

PLAINVILLE BOARD OF EDUCATION
Special Meeting Minutes of the Facilities and Finance Subcommittee

Special Meeting Title: 1) End of the Year Financial Update
2) Facilities Updates and Summer Projects
3) Other

Date: Thursday, June 25, 2020 @ 6:00 PM

Place: Virtual Meeting

Attendees: Facilities and Finance Subcommittee members: Foster White, Chair; Kathy Wells; Nicole Palmieri; and Becky Tyrrell (ex-officio)

Also Present: Superintendent Steven LePage; Director of Business and Operations Sam Adlerstein; Asst. Superintendent David Levenduski; and Director of Facilities Steven Busel and Board Members: Brent Davenport, Deborah Hardy, Crystal St. Lawrence

Facilities and Finance Subcommittee Chair Foster White called the meeting to order at 6:16 PM.

Mr. LePage announced that Mr. Jeffrey Wallowitz signed his contract today. Mr. Wallowitz is the new Linden Street School Principal and will begin on July 1, 2020.

1)END OF THE YEAR FIINANCIAL UPDATE:

Mr. Adlerstein then discussed the end of the fiscal year update. Mr. Adlerstein stated that from a financial perspective, school largely continued as usual. Employees were retained and overall productivity was high. Major areas of savings include utilities, transportation and supplies. Until May, the district limited spending and focused on the current school year. The last six weeks included preparation for the next fiscal year which also included prepayments including 2020-21 capital transfers i.e., diesel fuel and legal fees. He also discussed line items including Salaries—Productivity and compensation were maintained via Distance Learning, Benefits—were favorable due to fewer retirements than usual, offset by higher unemployment expense, Professional Services—Approximate budget, Repairs and other property services—includes additional building work during shutdown and other activities, Transportation and Tuition—includes shutdown savings in transportation and special education tuition savings, both are yet to be finalized, Utilities instructional/building supplies —includes shutdown savings from instructional supplies, utilities and bus fuel, Equipment—includes payment for 2020-21 Capital Plan per the May 4, 2020 adopted budget and Dues and Fees—approximate budget.

Mr. Adlerstein stated that more than 50% of encumbered costs are on the following six items: payroll, transportation, diesel fuel, Powerschool (software license), legal fees, and unemployment. Additional encumbrances are across 139 different vendors and include dues, software licenses and maintenance contracts that begin on July 1. A number of these will be paid by fiscal year-end. Also included are estimated utility and service payments for the month of June. Encumbered costs are attached.

The following capital plan items include: PHS Entrance Canopy Ceiling \$20,000; Student Chromebooks \$135,000; Staff Chromebooks and laptops \$65,000; and MakerSpace/STEAM Hardware \$24,000 are now part of the 2020-21 Capital Plan funded by realized savings. The BOE capital plan of \$326,250 remains intact. An additional \$66,000 savings was required.

2) FACILITIES UPDATES AND SUMMER PROJECT:

Mr. Adlerstein stated that essential workers, i.e., custodians and maintainers never left. These employees continued to work on-site throughout the pandemic. During this period, employees stripped floors, worked in Pre-K classrooms at Toffolon and Linden, worked on pumps and motors, cleaned lenses on all security cameras and continue to work on a variety of projects to get the schools ready for staff and students.

Mr. Adlerstein stated that the security project at Plainville High School went out to bid. Bids are due by June 30. He is hopeful that the project will be done by the start of school. The project is scheduled to take 8-9 weeks.

Mr. Adlerstein stated that the High School canopy also needs to go out to bid. This project will likely not be done by the start of school.

Mrs. Tyrrell stated that there was a discussion at some point about perhaps reducing the size of the canopy so it doesn't look like the main entrance to the building. Mr. Adlerstein stated that it was something to consider but that it would be more expensive but that it could be discussed further.

Mr. Busel stated that a few solar panels will also need to be removed.

3) OTHER:

Mr. Adlerstein stated that the district had yet to come to terms with DATTCO regarding reimbursement of applicable costs during the shutdown. He stated that the district's attorney advises against gifting public funds or spending public funds where the cost being funded cannot be identified or where the amount cannot be reasonably linked to the goods or services being provided.

The Governor's Order 7R mandates that transportation providers "attest and provide reasonable documentation of the fact that it is charging only the actual and reasonable cost of sustaining wage and health insurance payments for active employees and/or fleet while also engaging best efforts to avoid unnecessary costs" in support of their charges.

DATTCO states that the CARES Act requires the District to pay them to the "greatest extent practicable", up to 100% of the contract. Any agreement that may be crafted between DATTCO and the Plainville Public Schools will require the District to certify that it is doing so.

Mr. Adlerstein stated that since March 16th, the Board has tried to negotiate the fee but DATTCO will not budge. Plainville is the only district that has not settled. Mr. LePage stated that because Plainville has a 5-year contract, DATTCO cannot lawfully refuse to provide services for the next school year and that DATTCO refuses to justify their charges.

Mr. LePage stated that he and Mr. Adlerstein have a meeting set for June 29th with Rob Buden, the Town's Finance Director. He stated that we are in good shape but may need to request more funding for Distance Learning if another closure should occur. The State will be sending out a list of resources.

Mrs. Tyrrell asked the full Board to make a motion to approve encumbrance costs.

Becky Tyrrell made a motion to approve the recommendation of encumbrance costs as listed. Nicole Palmieri seconded the motion. The motion passed unanimously 7-0. (list is attached)

The meeting of the Facilities and Finance Subcommittee was adjourned at 7:17 PM.

Respectfully submitted

A handwritten signature in cursive script that reads "Joan Calistro".

Joan Calistro

Recorder of Minutes

1) End of Year Update: Encumbered cost

Encumbrance	Amount	Cumulative % of Total
Payroll	378,188	21%
Transportation	342,229	39%
Diesel Fuel	83,016	44%
Powerschool - software license	68,747	48%
Legal	44,118	50%
Unemployment	43,500	52%
All Other: 139 vendors average \$6,200	869,019	100%
Total	1,828,817	

- More than 50% of encumbered cost are on these six items
 - Including the usual diesel fuel (discount for prepayment) and legal retainer.
- Additional encumbrances are across 139 different vendors and include dues, software licenses and maintenance contracts that begin on July 1. A number of these will be paid by fiscal year-end
- Also included are estimated utility and service payments for the month of June