



Finance Subcommittee Meeting Monday, December 21, 2020

Meeting called to order at 6:36pm by Ms. Riccio

In Attendance: Bill Kraut, Susan Riccio, 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 are going as expected. Business Manager Christine Koch reviewed expenditures items of note:

- Two pay period month
- All PPP funds shifted to grant line item; as per policy, notification was sent to town officials
- Mr. Vitelli inquired about access to information about available grants. Dr. Scarpetti responded that it is up to the district to be aware and pursue grant opportunities available to our district and that it was a collaborative process across all departments. Ms. Koch expanded upon the FEMA decision not to reimburse for funds that the district had applied for.
- Ms. Riccio noted that Peck Place School had no actual electricity costs noted. Mr. Gray informed the committee that the meter was not being read and that he had been actively working with United Illuminating to fix that.
- Ms. Riccio also requested that any actions taken on school buildings be specifically noted as to what building the project or work was being done on.
- Mr. Cap questioned the toner purchase recorded and noted that the district had been actively working on moving away from that printing process. Ms. Koch will follow up with Matt Ulring for clarification.

4. Financials

- Ms. Koch noted that we were 5 months into the budget and were mostly where the district anticipated being at this point, but that there were larger than anticipated losses and costs in the legal, substitute, and cafeteria costs due to the pandemic. The district will be looking at grants to potentially cover some of the losses.
- Audit still on track to be completed by year end (12/31/20). Ms. Koch noted that there were some delays due to COVID, but that the audit team has all information requested.
- Ms. Riccio requested that if the audit team would not make the deadline of 12/31/20 that they provide a letter with a specific explanation that the district could then send to the state.

5. MUNIS

- Still running MUNIS parallel to Phoenix program; this was the last week of Phoenix usage
- New program working well; Ms. Koch thanked everyone involved with the transition for their hard work

5. Food Service Update

- Lunch counts continue to be down from last year but have been increasing
- Hot lunch options have been expanded and new option will be offered
- All meals continue to be delivered to classroom
- All meals being served at no cost to the district. State providing reimbursement funds for all meals and families are encouraged to take advantage of this option
- Distance learners may also use the program; please call the school to reserve lunch for pickup by 9am each day.

6. 21st Century Update

- Operating at deficit
- Attendance counts are low even with additional slots offered to families
- Staff has been reduced at each site (reduction of three in each location)
- Dr. Scarpetti, Ms. Koch, and Ms. Riccio will continue to look at possible options of steps to take to mitigate continued losses.
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8. Adjourn 6:56pm