

To: Patrick O'Sullivan – Town Clerk  
From: Mary Shaw – OBOE  
Date: December 1, 2020



## Finance Subcommittee Meeting Monday, November 16, 2020

Meeting called to order at 6:33pm by Ms. Riccio (via remote access)

In Attendance: Bill Kraut, Susan Riccio (via remote access), Jeff Cap, Ken Vitelli, Mary Welander, Vince Scarpetti, Christine Koch, Mike Gray  
Absent: None

2. Public Participation: none

3. Expenditures

As of meeting, monthly expenditures going as expected. Business Manager Christine Koch reviewed expenditures items of note:

- Three pay period month
- Waiting on some PPE grant funds, specifically relating to pre-approved contracted services such as the ventilation work at all schools.

4. Financials

- Nothing of note to report
- Dr. Scarpetti thanked Ms. Koch for providing training/tutorial opportunity to Board members regarding new P&L report format
- Audit still proceeding as planned and will be completed by year end (12/31/20). Audit team was on site today (11/16) and Ms. Koch has no concerns about progress toward completion deadline. Mr. Gray noted that an audit team member shared potential completion date of mid-December.

5. MUNIS

- Still running MUNIS parallel to Phoenix program
- Payroll 'go live' date is 12/1, with first paycheck distribution on 12/12

5. Food Service Update

- Lunch counts continue to be down
- Hot lunch options have been expanded
- All meals continue to be delivered to classroom
- All meals being served at no cost. State providing funds for all students to have access to free meals; program extended through December 2020. Distance learners may also use program; please call the school to reserve lunch for pickup by 9am each day.

- Suggestion was made to have principals share more information about the expanded lunch options to ensure families know of the changes in offering. Follow up suggestion was made to have an “eblast” sent from the Board as well.

#### 6. 21<sup>st</sup> Century Update

- Operating at deficit
- Attendance counts are low even with additional slots offered to families; Turkey Hill School has lowest total enrollment
- Staff has been reduced at each site (reduction of three in each location)
- Ms. Riccio expressed serious concerns about current and projected losses
- Dr. Scarpetti, Ms. Koch, and Ms. Riccio will continue to look at possible options of steps to take to mitigate continued losses.
- Mr. Kraut requested that potential grants be looked at to supplement losses.

#### 8. Adjourn 6:50pm