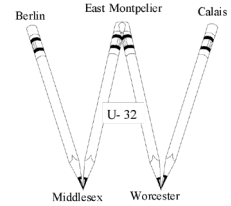


# Washington Central Unified Union School District

*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 4.8.25 8:30-9:30 AM Central Office 1130 Gallison Hill Rd Montpelier, VT Virtual

**Present:** Steven Dellinger-Pate, Susanne Gann, Ursula Stanley, Zach Sullivan, Flor Diaz Smith, Chris O'Brien, Daniel Keeney, Becca Tatistcheff

**Others:** John Boulay, Heather Hunter (RHR Smith)

1. **Call to Order:** Flor Diaz Smith called the meeting to order at 8:37 a.m.
2. **Approve the minutes of 2.11.25:** Zach Sullivan moved to approve the minutes of 2.11.25. Ursula seconded and the motion passed.
3. **Informational Reports**
  - 3.1. **Monthly Reflections:** Susanne provided a written report highlighting work in the finance department.

The District was recently awarded additional funds through the Fresh Fruit and Vegetable grant from the state Child Nutrition Program, to increase the total funding to \$25,425. Thank you, Ron Scholtz, Food Service Director, for your work on applying for these grants and supporting the schools as they implement the FFV programming. She advised that the Leadership Team explored pursuing the Farm to School Grant for next year but decided not to proceed at this time. The district is currently utilizing the Local foods Incentive Grant and the fresh Fruits and Vegetables Grant to increase the use of local/fresh foods in the food service programs. Currently the District does not have enough staffing to fully develop a farm to school program but may explore it in the future.

Turtle Island has visited Doty, Berlin and Calais to determine if any of those facilities meet the property requirements for their program relocation, as outlined on the Turtle Island website. Turtle Island would like to continue to explore leasing space in the Doty Elementary School building to house a portion of their program. This is an opportunity to work with an organization that provides a valuable service to the community and would ensure the use of the Doty facility in a manner that aligns with multiple action steps from District Goal #3 identified in the strategic plan:

- WCUUSD leaders will propose a financially sustainable configuration plan that supports the curriculum and culture goals
- WCUUSD leaders will create and strengthen existing connections between families, students, and communities

Some other highlights include preparing employee contracts for issuance, processing several financial reports, processing year-end purchasing requests, closing out capital improvement projects for 2024, and preparing for 2025 projects.

#### 4. Discussion/Action

**4.1. Review and Accept the Final FY 2024-2025 Audit Report:** John Boulay and Heather Hunter from RHR Smith gave an overview of the Audit report for the District for 2023-24. Heather Hunter spoke about the new Quality standards that are used for audit purposes. Some discussion about policies and changes may be coming forward. **Daniel moved to recommend that the Board accept the audited financial statements for the Washington Central Unified Union School District for the year ended June 30, 2024 from RHR Smith & Company. Ursula seconded and the motion passed.**

**4.2. Award 2025 District-Wide Combined Construction Project Contract:** A memo was provide outlining the bids that were received for the project. The request for bid proposals was sent to eight contractors. On March 26, the District received bid proposals from E.F. Wall & Associates and Farrington Construction Co. Chris O'Brien, Bill Ford, John Hemmelgarn, and Polly Wheeler reviewed the bids in preparation for bringing a recommendation to the Board. The anticipated timeline for the project based upon the bid documents is a construction start date of June 20 with 123 Award WCUUSD 2025 Combined Construction Project Contract completion no later than August 22. The District is not required to request a bid waiver, as the public bid law removed that requirement as of July 1, 2024. The low bid submitted by Farrington Construction exceeds the initial cost estimate for construction by \$330,276. The District can choose to complete the project in phases over multiple years; however, this is not recommended. Deferring portions of the project now will likely result in increased costs in the future. Several capital improvement projects from 2025 have not utilized the contingency funds previously set aside. These funds can now be utilized to increase the allocation of capital reserve funds to complete all of the projects in the Combined Construction Project.

Zach asked about the contingency amount being 5% when in the past, it has been 10%. Susanne explained that because it is a solid bid they were comfortable cutting the contingency back. There was some discussion about the projects that are planned.

**Ursula moved to recommend that the Board increase the allocation of capital funds to the WCUUSD 2025 Combined Construction Project by \$330,276 and award the contract to Farrington Construction Co., Inc. in an amount not to exceed \$1,038,896. Zach seconded, and the motion passed.**

**5. Future Agenda Items**

**5.1. Next Regular Meeting: May 13, 2025**

**5.2. FY 2024-25 Financial Update**

**5.3. Accept Annual Fiscal Management Questionnaire**

**5.4. Blanket Authorization for Board Warrants/Check Orders**

**5.5. Annual Bid Award for the Revenue Anticipation Note and Investments**

**5.6. Review Capital Improvement Project Plan and Multi-Year Budget**

**5.7. Farm to School /Community Schools Team**

**5.8. Fund Balance Guidance**

**6. Adjourn: The meeting adjourned by consensus at 9:26 a.m.**