

LITCHFIELD PUBLIC SCHOOLS
BOARD OF EDUCATION MINUTES
November 19, 2020

Regular Meeting
Finance Committee

Call to Order: The Finance Committee meeting, held via teleconference, was called to order at 6:00 p.m. by Mr. Clock.

Members present: Mr. Clock, Chair, Mr. Morosani, and Mr. Shuhi. Also present: Mr. Leone, Superintendent, Mr. Terzian, Board of Education Chair, Mr. Fiorillo, Chief Financial Officer, Mr. Sattazahn, Chief Operations Officer, and Mrs. Hodges, Administrative Assistant Liaison LPS & RSD6.

I. Approval of Minutes

a. Review the minutes of the regular meeting of October 22, 2020

Mr. Morosani made a motion to approve the minutes of the regular meeting of October 22, 2020. Mr. Terzian seconded the motion. Motion passes unanimously.

II. Communications

None.

III. Public Participation

None.

III. Old Business

None.

IV. New Business

a. 2019-2020 Year End

Mr. Leone reported on the final 2019-2020 audited year-end surplus of \$309,303; of which \$154,651.50 will be deposited into the Board of Educations' non-lapsing account and the balance retained by the town.

b. 2020-2021 Budget Update

Mr. Leone reviewed the 2020-2021 Budget commenting revenue exceeds budget due to the \$140k ESSER and CRF grants for COVID related expenses. Revenue for outside tuition will be adjusted next month and it is expected to be north of \$50k.

On the expenses side, learning programs and special education tuition is lower than anticipated. Contingency is holding at \$180k.

Mr. Leone raised concern about potential liability in food services. While offering free breakfast and lunch is a benefit for students and families, the district is incurring salary related expenses while not collecting revenue. The free meal program is expected to end in December, at which time the district will fully assess the impact on the budget.

c. Transfers

Mr. Leone reviewed the budget transfer request of \$60k to reconcile Certified Salaries as the result of not implementing the block schedule at the Middle School. The transfer covers the costs of a Spanish teacher and a long-term substitute for Social Studies. Mr. Leone also commented with the delay of winter sports, there will likely be savings in certified salaries for not having to pay winter coaches. With no objections from the committee, the budget transfer will go before the Board in December for approval.

d. COVID Costs

Mr. Leone reviewed a memo from Mr. Fiorillo on COVID related costs. The district has incurred \$134,788 in related expenses and will be able to draw down the money from the ESSER and CRF grants. Based on grant money and expenses, the district should break even on COVID related expenses.

e. 2021-2022 Budget Discussion

Mr. Leone led a discussion on the 2021-2022 Budget soliciting thoughts on whether to run one or two expense models; COVID or post COVID. Mr. Clock recommended running one expense model assuming COVID. Mr. Leone will bring forth the first run of revenue projections at the December meeting and full budget planning mode beginning in January.

Mr. Morosani inquired about enrollment, home school students returning if there is a vaccine, and any additional new students from the surrounding areas.

Mr. Leone commented he is not concerned about the home school students. Though, the district might see a loss of enrollment for those students who were previously enrolled in private schools and missed the private school enrollment deadline when relocating to Connecticut. Mr. Leone also commented he has had two new inquiries about the districts (LPS & RSD6) and anticipates a January surge in enrollment given New York City appears to be shutting down again.

VII. Future Agenda Items

None.

VIII. Adjournment There being no further business to come before this committee, **Mr. Morosani made a motion to adjourn. Mr. Shuhi seconded the motion. The motion passes unanimously.** The meeting adjourned at 6:31 p.m.

Respectfully submitted,
Christine Escobar
Secretary, pro-tem