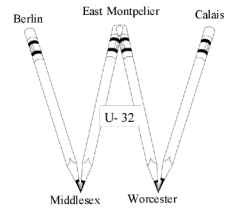


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

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



**WCUUSD Finance Committee
Meeting Agenda
11.11.25
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 10.14.25 – pg. 3
3. Informational Reports
 - 3.1. Monthly Reflections – pg. 7
4. Discussion/Action
 - 4.1. Quarter 1 Financial Report
 - 4.2. Long-Term Weighted Average Daily Membership (LTW ADM) Information - pg.10
 - 4.3. Discuss FY 2026-27 General Fund Budget
5. Future Agenda Items
 - 5.1. Next Regular Meeting: December 9, 2025

NOTE: To ensure the board has time to conduct its business, the board will adhere to a strict 1.5 minute public comment time limit per person. Microphones will be muted when time is up. If there is not enough time on the agenda for all members of the public wishing to comment at the beginning of the meeting, there is additional public comment at the end of the meeting.

WCUUSD Board Norms - Adopted 9.17.25

- **Public input** –Notify the community about public forums and opportunities for public comment at board meetings, and the ability to always submit written input.
- **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. If a board member feels a concern raised in public comment warrants further board discussion, they may request that the steering committee discuss and decide how the issue should be added to a future agenda.
- **Community dialogue** – The board will 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.
- **Inclusive time for thoughtful decisions** – 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.
- **Prepare for meetings and receive materials in advance** –Board members come prepared, having reviewed the agenda and materials in advance
- **Announcements in reports** – Announcements from the administration will appear in the reports and not as discussion items.
- **Respect each other** – Listen, allow others to be heard, share concerns, assume positive intentions, be present, focus on shared solutions and celebrate successes.
- **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. Board members will address the topics up for debate and not the person.
- **Governance Reflection** – At the end of each board meeting, reflect on whether the board adhered to agreed protocols, processes, and policies.
- **Reflection** –At the end of each board meeting, board members will be allowed time to share their general reflections on the meeting.

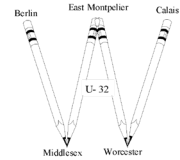
AGENDA KEY

Agenda Section	Examples	Role/ Responsibility	Description
Call to Order	n/a	Board Chair or designee	Formal opening to meeting. Superintendent calls to order during annual reorganization
Public Comment			Opportunity for public comment on items not on the agenda. Board will adhere to a strict 1.5 minute public comment time limit per person. Microphones will be muted when time is up. If there is not enough time on the agenda for all members of the public wishing to comment at the beginning of the meeting, there is additional public comment at the end of the meeting.
Executive Session	Personnel Student Matter Negotiations		Only for discussion of items covered in VSA §313. Formal actions not taken in Executive Session
Reports to the Board	Superintendent/ COLT Student Report	Administration	Both regular/recurring reports and one-time reports happen here. One-time reports are determined by the Board workplan or requested by the will of the Board. Generally, reports invite clarifying questions but not formal discussion/action
Committee Reports	Finance Policy Education Quality	Board	Chair of the committee reports on substance of most recent committee meeting. Generally, reports invite clarifying questions; any discussion or action items would be listed in the respective section of the agenda
Discussion Items		Board with input from administration	Items on the agenda specifically for discussion of the Board. Chair can seek input from audience during discussions. Generally not intended for action (although nothing prevents the Board from taking an action)
Action Items	Personnel approvals	Board	Items formally on the agenda for Board action. Discussion can occur after a motion is on the table
Consent Agenda	Board Orders Minutes	Board	Designed for items that need proforma approval and/or are sufficiently routine. Board acts on all items in the Consent agenda and does not discuss any item unless it is pulled out during Agenda Adjustments

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WCUUSD Finance Committee Meeting 10.14.25 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, Melissa Tuller,

Others: Lila Richardson

- 1. Call to Order:** Flor Diaz Smith called the meeting to order at 8:32 a.m.
- 2. Approve the minutes of 9.9.25:** Ursula motioned to approve the minutes from 9.9.25. Daniel seconded and the motion passed.

3. Informational Reports

3.1. Monthly Reflections: Susanne provided a written memo. She highlighted some grants that were received. The District has been awarded \$12,650.00 in Fresh Fruit and Vegetable Program (FFVP) funds for the 2025-2026 school year. These funds are allocated to:

- Berlin Elementary School: \$9,600.00
- Doty Memorial School: \$3,050.00

This program is designed to provide students with additional exposure to a wide variety of fresh fruits and vegetables, building healthy eating habits outside of the regular school meal programs. Doty and Berlin are currently the only two schools eligible for this grant as it is based on the percent of students below the federal poverty level. Other schools are likely to qualify as the year progresses.

The District was awarded a 50% matching grant totaling \$5,025 for a new open refrigerated display case at U-32. This equipment is essential for maximizing efficiency and food safety and streamlines the serving line by offering quick, grab-and-go access to chilled items and

uses enhanced product visibility to encourage students to select healthy options like fresh fruits, salads, and dairy. Critically, it improves food safety by maintaining food temperatures, which is vital for preventing foodborne illness and ensuring strict compliance with meal safety regulations. This was installed at the beginning of the school year and has effectively improved service speed and efficiency during lunch periods at U-32.

This addition has significantly reduced wait time for students and improved overall meal service flow, ensuring students can quickly access nutritious prepared foods.

The District has been awarded a 50% matching equipment grant totaling \$3,362.88 for the purchase of a new electric convection oven at Calais Elementary School. This essential upgrade will dramatically enhance the efficiency and safety of meal preparation in the limited kitchen space at Calais. The new convection oven provides quick, even heat distribution, which is crucial for reducing food waste and ensuring all meals consistently meet required nutritional and quality standards. This modern technology is vital for supporting our goals for healthier, scratch-cooked items. It also includes modern safety features like automatic shut-off and precise digital controls, ensuring the highest standards of food safety for our students.

The District has also successfully secured a grant totaling \$2,417.75 for a new 6-burner gas range at Berlin Elementary School. This equipment provides immediate heat response and absolute temperature control, removing the guesswork from cooking. The versatility of the gas range allows staff to simultaneously bake, roast, sauté, and boil, significantly enhancing our capacity to achieve compliance with meal pattern requirements by preparing all five-meal components. This investment directly supports our ongoing efforts toward scratch cooking and improving student participation by serving healthier, higher-quality meals, while features like flame failure devices and non-clog burners enhance food safety. Thanks and congratulations to Ron Scholtz, Food Service Director, for successfully applying for and securing these grants.

Susanne thanked Tom Hamlin for his work on fixed assets. Also discussed were some facilities issues. An odor detected in the library at Doty Memorial Elementary School led to an investigation that found a leak in an old sink in the library area. The leak was promptly fixed, and the affected materials, including some drywall and cabinets, were removed. Mold testing was conducted, and the results were overwhelmingly negative, with the exception of a small, isolated spot found in an adjacent storage room (a former bathroom). The affected material in the storage room has also been removed. It is believed a dead animal in the wall likely caused the original odor, as the pervasive smell has now dissipated. This issue is now resolved.

We continue to monitor and contain PCBs at U-32, with the latest quarterly report from Stone Environmental received September 4, 2025 indicating that additional investigative work is required to fully characterize the presence and extent of PCBs in various building materials and indoor air. This work will focus on materials in areas not previously sampled. Future field activities are scheduled to proceed immediately, allowing Stone Environmental to gather the necessary data to inform next steps for remediation planning and long-term

management of PCBs at the facility. In a related development, following a meeting with Stone Environmental, the Department of Environmental Conservation (DEC) sent a letter regarding the proposed kitchen renovation scheduled for the summer of 2026. The DEC confirmed that building materials identified as containing PCBs (such as expansion joint, window, and door caulking) in the kitchen area would need to be properly managed during the renovation. We are working with Stone Environmental to plan for the required identification and removal of these PCB-containing materials to ensure compliance with state and federal procedures. The DEC also noted that costs incurred for reviewed and approved work may be eligible for reimbursement should additional state funds be provided for the program, as long as the work is preapproved by the DEC and is tracked. Daniel asked where the money for equipment grants came from and Susanne advised the state. He also asked about disposable dishware at U-32 and if they had gone back to reusable dishware? Susanne advised that one of the biggest issues with doing dishes at U-32 is the setup in the kitchen as it is not very efficient and this is one of the reasons for the renovation. There is an effort by the Green Team to obtain a grant. Flor asked how much of the grant for PCB's was left available. Susanne advised \$54,613 is left and it has been allocated for Stone Environmental for testing, identification materials, and plans. Ursula asked if PCB's were going to affect the cost or did we have contingency. Susanne advised there was contingency built in, but they do not know how far the PCB's go into the materials, it is difficult to say because they do not know how far the PCB removal will cost but will keep the Board posted. Chris asked if it was the normal contingency, we build into projects. Susanne advised yes.

4. Discussion/Action

4.1. FY 2026-27 Budget Development Update: Susanne provided a memo and the committee discussed the parameters in 4.2.

4.2. FY 2026-27 Board Parameters: Flor advised the following are up for discussion:

1. Continue to offer and further develop the Multi-Layered System of Supports (MLSS) across all schools, including robust professional development for all educators.
2. Identify and allocate resources necessary to support increased educational equity, including implementation of the Education Quality Standards and elevation of student voice.
3. Ensure spending remains under the excess spending threshold. As of the September 25 estimate, this is \$16,331 per pupil (to be updated in November).
4. Bring the net impact of the expense budget in under X% (to be determined).
5. Develop contingency plans for expense reduction options, in the event that the Board determines that proposed spending leads to unfavorable tax implications.
6. Be creative and strategic in achieving educational outcomes across our district, considering student experiences, opportunities, and outcomes.
 - Are we structured in the best way to serve all students and achieve the goals of our strategic plan.
 - Bring in the work of the Configuration Committee to inform this reflection.

Daniel asked about the excess spending threshold. Where does the updated number come from? Susanne advised it comes from the state. Does it reflect a standard bundle of things? Susanne advised no it does not. Ursula asked if the estimate from 9.25.25 includes the CPI from last year. Susanne advised yes. Zach asked at what point will we know our per pupil

number. Susanne advised they are currently gathering data now to get that number. The data just got to the state in October and Susanne anticipates we should have information by the end of the month. Daniel was curious about spending threshold per pupil and how it compares to last year. Susanne advised it is higher than both are and we were under the threshold last year. Per Susanne, our spending per LTW ADM last year was \$15,272. \$15,926 was the excess spending threshold last year. Chris asked if we wanted to set up a framework of what we would want to reduce first in response to # 5 parameter. There was some discussion. There was some discussion about Act 73 and the foundation formula and how there is not enough information as of yet for any numbers to be accurate. Chris asked about the Tech Center Bond and how it would affect our budget. Susanne advised that our budget would not be impacted this year but would likely raise our budget in future years should it pass due to tuition and enrollment increase.

7. **IT Staffing Restructure:** Susanne provided a memo. The District Technology Department is requesting Board approval to restructure its network operations by replacing two of the four current Network Administrator / Tech Support positions with two specialized technical positions: the Network Infrastructure Specialist and the Network Security Specialist This separation of duties is a strategic and essential step to manage the increased complexity and demands of our digital environment. It ensures that the District can dedicate expert attention to both the reliable performance of our core network systems and the critical, ongoing defense against cybersecurity threats. This restructuring does not increase the overall FTE count within the Technology Department and does not increase the FY 2025-26 budget. **Chris motioned to recommend that the Board approve the creation of a Network Infrastructure Specialist and a Network Security Specialist position to replace two of the current Network Administrator / Tech Support positions. Daniel seconded.** Chris asked if there was going to be less of anything in the department. Susanne advised there is already less as the administrative assistant position was cut last year. Susanne advised there is one vacant position right now so it will not be adding any staff. Daniel asked how many IT positions there are in the District now. Susanne advised four plus an IT Director and there are no IT positions at the schools. There are no changes in contract type, it remains exempt, non-bargaining. **The motion passed unanimously.**

8. Future Agenda Items

8.1. Next Regular Meeting: November 11, 2025

9. **Public Comments:** Public Comment was received by Lila Richardson

10. **Adjourn:** The meeting adjourned by consensus at 9:29 a.m.

Respectfully submitted by,

Melissa Tuller

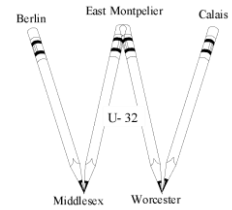
Executive Assistant to Superintendent

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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: November 7, 2025

HR:

Open enrollment, the annual opportunity for employees to change benefit elections, occurs in November each year. An open enrollment benefit election survey was sent electronically to all eligible employees on October 23, 2025. In an effort to reduce paper, the Benefits Specialist, Holly Poulin, used a google form this year to collect the information and applicable forms from all eligible employees. At the end of October, both Holly and Heidi Dimick, HR Director, were in each building to allow staff time to complete the necessary forms and ask questions about the benefits available. Open enrollment forms were due to Human Resources by November 7, 2025 and any changes to an employee's benefits will be effective January 1, 2026.

A huge shout out goes to Holly Poulin for organizing open enrollment, for continuing to improve the process and for ensuring District employees had access to HR in their buildings. Another huge shout out to Melissa Tuller, Executive Assistant to the Superintendent, who implemented the necessary District Website changes to ensure open enrollment forms and information was updated and available to employees.

Patricia Canada, Payroll Specialist, and Holly file several quarterly reports for payroll and benefits including the 941s, VT payroll reports, Unemployment Tax wage report to Dept of Labor, Health Care Employer Assessment, VMERS and VSTRS retirement reports. Additionally I complete quarterly reports for the Medicaid and EPSDT grants. A huge thank you to Patricia and Holly for their efforts to file these reports timely and keep the District in compliance.

Monthly Reflections

Finance:

The first draft of the FY 2024 2025 audit is anticipated mid-December. 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.

The FY 2024-25 grant close out reports were submitted to the AOE in September along with the first reimbursement requests for FY 2025-26. Once these reports are approved by the AOE, any carry forward funds remaining from the previous year are made available for budget allocation in the current year, allowing for grant amendments to be opened. Thank you to Tom Hamlin, Financial Accountant for his work on this.

The Act 173 Special Education Plan is due to the Agency of Education November 17, 2025. We must report the current number of students on IEPs, staffing and service requirements, and FY 2026-27 budgets for state-placed students and students anticipated to reach the Extraordinary Cost level. Thank you to Lynnea Timpone, Assistant to Special Services for her work to verify staff, students and tracking vendor expenses.

Facilities:

U-32 PCB Update and Kitchen Renovation Delay

In October, the Board was informed that the VT DEC confirmed that PCB-containing building materials in the kitchen at U-32 (such as caulking) must be properly managed during the renovation and that costs for pre-approved work may be eligible for state reimbursement. The project, originally planned for completion in the summer of 2026, will not be completed until the summer of 2027. This delay is necessary to conduct a required study to determine the extent of PCB contamination and to develop a remediation plan that must be approved by both the Vermont Department of Environmental Conservation (VT DEC) and the Federal EPA.

The environmental engineering firm, Stone Environmental, has prepared a Work Plan for a Supplemental Site Investigation (SSI) to define the full scope of the cleanup required for the kitchen renovation. The SSI will determine if the PCBs have diffused from the caulk into the adjacent Concrete Masonry Unit (CMU) brick in the kitchen area. The plan involves collecting masonry samples at various distances from the caulk. The results of the SSI are required to develop a comprehensive remediation strategy. The planning process includes three key documents that must be reviewed and approved by the state and federal regulators:

1. An Evaluation of Corrective Action Alternatives (ECAA).
2. A Corrective Action Plan (CAP) for approval by the VT DEC.

Monthly Reflections

3. A Risk-based Cleanup Plan (RBCP) for approval by the US EPA Toxic Substance Control Act (TSCA) Division.

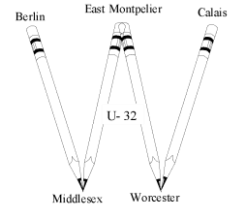
The entire investigation and planning phase is projected to be completed in July 2026. This necessary pre-work pushes the development of bid documents, bidding and physical renovation to a later date, resulting in the new projected completion of the summer 2027. The planning phase, including the SSI and regulatory plans, will identify the full scope of work for the actual PCB remediation. This remediation plan will then be used to determine the final cost and the total time required for the cleanup. The estimated cost for this current planning phase (SSI, ECAA, and CAP/RBCP) is \$29,886. This will be paid for using district capital improvement funds. While the state may reimburse the district at a later date, this is contingent upon the legislature approving additional funding for PCB remediation in schools.

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Steven Dellinger-Pate
 Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Steven Dellinger-Pate, Superintendent
Susanne Gann, WCUUSD Business Administrator
RE: Long-term Weighted Average Daily Membership Information
DATE: November 10, 2025

LTW ADM Breakdown: Long Term Weighted Average Daily Membership, also known as LTW ADM, is a state-wide formula for adding weights to students using factors including grade level, poverty, English Language Learners (ELL), population density (sparsity) and small schools applied to the District’s two-year average ADM.

Weighting Factor	Weight per pupil
Grade Level	Subtracts .54 for prek Adds .36 for grades 6 – 8 Adds .39 for grades 9 – 12
Poverty - 471 students currently identified district-wide	Adds 1.03 for each student identified as 185% of the Federal Poverty Level
ELL - 10 students currently identified district-wide	Adds 2.49 for each student identified as English Language Learners
Sparsity - all WCUUSD pupils fall in population density $36 \leq \text{pop}/\text{mi}^2 < 55$	Adds .15/pupil for population density $< 36 \text{ pop}/\text{mi}^2$ Adds .12 for population density $36 \leq \text{pop}/\text{mi}^2 < 55$ Adds .07 for population density $55 \leq \text{pop}/\text{mi}^2 < 100$
Small Schools - all WCUUSD schools except U-32 receive a factor for this	Adds .21/pupil for enrollment < 100 (Calais and Doty) Adds .07/pupil for $100 \leq \text{enrollment} < 250$ (Berlin, East Montpelier, and Rumney)

Use of LTW ADM: It is assumed by the State and backed by experience that it is more expensive to educate a student who falls into one of the above categories. For this reason, LTW ADM is used to calculate spending per pupil, which is what each District is taxed based upon. LTW ADM is also used to determine the excess spending threshold for each district. The estimated excess spending threshold is \$16,133 per LTW ADM, which means that the district is taxed twice for every dollar over the threshold. In developing this year’s budget, the LTW ADM was used to determine the amount of funding allocated to each school.