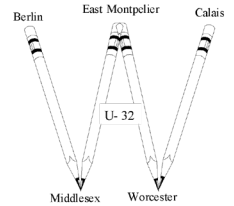


Washington Central Unified Union School District

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



**WCUUSD Finance Committee
Meeting Agenda
6.10.25
8:30-9:30 AM
Central Office
1130 Gallison Hill Rd.
Montpelier, VT**

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 5.13.25 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections – pg. 5
4. Discussion/Action
 - 4.1. Award Berlin Playground Contract – pg. 7
 - 4.2. Authorize Superintendent to Award Bids for Liquid Heating Fuel, Wood Pellets and Wood Chips for FY 26 – pg. 8
5. Future Agenda Items
 - 5.1. Next Regular Meeting:

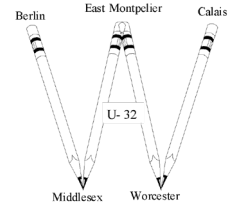
WCUUSD Board Norms - Adopted November 18, 2020

- **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 5.13.25 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, Chris McVeigh

Others:

1. **Call to Order:** Flor Diaz Smith called the meeting to order at 8:35 a.m.
2. **Approve the minutes of 4.8.25:** Ursula motioned to approve the minutes. Daniel seconded and the motion passed with one small edit on the date. The date should be 4.8.25 and it says 4.7.25.
3. **Informational Reports**
 - 3.1. **Monthly Reflections:** Susanne provided a written memo highlighting some of the work done in the finance department.
She spoke about the septic issue at U-32 that occurred on April 30th and May 1st. The contractor used High Pressure water or jetting to clear the obstruction but ultimately it resulted in the items being removed by cutting a section of the concrete floor above the pipe. A maintenance plan will be developed to set up regular inspection and necessary clean out of all our school septic systems.

Thursday, April 25th, Chris O'Brien and Susanne met with Jennifer Cypher, our PCB contractor from Stone Environmental and Rob Farley from the State of Vermont Department of Environmental Conservation (DEC) to discuss next steps for the PCB investigation at U-32. We discussed data gaps identified by Stone Environmental during the first supplemental assessment effort, including possible seasonal correlation to levels of PCBs in indoor air, expansion joint caulking and fireproofing material. Further evaluation and inventory of these

building materials is also necessary in order to determine next steps for possible containment or removal in the future. Currently, there is approximately \$56,000 in funding remaining from the budget for supplemental assessment that was approved by the DEC and awarded by the AOE. The State would not likely have additional funding to support ongoing supplemental assessment. The current plan is for Stone Environmental to prepare a no-cost extension and amended work plan that will allow us to address the data gaps and material inventory and evaluation, within the budget remaining from the original effort. In addition, Stone Environmental will continue to change out the filters in the carbon filtration units, and dispose of previous filters as PCB waste.

Congratulations to Anne Finnegan and Jennifer Waiter at East Montpelier elementary for receiving the School Nutrition Association of Vermont serving up Excellence Award for 2025 very excited about that. Ron Schultz, the food service director, nominated both of them, and Ron's quote for me was East Montpelier elementary struck gold by having Anne and Jen in their cafeteria, and he's very impressed by them, and wanted to shine a light on their level of excellence.

4. Discussion/Action

4.1. FY 2024-25 Financial Update: Susanne shared a spreadsheet and gave an overview of the expenditures. She spoke about the costs of the septic repairs and advised they were not yet have an estimate of what that will cost yet. Steven advised he heard just before the meeting that the estimate was under \$25,000. There was some discussion about PCB costs.

4.2. Accept Annual Fiscal Management Questionnaire

4.3. Authorize Superintendent to Sign Contracts and Accept Grants for WCUUSD

4.4. Blanket Authorization for Board Warrants/Check Orders

4.5. Review Capital Improvement Project Plan and Multi-year Budget:

5. Future Agenda Items

5.1. Next Regular Meeting: June 10, 2025

5.2. Annual Bid Award for the Revenue Anticipation Note and Investments

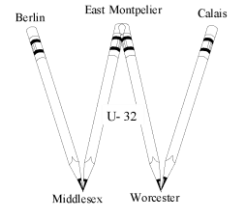
6. Adjourn: The meeting adjourned by consensus at 9:26 a.m.

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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: June 6, 2025

Bradley Rice was hired as the new Cook/Food Service Agent at U-32 and began work on May 27th. Brad comes to the District with an Associates Degree in Applied Sciences for Culinary Arts and more than 35 years of experience in the culinary field. Brad has worked in a variety of commercial kitchens from restaurants and hotels to retirement homes and schools. Most recently, he was the Chef/Assistant Kitchen Manager for Exeter High School in New Hampshire for 8 years, serving more than 600 meals a day. We believe that Brad's knowledge and experience will help the U-32 Team continue the high production and customer service standards, and provide supportive leadership as some delivery initiatives move forward for next year. We are excited to welcome him to the Washington Central UUSD team!

We have done a final reconciliation of employee contracts in preparation for the issuance of summer checks. All summer biweekly contract payments for school year employees will be made on Friday, June 20, 2025, and final contract pay checks will be issued Friday, June 27, 2025. This information has been shared with all employees along with an updated paycheck schedule for FY 2025-26.

As the year draws to a close, there is a huge increase in the amount of background checks that the District needs to process. Contractors for the summer construction projects, new employees, and volunteers for field trips must be processed through a variety of agencies including the Agency of Human Services, VCIC, the National Sex Offender Registry, the Vermont Sex Offender Registry and the AOE for licensed educators. Just since April, the District has processed 62 background checks. Background checks require monitoring for agency responses, review with the Superintendent for approval, and updates to our

Monthly Reflections

building administrators for employee and volunteer results and informing the Project Manager of results for contractors.

A huge shout out goes to Heidi, Holly and Melissa for their expert management of the influx of background checks and all that goes into that body of work!

Shannon is leading the effort to ensure that FY 2024-25 purchase orders are closed out or left open as appropriate, with any unpaid invoices at the end of the year recorded as a liability. This process involves frequent communication with and support provided to the administrative assistants in the buildings as well as the Project Manager for Capital Improvement Projects. Shannon has decided not to return to the District next fiscal year, due to a move out of state. Shannon is working with Tom Hamlin, Financial Accountant, to ensure continuity in accounts payable until we are able to fill her position. We are grateful to Shannon for her service to the District and wish her all the best in the next chapter of her life!

The Finance, HR and Operations Team continues to work with school staff to close out the FY 2024-25 financial and student information systems. The official close of the fiscal year is planned for completion by July 3, 2025.

Washington Central UUSD receives federal funds through Consolidated Federal Programs (CFP). Specifically, we receive Title IA (Improving the Academic Achievement of the Disadvantaged), Title IIA (Supporting Effective Instruction), and Title IVA (Student Support and Academic Enrichment) funds. June is a time of wrapping up all grant requirements for the current fiscal year and writing the grant application for the following fiscal year in order to obtain substantial approval by July 1.

Most of our CFP funds support personnel. In FY 26 the District will use CFP funds to partially or fully fund some literacy and math interventionists and an instructional coach. Additionally, we are required to provide equitable services to independent schools based on various funding formulas and to set aside funds to support students who are experiencing homelessness.

The ability to support the same positions with federal dollars is evaluated during the budget development process and again when the grant allocations are provided to the district. The analysis of the grant for FY 26 resulted in general budget funding of the RISE position at U-32 due to an anticipated reduction in funding combined with cost increases.

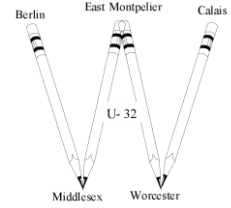
Salaries and benefits are increasing while our grant allocations are decreasing. It is notable that in FY 2024-25, the State of Vermont required school districts to contribute to the Vermont State Teachers Retirement System (VSTRS) an amount equal to 25.64% of employee salaries paid through federal grants. This federal grant assessment has an inflationary increase every year. This assessment significantly affects the ability to fund teaching positions with federal dollars.

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Steven Dellinger-Pate
 Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, Business Administrator
RE: Award Berlin Playground Project Contract
DATE: June 6, 2025

Summary: The multi-year capital improvement project plan has \$100,000 allocated to the Berlin Playground Project. The scope of the project includes the purchase, delivery and installation of a playground structure with 3 – 4 slides and climbing apparatus. The playground project also includes the purchase and delivery of wood fiber surfacing

Bidders	Description	Cost
Pettinelli & Associates, Inc.	Miracle Recreation “Kids Choice” 5-12 Unit, including install and wood fiber surfacing	\$99,967.15
O’Brien & Sons, Inc.	Game Time “Blevins Gap” 5-12 Unit including install and wood fiber surfacing	\$114,666.10
AAA State of Play	“Tale of Titans” 5-12 Unit including install and rubber surfacing nuggets	\$121,689

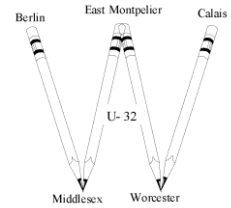
Recommended Board Action: The Board award the Berlin playground project contract to Pettinelli & Associates, Inc. in an amount not to exceed \$99,967.15.

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Steven Dellinger-Pate
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Authorize Superintendent to Award FY 25 Bids for Liquid Heating Fuels, Wood Chips and Wood Pellets
DATE: June 5, 2025

Summary: The District will receive bids for propane, #2 fuel oil, wood chips and wood pellets this month. Given the volatility of the energy market, prices for fuel change daily, so it is necessary to make a quick decision on awarding bids to suppliers. For this reason, it would be beneficial for the Superintendent to have Board approval to award these bids.

Recommended Board Action: The Board authorize the Superintendent to award bids for propane, #2 fuel oil, wood chips and wood pellets on behalf of Washington Central Unified Union School District (WCUUSD) for Fiscal Year 2025-26.