



Budget Subcommittee Meeting Minutes

Date: October 8, 2020

Time: 8:30am

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

Link:

<https://zoom.us/j/95682053783?pwd=MWFZOUxEbjl0L2N3SUI5ZmxPb29Odz09>

Dial in Phone # (415) 762-9988 with ID and follow prompts

Meeting ID: 956 8205 3783

Attendance:

John Buckey | David Harris | Meagan Taylor | Michelle Cresta | Jackie Belf-becker | Jason Silva | Ben Berman | Emily Belfbecker | Blair Nelson | Allison Nieto

Agenda items

I. FY20 closeout

- a) Reviewed FY20 Closeout doc, dated 10/7/2020
- b) Discussed pandemic influence on FY20 closeout, impact of covid on revolving funds, unemployment
 - i) Pandemic created deficit in some areas, but surplus in others
 - ii) Moving away from historical practice of using revolving funds to support operating budget. Kindergarten and user fee funds are the exception currently as these fund some teacher and coaching salaries.
 - iii) Unemployment expenditures should have been minimal as we continued to pay all salaries and retained all staff. However, we have received fraudulent unemployment claims. This is a state-wide issue, not specific to Marblehead. We are working through this issue with the help of an unemployment consultant. State has recognized the issue and will reimburse.



MARBLEHEAD PUBLIC SCHOOLS

Marblehead School Committee

9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140 x16
email: schoolcommittee@marbleheadschoools.org

II. Covid expenditures

- a) Reviewed COVID Status Report 10.7.20 document, as of 10/7/2020
- b) Discussed funding, cleaning and food service in more detail
 - i) Expenditures and projections are through 12/31/2020, at which point CARES Act funding will expire. It is possible the federal government may extend that deadline - we will continue to follow. The town has received \$300,000 of the aid to date. Many expenditures were one-time costs, such as technology, signage, facility enhancements. Continued supplies (i.e. PPE, cleaning supplies) are projected to last through the end of the year.
 - ii) Currently contracting for additional custodial staff to assist with increased cleaning needs. The contract began on 10/1/2020 for 14 weeks of 30 staff and is flexible in application. Example, if we move to a remote model, we can pause that staff until buildings are back in use. We will need to monitor this expense closely and develop plan for remainder of the school year.
 - iii) Food Service has seen a major transformation. The free summer option has been extended. Breakfast and lunch are available for any student. This program is federally funded. Currently there are 2 kitchens running (Village and Vets). Staff has been reduced by 50% in addition to reduced hours for remaining staff. Will expand operations when district moves to a full-day model.

III. FY21 updates

- a) Reviewed Memo - FY21 Budget Status 9.30.20 document, dated 10/7/2020; Memo - Prior Year Unpaid Invoices, dated 10/7/2020
- b) Discussed process, special education tuition, areas of concern, unpaid bills
 - i) We will track actual spend for each line item. Transfers will be made as necessary to ensure that all lines are in black unless there is a true deficit. Any budget transfers regarding adds to staff will require school committee approval.
 - ii) Special education tuition costs have increased by \$90k. This will be funded by FY20 carry over funds in the Tuition Revolving fund and Circuit Breaker.
 - iii) At this point, we have identified the areas of concern (special ed, kindergarten, food service and covid expenses) and funding sources to address each. We are also closely monitoring the substitutes line.



MARBLEHEAD PUBLIC SCHOOLS

Marblehead School Committee

9 Widger Road,
Marblehead, MA 01945
phone: 781.639.3140 x16
email: schoolcommittee@marbleheadschoools.org

- iv) We have recently become aware of unpaid bills from 2018 and 2019, totaling approx. \$7.5k. These will be included in the Town's unpaid bills article at Town Meeting. This is the appropriate process for unpaid bills from a prior fiscal year.

IV. FY22 planning

- a) Discussion of potential for override. It is too early to make a determination, as there are still many unknowns. Town and schools will continue to consider and discuss. Next meeting of the School Committee Budget Sub-Committee will be November 12th at 8:30am.

V. New Business

- a) None