

October Financial, Facilities & Operations Committee Meeting

Friday, October 14, 2022 9:00 AM

Remote Session

I. **Update of Facilities and Grounds Maintenance**

II. **HVAC Grant Discussion**

III. **FY23 Monthly Financial Update (through September) Including Internal Services Fund (for Dental)**

IV. **Review of FY24 Budget Calendar**

V. **Review of FY24 Budget Assumptions**

VI. **Approval of September Financial, Facilities and Operations Committee Minutes**

VII. **Other Business**



October 14, 2022

TO: BOE Finance Committee

FROM: Phillip Cross, Director of Finance and Operations

SUBJECT: HVAC/Indoor Air Quality Grant Program

Overview

Governor Ned Lamont and the Department of Administrative Services (DAS) launched a new grant program to assist towns and cities to improve indoor air quality in public schools. The program has \$150 million in funding set aside and will be overseen by the Office of School Construction Grants and Review (OSCGR) within DAS.

Application Deadline

Applications for this grant must be submitted by December 1, 2022, and recipients will be notified in early 2023.

Criteria for Awards

DAS will award grants based on the following criteria:

- (A) the age and condition of the current HVAC system or equipment being replaced or upgraded in the school,
 - (B) current air quality issues at the school,
 - (C) the age and condition of the overall school building,
 - (D) the school district's master plan,
 - (E) the availability of maintenance records,
 - (F) a contract or plans for the routine maintenance and cleaning of the HVAC system, and
 - (G) the local or regional board of education's or regional educational service center's ability to finance the remainder of the costs for such project after receiving a grant under the program.
- Reimbursement grants will be based on the district's existing reimbursement rate percentage.

What actions need to happen before applying for the HVAC/Indoor Air Quality Grant?

Your municipality will need to:

- **Secure Local Share of Funding:** Municipalities need to authorize their share of the funding through their local process.
- **Obtain Required Local Authorizations:**
 - Superintendent can apply to DAS for a grant
 - Establishing a building committee
 - Authorizing the preparation of at least schematic drawings

Your district will need to:

- District-level prioritization of school building projects
- Facility study and assessment of building conditions
- Long-term facility capital plan
- Establish local funding
 - ARPA funds cannot be used to meet the local funding share requirement

Your board of education will need to:

- Prepare and approve education specifications
- Obtain a professional student enrollment projection report to support the highest 8-year projected enrollment
- Obtain a professional cost estimate to accurately support the costs of enhancing or maintaining or current HVAC system

WESTON PUBLIC SCHOOLS

FY23 FINANCIAL REPORT

As of September 30, 2022

Period: 3 of 12

2019-2020 Year-End Expense	2020-2021 Year-End Expense	2021-2022 Year-End Expense	Object Code	Description	2022-2023							
					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				Salaries & Wages (1000s)								
2,940,692	2,721,241	2,881,354	1110	Administrators	3,139,234	(61,447)	3,077,787	627,370	2,202,775	113,733	2,943,877	133,910
14,458,759	13,925,352	14,465,388	1111	General Ed. Teachers	14,936,002		14,936,002	1,768,879	13,202,662		14,971,541	(35,539)
2,279,850	2,372,055	2,303,563	1112	Special Ed. Teachers	2,569,234		2,569,234	305,340	2,268,481	-	2,573,821	(4,588)
1,020,707	1,031,899	983,206	1113	Guidance	959,571	61,447	1,021,018	119,055	901,963	-	1,021,018	-
472,621	503,136	468,881	1114	Psychologist	524,553		524,553	46,933	350,239	119,384	516,556	7,997
193,946	162,383	202,927	1115	Social Worker	331,170		331,170	41,348	316,998	-	358,346	(27,176)
517,368	555,781	543,134	1116	Speech & Hearing	566,144		566,144	73,071	500,895	(7,822)	566,144	-
758,161	1,046,642	1,184,208	1117	Academic Assistants	1,013,599		1,013,599	103,303	781,544	85,284	970,131	43,468
205,471	210,287	169,686	1118	Talented & Gifted	110,854		110,854	22,326	88,528	-	110,854	-
399,004	412,193	403,577	1119	Library/Media	412,186		412,186	50,725	366,674	-	417,398	(5,212)
59,505	47,413	46,587	1135	Transition Coordinator	48,239		48,239	-	57,886	-	57,886	(9,647)
824,102	785,011	832,301	1139	Certified Stipends	893,646		893,646	102,033	161,354	630,259	893,646	-
584,428	577,980	574,562	1140	Academic Leader (CIL's)	670,133		670,133	76,422	597,119	-	673,541	(3,408)
371	1,779	2,650	1141	Mentor Teacher	3,000		3,000	-	-	3,000	3,000	-
272,612	277,908	187,872	1142	Behavioral Analyst	233,099		233,099	31,038	206,461	-	237,499	(4,400)
44,359	45,069	45,835	1145	English Language Learner	46,614		46,614	5,379	41,235	-	46,614	-
\$ 25,031,956	\$ 24,676,129	\$ 25,295,731		Sub-Total Certified Salaries	\$ 26,457,277	\$ -	\$ 26,457,277	\$ 3,373,220	\$ 22,044,815	\$ 943,837	\$ 26,361,872	95,405
					4.59%			12.7%	83.3%	3.6%	99.6%	0.4%
				Other Certified Salaries								
55,905	28,996	45,700	1131	Homebound Tutor	44,500		44,500	7,974	-	36,526	44,500	-
-	-	-	1136	Degree Level Change	43,520		43,520	-	-	-	-	43,520
147,029	164,963	278,078	1137	Substitute Teacher	178,801		178,801	2,964	-	175,837	178,801	-
185,735	243,990	212,521	1138	Summer Work -Certified Staff	160,408		160,408	153,415	-	6,993	160,408	-
136,838	106,600	99,315	1143	Building Substitutes	203,175		203,175	6,813	105,688	90,675	203,175	-
208,344	608,730	295,291	1144	Long term Substitute	118,000		118,000	14,138	28,092	75,771	118,000	-
-	-	-	1160	Turnover Savings	(115,000)		(115,000)	-	-	-	0	(115,000)
\$ 733,851	\$ 1,153,278	\$ 930,904		Sub-Total Other Certified Salaries	\$ 633,404	\$ -	\$ 633,404	\$ 185,304	\$ 133,779	\$ 385,801	\$ 704,884	(\$71,480)

WESTON PUBLIC SCHOOLS

FY23 FINANCIAL REPORT

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Period: 3 of 12

2019-2020 Year-End Expense	2020-2021 Year-End Expense	2021-2022 Year-End Expense	Object Code	Description	2022-2023							
					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
								29.3%	21.1%	60.9%	111.3%	-11.3%
				<i>Non-Certified Salaries</i>								
406,422	373,111	381,506	1210	Non-Cert. Supervisors	390,091		390,091	80,269	309,615	-	389,884	207
215,220	234,060	223,520	1211	Nurses	231,336		231,336	29,123	202,240	-	231,363	(27)
295,567	297,217	306,924	1215	Occupational Therapist	318,970		318,970	30,263	286,437	2,269	318,970	-
1,267,185	1,199,438	1,140,104	1221	Secretarial	1,240,609		1,240,609	225,217	860,931	154,461	1,240,609	-
1,761,865	1,837,631	1,767,360	1231	Para Educators	1,800,527		1,800,527	218,979	1,581,549	-	1,800,527	-
165,721	129,307	146,862	1234	Bus Aides	175,000		175,000	14,913	15,715	144,372	175,000	-
525,426	600,663	485,773	1235	Technicians	492,122		492,122	107,283	388,594	-	495,877	(3,755)
61,021	61,157	61,996	1237	Vocational Specialist	63,982		63,982	4,373	59,445	-	63,818	164
239,373	246,331	247,175	1241	Safety Monitors	253,848		253,848	32,764	220,650	-	253,414	434
476,898	509,851	506,491	1251	Custodians	515,976		515,976	104,605	410,525	-	515,130	846
455,850	492,769	460,027	1261	Maintenance Mechanics & Grounds	482,372		482,372	88,472	379,825	-	468,296	14,076
72,573	74,781	84,861	1269	Athletic Support Staff	101,762		101,762	7,435	45,500	48,828	101,762	-
168,675	182,698	197,442	1280	Non Certified Stipends	194,475		194,475	16,943	87,746	89,786	194,475	-
\$ 6,111,794	\$ 6,239,015	\$ 6,010,040		Sub-Total Non-Certified Salaries	\$ 6,261,070	\$ -	\$ 6,261,070	\$ 960,639	\$ 4,848,771	\$ 439,716	\$ 6,249,127	\$ 11,944
				<i>Other Non-Certified Salaries</i>				15.3%	77.4%	7.0%	99.8%	0.2%
50,411	28,910	47,199	1213/1223/1 233	Non-Certified Substitutes	47,500		47,500	1,904	-	45,596	47,500	-
163,643	135,970	176,085	1212/22/38/ 42/52/62	Overtime	203,700		203,700	18,616	-	185,084	203,700	-
155,964	104,948	127,252	1268	Summer Work-Non-Cert.	162,991		162,991	110,490	-	52,501	162,991	-
\$ 370,019	\$ 269,828	\$ 350,536		Sub-Total Other Salaries	\$ 414,191	\$ -	\$ 414,191	\$ 131,010	\$ -	\$ 283,181	\$ 414,191	-
								31.6%	0.0%	68.4%	100.0%	0.0%
\$ 32,247,620	\$ 32,338,250	\$ 32,587,211		TOTAL SALARIES	\$ 33,765,943	\$ -	\$ 33,765,943	\$ 4,650,172	\$ 27,027,366	\$ 2,052,536	\$ 33,730,074	\$ 35,868
					3.62%			13.8%	80.0%	6.1%	99.9%	0.1%

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					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				Benefits (2000's)								
7,790,363	8,324,773	8,412,125	2000	Health Insurance	9,321,902		9,321,902	2,276,223	6,914,341	131,338	9,321,902	-
(1,361,419)	(1,438,037)	(1,508,844)	2022	Premium Cost Share	(1,664,207)		(1,664,207)	-	(158,901)	(1,505,306)	(1,664,207)	-
552,072	562,991	540,802	2001	Social Security	460,428		460,428	93,033	-	367,394	460,428	-
460,986	464,653	465,667	2002	Medicare	501,860		501,860	65,946	-	435,914	501,860	-
205,411	175,279	175,275	2003	Workers Compensation	185,790		185,790	175,214	-	10,576	185,790	-
60,043	56,973	25,494	2004	Unemployment Compensation	60,000		60,000	-	-	60,000	60,000	-
315,665	468,582	149,718	2005	Early Retirement Incentive	-		-	-	-	-	-	-
1,088,303	1,072,696	1,177,822	2007	Pension Contributions	1,324,006		1,324,006	212,217	-	1,111,789	1,324,006	-
58,565	75,005	73,227	2010	Tuition Reimbursement	75,000		75,000	-	-	75,000	75,000	-
64,926	63,528	63,952	2011-12	Life & Disability Insurance	67,600		67,600	15,342	51,558	700	67,600	-
24,556	86,591	105,506	2014	Sick Bank	45,000		45,000	-	-	45,000	45,000	-
\$9,259,470	\$9,913,035	\$9,680,744		TOTAL BENEFITS	\$10,377,379	\$ -	\$10,377,379	\$2,837,976	\$6,806,998	\$732,406	\$10,377,379	\$ -
					7.20%			27.3%	65.6%	7.1%	100.0%	
				Professional & Technical Services (3000s)								
195,184	174,773	545,611	3210	Contracted Services Educational	385,700		385,700	30,311	355,390	-	385,700	-
265,218	139,888	128,921	3220-21	Consulting Services	120,835		120,835	24,906	86,718	9,211	120,835	-
80,956	93,201	123,549	3235	Testing	79,950		79,950	31,145	48,805	-	79,950	-
217,617	210,355	6,158	3239	Other Pupil Services	182,085		182,085	18,212	1,968	161,905	182,085	-
72,230	220,134	64,991	3303	Management Services	70,733		70,733	19,374	33,305	18,054	70,733	-
2,335	2,015	1,775	3304	License Fees-Facilities	3,500		3,500	1,275	1,060	1,165	3,500	-
237,145	204,996	245,731	3306	Legal Fees-SPED	240,000		240,000	38,308	201,692	-	240,000	-
186,270	164,948	167,193	3306	Legal Fees- Districtwide	150,000		150,000	48,807	93,594	7,600	150,000	-
68,638	83,425	95,138	3308	Police/Fire	111,869		111,869	-	450	111,419	111,869	-
148,442	72,208	67,382	3309	Professional Technical Services	129,349		129,349	10,878	13,156	105,314	129,349	-
52,049	21,917	49,966	3310	Sports Officials	53,726		53,726	-	-	53,726	53,726	-
\$ 1,526,084	\$ 1,387,859	\$ 1,496,415		TOTAL PROF. & TECH SERVICES	\$ 1,527,747	\$ -	\$ 1,527,747	\$ 223,214	\$ 836,138	\$ 468,394	\$ 1,527,747	\$ -
								14.6%	54.7%	30.7%	100.0%	

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2019-2020 Year-End Expense	2020-2021 Year-End Expense	2021-2022 Year-End Expense	Object Code	Description	2022-2023							
					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				<i>Property Services (4000s)</i>								
746,875	848,529	859,036	4200	Cleaning Services	923,080		923,080	149,867	762,825	10,387	923,080	-
40,741	39,855	48,405	4202	Rubbish Removal	51,133		51,133	4,609	-	46,524	51,133	-
95,688	68,366	122,591	4302	Equipment Repairs	153,927		153,927	5,490	52,085	96,352	153,927	-
260,100	150,940	158,732	4400	Equipment Rental	156,980		156,980	26,540	130,440	-	156,980	-
4,397	4,924	5,297	4401	Rental of Facilities	4,675		4,675	763	425	3,487	4,675	-
198,222	123,415	74,770	4500	Repair Allowance	200,000		200,000	1,340	2,448	196,212	200,000	-
30,540	64,302	29,913	4514	Fire Alarm System	32,000		32,000	8,031	6,069	17,900	32,000	-
215,822	167,812	172,720	4518	Sewer System Plant Maintenance	164,795		164,795	28,497	86,298	50,000	164,795	-
120,757	121,482	146,866	4520	Service Contracts	146,232		146,232	53,978	88,644	3,609	146,232	-
60,393	58,389	61,247	4530	Parks & Recreation	69,944		69,944	-	-	69,944	69,944	-
21,756	23,746	24,803	4539	Building Management System	25,525		25,525	23,432	93	2,000	25,525	-
153,145	13,835	16,959	4540	Athletic Facilities Repairs	29,500		29,500	6,027	12,169	11,305	29,500	-
208,237	147,127	173,293	4541	Contracted Services	215,570		215,570	5,300	135,200	75,070	215,570	-
17,370	53,702	122,304	4600	Special Projects	-		-	-	-	-	-	-
9,032	9,450	2,366	4604	Snow Plowing	10,500		10,500	-	-	10,500	10,500	-
1,081	1,252	900	4605	Signage	1,500		1,500	-	200	1,300	1,500	-
81,552	81,552	138,631	4701	Security System Monitoring	82,135		82,135	35,888	-	46,247	82,135	-
9,966	5,936	12,076	4702	Locks/Keys	8,500		8,500	-	3,500	5,000	8,500	-
\$ 2,275,674	\$ 1,984,614	\$ 2,170,908		TOTAL PROPERTY SERVICES	\$ 2,275,996	\$ -	\$ 2,275,996	\$ 349,762	\$ 1,280,396	\$ 645,838	\$ 2,275,996	\$ -
								15.4%	56.3%	28.4%	100.0%	

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					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				<i>Other Services (5000s)</i>								
1,252,415	1,509,158	1,589,157	5100	Regular Transportation	1,668,812		1,668,812	80	340	1,668,392	1,668,812	-
685,161	490,473	729,788	5101	SPED Transportation	825,763		825,763	70,635	393,111	362,017	825,763	-
61,557	54,105	96,953	5104	Athletic Transportation	108,009		108,009	1,855	157,436	-	159,291	(51,282)
6,816	-	1,537	5105	Extra-Curricular Transportation	22,950		22,950	-	-	22,950	22,950	-
91,051	67,457	104,190	5112	Diesel & Gasoline	140,855		140,855	28,343	43,030	69,482	140,855	-
70,605	89,784	103,321	5200	General Liability Insurance	147,409		147,409	45,112	-	102,297	147,409	-
16,650	16,650	15,525	5202	Athletic Insurance	17,078		17,078	14,400	-	2,678	17,078	-
96,485	97,536	100,707	5205	Property Insurance	106,776		106,776	104,154	-	2,622	106,776	-
91,922	87,620	89,975	5300	Communications	94,106		94,106	18,507	67,927	7,672	94,106	-
32,786	30,801	30,990	5400	Postage	32,144		32,144	6,079	18,363	7,702	32,144	-
5,964	2,592	4,440	5500	Advertising	4,000		4,000	633	250	3,117	4,000	-
16,281	14,386	17,176	5501	Printing	28,659		28,659	6,710	5,367	16,582	28,659	-
1,143,427	1,528,352	2,007,688	5600	Out of District Tuition	2,474,231		2,474,231	51,350	1,692,744	730,137	2,474,231	-
1,242,870	1,044,742	923,345	5601	Tuition Settlements	1,265,606		1,265,606	25,474	305,365	934,767	1,265,606	-
286,110	286,110	-	5605	Tuition - ESS Contract	-		-	-	-	-	-	-
44,827	29,716	15,346	5800	Travel & Conference	38,312		38,312	11,948	8,707	17,656	38,312	-
8,258	6,106	3,163	5801	Mileage Reimbursement	11,130		11,130	600	-	10,530	11,130	-
2,528	3,190	2,349	5900	Other Purchased Services	6,600		6,600	182	4,918	1,500	6,600	-
\$ 5,155,714	\$ 5,358,780	\$ 5,835,649		TOTAL OTHER SERVICES	\$ 6,992,440	\$ -	\$ 6,992,440	\$ 386,062	\$ 2,697,558	\$ 3,960,102	\$ 7,043,722	(\$51,282)
								5.5%	38.6%	56.6%	100.7%	
				<i>Supplies & Materials (6000's)</i>								
449,521	418,014	395,832	6110	Materials	509,177		509,177	70,664	203,170	235,343	509,177	-
21,452	17,064	22,091	6120	Office Materials	30,670		30,670	3,596	16,181	10,893	30,670	-
143,209	144,591	184,684	6130	Maintenance Materials	181,624		181,624	29,191	82,642	69,791	181,624	-
88,739	38,155	71,587	6131	Custodial Materials	78,348		78,348	2,093	53,913	22,342	78,348	-
16,200	12,891	16,815	6132	Security Materials	17,184		17,184	3,410	13,470	304	17,184	-
467,463	489,133	522,319	6140	Software	534,715		534,715	395,230	68,371	71,115	534,715	-
163,396	324,134	196,324	6410	Books	87,539		87,539	7,851	38,412	41,275	87,539	-
338,642	358,623	388,111	6510	Heating Oil	402,574		402,574	12,372	390,202	-	402,574	-
619,849	705,182	722,884	6520	Electricity	678,638		678,638	103,568	525,789	49,281	678,638	-
1,745	1,431	2,079	6530	Propane gas	3,000		3,000	553	2,247	200	3,000	-
\$ 2,310,217	\$ 2,509,218	\$ 2,522,725		TOTAL SUPPLIES & MATERIALS	\$ 2,523,469	\$ -	\$ 2,523,469	\$ 628,528	\$ 1,394,397	\$ 500,544	\$ 2,523,469	\$ -
								24.9%	55.3%	19.8%	100.0%	

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				<i>Equipment (7000's)</i>								
472,391	629,395	541,176	7300	Equipment	102,022		102,022	215,004	85,588	(198,570)	102,022	-
\$ 472,391	\$ 629,395	\$ 541,176		TOTAL EQUIPMENT	\$ 102,022	\$ -	\$ 102,022	\$ 215,004	\$ 85,588	(\$198,570)	\$ 102,022	\$ -
								210.7%	83.9%	-194.6%	100.0%	
				<i>Other Objects (8000's)</i>								
91,658	80,424	87,211	8100	Dues, Fees and Memberships	100,911		100,911	59,022	14,653	27,236	100,911	-
21,888	20,110	24,317	8900	Other Objects	25,395		25,395	7,120	9,810	8,465	25,395	-
\$ 113,546	\$ 100,534	\$ 111,528		TOTAL OTHER OBJECTS	\$ 126,306	\$ -	\$ 126,306	\$ 66,142	\$ 24,463	\$ 35,701	\$ 126,306	\$ -
								52.4%	19.4%	28.3%	100.0%	0.0%
				<i>Revenue Offset (9000's)</i>								
(102,106)	(22,498)	(29,042)	9200	Technology Revenue	(29,042)		(29,042)	-	-	(29,042)	(29,042)	-
(60,515)	(61,920)	(73,800)	9201	Participation Fees, Athletics	(66,365)		(66,365)	(31,700)	-	(34,665)	(66,365)	-
(15,914)	-	(18,350)	9202	Gate Receipts, Athletics	(15,000)		(15,000)	-	-	(15,000)	(15,000)	-
-	(134,377)	(77,445)	9204	Transportation Credits	-		-	-	(89,986)	-	(89,986)	89,986
(655,410)	(859,340)	(812,440)	9205	Excess Cost SPED	(811,700)		(811,700)	-	-	(811,700)	(811,700)	-
(89,626)	(74,625)	(79,561)	9206	Pre School Tuition SPED	(63,000)		(63,000)	(41,500)	-	(21,500)	(63,000)	-
(68,171)	(76,283)	(75,981)	9207	Regular Ed. Tuition	(62,581)		(62,581)	(49,386)	-	(13,195)	(62,581)	-
(46,817)	(37,813)	(19,878)	9208	Revenue from Town for Fields	(42,681)		(42,681)	-	-	(42,681)	(42,681)	-
(39,600)	(11,000)	(40,000)	9209	Parking Fees	(45,000)		(45,000)	-	-	(45,000)	(45,000)	-
(24,112)	(14,161)	(46,050)	9210	Theater Receipts	(60,250)		(60,250)	-	-	(60,250)	(60,250)	-
(2,706)	-	-	9212	Facility Use Rental	(17,500)		(17,500)	-	-	(17,500)	(17,500)	-
(6,947)	(6,815)	(4,768)	9215	Medicaid Revenue	(6,000)		(6,000)	(8,188)	-	2,188	(6,000)	-
		0		Budgeted Reduction	(81,000)		(81,000)	-	-	(81,000)	(81,000)	-
(\$1,111,924)	(\$1,298,832)	(\$1,277,316)		Total Revenue Offset	(\$1,300,119)	\$ -	(\$1,300,119)	(\$130,774)	(\$89,986)	(\$1,169,345)	(\$1,390,105)	\$89,986
								10.1%	6.9%	89.9%	106.9%	-6.9%
\$ 52,248,792	\$ 52,922,852	\$ 53,669,039		GRAND TOTAL	\$ 56,391,182	\$ -	\$ 56,391,182	\$ 9,226,086	\$ 40,062,918	\$ 7,027,606	\$ 56,316,610	\$ 74,572
								16.36%	71.04%	12.46%	99.87%	0.13%



October 14, 2022

TO: BOE Finance Committee

FROM: Phillip Cross, Director of Finance and Operations

SUBJECT: September Financial Report for FY 22-23

Below is a summary report of the FY 23 Budget as of September 30, 2022.

FY -23 CATEGORY SUMMARY						
Object Series	Adjusted Budget	YTD Actuals	Encumbrance	Anticipate d	Projected to EOY	Available Balance
Salaries (1000's)	33,765,943	4,650,172	27,027,366	2,052,536	33,730,074	35,868
Benefits (2000's)	10,377,379	2,837,976	6,806,998	732,406	10,377,379	-
Professional Services (3000's)	1,527,747	223,214	836,138	468,394	1,527,747	-
Property Services (4000s)	2,275,996	349,762	1,280,396	645,838	2,275,996	-
Other Services (5000s)	6,992,440	386,062	2,697,558	3,960,102	7,043,722	(51,282)
Supplies (6000s)	2,523,469	628,528	1,394,397	500,544	2,523,469	-
Equipment (7000s)	102,022	215,004	85,588	(198,570)	102,022	-
Other Objects (8000s)	126,306	66,142	24,463	35,701	126,306	-
Revenue (9000s)	(1,300,119)	(130,774)	(89,986)	(1,169,345)	(1,390,105)	89,986
Total	\$ 56,391,182	\$ 9,226,086	\$ 40,062,918	\$ 7,027,606	\$ 56,316,610	\$ 74,572

Transfers

There is a transfer for \$61,447 for BOE approval. This transfer is for the administrative portion of the proposed Director of Counselling position. It was decided not to move forward with the change this year.

BUDGET TRANSFER				
TO	Guidance		\$ 61,447	
FROM	District Administration			\$ 61,447
			\$ 61,447	\$ 61,447
	Administrative portion of Director of Counselling. It was decided not to move forward with the change this year.			

Salaries

Based on our current staffing level there is a \$35,868 salary savings. The main driver for this is turnover.

Weston Public Schools		
FY 23 Salary Variance -As of 9/30/22		
Description	Amount (\$)	
Degree Level Change - Actual	(44,166)	
Budget	43,520	
Net Degree Level Change		(646)
Turnover Savings - Actual	151,514	
Budget	(115,000)	
Net Turnover Savings		36,514
Net Salary Savings		\$ 35,868

Other Services

At last month’s meeting, we discussed the need to utilize an additional transportation provider for athletic charters. This decision was made to minimize disruptions to our school to home transportation.

At this time, we anticipate that we will need an additional \$51,282 for athletic transportation. This cost will be offset by a credit of \$89,986 from First Student. This represents credits for runs that were combined for the second half of last school year.

As demand for drivers continues from all sectors, we anticipate that the shortage of bus drivers will be exacerbated. If this is indeed the case, there will be an impact on future budgets.

Revenues

As mentioned above, we will be receiving a credit of \$89,986 from First Student. This represents credits for runs that were combined for the second half of last school year.

Internal Services Fund

Claims are in trending as expected.

**WESTON PUBLIC SCHOOLS
INTERNAL SERVICES FUND
FOR HEALTH BENEFITS PROGRAM**

Fiscal Year Ended							2023
STATEMENT OF REVENUES AND EXPENDITURES							
Fund Balance -July 1, 2022 (Unaudited)							\$ 418,466
Revenues:							
General Fund Appropriation							\$ 434,330
Reimbursements							\$ -
Total Contributions							\$ 434,330
Total Revenues (A)							<u>\$ 434,330</u>
Budgeted Claims							
Delta Dental:							
Claims							\$ 411,980
Administrative Fees							\$ 22,350
Total Dental Claims (B)							\$ 434,330
Net Change (A-B)							<u>\$ -</u>
Projected Fund balance June 30, 2023							\$ 418,466
Delta Dental- Actual Claims							
Month							Claims & Fees
July							27,017
August							43,476
September							24,354
Total							<u>\$ 94,847</u>
Actual YTD Spend Rate							21.8%
Theoretical YTD Spend Rate							25.0%
<i>YTD Theoretical variance %</i>							-3.2%

Weston Public Schools
Budget Calendar -- FY 2024 DRAFT

KEY:

- **Board of Education Meetings are underlined.**

10/10/22 (Mon.)	Director of Finance and Operations opens MUNIS budget module to schools and departments.
10/14/22 (Fri.)	Board of Education Finance Committee Meeting Review of Budget Calendar.
10/14/22 (Fri.)	Leadership Team receives draft copy of Budget Calendar.
10/17/22 (Mon.)	<u>Board of Education Meeting</u> Board reviews and votes on Budget Calendar.
10/14-21/22	Schools and departments work on budgets and meet with the Director of Finance and Operations if necessary.
10/28/22 (Fri.)	School and program budget requests are due to Director of Finance and Operations from administrative staff (to be submitted earlier, if available).
11/2-11/7/22	Schools and Programs meet individually with Superintendent, Asst. Superintendent and Director of Finance.
11/9/22 (Wed.)	Building principals and central office Administrators discuss budget drafts
11/11/22 (Fri.)	Board of Education Finance Committee Meeting
11/16/22 (Wed.)	District Leadership Team discusses budget
12/14/22 (Wed.)	District Leadership Team finalizes budget request and prepares presentation.
12/16/22 (Fri.)	Board of Education Finance Committee Meeting
1/23-2/23	Superintendent and Building Administrators meet with school staff. (Meetings to be scheduled.)
1/3/23 (Tue.)	Budget request delivered to Board of Education.
1/5/23 (Thurs.)	<u>Board of Education Meeting (6:00 p.m.) – Google Meeting</u> Formal Presentation of Requested Operating & Capital Budgets.
1/6/23 (Fri.)	<u>BOE Workshop to discuss Budget Request (9am to 1pm) - Google Meeting</u>

1/9/23 (Mon.)	BOE questions submitted to Superintendent by end-of-day.
1/12/23 (Thurs.)	<u>BOE Workshop to discuss Budget Request (9am to 12pm) – Google Meeting</u>
1/13/23 (Fri.)	Board of Education Finance Committee Meeting – Google Meeting
1/17/23 (Tues.)	<u>BOE Monthly Meeting (6:00 p.m.)</u> – can be used for budget meeting on this date, or moved to later in the month – Google Meeting
1/18/23 (Wed.)	Deadline for all written responses to Board of Education questions distributed.
1/19/23 (Thurs.)	<u>BOE Meeting - Public Forum with Administration on Budget Request (6:00 p.m.)</u> This will be an open forum for parents and the community to share comments and ask questions regarding the Requested Budget. – Google Meeting
1/23/23 (Mon.)	<u>BOE Workshop to discuss Budget Request (9am to 11am) – Google Meeting</u>
1/24/23 (Tues.)	<u>Board of Education Meeting (6:00 p.m.) – Google Meeting</u> Approval and Adoption of FY 2024 Recommended Operating and Capital Budgets.
1/26/23 (Thurs.)	<u>Board of Education Meeting – if necessary (6:00) – Google Meeting</u> Approval and Adoption of FY 2024 Recommended Operating and Capital Budgets, if Necessary.
1/27/23 (Fri.)	Board of Education transmits Operating and Capital Budgets request to the Board of Selectmen (Charter requires by February 3 rd).
2/7/23 (Tues.)	Board of Selectmen reviews Board of Education budget recommendation. 6:00 P.M.
2/14/23 (Tues.)	BOS votes on and transmits First Selectwoman’s and Board of Education budgets to Board of Finance. Board also nominates moderator for Annual Town Budget Meeting. Regular Board of Selectmen’s meeting. 6:00 P.M.
3/1/23 (Wed.)	Deliver Budget Books to Board of Finance – if haven’t already been delivered.
3/8/23 (Wed.)	Board of Finance reviews Board of Education budget request 6:00 P.M.
3/14/23 (Tues.)	Board of Finance reviews Board of Education budget request (if necessary) 6:00 P.M.
3/18/23 (Sat.)	Publish Notice of Public Hearing on budget (Charter requires 10 days prior to Public Hearing)
3/28/23 (Tues.)	Board of Finance holds Public Hearing on budget request. (Charter requires at least two weeks prior to Annual Budget Meeting) 6:00 P.M.

3/30/20 (Thurs)	Board of Finance Budget Deliberation Meeting 6:00 P.M.
4/4/23 (Tues.)	Board of Finance Budget Deliberation Meeting (if necessary) 6:00 P.M.
4/15/23 (Sat.)	Publish and Post Notice of Annual Town Budget Meeting (Charter requires at least five days prior to meeting)
4/20/23 (Thurs.)	Annual Town Budget Meeting 7:30 P.M. - Weston High School Auditorium
4/29/23 (Sat.)	Proposed Referendum 12:00pm to 8:00pm
5/1/23 (Mon.)	Board of Finance meets after Town Meeting to set mill rate.

Minutes
Financial, Facilities & Operations Committee
September 16, 2022

Present:

Steve Ezzes, Committee Chair

Melissa Walker, Committee Member

Peter Gordon, Committee Member

Lisa Wolak, Superintendent of Schools

Phil Cross, Director of Finance and Operations

Mike DelMastro, Director of Facilities

Guest:

Tracy Edwards, Director of Pupil Personnel Services

Richard Wolf, Weston Building Committee

The meeting was called to order by Ms. Walker at 9:03 a.m.

The Committee discussed the following items regarding an update of facilities and grounds maintenance:

- Mr. DelMastro updated the Committee on various projects that his department completed over the summer, including the installation of new lighting and ceiling tiles in several rooms in the North House of Hurlbutt, the installation of additional portable air conditioning units, also in North House, the replacement of old cabinetry and sinks in middle school art rooms, the repair of a leak in an in-direct water heater at the high school, the re-surfacing of all gym floor district-wide, and the paving of the front parking lot of the middle school. Mr. DelMastro added that there is new on-site leadership for the cleaning company – Affineco – and they have been performing much better and have a better crew in place. Regarding the fields, Mr. DelMastro reported that substantial clay was added to both Revson fields and the North House softball field, and all fields are in very good condition.

The Committee discussed the following items regarding capital projects:

- Mr. DelMastro updated the Committee on the status of various capital projects. Regarding FY22 projects, the windowsill project at the intermediate school is complete, but there will be a second stage to address the expansion joints in the brick work that will need to be repaired. A similar issue is occurring in a portion of the high school which

will also need to be addressed. The installation of the window in the nurse's office at the high school is nearly completed, and all the parts have been ordered for the air handler unit rebuilds in the high school, and the project should be completed by Thanksgiving.

- Regarding FY23 projects, all the duct cleaning at the schools has been completed, the tennis court repairs are completed, but they are a short-term solution, and at some point, a discussion will need to be had for a long-term solution. The installation of the double extension door in the intermediate school gym is nearly complete. Regarding the fire panel replacement at the high and intermediate schools, the District was not happy with the previous vendor, so a new vendor has been brought in and they are currently re-evaluating our system and monitoring the fire panels.

The Committee discussed the following items regarding SPED/PPS staffing:

- Ms. Edwards, the District's Director of Pupil Personnel Services, informed the Committee that the last two years have been incredibly challenging for PPS/SPED not only in Weston, but nationwide. She is seeing an increase in the academic and mental health needs of more students than in the past. Because of the highly individualized and technical nature of the work, an extensive amount of time for the department is spent in meetings with staff and families. To date, the structure of the department has been one Director and two Assistant Directors. The department has however seen a significant amount of turnover in these roles. The District needs to rethink how the demands of the workload in the department are being met. Ms. Edwards is currently working on both immediate and long-term solutions. She has looked at the structure of SPED/PPS departments in neighboring districts and has seen that they are more building level focused. She would like to add a third Assistant Director to lessen the workload on the current staff members. Grade breakdown for the directors would be PreK-third grade, fourth grade to eighth grade, and high school. This structure should also attract more candidates.
- Mr. Ezzes suggested that the Board come up with a defined plan, and maybe even form a committee to investigate this further.

The Committee discussed the following items regarding sub pay rate:

- Mr. Cross informed the Committee that it has been several years since the District has increased the rate of pay for substitutes. The current daily rate is \$100. The Committee agreed to raise the rate to \$115 per day.

The Committee discussed the following items regarding the FY21 encumbrance:

- Mr. Cross reported that at the end of FY21 there were open encumbrances totaling \$637,630. The District liquidated \$540,382.68, leaving a balance of \$97,247.31. These

encumbrances have been closed and the balance of \$97,247.31 will be returned to the Town to be added to the unassigned fund balance.

The Committee discussed the following items regarding the FY22 end of year financial report:

- Mr. Cross informed the Committee that the District ended FY22 with a balance of \$1,391,051. A large portion of this balance is due to turnover and FML savings of \$811,168. There was also a substantial savings in benefits of \$325,077. Weston experienced a significant increase in staff turnover during the past year, as well as an increase in the number of staff members that needed family medical leave. FY22 also saw an unprecedented reduction in the number of participants in the health insurance plan.
- Mr. Cross reported that the Internal Services Fund ended the year slightly below budget, with a balance of \$418,466.

The Committee discussed the following items regarding the monthly financial update (through August) including internal services fund (for dental):

- Mr. Cross informed the Committee that since it is only a couple of months into the new fiscal year, there are no significant concerns at this time. He will present more detailed information regarding salaries and benefits at the next meeting.
- Regarding the Internal Services Fund, Mr. Cross reported that claims are following a typical pattern of higher claims when staff members are off for summer break.

The Committee discussed the following regarding transportation:

- Mr. Cross reported that all the routes have settled in and there have been no major issues to date. Even though there seems to be an increase in ridership, First Student is able to operate with one less bus. Additionally, the District is planning on launching a new bus tracking app soon, which will allow parents to track their child's bus. One change that will be made is in regard to after school athletic charters. In order to minimize disruption to school to home routes, a third-party transportation provider will need to be used for athletic charters.

The Committee discussed the following regarding foodservice:

- Mr. Cross informed the Committee that there is a worker shortage in the foodservice industry that is nation-wide, and Weston is also feeling the effects. The District is currently working with Chartwells to find staff, but they are still providing high quality food at all levels.

The Committee discussed the following regarding approval of the June minutes:

- The Committee approved the June minutes without any changes.

There being no further business to discuss, the meeting adjourned at 10:39 a.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations

DRAFT