

F.O.I. Compliance - subject to BOE approval

DEEP RIVER BOARD of EDUCATION

Date: September 28, 2020

Special Meeting – REMOTE MEETING

(To view a recording of this meeting, please visit our website www.reg4.k12.ct.us and select “Remote Meeting Recordings” under the BOARD OF EDUCATION Heading)

Attendance:		Administration:	Others:
(√ = attended)	Paula Weglarz	√	
	Miriam Morrissey	√	√
	Tracy Dickson	√	√
	Marc Lewis	√	√
	Robert Ferretti	√	√
	Pat Maikowski	√	√
	Mary Elizabeth Campbell	√	
	Lenore Grunko	√	
	(after consent agenda vote, but prior to Action Items 5.1 and 5.2)		
	Scott Halden		

Call To Order: approx. 7:00 p.m.

The Board welcomed Pat Maikowski as a newly appointed member of the Board.

Chair Weglarz asked the Board to think about whether or not they would like to consider meeting in person in the future.

Items/Discussion:

Consent Agenda

On motion duly made and seconded, the Board VOTED (Yes 5 / No 0 / Abstain 2 – M. Campbell & P. Maikowski = Motion Passed) to approve the Consent Agenda consisting of the minutes from the Special Meetings of June 11, July 28 and August 19, 2020 as well as the accounts payable report.

Superintendent’s Report

Superintendent White invited new Principal, Lauren Feltz to speak to the Board, as this is only her second meeting since her appointment.

Principal Feltz shared a general update.

Superintendent White shared some brief updates regarding the Grab and Go School Meals Program which has been re-upped through December; an update regarding ongoing contract negotiations that should reach conclusion soon; and an update that installation has started upon receipt of the touchless sinks that the Board approved in June, to be purchased with unexpended 2019-20 funds in the interest of promoting the health and safety of students and staff during this time of COVID-19.

Superintendent White mentioned that the board will also be hearing a request for additional custodial support due to COVID-19 related cleaning needs during the report by the Finance Director.

Finance Office Report

Finance Director Kelly Sterner reviewed board enclosures #5 - #10 in detail. She answered questions from Board members.

Possible Action Items:

There was a discussion regarding the request for temporary additional custodial support and an associated transfer request due to COVID-19 related enhanced cleaning procedures as presented in enclosure #11.

On motion duly made and seconded the Board VOTED (6 Yes / No 1 – M. Lewis / (B. Ferretti lost connection and was unable to vote on this item, but rejoined for the next vote) = Motion Passed) to approve the transfer of funds as requested in the amount of \$12,000 for additional custodial support

Based on the Finance Director's earlier review of enclosure #6 there was a discussion regarding addressing most of the cafeteria deficit from year end 2019-20 using unexpended 2019-20 funds.

On motion duly made and seconded, the Board unanimously VOTED to approve the transfer of unexpended 2019-20 funds in the amount of \$62,363 as presented.

Public Comment:

No comments were made

ADJOURNMENT:

On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 7:52 p.m.

Deep River Board of Education
FY 2020-2021

Transfer Request 9/24/2020 Temp/Substitute Custodians

FROM

Account #	Object	Description	Amount		Account #	Object	Description	Amount
26161001	5118	Cafeteria Salary	\$ 12,000		226001	5124	Substitute Custodians	\$12,000
		Total	\$ 12,000				Total	\$12,000

To provide funding for hire of temp full-time (37 hrs/week) through end of December 2020. Requested based on necessary additional cleaning duties related to COVID

REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

Brian J. White
Superintendent of Schools
bwhite@reg4.k12.ct.us

Sarah Smalley
Director of Pupil Services
ssmalley@reg4.k12.ct.us



Kristina Martineau, Ed.D.
Assistant Superintendent of Schools
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Kelly Sterner
Finance Director
ksterner@reg4.k12.ct.us

July 28, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director 

RE: Deep River Cafeteria Fund fiscal year end results

Attachment 1 is the revenue and expenditure report for the Deep River cafeteria for the fiscal year July 1, 2019 through June 30, 2020. The net results for the year was a deficit of \$27,804. There are a number of items contributing to the deficit. These include:

- Fixed pricing for meals below breakeven level
- Level of support from Town operating fund
- Closure of schools in March halted café food sales revenue
- Expenditures related to Grab-n-Go food program available at our elementary schools

Attachment 2 shows the participation numbers for the Grab-n-Go program. The Grab-n-Go food support program has been in place since the closure of school in March and will continue through August. State grants provide funding which partially covers the cost of the food. We are seeking funding from other sources such as FEMA, however it remains unknown whether the costs will be considered eligible.

The deficit has been funded through a decrease in cash balances, increased accounts payable, but primarily by an increase in the amount that the café fund owes the Town fund (aka the Due To/Due From accounts). Fiscal year end cash balances of \$33,222 allow us to keep the Grab-n-Go program going and buy inventory for the start of school in the Fall. Here is the running balance between the café fund and Town fund as of June 30th:

	Balance due from Café to Town Fund
End of year balance as of 6/30/19	\$41,242.62
Fiscal year 2019-2020 deficit	<u>\$21,766.17</u>
End of year balance as of 6/30/20	\$63,008.79

For fiscal year 2020-2021, the cafeteria staff salaries and fringes have been shifted to the Town budget and appropriately funded. This should alleviate the growing deficit in the fund particularly when food sales resume. This may provide the opportunity to reimburse the deficit over time. An alternative solution that the Town and Board of Education could consider would be a supplemental appropriation for fiscal year 2019-2020 to offset the balance due.

Deep River 2020-2021

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Eligible Students - Free			64	64	64	65	68	68	69	69	69	69	669
Eligible - Reduced			22	13	14	14	14	14	14	14	14	14	147
Eligible - Full Pay			149	158	156	157	155	156	153	153	153	153	1,543
Total Enrollment		0	235	235	234	236	237	238	236	236	236	236	2,359
Breakfast - Free meals served			281	357	335	189	396	356	191	500	589	328	3,522
Breakfast - Reduced meals served			65	85	74	45	76	70	35	0	0	0	450
Breakfast - Full Pay meals served			109	190	198	94	211	167	88	0	0	0	1,057
Lunch - Free meals served			938	992	842	595	1,075	918	465	500	589	318	7,232
Lunch - Reduced meals served			327	262	222	145	251	205	96	0	0	0	1,508
Lunch - Full Pay meals served			1,290	1,419	1,280	893	1,526	1,277	648	0	0	0	8,333
Total Meal Count		0	3,010	3,305	2,951	1,961	3,535	2,993	1,523	1,000	1,178	646	22,102
4090 Miscellaneous Income	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4160 Cafeteria Lunch Cash Sales	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4360 State & Fed Grants - Claims breakfast	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4360 State & Fed Grants - Claims lunch	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4360 State & Fed Grants - 6 Cent	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4360 State & Fed Grants - Healthy Foods	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4360 State & Fed Grants - CN State Match	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4360 State & Fed Grants - State School Breakfast	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4361 USDA commodities	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4890 Transfer In	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Revenue	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5111 Administrator Salary	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5114 Secretary Salary	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5118 Food Service Salary	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5124 Sub Sec'y Cafeteria	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5138 OT Cafeteria Salary	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Salaries	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5210 Health Insurance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5214 Life Insurance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5222 MERF	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5223 FICA/Medicare	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Benefits	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Salary & Benefit Cost	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5430 Repairs & Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5600 All - Supplies / Energy	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5601 USDA Donations	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5610 General Supplies	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5800 All - Other Misc. Expense	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5890 Other Objects	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Product Cost	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Product. salary & Benefit Costs	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Profit (Loss)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Days		0	21	21	18	12	21	18	21	21	20	13	186
Lunch Participation	#DIV/0!		51.8%	54.2%	55.7%	57.7%	57.3%	56.0%	24.4%	10.1%	12.5%	10.4%	3.9%
Breakfast Participation	#DIV/0!		9.2%	12.8%	14.4%	11.6%	13.7%	13.8%	6.3%	10.1%	12.5%	10.7%	1.1%
Meals Product Cost	#DIV/0!		1.79	1.50	1.14	2.16	1.37	1.37	1.56	3.22	1.32	1.402	
Labor/Meal	#DIV/0!		3.21	2.84	3.30	4.29	3.41	2.96	5.64	8.05	6.78	12.73	
unpaid lunch balances - monthly value	#DIV/0!		5.00	4.34	4.44	6.45	4.78	4.34	7.19	11.27	8.10	26.75	
lunch account balances- monthly value					\$	(1,013)	\$	(1,188)	\$	(1,172)			
Month End Checking Account Balance					\$		\$	30,218	\$	29,388	\$	31,865	

Attachment 1

notes

Attachment 2

School Shutdown Meal counts

7810

7834

15644

Meal counts	Chester Breakfast	Chester Lunch	Deep River Breakfast	Deep River Lunch	Essex Breakfast	Essex Lunch	daily breakfast total	daily lunch total	total meals served
Tuesday, March 17, 2020	19	19	31	31	17	17	67	67	134
Wednesday, March 18, 2020	25	25	28	28	23	23	76	76	152
Thursday, March 19, 2020	31	31	33	33	32	32	96	96	192
Friday, March 20, 2020	32	32	31	31	40	40	103	103	206
Monday, March 23, 2020	22	22	30	30	47	47	99	99	198
Tuesday, March 24, 2020	27	27	26	26	49	49	102	102	204
Wednesday, March 25, 2020	37	37	26	26	39	39	102	102	204
Thursday, March 26, 2020	39	39	30	30	44	44	113	113	226
Friday, March 27, 2020	37	37	27	27	55	55	119	119	238
Monday, March 30, 2020	35	35	26	26	33	33	94	94	188
Tuesday, March 31, 2020	37	37	34	34	40	40	111	111	222
MARCH Total	341	341	322	322	419	419	1082	1082	2164
Wednesday, April 1, 2020	43	43	35	35	31	31	109	109	218
Thursday, April 2, 2020	35	35	23	23	42	42	100	100	200
Friday, April 3, 2020	42	42	25	25	45	45	112	112	224
Monday, April 6, 2020	45	45	17	17	26	26	88	88	176
Tuesday, April 7, 2020	31	31	18	18	23	23	72	72	144
Wednesday, April 8, 2020	41	41	15	15	43	43	99	99	198
Thursday, April 9, 2020	41	41	7	7	68	68	116	116	232
Friday, April 10, 2020							0	0	0
Monday, April 13, 2020	16	16	2	2	29	29	47	47	94
Tuesday, April 14, 2020	42	42	25	25	38	38	105	105	210
Wednesday, April 15, 2020	31	31	29	29	36	36	96	96	192
Thursday, April 16, 2020	42	42	20	20	37	37	99	99	198
Friday, April 17, 2020	43	43	3	3	40	40	86	86	172
Monday, April 20, 2020	40	40	18	18	47	47	105	105	210
Tuesday, April 21, 2020	49	49	25	25	47	47	121	121	242
Wednesday, April 22, 2020	33	33	41	41	52	52	126	126	252
Thursday, April 23, 2020	42	42	30	30	61	61	133	133	266
Friday, April 24, 2020	51	51	36	36	56	56	143	143	286
Monday, April 27, 2020	37	37	33	33	55	55	125	125	250
Tuesday, April 28, 2020	36	36	33	33	55	55	124	124	248
Wednesday, April 29, 2020	40	40	39	39	52	52	131	131	262
Thursday, April 30, 2020	23	23	26	26	56	56	105	105	210
APRIL Total	803	803	500	500	939	939	2242	2242	4484
Friday, May 1, 2020	42	42	25	25	61	61	128	128	256
Monday, May 4, 2020	38	38	31	31	52	52	121	121	242
Tuesday, May 5, 2020	40	40	30	30	56	56	126	126	252
Wednesday, May 6, 2020	29	29	38	38	60	60	127	127	254
Thursday, May 7, 2020	44	44	35	35	60	60	139	139	278
Friday, May 8, 2020	48	48	39	39	68	68	155	155	310
Monday, May 11, 2020	32	32	34	34	52	52	118	118	236
Tuesday, May 12, 2020	53	49	26	26	52	52	131	127	258
Wednesday, May 13, 2020	43	43	29	29	46	46	118	118	236
Thursday, May 14, 2020	43	43	29	29	59	59	131	131	262
Friday, May 15, 2020	39	39	28	28	56	56	123	123	246
Monday, May 18, 2020	41	41	41	41	52	52	134	134	268
Tuesday, May 19, 2020	55	55	29	29	45	45	129	129	258
Wednesday, May 20, 2020	47	47	25	25	57	57	129	129	258
Thursday, May 21, 2020	48	48	27	27	50	50	125	125	250
Friday, May 22, 2020	54	54	27	27	72	72	153	153	306
Monday, May 25, 2020	0	0	0	0	0	0	0	0	0
Tuesday, May 26, 2020	21	34	17	17	38	38	76	89	165
Wednesday, May 27, 2020	24	31	21	21	54	54	99	106	205
Thursday, May 28, 2020	27	39	27	27	58	58	112	124	236
Friday, May 29, 2020	34	40	31	31	65	65	130	136	266
MAY Total	802	836	589	589	1113	1113	2504	2538	5042

Attachment 2-continued

Monday, June 1, 2020	38	38	20	20	62	62	120	120	240
Tuesday, June 2, 2020	44	44	23	23	52	52	119	119	238
Wednesday, June 3, 2020	17	17	19	19	44	44	80	80	160
Thursday, June 4, 2020	30	30	24	24	45	45	99	99	198
Friday, June 5, 2020	42	42	19	19	55	55	116	116	232
Monday, June 8, 2020	32	29	18	18	60	60	110	107	217
Tuesday, June 9, 2020	38	31	17	17	56	56	111	104	215
Wednesday, June 10, 2020	26	29	18	18	56	56	100	103	203
Thursday, June 11, 2020	37	40	7	7	45	45	89	92	181
Friday, June 12, 2020	32	36	19	19	60	60	111	115	226
Monday, June 15, 2020	29	29	13	13	48	48	90	90	180
Tuesday, June 16, 2020	28	28	11	1	51	51	90	80	170
Wednesday, June 17, 2020	27	27	14	14	36	36	77	77	154
Thursday, June 18, 2020	32	32	10	10	32	32	74	74	148
Friday, June 19, 2020	22	22	15	15	39	39	76	76	152
Monday, June 22, 2020	29	29	12	12	37	37	78	78	156
Tuesday, June 23, 2020	33	33	14	14	37	37	84	84	168
Wednesday, June 24, 2020	24	24	5	5	41	41	70	70	140
Thursday, June 25, 2020	28	28	15	15	41	41	84	84	168
Friday, June 26, 2020	16	16	16	16	45	45	77	77	154
Monday, June 29, 2020	17	17	8	8	34	34	59	59	118
Tuesday, June 30, 2020	20	20	11	11	37	37	68	68	136
JUNE TOTAL	641	641	328	318	1013	1013	1982	1972	3954

**Deep River Board of Education
FY 2019-2020**

Transfer Request 9/29/2020 Cafeteria fye deficit

FROM

Account #	Object	Description	Amount		Account #	Object	Description	Amount
211151	5123	Substitute Teachers	\$ 8,984		26161001	5118	Food Service/Cafeteria Salaries	\$62,363
various	5223	FICA/Medicare	\$ 6,489					
223102	5250	Unemployment	\$ 3,225					
226004	5412	Electricity	\$ 9,323					
various	5430	Repairs & Maintenance	\$ 5,020					
224104	5440	Rentals	\$ 13,421					
various	5611	Instructional Supplies	\$ 12,044					
222226	5642	Library & Professional Books	\$ 1,119					
various	5730	Equipment	\$ 2,468					
229058	5810	Dues & Fees	\$ 270					
		Total	\$ 62,363				Total	\$62,363

Funding necessary to eliminate cumulative Due From deficit between Deep River operating budget and the Deep River school lunch fund as of fye 2019-2020