

**MINUTES OF BOARD OF EDUCATION FISCAL MEETING  
HELD VIRTUALLY JUNE 30, 2020 AT 7:30 AM.**

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Board Members Present: Adam Grippo-Vice Chair; Kathryn Hallen-Secretary; Faith Ham, Anne Harrigan, Andrew Martelli, Timothy White

Board Members Absent: Anthony Perugini-Chair

Administrators Present: Jeffrey F. Solan, Ed.D., Superintendent of Schools; Marlene Silano, Assistant Superintendent of Schools; Vincent Masciana, Chief Operating Officer

Public access made available through live streaming on the Cheshire Public School's YouTube Channel at <a href="http://www.youtube.com/channel/UCULDbVCqppiY_3egBVDA-mw">www.youtube.com/channel/UCULDbVCqppiY_3egBVDA-mw</a> . Public comments were accepted at CPSCovid19@chshire.k12.ct.us.
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**1. CALL TO ORDER – 7:30 A.M.**

A. Roll for Quorum. The roll was called and a quorum determined.

B. Pledge of Allegiance to the Flag of the United States of America.

In Mr. Perugini's absence, Mr. Grippo led the group in the Pledge of Allegiance to the Flag.

**2. AUDIENCE**

None.

**3. REPORTS OF STANDING COMMITTEES**

**A. CURRICULUM**

**I. Approval of Peck Jones Funds.**

Ms. Silano explained the Peck Jones request for this year. The request for this year's grant is to enhance the availability of quality reading materials in classroom and school libraries for students in grades K-12. The focus of the funds would be to increase the number of quality higher-level texts in the primary grades, increase the number of non-fiction resources in the intermediate grades, and enhance reading materials relative to race, diversity, and culturally responsive instruction at elementary, middle and high school levels. This request was approved at the June 8<sup>th</sup> Curriculum Committee Meeting.

**MOTION** by Mr. Grippo, seconded by Ms. Hallen.

**MOVED** that the Cheshire Board of Education approves the use of Peck Jones Funds in the amount of \$28,600 to enhance the availability of quality reading materials in the classroom and school libraries for students in grades K-12.

Discussion:

Mr. White asked for the balance of the Peck Jones funds. Mr. Masciana responded it is approximately \$600,000 and they are allowed to draw 4% per year.

**VOTE:** The Motion passed unanimously 6-0.

**B. FINANCE**

**I. Medical Benefits Update as of May 31, 2020**

Mr. Masciana explained that claims for the month of May were \$909,491. This is due to a few very large claims. He reported that they have received Stop Loss reimbursements of \$475,644. COVID-19 related claims are under \$3,000. The trust fund balance as of May 31, 2020 is \$1,268,538, which is 2.86 months of reserves based on this year's average claims.

Mr. Grippo asked if the increase in funding levels takes effect on July 1, 2020. Mr. Masciana answered yes.

**II. Approval of Year-End Budget Transfers**

Mr. Masciana explained that normally at this meeting they discuss year-end transfers, but this year is unusual because they don't have to transfer between budget lines. All five line items have a remaining balance and while no transfers between accounts are required this year, the Board of Education does need to vote on motions to approve the allocation of the remaining balance of \$1,247,600.

<b>LINE ITEM</b>	<b>Ending Balance</b>
Salaries	\$647,863
Benefits	\$157,209
Instructional Expense	\$242,763
Support Services	\$152,560
Operations & Maintenance	\$47,205
<b>TOTALS</b>	<b>\$1,247,600</b>

He noted that they did expend over 98% of the budget. The fiscal year is ending with a remaining balance of \$1,247,600 which is due primarily to savings from the remote learning and remote work period due to COVID-19. Savings were achieved in a number of cost areas including full and part time salaries, overtime, teacher substitutes, and coaches' stipends due to the cancellation of the spring sports season. We also achieved significant cost reductions in transportation and bus fuel, contracted cleaning services, electricity, heat and energy accounts. Mr. Masciana reviewed the following noteworthy final expenditures and encumbrances:

- \$84,000 for the purchase and installation of Plexiglas shields for our school and nurses offices and library counters; student desk shields;

signage and floor decals for our district buildings for COVID-19 protective measures.

- \$55,050 for the purchase of various PPE including disposable surgical masks, N95 masks, face shields and nitrile gloves as well as disinfecting wipes and hand sanitizer containers for all of our learning spaces for COVID-19 protective measures (based on our estimated need for the summer and 2 months of school).
- \$14,155 for 10 Portable Hand Wash Stations to be used in our schools.
- \$75,000 for unemployment costs. Our year-to-date unemployment billing from the Department of Labor totaled \$6,466.22 through March 2020. April's bill was for \$31,836 and we are estimating that we will be billed approximately \$35,000 per month for the months of May and June.
- \$7,365 to Food and Nutrition Services as reimbursement for costs that exceeded the USDA reimbursement related to the emergency meals Grab and Go Program at Dodd. With the help and hard work of our dedicated employees, we collectively served an amazing 155,030 meals to 20,768 students in 25 serving days that began on March 18th and ended on June 8th.
- \$1,600 to Food and Nutrition Services for unpaid school lunch balances as required by State law. Any recovery of the balances by Food and Nutrition Services will be repaid to the Board of Education in the future.
- \$30,863.34 was added to the Medical Benefits Reserve Account Also reflected in our closing balance is funding for our routine maintenance and the following notable additional summer maintenance work beyond our scheduled major capital projects:
  - Districtwide Items:
    - Painting playground and gym equipment inspections and repairs
    - Kitchen hood inspection and cleaning
    - Duct cleaning
    - Tree removal and trimming
    - Blind and shade replacements
    - Overhead Door repairs and replacements of Asphalt repairs and line striping
- Chapman: replace wheelchair lift in main lobby
- Highland: recondition gym floor, replace millwork, replace windows
- Norton: fence repairs
- Dodd: replace basement sump pump, timber guardrail replacement
- CHS: Weight room drywall, equipment repairs, baseball field bleacher and fence improvements, utility tunnel inspection and repairs

Mr. Grippo asked about FEMA reimbursement and if the town can apply. Mr. Masciana said they work with the Town and submit jointly. He is not sure at this time what qualifies.

Ms. Hallen asked if we are reimbursed for items such as PPE by FEMA, would the funds go to the Town or to the Board of Education. Mr. Masciana said we would lobby to have the funds returned to the Board of Education to buy additional PPE. He mentioned that we still have about \$200,000 in the Capital Non-Recurring Fund that if needed, we could request from the Town.

Mr. Masciana said normally, when we start the fiscal year we allow a 60% expenditure, this year they will be starting with a 40%. We will have a hiring freeze and be very conservative. He said the only way to plan for unexpected costs is to put a freeze on non-payroll accounts.

Ms. Hallen said we know we will need to use some of the \$1,000,000 surplus we are sending back to the Town and asked if they have to go back to the Town and ask to use it at some point? Dr. Solan responded that we also have a \$200,000 fund to help mitigate some of the costs. He hopes we will have some clarity of what our district needs by the end of next week. He said conversations with the Town Council on how to support the school district will continue.

Ms. Harrigan thanked Mr. Masciana and his staff for his attention to detail in managing all of these accounts throughout the year.

Mr. Martelli asked Mr. Masciana to provide detail on savings in the Instructional Supply Account. Mr. Masciana said the savings came from supplies, textbooks/software and curriculum materials. The administrators prioritized what they purchased.

Mr. White said he know Mr. Masciana has to follow the law but asked him to be realistic as far as behaviors and what he can and can't change such as children wearing masks and directional stickers on the floors. He asked if there were any encumbrances over eighteen months old. Mr. Masciana said no, they only hold them until December at the latest, and if not spent, the funds go back to the Town's general fund.

Ms. Ham asked if the \$55,000 for PPE is for both staff and students and is it enough? Mr. Masciana answered it is for both staff and students. They assume one surgical mask per week per staff member and student and a few hundred N95 masks for maintenance workers. For hand sanitizer, they estimated one container per learning space per week.

Ms. Ham asked if we are comfortable that we will be able to provide student equity in regard to Wi-Fi and student hardware. Mr. Solan answered that last year we provided devices for all students. We did

provide hot spots for students who had no Wi-Fi and we will continue to do so. We will provide every child with what they need.

**MOTION** by Mr. Grippo and seconded by Ms. Hallen.

**MOVED** that the Board of Education requests that the Cheshire Town Council deposit \$200,000 of the remaining \$1,247,600 fiscal year-end balance to the non-lapsing Unexpended Education Funds Account.

**VOTE:** The Motion passed unanimously by those present.

**MOTION** by Mr. Grippo and seconded by Ms. Ham.

**MOVED** that the Board of Education returns \$1,047,600 of the \$1,247,600 remaining fiscal year-end balance to the Town's General Fund.

**VOTE:** The Motion passed unanimously by those present.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

Mr. Martelli noted that they held a brief School Modernization Committee meeting on June 24<sup>th</sup>. At the meeting the Committee hired Milone and McBroom to do an enrollment study.

Ms. Harrigan added that the Committee is on hiatus and will not meet again until the personnel issue that was presented to the Town Council is resolved.

6. **ADJOURNMENT**

On a motion by Ms. Hallen, and seconded by Mr. White, the meeting was adjourned at 8:53 a.m.

Respectfully submitted,

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Adam Grippo, Board Vice Chair

Attest:

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Carol K. Jesensky, Board of Education Clerk

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