

**F.O.I. Compliance** – subject to BOE approval

**ESSEX BOARD of EDUCATION**

**Date:** September 21, 2020

**Special Meeting – REMOTE MEETING held**

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

<b>Attendance:</b>	Lon Seidman	√	<b>Administration:</b>	<b>Others:</b>
(√ = attended)	DG Fitton		Brian White	√
	Mark Watson		Kristina Martineau	√
	Cassandra Sweet	√	Jennifer Tousignant	√
	Nancy Johnston	√	Sarah Smalley	√
	Loretta McCluskey	√	Kelly Sterner	√

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

**Consent Agenda**

On motion duly made and seconded, the board unanimously VOTED to approve the consent agenda consisting of the minutes of the special meetings of June 10; August 14th; and August 20th, 2020 and the items from the consent agenda of the June 30th, 2020 Joint BOE meeting where the Essex BOE did not have a quorum, consisting of the minutes of the Joint BOE regular meeting of February 20, 2020 and the Joint BOE special meeting of April 30, 2020, as well as the accounts payable report.

**Items/Discussion:**

**Superintendent’s Report**

Superintendent White reminded everyone that our districts are still committed to working towards a full reopening just after Columbus Day. He will be sending out a communication regarding what to expect for this planned transition.

**Finance Office Report**

Finance Director Kelly Sterner reviewed her board enclosures (#7 - #12) and answered questions from Board members.

**Possible Action Items:**

There was a discussion regarding the need for extra custodial support, due to cleaning protocols related to COVID-19 and a related request to transfer funds to cover this cost as presented in enclosure #13

On motion duly made and seconded, the board unanimously VOTED to approve the requested transfers in the amount of \$11,200, as presented in enclosure #13, to provide for extra custodial support due to COVID-19 related cleaning needs.

On motion duly made and seconded, the board unanimously VOTED to approve the transfer of unexpended 2019-20 funds in the amount of \$38,388.28 to pay for the 2019-20 end of year deficit in the cafeteria fund as presented in enclosure #8.

**Public Comment:** A citizen introduced herself and shared that her son is a new kindergartner at Essex Elementary. She also shared that they recently moved to Essex from NYC and she is very impressed with everything the district is doing.

**ADJOURNMENT:**

On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 7:40 p.m.

Encl #13

**Essex Board of Education**  
**FY 2020-2021**

**Transfer Request    9/21/2020 Temp Custodial Hire - Additional Cleaning due to COVID**

FROM							
Account #	Object	Description	Amount	Account #	Object	Description	Amount
311231	5113	Teacher Salaries	\$ 11,200	326001	5115	Custodial Salaries	\$11,200
		Total	\$ 11,200			Total	\$11,200

To provide funding for hire of temp full-time (40 hrs/week) through December 22, 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  
kmartineau@reg4.k12.ct.us

**Kelly Sterner**  
Finance Director  
ksterner@reg4.k12.ct.us

July 28, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director 

RE: Essex Cafeteria Fund fiscal year end results

Attachment 1 is the revenue and expenditure report for the Essex cafeteria for the fiscal year July 1, 2019 through June 30, 2020. The net results for the year was a deficit of \$55,488. 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). The drawdown of cash balances may require a request for short term funding from the Town which will 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 30<sup>th</sup>:

	Balance due from Café to Town Fund
End of year balance as of 6/30/19	\$ 3,518.01
Fiscal year 2019-2020 deficit	<u>\$34,870.27</u>
End of year balance as of 6/30/20	\$38,388.28

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.

Attachment 1

Essex ES 2019-2020														
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
Eligible Students - Free			57	59	59	57	57	59	61	61	61	61	592	
Eligible - Reduced			16	10	10	9	7	7	7	7	7	7	87	
Eligible - Full Pay			256	261	260	260	261	258	259	259	259	259	2,592	
Total Enrollment	0	329	329	330	329	326	325	324	327	327	327	327	3,271	
Breakfast - Free meals served			186	240	228	106	210	142	57	939	1,112	1,013	4,233	
Breakfast - Reduced meals served			26	28	35	19	10	11	6	0	0	0	135	
Breakfast - Full Pay meals served			153	171	166	86	226	177	75	0	0	0	1,054	
Lunch - Free meals served			639	785	671	461	750	672	323	939	1,112	1,013	7,365	
Lunch - Reduced meals served			213	181	137	84	115	93	51	0	0	0	874	
Lunch - Full Pay meals served			1,662	1,894	1,748	1,279	2,020	1,818	890	0	0	0	11,311	
Total Meal Count	0	2,879	3,299	2,985	2,035	3,331	2,913	1,402	1,878	2,224	2,026	24,972		
Miscellaneous Income	\$	\$	23	\$	\$	\$	\$	\$	60	\$	277	\$	360	
Café Lunch Cash Sales	\$	\$	556	\$	\$	\$	\$	\$	7,166	\$	4,112	\$	319	
State & Fed Grants - Claims breakfast	\$	\$	6,089	\$	\$	\$	\$	\$	4,112	\$	121	\$	108	
State & Fed Grants - Claims lunch	\$	\$	430	\$	\$	\$	\$	\$	1,566	\$	1,728	\$	2,046	
State & Fed Grants - 6 Cent	\$	\$	3,352	\$	\$	\$	\$	\$	2,311	\$	3,202	\$	2,046	
State & Fed Grants - Healthy Foods	\$	\$	3,828	\$	\$	\$	\$	\$	1,566	\$	1,728	\$	2,046	
State & Fed Grants - CN State March	\$	\$	3,260	\$	\$	\$	\$	\$	2,311	\$	3,202	\$	2,046	
State & Fed Grants - State School Breakfast	\$	\$	176	\$	\$	\$	\$	\$	1,566	\$	3,202	\$	2,046	
USDA commodities	\$	\$	200	\$	\$	\$	\$	\$	118	\$	66	\$	71	
Transfer In	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Total Revenue	\$	\$	556	\$	\$	\$	\$	\$	10,833	\$	8,462	\$	6,352	
Administrator Salary	\$	\$	1,462	\$	\$	\$	\$	\$	1,170	\$	1,170	\$	1,170	
Secretary Salary	\$	\$	29	\$	\$	\$	\$	\$	532	\$	475	\$	475	
Food Service Salary	\$	\$	794	\$	\$	\$	\$	\$	532	\$	475	\$	475	
Sub Sec'y Café	\$	\$	4,760	\$	\$	\$	\$	\$	5,173	\$	4,616	\$	4,616	
OT Cafeteria Salary	\$	\$	5,069	\$	\$	\$	\$	\$	4,776	\$	4,916	\$	4,916	
Total Salaries	\$	\$	1,295	\$	\$	\$	\$	\$	157	\$	157	\$	1,943	
Health Insurance	\$	\$	\$	\$	\$	\$	\$	\$	242	\$	242	\$	2,286	
Life Insurance	\$	\$	\$	\$	\$	\$	\$	\$	127	\$	127	\$	95	
MERF	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Fica/Medicare	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Total Benefits	\$	\$	472	\$	\$	\$	\$	\$	5,182	\$	4,987	\$	5,007	
Total Salary & Benefit Cost	\$	\$	3,695	\$	\$	\$	\$	\$	12,456	\$	11,248	\$	11,363	
Repairs & Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	75	\$	-	\$	1,825	
All - Supplies / Energy	\$	\$	\$	\$	\$	\$	\$	\$	256	\$	1,595	\$	5,501	
USDA Donations	\$	\$	\$	\$	\$	\$	\$	\$	-	\$	-	\$	8,597	
General Supplies	\$	\$	\$	\$	\$	\$	\$	\$	1,689	\$	4,508	\$	2,543	
All - Other Misc. Expense	\$	\$	\$	\$	\$	\$	\$	\$	29	\$	45	\$	1,669	
Other Objects	\$	\$	\$	\$	\$	\$	\$	\$	-	\$	-	\$	-	
Total Product Cost	\$	\$	\$	\$	\$	\$	\$	\$	2,049	\$	6,148	\$	2,985	
Total Product Salary & Benefit Costs	\$	\$	\$	\$	\$	\$	\$	\$	14,504	\$	17,996	\$	14,597	
Profit (Loss)	\$	\$	\$	\$	\$	\$	\$	\$	(6,455)	\$	(8,296)	\$	(55,488)	
Operating Days	2	19	21	18	15	21	18	21	21	20	13	189		
Lunch Participation	#DIV/0!	40.2%	41.3%	43.2%	37.3%	42.3%	44.3%	18.4%	13.7%	17.0%	23.8%	3.2%		
Breakfast Participation	#DIV/0!	5.8%	6.3%	7.2%	4.3%	6.5%	5.7%	2.0%	13.7%	17.0%	23.8%	0.9%		
Meals Product Cost	\$	\$	\$	\$	\$	\$	\$	\$	1.46	\$	3.27	\$	5.77	
Labor/Meal	#DIV/0!	\$	\$	\$	\$	\$	\$	\$	10.35	\$	9.26	\$	11.37	
unpaid lunch balances - monthly value														
lunch account balances- monthly value														
Month End Checking Account Balance														

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
<b>MARCH Total</b>	<b>341</b>	<b>341</b>	<b>322</b>	<b>322</b>	<b>419</b>	<b>419</b>	<b>1082</b>	<b>1082</b>	<b>2164</b>
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
<b>APRIL Total</b>	<b>803</b>	<b>803</b>	<b>500</b>	<b>500</b>	<b>939</b>	<b>939</b>	<b>2242</b>	<b>2242</b>	<b>4484</b>
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
<b>MAY Total</b>	<b>802</b>	<b>836</b>	<b>589</b>	<b>589</b>	<b>1113</b>	<b>1113</b>	<b>2504</b>	<b>2538</b>	<b>5042</b>

# 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
<b>JUNE TOTAL</b>	<b>641</b>	<b>641</b>	<b>328</b>	<b>318</b>	<b>1013</b>	<b>1013</b>	<b>1982</b>	<b>1972</b>	<b>3954</b>

**Essex Board of Education  
FY 2019-2020**

Transfer Request 9/21/2020 Cafeteria fye deficit

FROM		Description		Amount		Account #		Object		Description		Amount	
Account #	Object	Description		Amount		Account #		Object		Description		Amount	
326001	5115	Custodial Salaries		\$ 16,939		36161001		5118		Food Service/Cafeteria Salaries		\$38,388	
311151	5123	Substitute Teachers		\$ 21,449									
		Total		\$ 38,388						Total		\$38,388	

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