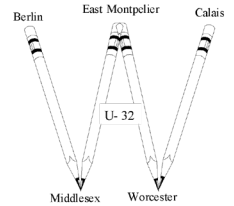


Washington Central Unified Union School District

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



**WCUUSD Finance Committee
Meeting Agenda
9.9.25
8:30-9:30 AM
Central Office
1130 Gallison Hill Rd.
Montpelier, VT**

Virtual Meeting Information

<https://tinyurl.com/mvdehdjd>

Meeting ID: 844 7315 8627

Password: 702309

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

Virtual Only

1. Call to Order
2. Approve Minutes of 8.19.25 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections – pg. 5
4. Discussion/Action
 - 4.1. Discuss Combined FY 26 Capital Improvement Project Scope & Budget – pg. 7
 - 4.2. Discuss FY 27 Budget Timeline – pg. 10
5. Future Agenda Items
 - 5.1. Next Regular Meeting: October 14, 2025

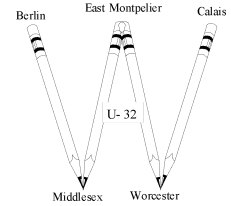
WCUUSD Board Norms - Adopted November 18, 2020

- **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 8.19.25 Central Office 1130 Gallison Hill Rd Montpelier, VT Virtual

Present: Susanne Gann, Ursula Stanley, Steven Dellinger-Pate, Chris McVeigh, Zach Sullivan, Flor Diaz Smith, Daniel Keeney, David Rodgers

1. **Call to Order:** Flor Diaz Smith called the meeting to order at 8:33 a.m.
2. **Approve the minutes of 6.10.25:** Ursula motioned to approve the minutes of 6.10.25. Chris seconded, and the minutes were approved.
3. **Informational Reports**
 - 3.1. **Monthly Reflections:** There was not a written report provided. Susanne advised that due to our payroll person Penny Andrews leaving she has been doing payroll until we hire someone to take her place. Shannon Knowles our accounts receivable accountant moved and she has been transitioning the new person into the position. The auditors will be here next week. Heidi and Holly have been working on new hires. She advised we hired Elizabeth Guthrie to be the new accounts payable accountant. She is a U-32 alumnus. We also hired David Rodgers as the new IT Director. David Rodgers, the new IT Director introduced himself.
4. **Discussion/Action**
 - 4.1. **Approve Multi-Year Capital Improvement Project Scope & Budget:** Ursula motioned to recommend that the board approve the Multi-Year Capital Improvement Project Scope & Budget. Chris seconded. Daniel offered a friendly amendment to state **Approve to recommend the Combined Capital Improvement Project Review & Scope for FY 26. The motion passed.** There was some discussion about the options for work at Doty in regards to breaking down current equipment or buying new equipment. Zach asked how far in life is the current boiler? Susanne advised she could get that information. Ursula

asked about option 3 and was wondering if oil leaks could still be experienced. Susanne advised ideally they would recommend having it move downstairs anytime there is a leak and you are putting in danger anything below you, which would be classroom spaces and other stuff in the school, which could be problematic. The team is recommending option 2. Ursula asked how the oil leaks would disrupt learning since there are students in the school and do we have to handle this right now? Daniel stated that Option 2 needs to be more descriptive. He asked about next steps. Susanne advised if the Board approves the scope and budget then bid documents would be prepared and ready for January. Chris asked if all schools have backup systems. Susanne advised yes, except Doty and Central Office. There was some discussion about safety, noise, and cost of disabling the system as opposed to removing and replacing. Steven clarified that the oil system would be a backup system to the pellet system in option 3. Flor suggested that Susanne come back to the finance committee with one option, and then they can make a recommendation to the full board. Susanne advised that she would like to pull this off the agenda for the full board meeting on 8.20.25. The committee agreed.

4.2. Discuss Draft FY 2026-27 Budget Timeline: Susanne advised that she did not get the dates changed; she shared the draft, and the committee reviewed the information. She advised it provides a baseline budget in October. In November a draft would be provided after guidance from the Board and then a draft in December to go forward in January. Ursula asked if there are changes from last year. There was some discussion. Flor asked about Budget training in September and if that could be added to the timeline. Susanne will bring a draft back to the committee to review next month.

5. Future Agenda Items

5.1. Next Regular Meeting: September 9, 2025

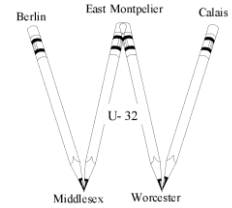
6. Adjourn: The meeting adjourned by consensus at 9:33 a.m.

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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: September 5, 2025

Elizabeth Guthrie, a U-32 alum class of 2021 and recent graduate of the University of Rhode Island with a Bachelor's Degree in Business Administration and a soon-to-be completed Master's in Business Administration was brought on board July 1st as the Accounts Payable Accountant, replacing Shannon Knowles. Along with her formal education, Elizabeth brings hands on experience in accounts payable having worked with National Life Group and Union Mutual Fire Insurance Company as an intern. We are so excited to have Liz join the Team and the contribution we are certain she will make!

David Rodgers joined us on July 23rd as the new Director of Technology with more than 20 years of experience leading IT in organizations, the last 14 in school districts in NY, Pennsylvania, Maryland and Vermont. David's most recent position was as the Director of Technology for the Vermont Academy in Saxtons River. David successfully led projects for network infrastructure and technology life-cycle programs all while emphasizing customer service, collaboration, industry best practices and cost controls. David recognizes the need for school districts to balance the need for growth with the need for sustainability and safety. David spent his first month getting to know the Tech Team, Central Office staff and Administrators and identifying the immediate and future needs of the District. We are confident that David will be an awesome addition to the Tech Team!

Patricia Canada just joined the Central Office Team as the new Payroll Specialist. Patricia replaced Penny Andrews and started in her position on August 25th. Patricia has held a variety of business office positions over her career, with a focus on payroll, accounts payable, accounts receivable and office management functions. Her previous employers have included The J Paul Getty Museum in Los Angeles, Norwich University and Chestnut Place. Patricia's first week here was the on-site audit and the second week she worked the Labor Day Holiday to work on processing the first paycheck of the school year. Patricia is proving early on to be very committed to ensuring that all employees are paid timely and accurately, which is hugely appreciated!

Monthly Reflections

Several data collection reports are due to the AOE in August including the Statistical Report, the Medicaid Reinvestment Report and the DC4 student data collection. The Annual Disclosure to CMS on Creditable Coverage for Medicare is also due in August. Tim, Tom and I have worked hard this summer to prepare the submissions for these reports, respond to questions from the AOE, and make revisions as necessary. As always, thank you Team!

Since July 1, we have added 22 new contract employees, several of them in the last couple of weeks in August. The HR Team (Heidi and Holly) work hard to meet with everyone to ensure enrollment in all applicable benefits which include health insurance, dental insurance, dependent care savings accounts, flexible spending accounts, life & disability insurance, retirement plans through VSTRS, retirement plans through VMERS, 403b plans, gym memberships, union dues and cash -in-lieu programs. Employee contracts are set up in the HR system and transferred to the payroll system. Pay and benefits are set up in the payroll system for both employee and employer portions, all of which need to be assigned proper account coding. This work needs to be completed prior to processing the first paycheck on 9/5/25. Patricia Canada and I worked Labor Day, September 1st to ensure that all the new employees were set up and ready to be paid before the 9/5 paycheck. Thank you to the payroll and HR Team for this very large lift this summer – Heidi, Holly and Patricia!

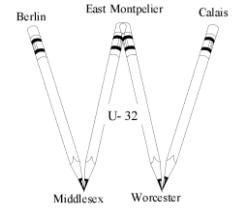
Accountants from RHR Smith & Company were on site working on the annual audit for FY 2024 – 2025 from August 25th – August 28th. The first draft is anticipated mid-November. After our review of the draft is complete, and any necessary changes are made, the auditors will provide us with a final draft. This should allow for the Finance Committee and Board to receive the report in 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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Steven Dellinger-Pate
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
Chris O'Brien, Director of Facilities
RE: Combined FY 27 Capital Improvement Project Scope & Budget Update
DATE: September 5, 2025

Connection to Strategic Plan

The capital improvement work directly supports Goal #1 of the WCUUSD Strategic Plan, which emphasizes maintaining safe, welcoming, and well-equipped learning environments for all students. By investing in essential building systems, such as heating, kitchen facilities, and safety infrastructure, these projects ensure that students and staff have functional, efficient, and reliable spaces that foster academic success and well-being. Prioritizing these improvements aligns with the district's commitment to sustaining high-quality facilities that enhance teaching and learning outcomes across all schools.

Review

At the June 25, 2025 meeting, the School Board authorized the development of the scope and budget for capital projects, with a rough estimate totaling \$1,082,000. These estimates were developed prior to determining the full scope of each project, so an inflation estimate of \$59,645 was also included in the Multi-year Capital Improvement Budget, for a total amount of \$1,141,645.

At the August 12, 2025 meeting, the Finance Committee asked questions trying to determine which option to proceed with regarding the current oil boiler housed upstairs at Doty Elementary School. Following that meeting, two paths have been determined for the Finance Committee to consider and choose one to recommend to the Board. Reasonable initial project budgets provided by Black River Design Architects following the development of the scope necessary to accomplish each project, including contingency and soft costs = \$1,435,168 or \$1,226,901. Both of these amounts are within the current amount reserved in the Capital Improvement Fund Balance through FY 2025-26.

Combined FY 27 Capital Improvement Project Scope & Budget Update

Doty Memorial School Boiler Project Information

The engineering assessment indicates that while the exact cost and scope of remediation for a potential oil leak at Doty Memorial School cannot be precisely determined, risk can be substantially reduced through operational strategies that reduce the oil system run time. Supervised manual start-ups of the system, and exercising the system only when monitored would also allow any leak to be quickly detected and contained.

The expected life for a boiler is 20-30 years, and the current boiler is 18 years old, so replacing the boiler and moving it to the main floor in 2026 is a risk mitigation tactic. The current system does not currently have a backup. Doty is the only school in the district without a backup heat system.

FY 2026-27 Capital Improvement Projects - \$1,435,168

Replacing the current system with a new pellet boiler with a gas back up system and creating a new interior boiler room is the lowest risk plan, and is the recommended plan if the Board is not comfortable with any risk of leakage from the upstairs oil boiler. The table below summarizes each project by description, school, previous estimate, and updated estimate including soft costs and contingency. The soft costs and contingency are allocated to each project based on the percent of the total combined project budget.

Project Description	Status	Location	Previous Rough Numbers	Updated Estimate (soft costs + contingency)
New primary pellet boiler and gas backup in new interior downstairs boiler room	Scope & Budget Complete	Doty	\$480,000	\$657,494
Grease trap	Scope & Budget Complete	Doty	\$20,000	\$48,870
Grease trap	Scope & Budget Complete	Calais	\$20,000	\$50,375
Remove oil tank	Scope & Budget Complete	U-32	\$250,000	\$229,632
Kitchen reconfiguration	Scope & Budget Complete	U-32	\$250,000	\$416,086
Backup furnace	Scope & Budget Complete	Central Office	\$12,000	\$32,711

Combined FY 27 Capital Improvement Project Scope & Budget Update

FY 2026-27 Capital Improvement Projects - \$1,226,901

Creating a new interior boiler room with a pellet system and continuing to use the current oil boiler as the backup will greatly reduce the risk of a leak. The run time for the oil system will be a fraction of its current utilization. The controls for the oil system could be such that they would require a manual start-up, meaning someone would be on-site to monitor the system when it first came on – the most likely time for a leak to manifest itself. This plan reduces the total combined project budget by \$208,267 and is the recommended plan if the board is comfortable with some risk of leakage from the upstairs boiler, with some containment measures put in place. The soft costs and contingency are allocated to each project based on the percent of the total combined project budget.

Project Description	Status	Location	Previous Rough Numbers	Updated Estimate (soft costs + contingency)
New primary pellet boiler in new interior downstairs boiler room	Scope & Budget Complete	Doty	\$480,000	\$445,620
Grease trap	Scope & Budget Complete	Doty	\$20,000	\$49,097
Grease trap	Scope & Budget Complete	Calais	\$20,000	\$50,609
Remove oil tank	Scope & Budget Complete	U-32	\$250,000	\$230,697
Kitchen reconfiguration	Scope & Budget Complete	U-32	\$250,000	\$418,015
Backup furnace	Scope & Budget Complete	Central Office	\$12,000	\$32,863

Next Steps

1. The Finance Committee provide guidance on the risk tolerance for an oil leak at Doty and decide on the project recommendation to make for Board approval at their meeting on September 17, 2025.
2. The Board authorize the completion of the recommended projects as identified above for an amount not to exceed _____ and approve the District moving forward with bid document preparation and bidding as necessary.

Washington Central Unified Union School District Board Budget Development Timeline

Fiscal Year 2026–2027

Aug 20

Board reviews and approves Scope & Budget for FY27 Capital Projects

Sept 17

Board Budget Training; Board approves Budget Development Timeline

Oct 15

Board reviews FY27 building budget assumptions; Annual Title I meeting

Nov 19

Board reviews FY27 Baseline Budget and provides guidance to Leadership Team

Dec 17

Community Presentation and Board Budget Discussion of FY27 Budget Draft #2; TBD – Grand List and Common Level of Appraisal info

Jan 21

Board reviews school board vacancies, warning language, annual report format; Community Presentation; Board approves FY27 Final Budget

Feb 18

Board reviews and approves Board Communication and Outreach Plan

Mar 2

Informational Meeting at U-32 to present Final FY27 Budget

Mar 3

Town Meeting Day – FY27 Budget Vote via Australian Ballot

Mar 11

Board reorganization

Apr 15

Board reviews FY26 Financial Report

May 20

Board reflects on FY27 Budget Development Process

June

School Board Retreat