

September Finance Committee Meeting

Friday, September 11, 2020 11:00 AM

Zoom Meeting Dial-In Number: 1 646-558-8656 Meeting ID: 950 0372 5570

Passcode: 780736, 24 School Road, Weston, CT 06883-1623

**I. Monthly Financial Update (through August)
Including Internal Services Fund (for Dental)**

II. Covid Expenditures Update

**III. Other Financial Updates a. Discussion Regarding
Elementary School HVAC Project b. Sub Rates c.
Cleaning After BOE Meeting**

**IV. Discussion Regarding Planning for Workshop on
FY20/21 Budget Debrief**

V. Approval of June, July and August Minutes

VI. Other Business



September 11, 2020

TO: BOE Finance Committee

FROM: Phillip Cross, Director of Finance and Operations

SUBJECT: August Financial Report for FY 20-21

Below is a summary report of the FY 21 Budget through August, 2020.

Object Series	FY 21 Adjusted Budget	FY 21 YTD Actuals	FY 21 Encumbrances	FY 21 Estimated Adjustments	FY 21 Projected to EOY	FY 21 Balance Available	Previous Month Balance
Salaries (1000's)	33,082,118	2,183,345	-	31,110,643	33,293,988	(211,870)	-
Benefits (2000's)	9,666,960	1,885,880	6,648,110	1,179,181	9,713,171	(46,211)	-
Professional Services (3000's)	1,517,445	58,276	791,130	668,040	1,517,445	-	-
Property Services (4000s)	2,139,034	235,120	1,287,268	911,492	2,433,879	(294,845)	-
Other Services (5000s)	5,858,228	205,703	1,801,416	3,851,109	5,858,228	-	-
Supplies (6000s)	2,691,613	469,014	1,820,037	483,098	2,772,149	(80,536)	-
Equipment (7000s)	219,008	34,684	186,390	150,293	371,366	(152,358)	-
Other Objects (8000s)	119,424	52,133	28,014	39,277	119,424	-	-
Revenue (9000s)	(1,132,387)	(39,349)	-	(1,738,842)	(1,778,191)	645,804	-
Total	\$54,161,443	\$5,084,805	\$12,562,365	\$36,654,291	\$54,301,460	(\$140,017)	\$0

What's New for FY 20-21

As you know, salaries & benefits account for approximately 80% of our budget. Historically, certified and non-certified salaries were shown in the aggregate. Because of the many object codes included in the aggregate, I think it is important to delineate the accounts and thus, hopefully, provide more clarity.

During FY 20, we discussed pausing monthly budget transfers in FY21. If we look at the budget as a whole, not making monthly budget transfers has a major advantage, as you can easily identify trends.

Instead of a transfer, adjustments will be made to the estimated adjustments column, which will in turn reduce the projected EOY and balance available columns.

School Reopening

Over the past several weeks we have been discussing the additional cost to reopen school as a result of COVID-19. We anticipate that the district will need additional funding for the following to reopen:

- Technology equipment
- Software licenses
- Cleaning & disinfect
- Supplemental funding for the food service program

In addition, we are also anticipating lower than anticipated revenues. This can be attributed to the following:

- Restrictions in place on the use of our facilities by outside groups.
- Smaller audience (if any) for the performing arts.
- Reduction in the parking fees at the high school.

In total, we anticipate that the district will need a gross of approximately \$858,000 or 1.58% of our current budget. There are potential mitigating funds of approximately \$730,000, for a net projected deficit of \$128,000. We are still waiting on the State to provide the guidance on the method to drawdown funds from the Governor's Corona Virus Relief Fund (CRF).

It is important to note that funds from the CRF are restricted. As of now, we are uncertain if the State will remove the restrictive use of the funds. The categories outlined by the State are:

- Health and Safety
- Transportation Support

There are still many unknowns and we will not know the true financial impact of COVID-19 until later in the school year.

As in previous years, we will endeavor to mitigate the deficits as best as we can. We will only seek additional funding after we have exhausted all of our resources.

**Weston Public Schools
FY21 Covid- 19 Financial Impact**

			9/9/2020
FY21 Budget			\$ 54,161,443
DESCRIPTION	AMOUNT	% of Budget	
<u>Unanticipated Expenditures</u> ¹			
1) Health & Safety	72,850		
2) Technology Cost	152,358		
3) Classroom staff (Grades 1 & 3)	190,081		
4) Curriculum Summer Planning & Professional Development	14,532		
5) Staff for additional cleaning requirements	256,700		
6) Food Service Program supplemental	68,000		
7) Daily cleaning of buses	19,001		
Total Unanticipated Expenditures		\$ 773,522	
<u>Potential Revenue Loss</u>			
8) Gate Receipts, Athletics	14,500		
9) Facility/Athletic Rental Fee	17,500		
10) Theater Receipts	30,125		
11) Reduced Parking Fees	22,500		
Total Potential Revenue Loss		84,625	
Total Unanticipated		\$ 858,147	1.58%
<u>Potential Mitigating Funds</u>			
12) Cares Act/Education Stabilization Grant	(51,548)		
13) FY21 carryover funds (Pending BoF Approval)	(177,568)		
14) FEMA Reimbursement (Pending FEMA's Review & Approval)	(70,562)		
15) Open Choice grant	(80,000)		
16) State Corona Virus Relief Fund	(350,751)		
		(730,429)	
Projected Budget Deficit		\$ 127,718	0.24%
<u>Other cost to be determined</u>			
Legal			
Bus monitors if the need arise (not adhering to policy...face mask)			
Replenish PPE			

Salaries

Historically, we do not book salary encumbrances until September when the hiring process is complete. This method allows us to thoroughly review salaries before they are posted. At our next meeting, we will discuss salaries and benefits in greater detail.

Diesel Fuel

The early August storm left the district without power for several days. As a result, the school buildings were powered by generators. The excess cost reflects the unbudgeted cost to fill the generators for several days.

FY 20 Refunds

The anticipated First Student transportation refund relating to covid-19 was received on 9/9/20.

**WESTON PUBLIC SCHOOLS
INTERNAL SERVICES FUND
FOR HEALTH BENEFITS PROGRAM**

Fiscal Year Ended

Actual 2021

STATEMENT OF REVENUES AND EXPENDITURES

Fund Balance -July 1, 2020

\$ 1,157,506

Revenues:

General Fund Appropriation

\$ -

Reimbursements

\$ -

Total Contributions

\$ -

Total Revenues (A)

\$ -

Expenditures

Delta Dental:

Claims

\$ 55,835

Administrative Fees

\$ 1,898

Total Health Plan Costs (B)

\$ 57,733

Net Change (A-B)

\$ (57,733)

Fund balance June 30, 2021 (Estimated)

\$ 1,099,774

Medical Cost

\$ -

Fund balance June 30, 2021

\$ 1,099,774

Balance Sheet:

Assets:

Fund Balance

\$ 1,157,506

Year End Accounts Payable

\$ -

Net Change

\$ (57,733)

Total Assets

\$ 1,099,774

Beg Year Fund Balance

\$ 1,157,506

Year to Date Net Change

\$ (57,733)

Total Fund Balance

\$ 1,099,774

Total Liabilities + Fund Balance

\$ 1,099,774

WESTON PUBLIC SCHOOLS

FINANCIAL REPORT

Aug-20

Period: 2 of 12

9/11/2020

2017-2018	2018-2019	2019-2020	Object		2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021
Year-End	Year-End	Year-End	Code	Description	Adopted	Budget	Adjusted	Expended	Encumbered	Estimated	Projected	Balance
Expense	Expense	Expense	Code	Description	Budget	Adjustments	Budget	Expended	Encumbered	Adjustments	To EOY	Available
				Salaries & Wages (1000s)								
2,710,109	2,958,120	2,940,692	1110	Administrators	2,832,305		2,832,305	525,635		2,306,670	2,832,305	-
13,752,057	14,000,983	14,458,759	1111	Regular Ed. Teachers	14,438,162		14,438,162	600,025		13,982,007	14,582,032	(143,870)
2,226,605	2,261,144	2,279,850	1112	Special Ed. Teachers	2,364,062		2,364,062	94,173		2,269,889	2,364,062	-
1,096,676	1,100,515	1,020,707	1113	Guidance	1,061,845		1,061,845	43,203		1,018,642	1,061,845	-
442,412	441,883	472,621	1114	Psychologist	535,766		535,766	19,754		516,012	535,766	-
70,541	146,140	193,946	1115	Social Worker	161,848		161,848	6,746		155,102	161,848	-
514,611	544,236	517,368	1116	Speech & Hearing	591,674		591,674	20,862		570,812	591,674	-
712,850	766,769	758,161	1117	Academic Assistants	1,076,723		1,076,723	25,908		1,050,815	1,076,723	-
198,176	201,820	205,471	1118	Talented & Gifted	198,569		198,569	8,876		189,693	198,569	-
386,123	508,457	399,004	1119	Library/Media	412,193		412,193	16,680		395,513	412,193	-
116,665	117,832	59,505	1135	Transition Coordinator	60,457		60,457	1,927		58,530	60,457	-
817,750	827,912	824,102	1139	Certified Stipends	878,090		878,090	14,522		863,568	878,090	-
570,587	557,734	584,428	1140	Academic Leader (CIL's)	583,975		583,975	24,661		559,314	583,975	-
3,550	1,136	371	1141	Mentor Teacher	3,000		3,000	0		3,000	3,000	-
180,922	260,096	272,612	1142	Behavioral Analyst	277,765		277,765	8,243		269,522	277,765	-
-	-	44,359	1145	English Language Learner	45,069		45,069	1,733		43,336	45,069	-
\$ 23,799,635	\$ 24,694,776	\$ 25,031,956		Sub-Total Certified Salaries	\$ 25,521,503	\$ -	\$ 25,521,503	\$ 1,412,949	\$ -	\$ 24,252,424	\$ 25,665,373	\$ (143,870)
					1.96%			5.5%	0.0%	95.0%	100.6%	-0.6%
433,451	402,812	406,422	1210	Non-Cert. Supervisors	386,318		386,318	59,540		326,778	386,318	-
207,030	165,325	215,220	1211	Nurses	214,994		214,994	9,537		205,457	214,994	-
276,310	282,664	295,567	1215	Occupational Therapist	300,400		300,400	8,889		291,511	300,400	-
1,418,767	1,385,590	1,267,185	1221	Secretarial	1,207,649		1,207,649	154,994		1,052,655	1,207,649	-
1,600,146	1,681,669	1,761,865	1231	Para Educators	1,787,821		1,787,821	70,256		1,717,565	1,787,821	-
173,417	185,209	165,721	1234	Bus Aides	200,000		200,000	464		199,536	200,000	-
459,069	523,875	525,426	1235	Technicians	475,183		475,183	98,774		444,409	543,183	(68,000)
57,251	58,429	61,021	1237	Vocational Specialist	61,196		61,196	0		61,196	61,196	-
308,175	236,482	239,373	1241	Safety Monitors	246,804		246,804	10,426		236,378	246,804	-
501,950	483,773	476,898	1251	Custodians	495,354		495,354	65,624		429,730	495,354	-
505,234	555,800	456,755	1261	Maintenance Mechanics & Grounds	528,562		528,562	59,968		468,594	528,562	-
233,526	231,798	241,248	1269/80	Non Certified Stipends	269,493		269,493	11,450		258,043	269,493	-
192,114	264,365	202	1295	School Van Drivers	0		0	0		0	0	-
\$ 6,366,441	\$ 6,457,791	\$ 6,112,902		Sub-Total Non-Certified Salaries	\$ 6,173,774	\$ -	\$ 6,173,774	\$ 549,921	\$ -	\$ 5,691,853	\$ 6,241,774	\$ (68,000)
								8.9%	0.0%	92.2%	101.1%	-1.1%
105,560	78,442	55,905	1131	Homebound Tutor	114,500		114,500	1,872		112,628	114,500	-
-	-	-	1136	Degree Level Change	63,520		63,520	-		63,520	63,520	-
242,496	235,636	147,029	1137	Substitute Teacher	296,801		296,801	-		296,801	296,801	-
157,440	174,525	185,735	1138	Summer Work -Certified Staff	162,300		162,300	129,251		33,049	162,300	-

WESTON PUBLIC SCHOOLS

FINANCIAL REPORT

Aug-20

Period: 2 of 12

9/11/2020

2017-2018	2018-2019	2019-2020	Object		2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021
Year-End	Year-End	Year-End	Code	Description	Adopted	Budget	Adjusted	Expended	Encumbered	Estimated	Projected	Balance
Expense	Expense	Expense			Budget	Adjustments	Budget			Adjustments	To EOY	Available
122,719	137,378	136,838	1143	Building Substitutes	203,175		203,175	-		203,175	203,175	-
207,673	108,364	208,344	1144	Long term Substitute	-		-	-		-	-	-
53,161	77,702	50,209	1213/1233	Non-Certified Substitutes	42,500		42,500	132		42,368	42,500	-
			1212/22/38									
199,304	200,265	162,738	/42/52/62	Overtime	203,700		203,700	1,411		202,289	203,700	-
106,823	121,616	155,964	1268	Summer Work-Non-Cert.	171,974		171,974	87,809		84,165	171,974	-
-	-	-	1160	Turnover Savings	(51,736)		(51,736)	0		(51,736)	(51,736)	-
-	-	-	1270	Salary Differential	180,107		180,107	-		180,107	180,107	-
\$ 1,195,176	\$ 1,133,928	\$ 1,102,763		Sub-Total Other Salaries	\$ 1,386,841	\$ -	\$ 1,386,841	\$ 220,475	\$ -	\$ 1,166,366	\$ 1,386,841	\$ -
								15.9%	0.0%	84.1%	100.0%	0.0%
\$ 31,361,252	\$ 32,286,495	\$ 32,247,621		TOTAL SALARIES	\$ 33,082,118	\$ -	\$ 33,082,118	\$ 2,183,345	\$ -	\$31,110,643	\$ 33,293,988	\$ (211,870)
					2.59%			6.6%	0.0%	94.0%	100.6%	-0.6%
				Benefits (2000's)								
6,774,346	7,478,831	7,790,363	2000	Health Insurance	8,427,683		8,427,683	1,330,870	6,561,318	579,620	8,471,808	(44,125)
-	(1,302,538)	(1,361,419)	2022	Premium Cost Share	(1,456,511)		(1,456,511)	(26,102)	-	(1,430,409)	(1,456,511)	-
531,929	575,004	552,072	2001	Social Security	568,052		568,052	65,240	-	502,812	568,052	-
437,603	465,995	460,986	2002	Medicare	475,994		475,994	34,353	-	443,727	478,080	(2,086)
185,677	248,136	205,411	2003	Workers Compensation	210,420		210,420	175,279	-	35,141	210,420	-
10,934	7,395	58,000	2004	Unemployment Compensation	49,066		49,066	-	-	49,066	49,066	-
167,347	247,561	315,665	2005	Early Retirement Incentive	193,508		193,508	192,995	-	513	193,508	-
897,648	922,605	1,088,303	2007	Pension Contributions	1,006,596		1,006,596	102,855	30,030	873,711	1,006,596	-
57,711	70,000	58,565	2010	Tuition Reimbursement	80,000		80,000	-	-	80,000	80,000	-
91,559	59,261	58,635	2011	Life Insurance	59,652		59,652	9,493	50,159	-	59,652	-
18,551	4,607	6,290	2012	Disability Insurance	7,500		7,500	896	6,604	-	7,500	-
81,600	-	24,556	2014	Sick Bank	45,000		45,000	-	-	45,000	45,000	-
\$9,254,905	8,776,857	\$9,257,427		TOTAL BENEFITS	\$9,666,960	\$0	\$9,666,960	\$1,885,880	\$6,648,110	\$1,179,181	\$9,713,171	(\$46,211)
					4.42%			19.5%	68.8%	12.2%	100.5%	
				Professional & Technical Services (3000s)								
352,315	271,992	195,184	3210	Contracted Services Educational	335,700		335,700	7,109	55,210	273,381	335,700	-
148,499	141,932	265,218	3220/3221	Consulting Services	276,130		276,130	9,239	108,662	158,229	276,130	-
97,163	92,231	80,956	3235	Testing	97,450		97,450	-	24,053	73,398	97,450	-
169,507	183,616	217,617	3239	Other Pupil Services	182,085		182,085	4,081	153,919	24,085	182,085	-
17,421	75,010	72,230	3303	Management Services	66,205		66,205	15,135	49,315	1,755	66,205	-

WESTON PUBLIC SCHOOLS

FINANCIAL REPORT

Aug-20

Period: 2 of 12

9/11/2020

2017-2018 Year-End Expense	2018-2019 Year-End Expense	2019-2020 Year-End Expense	Object Code	Description	2020-2021 Adopted Budget	2020-2021 Budget Adjustments	2020-2021 Adjusted Budget	2020-2021 Expended	2020-2021 Encumbered	2020-2021 Estimated Adjustments	2020-2021 Projected To EOY	2020-2021 Balance Available
2,965	4,615	2,335	3304	License Fees-Facilities	3,500		3,500	795	1,680	1,025	3,500	-
168,430	293,165	423,415	3306	Legal Fees	280,000		280,000	-	270,000	10,000	280,000	-
58,414	88,934	68,938	3308	Police/Fire	104,230		104,230	-	97,541	6,689	104,230	-
98,758	169,754	148,442	3309	Professional Technical Services	120,228		120,228	-	30,750	89,478	120,228	-
47,439	48,649	52,049	3310	Sports Officials	51,917		51,917	21,917	-	30,000	51,917	-
\$ 1,160,911	1,369,896	\$ 1,526,384		TOTAL PROF. & TECH SERVICES	\$ 1,517,445	\$ -	\$ 1,517,445	\$ 58,276	\$ 791,130	\$ 668,040	\$ 1,517,445	\$ -
								3.8%	52.1%	44.0%	100.0%	
				Property Services (4000s)								
591,856	597,775	746,875	4200	Cleaning Services	806,715		806,715	131,105	662,020	289,291	1,082,416	(275,701)
48,424	49,293	40,741	4202	Rubbish Removal	57,771		57,771	-	2,000	55,771	57,771	-
136,937	106,598	95,040	4302	Equipment Repairs	152,922		152,922	1,559	22,626	128,738	152,922	-
477,495	386,336	260,100	4400	Equipment Rental	135,325		135,325	600	151,007	-	151,607	(16,282)
4,156	4,277	4,397	4401	Rental of Facilities	4,675		4,675	1,032	3,440	203	4,675	-
183,339	210,868	203,218	4500	Repair Allowance	213,000		213,000	1,604	-	211,396	213,000	-
40,667	571,695	122,560	4509	Septic Cleaning	40,000		40,000	-	40,000	-	40,000	-
1,440	-	0	4510	Asbestos Abatement	-		-	-	-	-	-	-
30,156	41,369	30,540	4514	Fire Alarm System	27,000		27,000	-	7,007	19,993	27,000	-
127,771	89,579	93,262	4518	Sewer System Plant Maintenance	96,889		96,889	16,148	80,741	-	96,889	-
50,729	50,316	120,757	4520	Service Contracts	142,688		142,688	38,121	55,838	48,729	142,688	-
58,329	64,609	60,393	4530	Parks & Recreation	67,579		67,579	-	67,579	-	67,579	-
1,234	8,550	2,010	4533	Glass Replacement	-		-	-	-	-	-	-
12,535	13,330	0	4534	Roof Repair	17,000		17,000	-	-	17,000	17,000	-
-	-	0	4535	Window Treatments	-		-	-	-	-	-	-
20,310	21,020	21,756	4539	Energy Management System	22,517		22,517	22,517	-	-	22,517	-
2,944	13,366	145,134	4540	Athletic Facilities Repairs	20,000		20,000	-	-	20,000	20,000	-
28,851	125,157	181,299	4541-42/4550	Contracted Services	204,270		204,270	11,044	121,481	71,745	204,270	-
11,300	10,500	4,800	4543	Paving	11,300		11,300	-	-	11,300	11,300	-
13,456	39,151	17,370	4600	Special Projects	-		-	-	-	-	-	-
6,316	9,456	12,730	4602	Tree Service	7,500		7,500	-	-	7,500	7,500	-
-	-	9,032	4604	Snow Plowing	12,500		12,500	-	-	12,500	12,500	-
270	1,178	1,081	4605	Signage	2,500		2,500	335	-	2,165	2,500	-
(1,331)	(1,331)	8,011	4606	Sprinkler Repairs	9,500		9,500	205	608	8,688	9,500	-
1,840	334	7,398	4610	Playground Repairs	-		-	-	-	-	-	-
24,135	20,031	81,552	4701	Security System Monitoring	78,883		78,883	10,851	70,894	-	81,745	(2,862)
3,632	5,620	9,966	4702	Locks/Keys	8,500		8,500	-	2,026	6,474	8,500	-
\$ 1,876,793	2,439,077	\$ 2,280,022		TOTAL PROPERTY SERVICES	\$ 2,139,034	\$ -	\$ 2,139,034	\$ 235,120	\$ 1,287,268	\$ 911,492	\$ 2,433,879	\$ (294,845)
								11.0%	60.2%	42.6%	113.8%	

WESTON PUBLIC SCHOOLS

FINANCIAL REPORT

Aug-20

Period: 2 of 12

9/11/2020

2017-2018 Year-End Expense	2018-2019 Year-End Expense	2019-2020 Year-End Expense	Object Code	Description	2020-2021 Adopted Budget	2020-2021 Budget Adjustments	2020-2021 Adjusted Budget	2020-2021 Expended	2020-2021 Encumbered	2020-2021 Estimated Adjustments	2020-2021 Projected To EOY	2020-2021 Balance Available
				Other Services (5000s)								
1,259,414	1,305,393	1,255,212	5100	Regular Transportation	1,521,003		1,521,003	80	340	1,520,583	1,521,003	-
99,873	85,138	685,567	5101	SPED Transportation	761,568		761,568	3,164	21,956	736,448	761,568	-
86,523	90,340	61,600	5104	Athletic Transportation	95,587		95,587	-	86,200	9,387	95,587	-
8,322	11,237	6,816	5105	Extra Curricular Transportation	12,938		12,938	-	-	12,938	12,938	-
108,543	93,719	70,605	5200	General Liability Insurance	93,508		93,508	33,353	56,431	3,724	93,508	-
24,322	22,529	16,650	5202	Athletic Insurance	19,242		19,242	16,650	-	2,592	19,242	-
104,074	110,645	96,485	5205	Property Insurance	108,581		108,581	97,536	-	11,045	108,581	-
170,078	115,430	91,922	5300	Communications	91,355		91,355	10,605	79,737	1,013	91,355	-
28,367	28,676	32,786	5400	Postage	33,137		33,137	429	32,707	0.40	33,137	-
2,365	4,099	5,964	5500	Advertising	6,000		6,000	597	-	5,403	6,000	-
15,602	14,991	16,281	5501	Printing	29,545		29,545		11,966	17,579	29,545	-
3,074,632	2,784,992	2,424,875	5600	Tuition	2,726,060		2,726,060	28,594	1,223,169	1,474,297	2,726,060	-
275,000	280,500	286,110	5605	Tuition-ESS	293,000		293,000		286,110	6,890	293,000	-
34,747	41,687	44,827	5800,5802-5880	Travel & Conference	47,919		47,919	13,695	2,800	31,424	47,919	-
26,429	12,868	8,258	5801	Mileage Reimbursement	11,365		11,365	1,000		10,365	11,365	-
25,175	15,172	2,528	5900	Other Purchased Services	7,421		7,421			7,421	7,421	-
\$ 5,343,467	\$ 5,017,416	\$ 5,106,487		TOTAL OTHER SERVICES	\$ 5,858,228	\$ -	\$ 5,858,228	\$ 205,703	\$ 1,801,416	\$ 3,851,109	\$ 5,858,228	\$ -
								3.5%	30.8%	65.7%	100.0%	
				Supplies & Materials (6000's)								
389,792	490,336	449,561	6110	Materials	479,278		479,278	29,858	258,090	264,180	552,128	(72,850)
29,378	26,770	21,452	6120	Office Materials	35,326		35,326	757	12,500	22,069	35,326	-
145,563	183,156	144,845	6130	Maintenance Materials	181,624		181,624	4,569	81,783	95,272	181,624	-
80,236	59,514	89,965	6131	Custodial Materials	78,348		78,348	3,156	73,469	1,723	78,348	-
20,229	18,616	16,200	6132	Security Materials	20,684		20,684	2,760	2,000	15,924	20,684	-
382,771	463,940	467,463	6140	Software	511,112		511,112	368,509	122,292	20,310	511,112	-
78,212	103,121	91,051	6270	Diesel Fuel	78,092		78,092	-	85,778	-	85,778	(7,686)
143,439	153,849	163,396	6410	Books	170,536		170,536	7,561	100,555	62,419	170,536	-
409,902	379,379	338,642	6510	Heating Oil	402,574		402,574	4,436	398,138	-	402,574	-
845,158	646,742	619,849	6520	Electricity	730,039		730,039	47,407	682,631	1	730,039	-
3,707	1,988	1,745	6530	Propane gas	4,000		4,000	-	2,800	1,200	4,000	-
\$ 2,528,387	\$ 2,527,412	\$ 2,404,170		TOTAL SUPPLIES & MATERIALS	\$ 2,691,613	\$ -	\$ 2,691,613	\$ 469,014	\$ 1,820,037	\$ 483,098	\$ 2,772,149	\$ (80,536)
								17.4%	67.6%	17.9%	103.0%	
				Equipment (7000's)								
419,131	491,849	472,408	7300	Equipment	219,008		219,008	34,684	186,390	150,293	371,366	(152,358)
\$ 419,131	\$ 491,849	\$ 472,408		TOTAL EQUIPMENT	\$ 219,008	\$ -	\$ 219,008	\$ 34,684	\$ 186,390	\$ 150,293	\$ 371,366	\$ (152,358)

WESTON PUBLIC SCHOOLS

FINANCIAL REPORT

Aug-20

Period: 2 of 12

9/11/2020

2017-2018	2018-2019	2019-2020	Object		2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021
Year-End	Year-End	Year-End	Code	Description	Adopted	Budget	Adjusted	Expended	Encumbered	Estimated	Projected	Balance
Expense	Expense	Expense			Budget	Adjustments	Budget			Adjustments	To EOY	Available
								15.8%	85.1%	68.6%	169.6%	
				Other Objects (8000's)								
83,509	80,845	91,658	8100	Dues, Fees and Memberships	92,029		92,029	51,242	16,855	23,932	92,029	0
19,461	25,969	21,888	8900	Other Objects	27,395		27,395	891	11,159	15,345	27,395	0
\$ 102,970	\$ 106,814	\$ 113,546		TOTAL OTHER OBJECTS	\$ 119,424	\$ -	\$ 119,424	\$ 52,133	\$ 28,014	\$ 39,277	\$ 119,424	\$ -
								43.7%	23.5%	32.9%	100.0%	
				Revenues (9000's)								
(62,086)	(124,228)	(102,106)	9200	Technology Revenue	(74,207)		(74,207)	0	0	(74,207)	(74,207)	0
(77,102)	(73,440)	(60,515)	9201	Participation Fees, Athletics	(86,490)		(86,490)	0	0	(86,490)	(86,490)	0
(16,318)	(20,127)	(15,914)	9202	Gate Receipts, Athletics	(14,500)		(14,500)	0	0	0	0	(14,500)
(706,015)	(690)	(655,410)	9205	Excess Cost SPED	(650,455)		(650,455)	0	0	(650,455)	(650,455)	0
(87,500)	(578,611)	(89,626)	9206	Pre School Tuition SPED	(105,000)		(105,000)	(16,125)	0	(88,875)	(105,000)	0
(43,584)	(87,101)	(68,171)	9207	Regular Ed. Tuition	(30,304)		(30,304)	(22,617)	0	(7,687)	(30,304)	0
(38,350)	(28,822)	(46,817)	9208	Revenue from Town for Fields	(42,681)		(42,681)	0	0	(42,681)	(42,681)	0
(30,000)	(44,580)	(39,600)	9209	Parking Fees	(45,000)		(45,000)	0	0	(22,500)	(22,500)	(22,500)
-	(30,000)	(24,112)	9210	Theater Receipts	(60,250)		(60,250)	0	0	(30,125)	(30,125)	(30,125)
(17,500)	(65,983)	(2,706)	9212	Facility Use Rental	(17,500)		(17,500)	0	0	0	0	(17,500)
-	(15,500)	(6,947)	9215	Medicaid Revenue	(6,000)		(6,000)	(607)	0	(5,393)	(6,000)	0
				Cares Act/Education Stabilization Grant						(51,548)	(51,548)	51,548
				FY21 carryover funds (Pending BoF Approval)						(177,568)	(177,568)	177,568
				FEMA Reimbursement (Pending FEMA's Review & Approval)						(70,562)	(70,562)	70,562
				Open Choice grant						(80,000)	(80,000)	80,000
				State Corona Virus Relief Fund						(350,751)	(350,751)	350,751
										0	0	0
(\$1,078,455)	(\$1,069,081)	(\$1,111,924)			(\$1,132,387)	\$0	(\$1,132,387)	(\$39,349)	\$0	(\$1,738,842)	(\$1,778,191)	\$645,804
\$ 50,969,360	51,946,735	\$ 52,296,142		GRAND TOTAL	\$ 54,161,443	\$ -	\$ 54,161,443	\$ 5,084,805	\$12,562,365	\$36,654,291	\$ 54,301,460	\$ (140,017)
								9.39%	23.19%	67.68%	100.26%	-0.26%

**WESTON PUBLIC SCHOOLS
INTERNAL SERVICES FUND
FOR HEALTH BENEFITS PROGRAM**

9/11/2020

Fiscal Year Ended Actual 2021

STATEMENT OF REVENUES AND EXPENDITURES

Fund Balance -July 1, 2020

\$ 1,157,506

Revenues:

General Fund Appropriation
Reimbursements
Total Contributions

\$ -
\$ -
\$ -

Total Revenues (A)

\$ -

Expenditures

Delta Dental:
Claims
Administrative Fees
Total Health Plan Costs (B)

\$ 55,835
\$ 1,898
\$ 57,733

Net Change (A-B)

\$ (57,733)

Fund balance June 30, 2021 (Estimated)

\$ 1,099,774

Medical Cost

\$ -

Fund balance June 30, 2021

\$ 1,099,774

Balance Sheet:

Assets:

Fund Balance
Year End Accounts Payable
Net Change
Total Assets

\$ 1,157,506
\$ -
\$ (57,733)
\$ 1,099,774

Beg Year Fund Balance
Year to Date Net Change
Total Fund Balance

\$ 1,157,506
\$ (57,733)
\$ 1,099,774

Total Liabilities + Fund Balance

\$ 1,099,774

DRAFT MOTION:

Pursuant to the provisions of Connecticut General Statutes Section 10-248a, I move that the Board of Finance create a non-lapsing account for the Board of Education, and that the Board of Finance authorize the transfer of \$177,568 into said non-lapsing account from unexpended available funds in the Board of Education's fiscal year 2019-20 operating budget with two caveats. First, that said funds shall be spent only on unbudgeted school re-opening expenses. Second, that the non-lapsing account shall be under the control of the Town Finance Director.

Minutes
Finance Committee
June 8, 2020

Present:

Gina Albert, Committee Chair

Ruby Hedge, Committee Member

Victor Escandon, Committee Member

Dr. William McKersie, Superintendent of Schools

Phil Cross, Director of Finance and Operations

The meeting was called to order by Ms. Albert at 9:33 a.m.

The Committee discussed the following items regarding the monthly financial update including internal services fund (for dental):

- Mr. Cross reported a projected fund balance for FY 2020 of \$580,169, which is slightly below the \$600,000 unexpended budget that the Town is expecting. The Board of Finance approved the FY21 budget with the assumption that the Board of Education would provide the \$600,000. Mr. Cross is still optimistic that the goal can still be reached, but if the District is not able to find the additional savings, he recommended that the internal services fund be used to achieve that targeted balance. The Committee approved that action.
- Mr. Cross reported that the District was invoiced for a Zenon plant repair from the previous summer, in the amount of \$20,000. The Committee suggested creating an analysis of the plant to ensure that there aren't any other major repairs that are needed.
- Regarding the Internal Services Fund, which now only includes dental, Mr. Cross reported that the current fund balance is \$1,190,096. The Committee suggested that it should be noted that while there was positive movement in the fund this year, there could be a spike in claims once the COVID restrictions ease and staff members resume dental appointments.

The Committee discussed the following regarding the construction grant close-out:

- Mr. Cross informed the Committee that the 2015 windows and doors project at the high school was never officially closed out with the State, so the Board of Education needs to formally approve the project as complete, and then a final audit can be conducted. The Committee agreed that the District should follow-up with the Town to see if there is any

documentation indicating that the Board of Finance voted to close-out the project. If so, then this item could be brought to the full Board for approval.

The Committee discussed the following regarding the 2021 tuition rates for non-residents:

- Mr. Cross shared with the committee the 2021 non-resident tuition rates. The rate increase is based on the budget increase, and the Committee agreed to bring the rates to the full Board for approval.

The Committee discussed the following regarding the 2021 utility and facility rental rates:

- Mr. Cross shared with the committee the 2021 utility and facility rental rates. The rates were increased by 1.75%, the current CPI, over the previous year. The Committee agreed to bring the rates to the full Board for approval.

The Committee discussed the following regarding approval of the May minutes:

- The Committee approved the May minutes.

The Committee discussed the following regarding other business:

- The Committee discussed the fact that going forward, the District should keep track of any COVID related expenses and present these to the Board of Finance so they are aware of these unforeseen expenses. Additionally, regarding any additional staff that needs to be hired related to COVID, there should be an MOU in place with the unions that these hires are temporary.

There being no further business to discuss, the meeting adjourned at 10:21 a.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

**Minutes
Finance Committee
July 8, 2020**

Present:

Gina Albert, Committee Chair
Ruby Hedge, Committee Member
Victor Escandon, Committee Member
Dr. William McKersie, Superintendent of Schools
Phil Cross, Director of Finance and Operations

Guests:

Ken Crow, Assistant Superintendent
Daniel DiVito, Director of Digital Learning and Technology

Public:

Tony Pesco, Weston Resident

The meeting was called to order by Ms. Albert at 1:34 p.m.

The Committee discussed the following items regarding technology purchases related to COVID 19:

- Mr. Crow reviewed the necessary technology purchases and informed the Committee that these items support all three district opening scenarios – fully open, hybrid learning, and complete distance learning – and can be used even when the pandemic passes and schools are once again fully open. The District is planning to put together a teacher toolkit which would include document cameras, Zoom licenses and iPads. The document cameras can be used in and out of the classroom and would allow teachers to create a second focus area. Zoom is becoming the standard for communicating with students and will act as the navigation point of the online experience. Zoom, in conjunction with the iPads, allows teachers to share virtual whiteboards. The software purchases are necessary as they were used extensively while school was closed, but while the District is currently receiving them for free, they are set to expire before school starts again and will no longer be free of charge.

- Mr. DiVito added that these are the best tools based on what schools across the country are using, and currently schools worldwide are looking to purchase iPads and Chromebooks.

- The Committee approved moving forward with the purchases, with the understanding that the full Board of Education will be briefed on the purchases at their July meeting, and that there is an evolving review process in place as opening plans formalize.

The Committee discussed the following regarding other COVID 19 purchases:

- The Committee reviewed the list of possible items needed to be purchased in order for school to re-open either fully or partially, but reiterated that the list is a preliminary one which continues to evolve and none of the costs are firm. The document is a draft meant for discussion only. The list includes disposable masks for students and staff, hand sanitizers (pump bottles), free-standing hand sanitizer dispensers, disinfecting wipes and protective screens.
- Dr. McKersie added that the possible transportation costs are the most preliminary. If the District decides to social distance on buses as well, then there would be a need for additional buses, in addition to monitors on each bus and the rerouting of bus stops. Mr. Cross added that at this point it is even questionable if the District would be able to get additional buses or drivers.
- The Committee discussed the possibility of partnering with neighboring districts in order to increase the purchase amounts and to take advantage of bulk discounts. Mr. Cross reported that he is currently investigating the possibility of doing this with Westport. The Committee also discussed the possibility of asking teachers to include some PPE items on their list of back-to-school items that families are required to supply. While Dr. McKersie did not rule this out, he added that the District needs to ensure employees that their safety concerns will be met regardless if families contribute some of the PPE materials.
- Mr. Cross reported that there will also be a need for an increased level of cleaning which cannot be handled by the current staff. There are two ways to approach this. The District can either hire two full time employees, or use Affineco and have them increase their cleaning schedule. This option would cost \$5,300 per month. The Committee preferred to use Affineco.
- The Committee agreed to move forward with purchasing supplies for the first quarter.

There being no further business to discuss, the meeting adjourned at 2:55 p.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

Minutes
Finance Committee
August 20, 2020

Present:

Gina Albert, Committee Chair
Ruby Hedge, Committee Member
Victor Escandon, Committee Member
Dr. William McKersie, Superintendent of Schools
Phil Cross, Director of Finance and Operations

Guests:

Ken Crow, Assistant Superintendent
Laura Kaddis, Hurlbutt Elementary School Principal

Public:

Tony Pesco, Weston Resident

The meeting was called to order by Ms. Albert at 9:00 a.m.

The Committee discussed the following items regarding FY20 wrap-up:

- Mr. Cross reported a projected fund balance for FY 2020 of \$777,568. This includes \$85,278 which the District is expecting from First Student as a refund, but has not received yet. The fund balance was achieved by a combination of a budget freeze and savings related to early school closure resulting from the current pandemic. The Board of Education previously committed to returning to the Town the original fund balance of \$600,000. Since the balance is higher than anticipated, due in large part to SPED expenses that didn't materialize, Mr. Cross is recommending that the District request that the Board of Finance establish a carryover account in the amount of \$177,568, that the Town will control, to partially fund the significant unanticipated expenditures for FY21 due to the pandemic.
- Regarding the Internal Services Fund, which now only includes dental, Mr. Cross reported that the ending fund balance for FY20 is \$1,157,506.

The Committee discussed the following regarding FY21:

- Mr. Cross reviewed the anticipated financial impact of the Covid pandemic to the FY21 budget. To date, the District has spent \$72,850 on various health and safety products, such as PPE, signs, air purification, and desk screens. Technology costs associated with

the pandemic are estimated at \$152,358, which includes a rush fee to receive new Chromebooks, as well as covers for Chromebooks being used by the lower grades. Increased staff for additional cleaning requirements is estimated at \$256,700. This is what the cost would be if the District needed to hire additional staff. If the District instead asks its cleaning contractor to add additional people to perform the cleaning, the cost would be less. The District is currently negotiating with the AFSCME union to allow the cleaning company to do this. Curriculum planning costs, which covers the additional work the CILs needed to do over the summer to prepare for the hybrid teaching model, are estimated at \$14,532. The daily cleaning of buses, if they are cleaned four times daily, would cost \$19,001. Mr. Cross reported that cleaning the buses four times a day would be very tight, and is not sure it's possible. If they are only cleaned twice a day, this cost would be less.

- Mr. Cross added that additionally, the District is looking at potential revenue loss from the lack of athletic gate receipts, facility rental fees and theater receipts. The total potential revenue loss in FY21 due to the pandemic is \$957,683. Potential mitigating funds include the Cares Act, FEMA reimbursement, and Open Choice Grant, and the FY21 carryover funds if approved by the Board of Finance, lowering the projected budget deficit to \$578,005.

The Committee discussed the following regarding the possibility of adding a section to grades K and 1:

- Ms. Kaddis reported that the elementary school has seen a bump in enrollment. Kindergarten enrollment seems to have leveled off for now, and she is not recommending adding an additional kindergarten section at this time, as all the kindergarten sections are meeting class size guidelines. Regarding first grade, sections there are currently over class size guidelines, with 144 total first graders currently enrolled. An additional section of grade one is warranted to maintain class sizes at or below 20 students. These figures do not include any new Open Choice students for these grades. The District is committed to adding four new Open Choice students across kindergarten and first grade if space permits. The additional section would help in meeting that goal. This will be discussed further at the August Board of Education meeting.

There being no further business to discuss, the meeting adjourned at 10:20 a.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations