

F.O.I. Compliance – Subject to Committee approval

SUPERVISION DISTRICT COMMITTEE

June 16, 2020

Special Meeting – REMOTE MEETING held

(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:	<u>Supervision District Comm.</u>		<u>Administration:</u>		<u>Other</u>	
(√ = attended)	Kate Sandmann	√	Brian White	√	Kelly Sterner	√
	David Fitzgibbons	√	Kristina Martineau	√		
	Loretta McCluskey	√	Richard Huot	√		
	Lon Seidman	√	Sarah Smalley	√		
	Charlene Fearon	√	Jennifer Nucci	√		
	Miriam Morrissey (connected by 5:45 p.m.)	√				
	Jane Cavanaugh	√				
	Robert Ferretti	√				
	John Stack	√				
	Tom Englert	√				
	Paula Weglarz					
	DG Fitton					

Call To Order: approx. 5:30 p.m.

Public Comment: No comments were made

Items/Discussion:

On motion duly made and seconded, the Committee unanimously VOTED to approve the consent agenda consisting of the minutes of the February 20, 2020 regular meeting; April 03, 2020 Special Meeting; and the May 07, 2020 Special Meeting.

Superintendent White began his update by speaking briefly about a request by the Joint BOE Finance Committee for the completion of an asset management inventory at all of our schools. Interim Business Manager, Richard Huot described the initiation of the RFP process for this.

Superintendent White discussed the formation of School Reopening Committees who will be working throughout the summer to plan what the return to school in the fall may entail. The committees will be focusing on three main focus areas including: facilities; social and emotional needs; and teaching and learning.

Superintendent White asked the Committee to consider moving forward on some items that just weren't possible at the time of budget development for 2020-21, but that may now be possible due to the unexpected circumstances due to the pandemic, and the unanticipated availability of some unexpended funds.

Mr. White noted that since his arrival in district, one recurring theme in his discussions with a variety of stakeholders has been the desire for a better understanding of long range enrollment and facilities needs in all of our schools across the region. Therefore, he is asking the Committee to consider his recommendation to hire NESDEC to perform a Pre-K-12 10 year demographic study to be paid for with unexpended 2019-20 funds to aid in long term planning.

There was a lengthy discussion regarding this request, including what methodology would be used, what information was desired, and who may be the best vendor to carry out this study. It was discussed that because the expenditure would be over \$5000, but under \$10,000, there should be a few more quotes gathered, if applicable vendors exist, and then a decision be made by administration, per BOE policy.

On motion duly made, with a friendly amendment, and seconded, the Committee unanimously VOTED to approve the Superintendent's recommendation to hire a firm, to be determined, to perform a 10 year Pre-K-12 demographic study to be paid for with up to \$9,999 in unexpended 2019-20 funds.

There was a discussion regarding the requested end-of-year transfers as presented.

On motion duly made and seconded, the Committee unanimously VOTED to approve end-of-year transfers as presented (see attached).

There was a discussion regarding the Superintendent's recommendation to appoint Mahoney Sabol as auditors for 2019-20 financials.

On motion duly made and seconded, the Committee unanimously VOTED to appoint Mahoney Sabol as auditors for 2019-20 financials.

There was a discussion regarding Superintendent White's recommendation to appoint Shipman and Goodwin as legal counsel for 2020-21.

On motion duly made and seconded, the Board unanimously VOTED to approve Superintendent White's recommendation to appoint Shipman and Goodwin as legal counsel for 2020-21.

There was a discussion regarding the possible annual renewal of the *Agreement Concerning the Establishment and Operation of an Interim Collaborative Preschool Program* dated February 13, 2008.

On motion duly made and seconded, the Committee unanimously VOTED to renew the *Agreement Concerning the Establishment and Operation of an Interim Collaborative Preschool Program* dated February 13, 2008. The original contract expires on June 30, 2012 and per agreement may be renewed in 1 year increments upon agreement of all signing parties (Boards of Education for Chester, Deep River, Essex and the Regional Supervision District Committee) no later than June 30th

ADJOURNMENT:

On motion duly made and seconded, the Committee unanimously VOTED to adjourn at approx. 6:24 p.m.

Encl #4

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
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Kristina Martineau, Ed.
Assistant Superintendent of Schools
kmartineau@reg4.k12.ct.us

Richard A. Huot
Interim Business Manager
rhuot@reg4.k12.ct.us

June 15, 2020

To: Brian J. White, Superintendent
From: Richard Huot, Interim Business Manager
Re: NESDEC Transfer

A handwritten signature in black ink, appearing to read 'Richard Huot', is written over the 'From:' line of the email header.

Attached is the transfer of funds to Purchased Professional Services should the Supervision Board approve the New England School Development Council's (NESDEC) proposal to perform a Pre-K – 12th grade demographic study with unexpended 2019-20 funds.

Also enclosed is a copy of the June 1, 2020 Supervision Budget projection so Board members can see the balance in the accounts being transferred.

Supervision District 2019-2020 Budget Projection
6-1-2020 R

FUND	ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	YTD EXPENDED	ENCUMBR ANCES	AVAILABLE BUDGET	EST. YR END
5000	512071	5111	DIRECTOR TECHNOLOGY SALARY	108,018	103,863.50	4,154.50	0	0
5000	512151	5111	DIRECTOR OF PUPIL SERV SALARY	280,701	269,905.00	10,796.20	0	0
5000	523211	5111	SUPT'S, DIR CURR & BUS SALARY	400,079	349,988.25	13,999.75	36,091	36,091
5000	525101	5111	ADMINISTRATOR'S SALARY	135,200	134,550.00	16,900.00	-16,250	-16,250
5000	511011	5113	ART TEACHER SALARY	177,492	136,161.69	6,015.15	35,315	35,315
5000	511041	5113	FLES TEACHER SALARY	169,951	137,268.18	32,682.82	0	0
5000	511091	5113	MUSIC TEACHER SALARY	395,977	288,990.30	43,439.74	63,547	63,547
5000	511101	5113	TEACHER SALARY	193,842	175,205.96	20,938.85	-2,303	-2,303
5000	511231	5113	TEACHER SALARY	191,080	0.00	0.00	191,080	191,080
5000	512151	5113	SP ED TEACHER SALARY	857,085	715,452.15	170,345.35	-28,713	-28,713
5000	512901	5113	PRE-K TEACHER SALARY	231,838	190,679.37	45,399.63	-4,241	-4,241
5000	521131	5113	SOCIAL WORKERS SALARY	141,136	111,488.18	17,116.17	12,532	12,532
5000	521351	5113	TEACHER SALARY	122,061	131,737.93	42,342.92	-52,020	-52,020
5000	521401	5113	PSYCHOLOGIST SALARY	200,249	161,045.64	38,344.16	859	859
5000	521501	5113	SPEECH & HEARING TEACH SAL	417,087	281,356.95	66,989.45	68,741	68,741
5000	52221	5113	TEACHER SALARY	0	154,670.04	36,826.16	-191,496	-191,496
5000	523211	5114	SUPT OFFICE SECRETARY SAL	287,600	268,394.56	19,805.56	-600	-600
5000	525101	5114	BOOKKEEPER/FISC SERV SALARY	194,424	189,464.46	11,691.05	-6,732	-6,732
5000	521341	5116	NURSE SUPERVISOR STIPEND	3,000	1,856.84	0.00	1,143	0
5000	512151	5119	SP ED PARA SALARY	0	127.50	0.00	-128	-128
5000	523211	5120	STUDENT SYSTEM ADMIN	245,340	234,019.25	7,822.62	3,498	3,498
5000	511151	5123	SUB TEACHER SALARY	20,000	31,446.90	0.00	-11,447	-11,447
5000	512151	5124	SUB SP ED PARA SALARY	500	0.00	0.00	500	500
5000	523211	5134	SECRETARY OVERTIME SALARY	2,000	2,112.99	0.00	-113	-113
5000	525101	5134	OT SECRETARY SALARY	0	4,416.20	0.00	-4,416	-4,416
5000	525101	5135	BOARD CLERK	0	200.00	0.00	-200	-200
100 TOTAL SALARIES				4,774,660	4,074,401.84	605,610.08	94,648	93,505
5000	511011	5210	ART HEALTH INSURANCE	72,263	72,263.00	0.00	0	0
5000	511041	5210	HEALTH INSURANCE	32,273	32,273.00	0.00	0	0
5000	511091	5210	HEALTH INSURANCE	119,454	119,454.00	0.00	0	0
5000	512151	5210	HEALTH INSURANCE	203,106	203,106.00	0.00	0	0

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5000	512901	5210	HEALTH INSURANCE	87,181	87,181.00	0.00	0	0
5000	520001	5210	HEALTH INSURANCE	50,403	50,403.00	0.00	0	0
5000	520002	5210	HEALTH INSURANCE	42,732	42,732.00	0.00	0	0
5000	521131	5210	HEALTH INSURANCE	31,060	31,060.00	0.00	0	0
5000	521351	5210	HEALTH INS - OCC THERAPY	43,203	43,203.00	0.00	0	0
5000	521401	5210	HEALTH INSURANCE	79,722	79,722.00	0.00	0	0
5000	521501	5210	HEALTH INSURANCE	81,464	81,464.00	0.00	0	0
5000	523211	5210	HEALTH INSURANCE	261,917	261,917.00	0.00	0	0
5000	525101	5210	HEALTH INSURANCE - ADMIN	101,086	105,086.00	0.00	-4,000	0
5000	511011	5214	LIFE INSURANCE	243	212.04	0.00	31	
5000	511041	5214	LIFE INSURANCE	162	141.36	0.00	21	
5000	511091	5214	LIFE INSURANCE	406	353.40	0.00	53	
5000	511101	5214	LIFE INSURANCE	0	148.80	0.00	-149	
5000	511151	5214	LIFE INSURANCE	629	0.00	0.00	629	
5000	512071	5214	LIFE INSURANCE	324	397.67	0.00	-74	
5000	512151	5214	LIFE INSURANCE	974	1,867.51	0.00	-894	
5000	512901	5214	LIFE INSURANCE	243	212.04	0.00	31	
5000	521131	5214	LIFE INSURANCE	162	70.68	0.00	91	
5000	521351	5214	LIFE INSURANCE	162	70.68	0.00	91	
5000	521401	5214	LIFE INSURANCE	243	70.68	0.00	172	
5000	521501	5214	LIFE INSURANCE	730	353.40	0.00	377	
5000	522221	5214	LIFE INSURANCE	0	212.04	0.00	-212	
5000	523211	5214	SUPT OFFICE LIFE INSURANCE	3,012	2,072.95	0.00	939	
5000	523215	5214	LIFE INSURANCE	0	1,160.71	0.00	-1,161	
5000	525101	5214	FISCAL SERV LIFE INSURANCE	528	498.39	0.00	30	-739
5000	512071	5222	MERF	12,940	14,260.50	0.00	-1,321	
5000	523211	5222	SUPT OFFICE - MERF	54,586	56,259.53	0.00	-1,674	
5000	523215	5222	MERF	0	2,730.00	0.00	-2,730	
5000	525101	5222	FISCAL SERVICES - MERF	29,672	35,901.28	0.00	-6,229	-21900
5000	511011	5223	FICA/MEDICARE	1,568	746.12	0.00	822	
5000	511041	5223	FICA/MEDICARE	2,464	1,820.52	0.00	643	
5000	511091	5223	FICA/MEDICARE	5,742	3,680.15	0.00	2,062	
5000	511101	5223	FICA/MEDICARE	0	2,875.61	0.00	-2,876	
5000	511151	5223	FICA/MEDICARE	1,278	2,405.76	0.00	-1,128	

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5000	511161	5223	FICA/MEDICARE	4,991	0.00	0.00	4,991
5000	511163	5223	FICA/MEDICARE	2,629	2,517.33	0.00	112
5000	511903	5223	FICA/MEDICARE	2,529	914.76	0.00	1,614
5000	512071	5223	FICA/MEDICARE	7,643	7,679.42	0.00	-36
5000	512151	5223	FICA/MEDICARE	10,306	12,395.37	0.00	-2,089
5000	512901	5223	FICA/MEDICARE	3,362	2,474.52	0.00	887
5000	521131	5223	FICA/MEDICARE	4,046	1,533.58	0.00	2,512
5000	521341	5223	FICA/MEDICARE	230	0.00	0.00	230
5000	521351	5223	FICA/MEDICARE	9,338	9,558.09	0.00	-220
5000	521401	5223	FICA/MEDICARE	2,904	2,068.51	0.00	835
5000	521501	5223	FICA/MEDICARE	4,550	3,765.07	0.00	785
5000	522133	5223	FICA/MEDICARE	1,879	1,799.76	0.00	79
5000	522221	5223	FICA/MEDICARE	0	2,004.35	0.00	-2,004
5000	523211	5223	FICA/MEDICARE - SUPT OFFICE	40,769	34,431.21	0.00	6,338
5000	523215	5223	FICA/MEDICARE	956	325.14	0.00	631
5000	525101	5223	FICA/MEDICARE - FISCAL SERV	23,935	22,902.64	0.00	1,032
5000	526005	5223	FICA/MEDICARE	0	655.26	0.00	-655
5000	523212	5250	UNEMPLOYMENT COMPENSATION	5,000	5,598.86	0.00	-599
5000	523212	5260	WORKERS COMP	36,881	36,400.00	481.00	0
5000	512151	5291	PARA-EDUCATOR ANNUITY	8,000	8,000.00	0.00	0
5000	523211	5291	ANNUITIES	0	32,000.00	0.00	-32,000
5000	523212	5291	ADMIN ANNUITIES	30,600	0.00	0.00	30,600
5000	525101	5291	ANNUITIES	0	3,000.00	0.00	-3,000
			200 Total Employee Benefits	1,522,480	1,528,409.69	481.00	-6,411
5000	511903	5322	PROF DEV PROGRAM	51,000	44,328.58	0.00	6,671
5000	522133	5322	INSTRUCTIONAL PROGRAM IMP	28,000	23,526.25	0.00	4,474
5000	523103	5322	TEACHER COURSE REIMBURSE	7,000	0.00	0.00	7,000
5000	511163	5330	PURCHASED SERV-SUMMER SCH	30,000	31,419.11	0.00	-1,419
5000	512073	5330	PURCHASED SERV-INTERNET	118,981	120,410.22	4,790.00	-6,219
5000	523103	5330	PURCHASED SERV- PROF SERV	47,500	43,196.34	10,000.00	-5,696
5000	523213	5330	PURCHASED SERV - COMPUTER	0	121.20	0.00	-121
			300 Total Purchased Professional Services	282,481	263,001.70	14,790.00	4,689
			200 Total Employee Benefits				-18,639
							3,500
							4,474
							7,000
							-1,419
							-6,219
							-8,696
							-121
							-1,482

Supervision District 2019-2020 Budget Projection
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5000	526004	5412	ELECTRICITY	7,800	5,604.19	1,895.81	300	300
5000	512074	5430	TECHNOLOGY REPAIRS	3,500	0.00	3,500.00	0	0
5000	521504	5430	SPEECH & HEARING REPAIRS	500	0.00	0.00	500	500
5000	523214	5430	SUPT OFFICE REPAIRS	15,000	4,728.03	8,907.35	1,365	0
5000	525104	5430	FISCAL SERV REPAIRS	1,000	0.00	0.00	1,000	1,000
5000	512074	5440	STUDENT MANAGEMENT SYSTEM	3,500	0.00	0.00	3,500	0
5000	523214	5440	SUPT OFFICE RENTALS	8,000	6,361.93	187.80	1,450	725
			400 Total Purchased Property Services	39,300	16,694.15	14,490.96	8,115	2,525
5000	527005	5510	DAILY TRANSPORTATION	744,263	531,259.30	126,985.55	86,018	75,018
5000	527005	5513	SP ED DAILY TRANSPORTATION	126,725	81,571.53	22,409.45	22,744	12,744
5000	527005	5515	SPED TRANS-SUMMER SCHOOL	35,054	40,537.83	0.00	-5,484	-5,484
5000	523105	5520	INSURANCE - BOE	4,819	126.00	4,819.00	-126	-126
5000	523215	5530	COMMUNICATIONS-SUPT OFFICE	45,000	22,679.41	2,846.94	19,474	13,500
5000	523215	5540	ADVERTISING - SUPT OFFICE	750	2,559.00	0.00	-1,809	-1,809
5000	511045	5580	FLES TRAVEL & CONFERENCE	0	53.94	0.00	-54	-54
5000	522135	5580	TRAVEL/CONF-PROF DEV	2,500	1,510.41	198.59	791	250
5000	523215	5580	TRAVEL-SUPT OFF/CURR DIR	19,500	13,474.85	0.00	6,025	0
5000	526005	5580	TRAVEL	10,522	8,564.50	2,104.42	-147	-147
			500 Total Other Purchased Services	989,133	702,336.77	159,363.95	127,432	93,892
5000	523106	5610	SUPPLIES - BOE- GENERAL OFFICE	2,500	1,836.62	0.00	663	0
5000	523216	5610	SUPPLIES - SUPT OFFICE	10,000	6,149.50	2,727.61	1,123	0
5000	525106	5610	SUPPLIES FISCAL SERVICE	1,000	1,000.00	0.00	0	0
5000	512156	5611	SUPPLIES - OCC THERAPY	722	409.52	0.00	312	312
5000	512906	5611	SUPPLIES - PER-K	3,000	2,703.56	0.00	296	0
5000	521136	5611	SUPPLIES - SOCIAL WORKER	500	0.00	0.00	500	250
5000	521506	5611	SUPPLIES - SPEECH & HEARING	450	131.26	0.00	319	150
5000	523106	5611	TEACHER OF THE YEAR	100	0.00	0.00	100	100
5000	526006	5613	MAINTENANCE SUPPLIES	1,000	916.51	0.00	83	0
5000	526006	5624	HEATING FUEL	5,400	7,122.38	767.74	-2,490	-2,490
5000	527006	5626	GASOLINE - TRANSPORTATION	85,000	55,617.29	0.00	29,383	29,383
5000	512906	5641	TEXTBOOKS - PRE - K	750	0.00	0.00	750	250
5000	521136	5641	TEXTBOOKS - SOCIAL WORKER	150	0.00	0.00	150	150

Supervision District 2019-2020 Budget Projection
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5000	521406	5641	TEXTBOOKS - TESTING SUPPLIES	400	0.00	0.00	400	400
5000	521506	5641	TEXTBOOKS - SPEECH & HEARING	450	0.00	0.00	450	450
5000	523216	5642	PROFESSIONAL BOOKS -SUPT OFF	1,000	0.00	0.00	1,000	1,000
			600 Total Materials & Supplies	112,422	75,886.64	3,495.35	33,040	29,955
5000	522228	5810	DUES - LIBRARY	448	346.50	0.00	102	102
5000	523218	5810	DUES - SUPT OFFICE	7,576	5,901.00	0.00	1,675	250
5000	525108	5810	DUES - FISCAL SERV	900	1,015.00	0.00	-115	-115
			800 Total Dues & Fees	8,924	7,262.50	0.00	1,662	237
			Grand Total Supervision	7,729,400	6,667,993	798,231	263,175	199,993
			Expense Total	7,729,400	6,667,993.29	798,231.34	263,175	
			Grand Total	7,729,400	6,667,993.29	798,231.34	263,175	

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Richard A. Huot
Interim Business Manager
rhuot@reg4.k12.ct.us

June 12, 2020

To: Brian J. White, Superintendent
From: Richard Huot, Interim Business Manager
Re: Supervision District Budget Transfers

A handwritten signature in black ink, appearing to read 'R. Huot', is written over the 'From:' line of the email header.

Attached are the budget transfers to balance the Supervision District Employee Benefits. These negative balance in MERF reflect the transfer of salaries of the Technology staff to the Supervision District, but the benefits were not moved.

The second transfer is needed to balance Purchased Professional Services as legal fees exceeded the budget this year.

SUPERVISION DISTRICT

Transfer Request

16-Jun-20

FROM									
Account #	Object	Description	Amount	Account #	Object	Description	Amount		
511011	5113	Art Teacher's Salary	\$ 26,000	A	5222	Municipal Employees Retire	\$26,000		
511091	5113	Music Teacher's Salary	\$ 10,000	B	5330	Purcxh. Professional Serv.	\$10,000		
		Total	\$ 36,000			Total	\$36,000		

A. To balance Employee Benefits

B. To balance Purchased Professional Services