April. I meet with Building Administrators regularly to review and analyze the current budget to actual numbers. Projections on revenues and expenditures will be adjusted as appropriate, prior to reporting to the Board.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, Business Administrator
RE: Review and Approve Project Manager Contract
DATE: February 7, 2025

Summary: For many years, Bill Ford of WF Project Inspections has provided Owner Project Manager and Clerk of the Works services as an independent contractor for the District. Bill's expertise and knowledge in management of construction projects and coordination of contractors and District needs is extremely important to the successful planning and completion of capital improvement projects. With Bill's guidance and expertise, the District consistently completes capital projects on time and on budget.

Bill's current contract ends this month. A proposed contract not to exceed \$57,287 to cover the period from 2/10/25 through 2/9/26 is included in the packet. This is a decrease of \$30,213 from the contract for last year, which was \$87,500. This is below the \$90,000 budgeted for this service. The fee schedule confirms OPM/COW duties for the District on proposed 2025-2026 construction projects plus planning for future capital improvements. The proposed hourly rate for his services is \$85 per hour, with an anticipated 507 hours of services, plus reimbursable expenses.

Recommended Board Actions: The Board authorize the superintendent to sign the contract with WF Project Inspections for his services as Owner Project Manager and Clerk of the Works through 2/9/26, not to exceed \$57,287.

January 29, 2025
Owners Project Manager/Clerk of the Works for WCUUSD
Proposed Fee Schedule

This fee schedule is based upon contracted Owners Project Manager (OPM)/Clerk of the Works (COW) services. WF Project Inspections would be providing services as an independent contractor. Confirmation of the OPM/COW duties for the district for the term of one year should be discussed prior to finalizing a total amount for services.

Services:

OPM/COW, Bill Ford invoiced at; \$85.00 per hour
Reimbursables: Mileage & travel at two hours per site visit. Long distance communication, copies, photos, postage and handling at cost plus 10%

Proposed Fee Schedule:

Perform OPM/COW duties for the period February 10, 2025 through February 9, 2026 based on up to 507 hours of services averaging 7.0 hours September through May and 18 hours per week June through August for the "not to exceed" amount of \$57,287.

Project budget Proposed 2025 WCUUSD construction projects plus planning for 2026

\$582,461	Rumney building envelope, siding, insulation, windows, painting
\$155,780	Berlin utility infrastructure demolition, well, woodchip bunker
\$42,246	Berlin water service entrance, extend 4" line into building
\$26,403	Berlin lighting
\$72,610	U32 chiller refurbishment/replacement
\$48,566	EMES exterior storefront doors
\$4,000	lighting retrofit, convert to LED, low voltage controls (Design Services)
\$932,066	

Equipment provided by WFPI for use by the OPM/COW:

Laptop computer
iPad and iPhone for project photos and communication

To be provided by the Owner:

1. Access to workspace with desk, chair, table, and power
2. Access to an internet connection & printer

I suggest the "not to exceed" fee so if the work to be accomplished moves along better than expected the owner can benefit from fewer hours expended by the OPM/COW and a lower cost for those services.

William W Ford