

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

REGION 4 BOARD OF EDUCATION

Date: October 01, 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>Region 4 BOE</u>		<u>Administration:</u>		<u>Other:</u>
(√ = attended)	Kate Sandmann	√	Brian White	√	
	John Stack	√	Kristina Martineau	√	
	Lori Ann Clymas	√	Sarah Smalley	√	
	Jane Cavanaugh	√	Michael Barile	√	
	Rick Daniels	√	Matt Espinosa	√	
	Paula Weglarz	√	Kelly Sterner	√	
	DG Fitton	√			
	Jennifer Clark				
	Vacancy				

Call To Order: 7:00 p.m.

Items / Discussion

Consent Agenda

On motion duly made and seconded, the Board unanimously VOTED to approve the consent agenda consisting of the minutes from the special meetings of June 16, June 22, August 04, August 10, and August 18th, 2020 and the accounts payable report.

Superintendent’s Report

Superintendent Brian White shared an update with the Board including the following:

- We were able to smoothly bring closure to the Insurance Withdrawal Agreement with the towns of Deep River and Essex.
- Our Grab and Go Meals program will be continued through the end of the calendar year.
- We have three contracts that had negotiations placed on hold during the initial school closure last March. Those have all been re-started with very positive dialogues, and he expects to be able to share a resolution with the boards in the near future.
- The Supervision District approved a 10-year demographic study be done by NESDEC which will affect all schools. NESDEC will be scheduled to share a presentation, likely to the Joint BOE, that will include 10 year enrollment projections and details on the next school year.
- Administration worked closely with the Deep River Town Hall on the question of a possible tax lien issued on the Region 4 owned “Mislick property”. He can now confirm that there is no tax lien on the Mislick Property.

- The District has begun to take steps to address the removal of any Native American imagery related to the former mascot at the Board's direction. Images on outdoor areas will be removed throughout the fall. Some images located at indoor locations will wait to be addressed over the winter break so that it's not disruptive to the educational process.
- Superintendent White reaffirmed his commitment to form a multi-stakeholder athletic committee in response to a variety of questions related to athletics (including the District's participation in athletic co-ops), that came up during the context of budget discussions, and beyond, last year. He plans to initiate this work a little later in the fall after our doors have opened to full, in-person learning.
- He shared a general facilities update including storm damage incurred to building systems and property during Tropical Storm Isaias. Ms. Sterner will share more details on this during her Finance Office report.
- As previously mentioned to the Board, there was an energy audit done prior to his arrival in district. There is a report that has been generated and he will be scheduling time for the vendor who completed this audit to present their methodology, findings, and recommendations to the Region 4 Board.
- In June the Board approved an architectural firm to go forward with some conceptual design work for the potential JWMS entry project. Several meetings were held over the summer regarding that work and the firm has now completed several design options. He will be asking the Board to set up a building committee to review these proposals and make a presentation on the various options and their recommendations to the full Region 4 Board.
- Other Board approved work that has occurred over the summer, includes the Region 4 Grounds Survey to evaluate the overall condition of our athletics facilities at both Valley and John Winthrop, as well as studying the need and/or feasibility of possible future development of the Region 4 owned "Mislick Property" for athletic purposes. This will be informative work as we head into the next budget season. He looks forward to sharing the outcome of this work at a future meeting.
- The administration, as mentioned during previous meetings, has committed to the creation of a K-12 District Equity Committee and has been working diligently towards that. Once our schools fully reopen their doors he will be moving forward with that work and later this fall he anticipates sharing with all of the boards what he expects that work to entail and how it will proceed this year.
- At the November regular meeting Principal Barile will be introducing the new Student BOE Representatives to the Board.

Finance Office Report

Finance Director Kelly Sterner reviewed board enclosures #7 - #14 in detail. She answered questions from Board members.

Possible Action Items

There was a discussion regarding the request to approve the transfer of current year funds in the amount of \$39,360 as presented in enclosure #15.

On motion duly made and seconded, the Board unanimously VOTED to approve the transfer of current year funds in the amount of \$39,360 as presented in enclosure #15.

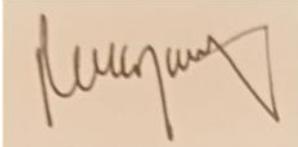
Based on the Finance Director's earlier review of enclosure #8 there was a discussion regarding the request to transfer unexpended 2019-20 funds in the amount of \$220,000 to address the current deficit in the Region 4 Cafeteria Fund.

On motion duly made and seconded, the Board unanimously VOTED to approve the request to transfer unexpended 2019-20 funds in the amount of \$220,000 as presented in enclosure #8.

Public Comment: No comments were made

ADJOURNMENT: On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 7:42 p.m.

Respectfully submitted,

A handwritten signature in black ink on a light brown background. The signature is cursive and appears to read "Rick Daniels".

Rick Daniels, Secretary
Regional District #4 Board of Education

**Region 4 Board of Education
FY 2020-2021**

Transfer Request Paraeducator salary

FROM

Account #	Object	Description	Amount	Account #	Object	Description	Amount
4212705	5561	OOD Tuition	\$ 39,360	4212151	5119	Para Salary	\$25,508
				4212151	5223	FICA/Medicare	\$1,946
				4220011	5210	Health Insurance	\$11,906
		Total	\$ 39,360			Total	\$39,360

To provide funding for hire of paraeducator for a student returning from an OOD Placement

REGIONAL SCHOOL DISTRICT NO. 4
CHESTER • DEEP RIVER • ESSEX

Brian J. White
Superintendent of Schools
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Sarah Smalley
Director of Pupil Services
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Kristina Martineau, Ed.D.
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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: Region 4 Cafeteria Fund fiscal year end results

Attachment 1 is the revenue and expenditure report for the Region 4 (Valley and JWMS) cafeterias for the fiscal year July 1, 2019 through June 30, 2020. The net result for the year was a deficit of \$54,247. There are a number of items contributing to the deficit. These include:

- Fixed pricing for meals below breakeven level
- Level of support from Region 4 operating fund
- Closure of schools in March halted café food sales revenue

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 Region 4 operating fund (aka the Due To/Due From accounts). Fiscal year end cash balances of \$249,046 in the café fund will be used for the inventory purchases for the start of school in the Fall. Additionally, a portion could be used for a partial pay down of the Due To/Due From deficit. The cumulative balance due from the café fund to the Region 4 operating fund as of June 30th totalled \$366,328.51.

For fiscal year 2020-2021, the cafeteria staff salaries and fringes have been shifted to the Region 4 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 Board of Education could consider would be a supplemental appropriation for fiscal year 2019-2020 to partially offset the balance due.

Reg 4 2019-2020

Object	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Eligible Students - Free	0	146	137	139	139	138	138	141	142	142	142	142	1,408
Eligible - Reduced	0	43	32	32	32	32	30	30	29	29	29	29	315
Eligible - Full Pay	0	651	672	671	671	670	670	671	672	672	672	672	6,693
Total Enrollment	0	840	841	841	842	841	838	842	843	843	843	843	8,416
Breakfast - Free meals served	0	304	401	43	54	76	357	300	170	0	0	0	2,017
Breakfast - Reduced meals served	0	23	43	43	54	37	52	42	27	0	0	0	278
Breakfast - Full Pay meals served	0	84	199	171	171	90	236	146	65	0	0	0	991
Lunch - Free meals served	0	1,538	1,646	1,386	1,295	834	1,295	1,335	703	0	0	0	8,737
Lunch - Reduced meals served	0	445	391	335	335	214	297	261	135	0	0	0	2,078
Lunch - Full Pay meals served	0	3,959	4,465	3,941	3,941	2,493	3,788	3,597	1,873	0	0	0	24,116
Total Meal Count	0	6,353	7,145	6,216	3,844	6,005	5,681	2,973	0	0	0	0	38,217
4090 Miscellaneous Income	\$ -	\$ -	\$ -	\$ 55	\$ 29	\$ 32	\$ 1,128	\$ 76	\$ -	\$ 2,188	\$ 325	\$ 104	\$ 3,936
4160 Café Lunch Cash Sales	\$ -	\$ 5,001	\$ 22,197	\$ 19,711	\$ 18,319	\$ 13,138	\$ 20,181	\$ 9,938	\$ 12,166	\$ 645	\$ 919	\$ 844	\$ 123,059
4360 State & Fed Grants - Claims breakfast	\$ -	\$ -	\$ 621	\$ 866	\$ 741	\$ 409	\$ 773	\$ 665	\$ 375	\$ -	\$ -	\$ -	\$ 4,450
4360 State & Fed Grants - Claims lunch	\$ -	\$ -	\$ 7,852	\$ 8,219	\$ 6,996	\$ 4,286	\$ 6,522	\$ 6,493	\$ 3,403	\$ -	\$ -	\$ -	\$ 43,770
4360 State & Fed Grants - 6 Cent	\$ -	\$ -	\$ 416	\$ 455	\$ 396	\$ 248	\$ 377	\$ 364	\$ 190	\$ -	\$ -	\$ -	\$ 2,446
4360 State & Fed Grants - Healthy Foods	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,820	\$ -	\$ -	\$ 2,153	\$ -	\$ -	\$ 4,973
4360 State & Fed Grants - CN State Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,290	\$ -	\$ -	\$ 660	\$ 660	\$ -	\$ -	\$ 2,610
4360 State & Fed Grants - State School Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,867
4361 USDA commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4890 Transfer In	\$ -	\$ 5,001	\$ 31,085	\$ 132,172	\$ 26,482	\$ 19,402	\$ 31,801	\$ 17,536	\$ 16,794	\$ 5,646	\$ 1,245	\$ 948	\$ 288,110
Total Revenue	\$ -	\$ 5,001	\$ 31,085	\$ 132,172	\$ 26,482	\$ 19,402	\$ 31,801	\$ 17,536	\$ 16,794	\$ 5,646	\$ 1,245	\$ 948	\$ 288,110
5111 Administrator Salary	\$ 3,130	\$ 731	\$ 3,191	\$ 1,462	\$ 1,462	\$ 2,340	\$ 3,510	\$ 2,340	\$ 2,340	\$ 2,340	\$ 2,340	\$ 2,340	\$ 26,734
5114 Secretary Salary	\$ 11,736	\$ -	\$ 28	\$ 794	\$ 637	\$ 1,199	\$ 1,019	\$ 1,379	\$ 1,077	\$ 950	\$ 950	\$ 950	\$ 10,064
5118 Food Service Salary	\$ 145,630	\$ -	\$ 12,064	\$ 12,485	\$ 14,709	\$ 12,350	\$ 15,322	\$ 12,763	\$ 12,479	\$ 10,212	\$ 10,212	\$ 10,212	\$ 122,807
5124 Sub Sec'y Café	\$ 4,000	\$ -	\$ 108	\$ 47	\$ 50	\$ 41	\$ 327	\$ 73	\$ 757	\$ 1,286	\$ 1,286	\$ 1,286	\$ 5,261
5138 OT Cafeteria Salary	\$ 2,000	\$ -	\$ 3,326	\$ 152	\$ 103	\$ 215	\$ 135	\$ 178	\$ 79	\$ 647	\$ -	\$ -	\$ 5,527
Total Salaries	\$ 194,696	\$ 731	\$ 3,219	\$ 17,754	\$ 14,783	\$ 18,401	\$ 15,965	\$ 20,672	\$ 16,434	\$ 16,732	\$ 15,435	\$ 14,787	\$ 170,393
5210 Health Insurance	\$ 4,291	\$ -	\$ 956	\$ 3,897	\$ 4,471	\$ 4,471	\$ 4,471	\$ 4,470	\$ 4,471	\$ 4,471	\$ 4,471	\$ 4,471	\$ 40,617
5214 Life Insurance	\$ 500	\$ -	\$ 13	\$ 16	\$ 22	\$ 22	\$ 22	\$ 22	\$ 26	\$ 29	\$ 29	\$ 29	\$ 230
5222 MERF	\$ 29,473	\$ 201	\$ 305	\$ 2,423	\$ 2,520	\$ 2,186	\$ 2,793	\$ 2,250	\$ 2,292	\$ 2,119	\$ 2,030	\$ 2,125	\$ 23,268
5223 Fical/Medicare	\$ 14,894	\$ 109	\$ 167	\$ 1,303	\$ 1,320	\$ 1,138	\$ 1,412	\$ 1,170	\$ 1,189	\$ 1,093	\$ 1,044	\$ 1,097	\$ 12,097
Total Benefits	\$ 87,784	\$ 310	\$ 472	\$ 4,695	\$ 6,992	\$ 8,332	\$ 7,818	\$ 8,698	\$ 7,913	\$ 7,978	\$ 7,712	\$ 7,573	\$ 76,213
Total Salary & Benefit Cost	\$ 282,480	\$ 1,041	\$ 3,691	\$ 22,449	\$ 21,775	\$ 26,733	\$ 23,783	\$ 29,370	\$ 24,347	\$ 24,709	\$ 23,146	\$ 22,361	\$ 246,606
5430 Repairs & Maintenance	\$ 3,500	\$ -	\$ -	\$ 777	\$ 804	\$ -	\$ 397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,978
5600 All - General Supplies	\$ 15,980	\$ -	\$ 336	\$ 855	\$ 2,877	\$ 521	\$ 1,056	\$ 1,819	\$ 381	\$ 6,447	\$ (3,595)	\$ -	\$ 10,697
5601 USDA Donations	\$ 16,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5610 General Supplies	\$ 129,080	\$ -	\$ 7,058	\$ 12,142	\$ 13,070	\$ 9,158	\$ 7,988	\$ 9,673	\$ 9,622	\$ 8,860	\$ -	\$ 108	\$ 77,679
5800 All - Other Misc. Expense	\$ 240	\$ -	\$ 1,849	\$ 708	\$ 584	\$ 252	\$ 155	\$ 647	\$ 176	\$ 304	\$ 22	\$ -	\$ 5,397
5890 Other Objects-Dues & Fees	\$ 3,204	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Product Cost	\$ 168,804	\$ -	\$ 9,242	\$ 14,482	\$ 17,335	\$ 9,930	\$ 9,199	\$ 12,537	\$ 10,179	\$ 15,611	\$ (3,573)	\$ -	\$ 808
Total Product Salary & Benefit Costs	\$ 1,041	\$ 12,934	\$ 36,931	\$ 39,110	\$ 36,663	\$ 32,981	\$ 41,907	\$ 34,526	\$ 40,321	\$ 19,573	\$ 22,361	\$ 24,009	\$ 342,357
Profit (Loss)	\$ (1,041)	\$ (7,933)	\$ (5,846)	\$ 93,061	\$ (10,182)	\$ (13,579)	\$ (10,106)	\$ (16,989)	\$ (23,527)	\$ (13,927)	\$ (21,116)	\$ (23,061)	\$ (54,247)
Operating Days	2	19	21	18	15	21	16	21	15	19	13	180	
Lunch Participation	0.0%	37.2%	36.8%	37.4%	28.1%	30.6%	38.5%	15.3%	0.0%	0.0%	0.0%	0.0%	#REF!
Breakfast Participation	2.6%	2.6%	3.6%	3.7%	2.4%	3.6%	3.6%	1.5%	0.0%	0.0%	0.0%	0.0%	0.2%
Meals Product Cost	#DIV/0!	\$ 2.28	\$ 2.43	\$ 1.60	\$ 2.39	\$ 2.09	\$ 1.79	\$ 4.29	\$ 8.31	#DIV/0!	#DIV/0!	#DIV/0!	
Labor/Meal	#DIV/0!	\$ 3.53	\$ 3.05	\$ 4.30	\$ 6.19	\$ 4.89	\$ 6.08	\$ 13.56	\$ (9.057)	\$ -	\$ -	\$ -	
unpaid lunch balances - monthly value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
lunch account balances- monthly value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Month End Checking Account Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228,425

Attachment 1

notes

**Region 4 Board of Education
FY 2019-2020**

Transfer Request Cafeteria fye deficit

FROM

Account #	Object	Description	Amount	Account #	Object	Description	Amount
various	5330	Salaries - Extra Curricular	\$ 81,000	4031000	5930	Food Service/Cafeteria Salaries	\$220,000
4212153	5330	Other Professional Services	\$ 24,900				
4111162 & 4211162	5250	Unemployment Comp	\$ 50,300				
4226004	5412	Electricity	\$ 21,700				
4111162 & 4211162	5260	Workers Comp	\$ 22,100				
4212153	5330	Other Professional Services	\$ 20,000				
		Total	\$ 220,000			Total	\$220,000

Funding necessary to reduce the Due From deficit between R4 operating budget and the R4 school lunch fund for fy 2019-2020