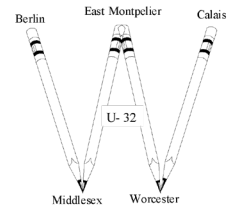


# Washington Central Unified Union School District

*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 Minutes  
11.11.25  
8:30-9:30 AM  
Central Office  
1130 Gallison Hill Rd.  
Montpelier, VT**

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

**Others:** Lila Richardson

- 1. Call to Order:** Ursula called the meeting to order at 8:24 a.m.
- 2. Approve Minutes of 10.14.25:** Zach motioned to approve the minutes, and Daniel seconded. The motion passed.

### **3. Informational Reports**

**3.1. Monthly Reflections:** Susanne provided a written memo highlighting work done in the finance department. She spoke about 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. She thanked Patricia, Holly, and all the reports that she has to file to keep the district in compliance. Holly worked with Patricia, as this was her first time doing them. 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 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 reaching the Extraordinary Cost level. Thank you to Lynnea Timpone, Assistant to Special Services for her work to verify staff, students and tracking vendor expenses.

### **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 later, this is contingent upon the legislature approving additional funding for PCB remediation in schools. Zach asked if anything needed to be done by the Board since we already approved this, Susanne advised no action is necessary at this point, as the Board already approved it and the anticipated budget was approved. Chris McVeigh asked if they knew the cost of what the potential remediation cost might be eventually and is the remediation needed if we do not disturb what is there right now. Susanne advised she has been asking and no one could give her a definite answer because they do not know until they do the plan and the testing. Susanne said there are too many unknowns as far as where the PCB's will be found. She advised it could end up being a containment instead of removal but there are so many unknowns. Flor mentioned that sometimes PCB's can be left but they are toxic so it all depends on where they are found.

## **4. Discussion/Action**

**4.1. Quarter 1 Financial Report:** This was tabled.

**4.2. Long-Term Weighted Average Daily Membership (LTW ADM) Information:** Susanne provided a written memo. Ursula asked if the number was final or still an estimate. Susanne advised it is still an estimate as they are waiting on the state but they are delayed. Daniel noted that estimated excess spending threshold went down slightly from the September estimate. Steven confirmed that is correct. (It should be \$16,331). Daniel asked if we had the

calculation for what the 5% guidance we gave you represents. Steven advised it was \$16,036, which is a 5% increase over last year.

- 4.3. Discuss FY 2026-27 General Fund Budget:** Steven advised administrators met yesterday and the first draft being prepared is what it looks like right now (five schools). Several things coming up are classroom configurations, which are proving to be challenging due to class size. He spoke about what we do if we stay in our current configuration. They looked at staffing, special education, and classroom configurations. They are still working on a budget with the five schools staying open and a budget for three schools around configuration. Also, looking at Pre-K programs. Steven advised they do not yet have numbers. Flor thanked Steven and Susanne for all the work that is being done.

**5. Future Agenda Items**

**5.1. Next Regular Meeting:** December 9, 2025

Flor mentioned perhaps a need for another committee meeting. It was discussed and decided that perhaps with developing the budgets that it might make more sense to bring it to the whole board or the steering committee and concentrate on that process.

- 6. Public Comments:** No public comments were received.

- 7. Adjourn:** Daniel motioned to adjourn and Chris seconded. The meeting adjourned by consensus.