



Budget Subcommittee Meeting Minutes

Date: November 13, 2020

Time: 10:00am

Location: Zoom Conference join via the web link or Dial in

Link:

<https://marbleheadschooolsorg.zoom.us/j/96430490885?pwd=TzloZzlmUEpxaUdKUjB2U0dNaW95QT09> Dial in Phone # (415) 762-9988 with ID and follow prompts

Meeting ID: 964 3049 0885

Password: 944278

Attendance:

John Buckey | David Harris | Meagan Taylor | Michelle Cresta

Agenda items

I. Call to Order

- a) Meeting called to order at 10:03am

II. Covid expenditures

- a) 1.913m expected to be expended by 12/31/2020

- i) Full amount is projected to be utilized

- ii) Ongoing expenses

- (1) Cleaning:

- (a) Original proposal included 30 contractors and OT. To-date we have not utilized any overtime, so total revised cost is \$318K (slight savings). In December, we will decrease to 13 staff, reducing cost to \$10k/week. We will continue to monitor. Next meeting, we will discuss funding plan Jan-Jun2021 (Michelle to prepare).



MARBLEHEAD PUBLIC SCHOOLS

Marblehead School Committee

9 Widger Road,
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- (b) Discussion regarding cleaning protocols. We will continue to review based on scientific data and reduce contracted staff when/if possible. Superintendent Buckey is convening a health and safety advisory group, comprised on staff and medical experts.

(2) Trailers (6) = \$3k/month

(3) Tents: Need for Spring is TBD

(4) HVAC – additional testing requested by MEA, estimated expense = \$20K

III. FY21 updates

- a) Transfers: New process has been implemented to ensure that a transfer request is generated any time a line goes over the budgeted amount. There are a number of transfers in process. Michelle will update the line item budget, with all transfers listed, for the school committee.
- b) Salaries:
 - i) Ongoing cleanup of salary lines
 - ii) Home/hospital tutoring: Currently this is budgeted as a \$15K salary line. This should be changed to an (new) expense line, as tutoring is often a service provided by hospital.
- c) October month-end report shows spend of 18.75%, compared to OctoberFY20 spend of 21% in same timeframe.

IV. FY22 planning

- a) Discussion regarding financial reporting software. Software limitation require significant effort (time) from staff. Continue to discuss with town.
- b) FY22 planning will follow similar process as FY21. Building based requests presented in early Jan, with additional detail.
- c) Discussion regarding the budget impacts of bringing the new school online.
- d) Utilities reserve fund will require discussion with town (add to agenda).
- e) Circuit breaker: expected decrease from state. Will have more definitive numbers in early 2021
- f) Invite town representatives to our January meeting,

V. New Business



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- a) None

VI. Adjournment

- a) Meeting adjourned at 11:08am