



# Board of Education, Stratford Public Schools

1000 East Broadway / Administration Center, Stratford CT 06615

The Enclosures referred to in the Agenda and video tape of this meeting will be made available for inspection at the district's website: [www.stratfordk12.org](http://www.stratfordk12.org) and the Administration Center, 1000 East Broadway

## MEETING AGENDA / NOTICE

As per Committee Chair, Karen Rodia, notice is hereby given for the next meeting of the Stratford Board of Education Finance Committee. The Committee will conduct a **Special Meeting** on Tuesday, September 29, 2020. Posted as per Executive Order 7b (March 14, 2020) and posted to District Website (including meeting link for public viewing). The meeting start time is **6:00 PM**

The agenda is as follows:

- I. Call to Order / Confirmation of Quorum – Committee Chair
- II. Action: Acceptance of Minutes from August 24, 2020
- III. Discussion / Information / Possible Action
  - a. Budget Summary 2020-21FY
    - i. Expenditures and Encumbrances – Ms. Mangini
    - ii. Non-Lapsing Account
    - iii. Utilities – Ms. Mangini
    - iv. COVID-19 Expenses
    - v. Grants Update – Mr. Klemme
    - vi. Special Ed Costs Update – Ms. Borges
    - vii. Enrollment Update (Official Enrollment will be coming October 1, 2020)
  - b. Budget Transfers– There are none
- IV. Adjournment

*Karen Rodia*  
Chair, Board of Education

Submitted By:  
Board Clerk, Teresa Lycoudes

*Teresa Lycoudes*

ANY INDIVIDUAL WITH A DISABILITY WHO NEEDS SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING SHOULD CONTACT THE ADA OFFICER AT 385-4020 (TDD) 5 DAYS BEFORE THE MEETING, IF POSSIBLE"

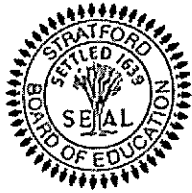
Received / Posted at Town Clerk's Office:

Date: \_\_\_\_\_  
By: \_\_\_\_\_

DATE: August 24, 2020  
TIME: 6:30 PM  
LOCATION: Via Google Meeting (Virtual)

## MINUTES

### Stratford Board of Education – Finance Committee



#### Attendee Names

Karen Rodia(Committee Chair), Allison DelBene (Committee Vice Chair), Andrea Corcoran, Janice Cupee, Bob DeLorenzo, Vinny Faggella, Amy Wiltsie, Bob David, Ben Proto, Janet Robinson (Superintendent), Pam Mangini, Teresa Lycoudes (Recording Secretary)

#### Absent

None

#### Call to Order

The meeting was called to order by Committee Chair, Karen Rodia, at 6:31 PM. A quorum was confirmed. The meeting minutes from 6/22/2020 were accepted on a motion made by Mr. Faggella; seconded by Mrs. DelBene and passed unanimously. A roll call vote was taken.

Mrs. Rodia said an item would be added under Other Business to talk about the Copier contract.

#### Items for Possible Action and/or Discussion

##### Budget Summary Report 2019-2020

**Expenditures:** Mrs. Mangini reported that an unaudited amount of \$712, 659 was the left over balance of the 2019-2020 FY budget. She said this is the finalized number with no anticipated adjustments, at this point in time.

##### 2020-2021 Report -

Mrs. Mangini reported that payroll encumbrances have not been done at this point primarily due to the fact of waiting for the school year to settle before moving forward.

**Unemployment -** Unemployment expenses were exceptionally high in the past few months. Some credits have been requested as there are some possible errors.

Savings of approximately \$5000 have been recognized in the Student Activities Insurance account due to bidding. Utilities are steep, especially at Stratford High School.

**Grants** have been used appropriately, and the district is in the process of writing new grants, etc.

The budget summary has Account 000 listed that is used to carry a negative balance of \$577,000. This is for the carry over funds we anticipate are needed to offset some adjustments to the operating budget such as the addition of the Math Coaches. Mrs. Mangini will be talking to the auditors to make sure this is being handled appropriately.

Mrs. Mangini reported that a letter has been sent to the Town Finance Department requesting confirmation and the establishment of the Non-Lapsing account. The Town is in the process of developing language to address the non-lapsing account and some constraints will be placed. Language will be developed stating the proper use of the funds according to statutes. This could be challenging as we attempt to adjust our budget for 2020-2021. Once the language has been developed, it will go before the Town Council, from there to the Ordinance Committee, and back to the Town Council before it will become finalized hopefully some time in October.

The ESSER Grant is an award of \$990,000. The Coronavirus Relief Fund Grant is an award of \$1,681,647.

**Utilities:** Mrs. Corcoran asked about the shutdown on the highest usage day that was discussed during budget preparations. Dr. Robinson said she is not aware that this has happened. Mrs. Mangini will look into it and report back to the committee.

Mr. Proto asked about the issue with the electricity at Flood Middle School. He stated that in June or July, the bill skyrocketed because contractors left some things on. What is the status?

Mrs. Mangini said she had just become aware of this earlier today and would be looking into the status.

Mrs. Rodia asked if the contractors would be liable since they made the error. Mrs. Mangini said this certainly could be a discussion.

Mr. DeLorenzo asked about the finances regarding fall sports. He asked specifically if any coach contracts had been signed and sent out. Mrs. Mangini said that contracts and costs related to fall sports would be processed through Human Resources, Finance and the Superintendent's Office. She stated no contracts have been sent out.

Mrs. Wiltsie asked about expenditures to date in regards to the cost of re-entering schools on September 9th. Mrs. Mangini said the costs include extra custodial services (especially in the elementary schools), instructional supplies and materials to avoid sharing of materials, PPE, cleaning supplies, OT/PT services (SPED students in school 4 days/week), ESOL and Technology supplies, etc. She said all of these expenses pretty much take the \$924,000 spoken of earlier in the meeting.

Mrs. Corcoran asked if any of the additional funds could be used to offset the additional childcare costs for parents in need? Dr. Robinson said this was not permitted under this grant.

Ms. Cupee asked what amount had to be allocated to the private schools? Mrs. Mangini responded \$55,000.

**SPED/Enrollment Reports:** Mrs. Mangini said there would be more updates at the next meeting once school has resumed. She said a new report for SPED will be made available. Mrs. Mangini also stated the official enrollment document comes in October (October 1st).

**Budget Transfers:** There was one budget transfer in the amount of \$31,177 to offset the increase that resulted in the increase of minimum wage for the ABM Janitorial Service.

A motion was made by Mr. Faggella; seconded by Mr. Proto, and carried unanimously. A Roll Call vote was taken.

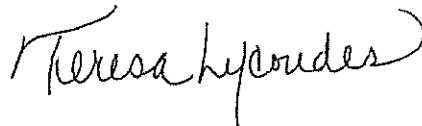
**Other Business:** Copier Lease Agreement: Mrs. Mangini reported the current lease ends on August 28th or 29th. She said the current company used (CBS - Connecticut Business Systems) was the best price resulting in a savings of approximately \$17,000. She said the district went out to a couple of the state contracts for pricing.

A motion was made by Mr. David; seconded by Mrs. DelBene and passed unanimously. A Roll Call vote was taken.

**Adjournment:** Hearing no further discussion, the meeting adjourned at 7:14 PM. Motion: BD / VF

SECRETARY APPROVAL:  
(Signature & Date)

8.26.2020

  
\_\_\_\_\_

# *Stratford Board of Education*

Pamela F. Mangini  
Chief Operating Officer

1000 East Broadway  
Stratford, CT 06615

## MEMORANDUM

TO: Stratford BOE Members

FROM: Pamela F. Mangini  
Chief Operating Officer

DATE: September 29, 2020

RE: Board Financial Packet

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Attached you will find financial information for discussion at the September 29<sup>th</sup> Board of Education meeting. In addition to the monthly financial report, you have also been provided with a Financial Status Report that I hope you will find helpful. I have been working with the Special Education office, the Business Office and our grant administrator to continue to assess our reporting formats to provide clear and accurate information to the Board each month as well as during the upcoming Budget season. Of course, I am open to suggestions on providing information in the future.

You have also been provided with information regarding the town's establishment of a non-lapsing account and the issues that we will need to address. Since our meeting is a Special Meeting due to the date change, we will be limited to discussion of agenda items only. However, I look forward to sharing information with you and answering any questions you may have.

# *Stratford Board of Education*

## Financial Status Report-August 2020

This financial report details estimated operating budget forecast information through August 31, 2020.

Object	Description	Projected Balance
100	Salaries	0
200	Benefits	0
300	Professional Services	25,000*
400	Property Services	0
500	Other Purchased Services	327,000*
600	Supplies and Materials	225,653*
700	Equipment	0
800	Dues & Fees	0
900	Contingency/Carry-over deficit	-577,653
<b>Total Operating Financial Report</b>		<b>0</b>

*\*refer to recommended reductions summary attached*

### Operating Budget Major Variance Drivers

100 Salaries – As we continue the hiring process for the new school year, some savings from new hires resulted. However, the Board anticipated those savings and made reductions to salaries in June 2020 that offset these savings. In addition, there are still a number of positions unfilled so we will monitor this area of the budget carefully over the next couple of months.

200 Benefits – As new employees are hired, we will watch our health insurance costs. Estimates for single, two-person and family insurance plans are made during budget development and adjustments occur with new employees. In addition, unemployment remains significantly higher than projected and we could have a considerable deficit in this budget area.

300 Professional Services – This area of the budget includes Special Education clinical costs, testing services, legal services and other service contracts. The current pandemic climate has created unpredictability for special education services and has increased the need for legal services. Accordingly, this area will continue to change throughout the year and will be closely monitored. We did recently recognize savings in a newly negotiated copier contract.

400 Property Services – After a discussion with CREC, the construction manager for the Stratford High School project, it was determined that the District will be owed a credit for the portion of the electricity invoice from SHS that needs to be expensed to the construction project. CREC and DBS are also working to assess budgetary cost projections as provided. Since there was no historical data to use for budgeting of this line item, we will be tracking this account closely.

500 Other Purchased Services – Special education and regular education tuition fall under Other Purchased Services, as does transportation. This an ever-changing area of the budget and we have just begun the school year, so the Special Education office and the Business office will work closely together to monitor costs throughout the year. We do anticipate a savings in transportation due to the pandemic and cancelled trips. We also expect savings in the accounts for officials due to a possible reduction in the number of sporting events that will be held in this school year, which will be needed to help with the \$577,653 carry-over deficit. Lastly, we worked with our insurance representatives for an adjusted student insurance renewal resulting in a small savings as well.

600 Supplies & Materials – A recent spending freeze was implemented due to the need to adjust the current operating budget for the FY20 carry-over. Accordingly, the budget for program supplies and materials will need to be reduced to maintain the overall budget.

700 Equipment – The spending freeze may affect accounts in this budget area as well. Some budgeted items will be necessary to purchase. However, we continue to review all these accounts as we move through the fiscal year.

800 Dues & Fees– The Dues and Fees are expected to track on budget at this time.

*These projected year-end balances are unaudited and are estimated based on current information.*

# STRATFORD BOARD OF EDUCATION

## Monthly Financial Report

August 31, 2020

OBJ	DESCRIPTION	ITEMIZED ESTIMATE of EXPENSE 2020 - 2021	ADJUSTMENTS 2020 - 2021	ADJUSTED BUDGET 2020 - 2021	EXPENDITURE 2020 - 2021	ENCUMBERED 2020 - 2021	CURRENT AVAILABLE BALANCE 2020 - 2021
100	SALARIES	\$ 73,209,704	\$ (1,500)	\$ 73,208,204	\$ 1,511,184	\$ 68,057,086	\$ 3,639,934
200	BENEFITS	\$ 18,457,747	\$ -	\$ 18,457,747	\$ 3,006,719	\$ 2,814,755	\$ 12,636,273
300	PURCHASED PROFESSIONAL SERVICES	\$ 3,789,879	\$ -	\$ 3,789,879	\$ 69,765	\$ 239,988	\$ 3,480,127
400	PROPERTY SERVICES	\$ 863,877	\$ -	\$ 863,877	\$ 84,829	\$ 377,916	\$ 401,132
400/690	UTILITIES	\$ 2,285,500	\$ -	\$ 2,285,500	\$ 156,464	\$ 22,327	\$ 2,106,709
510	TRANSPORTATION	\$ 4,901,419	\$ -	\$ 4,901,419	\$ -	\$ -	\$ 4,901,419
560	TUITION	\$ 9,383,196	\$ -	\$ 9,383,196	\$ 179,448	\$ 2,802,332	\$ 6,401,417
590	OTHER PURCHASED SERVICES	\$ 2,638,272	\$ -	\$ 2,638,272	\$ 602,703	\$ 335,978	\$ 1,699,591
611	INSTRUCTIONAL SUPPLIES	\$ 810,682	\$ 3,171	\$ 813,853	\$ 69,180	\$ 356,576	\$ 388,097
641	TEXTBOOKS	\$ 133,062	\$ (1,671)	\$ 131,390	\$ -	\$ 9,366	\$ 122,025
642	BOOKS AND PERIODICALS	\$ 63,120	\$ -	\$ 63,120	\$ 1,048	\$ 2,950	\$ 59,122
690	OTHER SUPPLIES	\$ 1,011,108	\$ -	\$ 1,011,108	\$ 98,421	\$ 323,189	\$ 589,498
730	INSTRUCTIONAL EQUIPMENT	\$ 254,400	\$ -	\$ 254,400	\$ 13,978	\$ 142,118	\$ 98,305
739	OTHER EQUIPMENT	\$ 40,425	\$ -	\$ 40,425	\$ -	\$ -	\$ 40,425
800	DUES / FEES / OTHER	\$ 274,915	\$ -	\$ 274,915	\$ 40,371	\$ 10,214	\$ 224,330
900	CONTINGENCY	\$ (577,610)	\$ -	\$ (577,610)	\$ -	\$ -	\$ (577,610)
	<b>TOTAL ITEMIZED ESTIMATED EXPENSES</b>	<b>\$ 117,539,695.00</b>	<b>\$ 0.00</b>	<b>\$ 117,539,695.00</b>	<b>\$ 5,834,109.16</b>	<b>\$ 75,494,793.74</b>	<b>\$ 36,210,792.10</b>

LINE	OBJ	DESCRIPTION	ITEMIZED ESTIMATE of EXPENSE 2020 - 2021	ADJUSTMENTS 2020 - 2021	ADJUSTED BUDGET 2020 - 2021	EXPENDITURE 2020 - 2021	ENCUMBERED 2020 - 2021	CURRENT AVAILABLE BALANCE 2020 - 2021
1	100	ADMINISTRATION SALARIES	\$ 6,349,833	\$ -	\$ 6,349,833	\$ 600,495	\$ 5,719,156	\$ 30,182
2	100	TEACHERS SALARIES	\$ 39,696,150	\$ -	\$ 39,696,150	\$ 41,362	\$ 39,502,981	\$ 151,807
3	100	SPED TEACHER SALARIES	\$ 6,458,155	\$ (1,500)	\$ 6,456,655	\$ 162,505	\$ 5,872,830	\$ 421,320
4	100	PUPIL SERVICES SALARIES	\$ 3,495,988	\$ -	\$ 3,495,988	\$ -	\$ 3,531,692	\$ (35,704)
5	100	INSTRUCTIONAL TUTOR SALARIES	\$ 1,003,270	\$ -	\$ 1,003,270	\$ -	\$ 946,949	\$ 56,322
6	100	GUIDANCE COUNSELORS SALARIES	\$ 1,670,785	\$ -	\$ 1,670,785	\$ 5,350	\$ 1,708,088	\$ (42,653)
7	100	CURRICULUM DEVELOPMENT SALARIES	\$ 431,566	\$ -	\$ 431,566	\$ 18,335	\$ 384,391	\$ 28,839
8	100	PUPIL SUPPORT SERVICE SALARIES	\$ 1,191,650	\$ -	\$ 1,191,650	\$ -	\$ 1,253,770	\$ (62,120)
9	100	STUD. ACTIVITY-COACHES SALARIES	\$ 670,000	\$ -	\$ 670,000	\$ 10,317	\$ 257,925	\$ 401,758
10		<b>SUBTOTAL CERTIFIED SALARIES</b>	<b>\$ 60,967,397</b>	<b>\$ (1,500)</b>	<b>\$ 60,965,897</b>	<b>\$ 838,364</b>	<b>\$ 59,177,783</b>	<b>\$ 949,750</b>
11	100	CLASSROOM INSTRUCT AIDE SALARIES	\$ 310,932	\$ -	\$ 310,932	\$ -	\$ 305,108	\$ 5,824
12	100	SPED CLASS. INSTRUCT AIDE SALARIES	\$ 2,374,650	\$ -	\$ 2,374,650	\$ -	\$ 2,163,763	\$ 210,887
13	100	NURSES' SALARIES	\$ 849,482	\$ -	\$ 849,482	\$ -	\$ 831,158	\$ 18,324
14	100	OCCUPATIONAL/PHYSICAL THERAPIST	\$ 528,208	\$ -	\$ 528,208	\$ -	\$ 528,208	\$ -
15	100	SECRETARIES' SALARIES	\$ 2,413,131	\$ -	\$ 2,413,131	\$ 254,732	\$ 2,138,212	\$ 20,187
16	100	PLANT OPER./CUSTODIAN SALARIES	\$ 2,791,848	\$ -	\$ 2,791,848	\$ 306,584	\$ 1,608,081	\$ 877,183
17	100	OTHER SUPPORT SERVICE SALARIES	\$ 1,722,957	\$ -	\$ 1,722,957	\$ 110,012	\$ 1,304,774	\$ 308,170
18	100	CERTIFIED SUBSTITUTE SALARIES	\$ 1,100,000	\$ -	\$ 1,100,000	\$ 1,492	\$ -	\$ 1,098,508
19	100	NON-CERTIFIED SUBSTITUTE SALARIES	\$ 151,100	\$ -	\$ 151,100	\$ -	\$ -	\$ 151,100
20		<b>SUBTOTAL NON-CERTIFIED SALARIES</b>	<b>\$ 12,242,307</b>	<b>\$ -</b>	<b>\$ 12,242,307</b>	<b>\$ 672,820</b>	<b>\$ 8,879,384</b>	<b>\$ 2,690,184</b>
21		<b>TOTAL SALARIES</b>	<b>\$ 73,209,704</b>	<b>\$ (1,500)</b>	<b>\$ 73,208,204</b>	<b>\$ 1,511,184</b>	<b>\$ 68,057,086</b>	<b>\$ 3,639,934</b>

LINE	OBJ	DESCRIPTION	ITEMIZED ESTIMATE of EXPENSE 2020 - 2021	ADJUSTMENTS 2020 - 2021	ADJUSTED BUDGET 2020 - 2021	EXPENDITURE 2020 - 2021	ENCUMBERED 2020 - 2021	CURRENT AVAILABLE BALANCE 2020 - 2021
		<b>BENEFITS</b>						
24								
25	200	EMPLOYEE HEALTH INSURANCE	\$ 14,534,000	\$ -	\$ 14,534,000	\$ 2,754,738	\$ 526,625	\$ 11,252,636
26	200	DENTAL INSURANCE	\$ 936,000	\$ -	\$ 936,000	\$ 70,853	\$ 54,870	\$ 810,267
27	200	GROUP LIFE INSURANCE	\$ 125,000	\$ -	\$ 125,000	\$ 23,378	\$ -	\$ 101,622
28	200	LONG-TERM DISABILITY INSURANCE	\$ 7,800	\$ -	\$ 7,800	\$ 1,321	\$ -	\$ 6,479
29	200	DEFINED CONTRIBUTION PLAN	\$ 800,000	\$ -	\$ 800,000	\$ 59,789	\$ 665,413	\$ 74,798
30	200	SOCIAL SECURITY/MEDICARE	\$ 1,667,447	\$ -	\$ 1,667,447	\$ 74,180	\$ 1,567,847	\$ 25,420
31	200	UNEMPLOYMENT COMPENSATION	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
32	200	OTHER EMPLOYEE BENEFITS	\$ 327,500	\$ -	\$ 327,500	\$ 22,450	\$ -	\$ 305,050
33		<b>TOTAL BENEFITS</b>	<b>\$ 18,457,747</b>	<b>\$ -</b>	<b>\$ 18,457,747</b>	<b>\$ 3,006,719</b>	<b>\$ 2,814,755</b>	<b>\$ 12,636,273</b>
34								
		<b>PROFESSIONAL SERVICES</b>						
35								
36	300	CONTRACTED INSTRUCTIONAL SERVICES	\$ 154,400	\$ -	\$ 154,400	\$ -	\$ 22,255	\$ 132,145
37	300	CLINICAL COSTS	\$ 2,722,061	\$ -	\$ 2,722,061	\$ -	\$ 3,000	\$ 2,719,061
38	300	IN-SERVICE & PROFESSIONAL DEVELOPMENT	\$ 112,610	\$ -	\$ 112,610	\$ 15,410	\$ 7,000	\$ 90,200
39	300	PLANT / MAINTENANCE CONTRACTS	\$ 575,808	\$ -	\$ 575,808	\$ 44,855	\$ 207,733	\$ 323,221
40	300	LEGAL SERVICES	\$ 225,000	\$ -	\$ 225,000	\$ 9,500	\$ -	\$ 215,500
41		<b>TOTAL PURCHASED PROFESSIONAL SERVICES</b>	<b>\$ 3,789,879</b>	<b>\$ -</b>	<b>\$ 3,789,879</b>	<b>\$ 69,765</b>	<b>\$ 239,988</b>	<b>\$ 3,480,127</b>
42								
		<b>PROPERTY SERVICES</b>						
43								
44	400	CLEANING SERVICE CONTRACT	\$ 165,448	\$ -	\$ 165,448	\$ -	\$ 164,018	\$ 1,430
45	400	MAINTENANCE OF PLANT SERVICES	\$ 361,470	\$ -	\$ 361,470	\$ 12,000	\$ 126,555	\$ 222,914
46	400	MAINTENANCE OF EQUIPMENT SERVICE	\$ 296,663	\$ -	\$ 296,663	\$ 72,829	\$ 87,343	\$ 136,492
47	400	VEHICLE LEASES	\$ 40,296	\$ -	\$ 40,296	\$ -	\$ -	\$ 40,296
48		<b>TOTAL PROPERTY SERVICES</b>	<b>\$ 863,877</b>	<b>\$ -</b>	<b>\$ 863,877</b>	<b>\$ 84,829</b>	<b>\$ 377,916</b>	<b>\$ 401,132</b>
49								
		<b>UTILITIES</b>						
50	400	ELECTRICITY	\$ 1,415,500	\$ -	\$ 1,415,500	\$ 123,533	\$ 22,327	\$ 1,269,640
51	400	WATER	\$ 195,000	\$ -	\$ 195,000	\$ 32,931	\$ -	\$ 162,069
52	690	OIL HEAT	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ 7,000
53	690	GAS HEAT	\$ 668,000	\$ -	\$ 668,000	\$ -	\$ -	\$ 668,000
54		<b>TOTAL UTILITIES</b>	<b>\$ 2,285,500</b>	<b>\$ -</b>	<b>\$ 2,285,500</b>	<b>\$ 156,464</b>	<b>\$ 22,327</b>	<b>\$ 2,106,709</b>
55								
		<b>TRANSPORTATION</b>						
56								
57	510	STUDENT TRANSPORTATION	\$ 2,609,524	\$ -	\$ 2,609,524	\$ -	\$ -	\$ 2,609,524
58	510	SPECIAL EDUCATION TRANSPORTATION	\$ 2,291,895	\$ -	\$ 2,291,895	\$ -	\$ -	\$ 2,291,895
59		<b>TOTAL TRANSPORTATION</b>	<b>\$ 4,901,419</b>	<b>\$ -</b>	<b>\$ 4,901,419</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,901,419</b>
60								
		<b>TUITION</b>						
61								
62	560	TUITION REGULAR PROGRAM	\$ 850,000	\$ -	\$ 850,000	\$ -	\$ 177,398	\$ 672,602
63	560	SPECIAL EDUCATION TUITION	\$ 8,533,196	\$ -	\$ 8,533,196	\$ 179,448	\$ 2,624,934	\$ 5,728,815
64		<b>TOTAL TUITION</b>	<b>\$ 9,383,196</b>	<b>\$ -</b>	<b>\$ 9,383,196</b>	<b>\$ 179,448</b>	<b>\$ 2,802,332</b>	<b>\$ 6,401,417</b>
65								
		<b>OTHER PURCHASED SERVICES</b>						
66								
67	590	TRAVEL, MILEAGE SERVICES	\$ 43,650	\$ -	\$ 43,650	\$ 2,600	\$ 13,000	\$ 28,050
68	590	PROFESSIONAL DEVELOPMENT	\$ 57,620	\$ -	\$ 57,620	\$ 10,385	\$ -	\$ 47,235
69	590	CONFERENCE, WORKSHOP SERVICES	\$ 17,000	\$ -	\$ 17,000	\$ 489	\$ 1,375	\$ 15,136
70	590	TELEPHONE SERVICES	\$ 256,880	\$ -	\$ 256,880	\$ 12,310	\$ 128,989	\$ 115,581
71	590	LIABILITY INSURANCE	\$ 693,450	\$ -	\$ 693,450	\$ 396,022	\$ 93,304	\$ 204,124



LINE	OBJ	DESCRIPTION	ITEMIZED ESTIMATE of EXPENSE 2020 - 2021	ADJUSTMENTS 2020 - 2021	ADJUSTED BUDGET 2020 - 2021	EXPENDITURE 2020 - 2021	ENCUMBERED 2020 - 2021	CURRENT AVAILABLE BALANCE 2020 - 2021
72	590	WORKERS' COMPENSATION	\$ 700,000	\$ -	\$ 700,000	\$ 66,856	\$ -	\$ 633,144
73	590	COMPUTER SERVICES	\$ 249,228	\$ -	\$ 249,228	\$ 96,140	\$ 97,308	\$ 55,780
74	590	ATHLETIC & OTHER TRANSPORTATION	\$ 293,500	\$ -	\$ 293,500	\$ -	\$ -	\$ 293,500
75	590	VEHICLE REPAIR	\$ 14,100	\$ -	\$ 14,100	\$ 33	\$ -	\$ 14,068
76	590	OTHER STUDENT SUPPORT SERVICES	\$ 187,828	\$ -	\$ 187,828	\$ 54	\$ 446	\$ 187,328
77	590	OTHER PURCHASED SERVICES	\$ 125,015	\$ -	\$ 125,015	\$ 17,816	\$ 1,555	\$ 105,644
78		TOTAL OTHER PURCHASED SERVICES	\$ 2,638,272	\$ -	\$ 2,638,272	\$ 602,703	\$ 335,978	\$ 1,699,591
79								
80		INSTRUCTIONAL SUPPLIES						
81	611	INSTRUCTIONAL SUPPLIES	\$ 802,082	\$ 3,171	\$ 805,253	\$ 69,180	\$ 351,795	\$ 384,278
82	611	NURSE SUPPLIES	\$ 8,600	\$ -	\$ 8,600	\$ -	\$ 4,781	\$ 3,819
83		TOTAL INSTRUCTIONAL SUPPLIES	\$ 810,682	\$ 3,171	\$ 813,853	\$ 69,180	\$ 356,576	\$ 388,097
84								
85		TEXTBOOKS						
86	641	TEXTBOOKS	\$ 133,062	\$ (1,671)	\$ 131,390	\$ -	\$ 9,366	\$ 122,025
87		TOTAL TEXTBOOKS	\$ 133,062	\$ (1,671)	\$ 131,390	\$ -	\$ 9,366	\$ 122,025
88								
89		LIBRARY BOOKS & PERIODICALS						
90	642	LIBRARY BOOKS & MATERIALS	\$ 63,120	\$ -	\$ 63,120	\$ 1,048	\$ 2,950	\$ 59,122
91		TOTAL LIBRARY BOOKS & PERIODICALS	\$ 63,120	\$ -	\$ 63,120	\$ 1,048	\$ 2,950	\$ 59,122
92		OTHER SUPPLIES & MATERIALS						
93	690	COMPUTER SUPPLIES	\$ 297,608	\$ -	\$ 297,608	\$ 86,823	\$ 44,666	\$ 166,099
94	690	OFFICE SUPPLIES	\$ 84,390	\$ -	\$ 84,390	\$ 1,646	\$ 19,822	\$ 62,922
95	690	CUSTODIAL SUPPLIES	\$ 252,500	\$ -	\$ 252,500	\$ 6,027	\$ 227,261	\$ 19,211
96	690	TRANSPORTATION SUPPLIES	\$ 212,710	\$ -	\$ 212,710	\$ -	\$ -	\$ 212,710
97	690	DRAMA	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ -	\$ 24,000
98	690	ATHLETIC SUPPLIES	\$ 139,900	\$ -	\$ 139,900	\$ 3,925	\$ 31,419	\$ 104,556
99		TOTAL SUPPLIES/MATERIALS	\$ 1,011,108	\$ -	\$ 1,011,108	\$ 98,421	\$ 323,189	\$ 589,498
100								
101		INSTRUCTIONAL EQUIPMENT						
102	730	PUPIL SERVICES EQUIPMENT	\$ 12,000	\$ -	\$ 12,000	\$ 10	\$ 7,161	\$ 4,829
103	730	COMPUTER EQUIPMENT	\$ 209,900	\$ -	\$ 209,900	\$ 13,968	\$ 134,882	\$ 61,050
104	730	INSTRUCTIONAL EQUIPMENT	\$ 32,500	\$ -	\$ 32,500	\$ -	\$ 75	\$ 32,425
105		TOTAL INSTRUCTIONAL EQUIPMENT	\$ 254,400	\$ -	\$ 254,400	\$ 13,978	\$ 142,118	\$ 98,305
106								
107		OTHER EQUIPMENT						
108	739	FURNITURE EQUIPMENT	\$ 31,425	\$ -	\$ 31,425	\$ -	\$ -	\$ 31,425
109	739	CUSTODIAL EQUIPMENT	\$ 9,000	\$ -	\$ 9,000	\$ -	\$ -	\$ 9,000
110		TOTAL OTHER EQUIPMENT	\$ 40,425	\$ -	\$ 40,425	\$ -	\$ -	\$ 40,425
111								
112		DUES / FEES / OTHER						
113	800	CONTINUING EDUCATION	\$ 188,820	\$ -	\$ 188,820	\$ -	\$ -	\$ 188,820
114	800	DUES AND FEES	\$ 86,095	\$ -	\$ 86,095	\$ 40,371	\$ 10,214	\$ 35,510
115		TOTAL DUES / FEES / OTHER	\$ 274,915	\$ -	\$ 274,915	\$ 40,371	\$ 10,214	\$ 224,330
116								
117		CONTINGENCY						
118	900	CONTINGENCY	\$ (577,610)	\$ -	\$ (577,610)	\$ -	\$ -	\$ (577,610)
119		TOTAL CONTINGENCY	\$ (577,610)	\$ -	\$ (577,610)	\$ -	\$ -	\$ (577,610)
121		TOTAL ITEMIZED ESTIMATED EXPENSES	\$ 117,539,895	\$ 0	\$ 117,539,895	\$ 5,834,109	\$ 75,494,794	\$ 36,210,792

# *Stratford Board of Education*

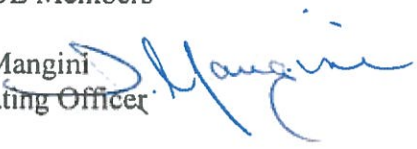
Pamela F. Mangini  
Chief Operating Officer

1000 East Broadway  
Stratford, CT 06615

## MEMORANDUM

TO: Stratford BOE Members

FROM: Pamela F. Mangini  
Chief Operating Officer



DATE: September 29, 2020

RE: Non-Lapsing Account

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As you know, the Board took action at its June 2020 meeting to use FY20 carryover funds to offset expenses for the current fiscal year. Based on discussions with the Town, review of CT State Statute 10-248a, and the proposed language of the Town's establishment of a Non-Lapsing Account, the Board of Education is unable to utilize the FY20 carryover funds for operating expenses. Upon confirmation of this information, a temporary spending freeze on discretionary accounts was implemented as the BOE budget now reflects a deficit of \$577,653. After careful review, we are recommending the attached adjustments to mitigate this deficit.

I am happy to discuss these recommendations further at the meeting on Tuesday, September 29, 2020.

# *Stratford Board of Education*

## **RECOMMENDED REDUCTIONS TO FY21 BUDGET**

**DEFICIT AT JULY 1, 2020** **577,653**

<b>ACCT CODE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
300-DIS-ALL-1030	Copier lease-negotiated savings	15,000
300-In Service	In Service Training	10,000
510-DIS----1072,1073,1074	Regular Student Transportation	80,000
560-DIS-ALL-1156	Tuitions-CES/ACES	25,000
560-DIS-SEN-1155	Tuitions-Agriculture and Aquaculture	15,000
590-PD	Professional Development	10,000
590-DIS-ALL-1064,1065,1066	Student Transportation-Trips	55,000
590-DIS-SEC-1147,1148	Student Transportation-Sports	77,000
590-DIS-ALL-1134,1135	Officials/Police/Custodians-Sports	65,000
611	Instructional Supplies	185,653
641	Textbooks	20,000
642	Library Books	20,000
		<b>577,653</b>

**Request use of non-lapsing for Technology equipment** **-200,000**

***Reinstate:***

611	Instructional Supplies	175,000
641	Textbooks	12,500
642	Library Books	12,500
		<b>200,000</b>

## Special Education Financial Status Report August 2020

Object	Description	Budget	YTD Exp/Enc	Projected Balance
300	Testing Services/Clinical Costs	\$2,742,061.00	\$17,278.68	\$0
510	SPED Transportation	\$2,291,895	\$303,242.40	\$0
560	Tuition-Connecticut Schools	\$2,570,151	\$1,623,887	\$0
560	Tuition – Non-Public Schools	\$5,963,045.04	\$3,855,703.92	\$0
600	Supplies	\$25,200.00	\$7,658.59	\$0
700	Instructional Equipment	\$12,300.00	\$6,636.34	\$0

### **Major Variance Drivers**

300 Professional Services – At this point in the fiscal year, we expect to remain on budget. However, I do have concerns regarding requests for IEE’s and Risk assessments as they seem to be higher than normal requests and the money budgeted for that type of evaluations was in my estimation under budget.

510 SPED Transportation – We are currently tracking the budget at this time.

560 Tuition-Out of District Placements – We have 100 students currently outplaced. We have 6 additional placements pending. In addition new legislation dictates we must educate special education students until age 22. With the data I have been able to organize at this time I believe we can still say within budget in this area.

600 Supplies– Instructional supplies have been purchased and we have a non essential spending freeze. However, we are tracking on budget in this area. We have secured grant money to supplement and help with the cost to transition to electronic supplies.

700 Equipment – We are tracking on budget in this area.

*These projected year-end balances are unaudited and are estimated based on current information.*

# Elementary Enrollment Totals

09/25/2020 12:00:38 AM

Chapel												
Grade								ALP	SE	Min	ESOL	Tot
0	18	18	2	1				0	3	24	0	39
1	17	16	2	1	1			0	5	20	2	37
2	16	16	4	2				0	9	22	4	38
3	17	16	4	1				0	8	17	3	38
4	20	20	3	2	1			0	11	25	2	46
5	18	17	17	5	2	1		0	14	28	2	60
6	27	24	3					0	7	27	0	54
<b>Total</b>								<b>0</b>	<b>57</b>	<b>163</b>	<b>13</b>	<b>312</b>
								<b>18%</b>	<b>52%</b>	<b>4%</b>		

Franklin													
Grade										SE	Min	ESOL	Tot
-1	11	4	4	1	1					0	10	0	21
0	19	18	7							1	29	0	38
1	24	23								7	43	6	47
2	17	17	1							4	32	1	35
3	19	18								6	33	1	37
4	20	19								2	36	4	39
5	21	19								8	37	7	40
6	25	25								4	43	5	50
<b>Total</b>										<b>32</b>	<b>263</b>	<b>24</b>	<b>307</b>
										<b>10%</b>	<b>86%</b>	<b>8%</b>	

Lordship													
Grade										SE	Min	ESOL	Tot
0	16	14	1							2	15	0	31
1	11	8								2	16	2	19
2	20	19								4	23	1	39
3	20	20								5	27	4	40
4	20	20								7	26	4	40
5	25	23								10	33	0	48
6	23	20								6	31	2	43
<b>Total</b>										<b>36</b>	<b>171</b>	<b>13</b>	<b>260</b>
										<b>14%</b>	<b>66%</b>	<b>5%</b>	

Nichols													
Grade										SE	Min	ESOL	Tot
0	13	13	12							2	32	0	38
1	23	22	21							5	48	5	66
2	24	23	23							5	52	2	70
3	21	21	20							5	45	3	62
4	27	27	25							5	59	14	79
5	26	26	25							11	57	5	77
6	22	22	22							5	48	3	66
<b>Total</b>										<b>38</b>	<b>341</b>	<b>32</b>	<b>458</b>
										<b>8%</b>	<b>74%</b>	<b>7%</b>	

Second Hill													
Grade										SE	Min	ESOL	Tot
-1	9	9	8	7	7	5	5	4	4	51	53	0	93
0	11	11	10	4						9	21	0	36
1	20	17	16	4	4					15	42	7	61
2	17	16	14	4	1	1				14	34	5	53
3	19	18	17	3						8	42	8	57
4	22	19	16	3	2					13	42	7	62
5	16	15	15	8						15	36	6	54
6	22	21	19							14	38	3	62
<b>Total</b>										<b>139</b>	<b>308</b>	<b>36</b>	<b>478</b>
										<b>29%</b>	<b>64%</b>	<b>8%</b>	

Eli Whitney													
Grade										SE	Min	ESOL	Tot
0	14	13	12							1	20	0	39
1	19	17	17	2						5	24	2	55
2	20	19	19	17						3	38	2	75
3	20	20	19	19						12	43	4	78
4	23	22	22	1						6	49	2	68
5	26	24	24	1						12	44	2	75
6	21	21	19	18	1					10	41	0	80
<b>Total</b>										<b>49</b>	<b>259</b>	<b>12</b>	<b>470</b>
										<b>10%</b>	<b>55%</b>	<b>3%</b>	

# Elementary Enrollment Totals

09/25/2020 12:00:38 AM

Soto											
Grade								SE	Min	ESOL	Tot
1	17	17	17	16	16			8	86	16	99
-1	14	4	2					0	13	0	20
0	20	20	19	19	17	16	1	1	1	1	114
Total								18	189	16	233
								8%	81%	7%	

Johnson											
Grade								SE	Min	ESOL	Tot
2	21	21	20	18	18	17		10	95	19	115
3	20	19	18	17	17	16		18	84	17	107
4	23	23	23	22				14	80	17	91
5	21	21	21	20	19	1		21	86	10	103
6	24	23	23	23				11	74	10	93
Total								74	419	73	509
								15%	82%	14%	

Wilcoxson											
Grade								SE	Min	ESOL	Tot
0	17	16						2	12	0	33
1	23	23	22					8	26	8	68
2	17	16						1	17	1	33
3	20	18	17	1				10	29	1	56
4	20	20	19					10	33	3	59
5	18	17	16	1				9	31	4	52
6	17	17	17					7	27	0	51
Total								47	175	17	352
								13%	50%	5%	

Elementary Totals					
Grade	ALP	SE	Min	ESOL	Tot
-1	0	51	76	0	134
0	0	30	243	0	368
1	0	55	305	48	452
2	0	50	313	35	458
3	0	72	320	41	475
4	0	68	350	53	484
5	0	100	352	36	509
6	0	64	329	23	499
Total	0	490	2288	236	3379
	0%	15%	68%	7%	

# Secondary Enrollment Totals

09/25/2020 12:00:39 AM

Flood Middle School					
Grade		SPED	Min	ESOL	Total
7		32	160	13	258
8		46	153	10	248
<b>Total</b>		<b>78</b>	<b>313</b>	<b>23</b>	<b>506</b>
		15%	62%	5%	

Bunnell High School					
Grade		SPED	Min	ESOL	Total
9		36	164	7	277
10		31	158	5	246
11		41	143	6	259
12		24	163	6	271
<b>Total</b>		<b>132</b>	<b>628</b>	<b>24</b>	<b>1053</b>
		13%	60%	2%	

Wooster Middle School					
Grade		SPED	Min	ESOL	Total
7		42	200	18	295
8		50	214	14	308
<b>Total</b>		<b>92</b>	<b>414</b>	<b>32</b>	<b>603</b>
		15%	69%	5%	

Stratford High School					
Grade		SPED	Min	ESOL	Total
9		40	169	9	278
10		37	194	16	280
11		37	160	8	243
12		26	154	19	269
<b>Total</b>		<b>140</b>	<b>677</b>	<b>52</b>	<b>1070</b>
		13%	63%	5%	

Secondary Totals					
Grade		SPED	Min	ESOL	Total
7		74	360	31	553
8		96	367	24	557
9		84	339	17	564
10		71	357	21	533
11		80	313	15	514
12		54	325	25	551
<b>Total</b>		<b>459</b>	<b>2061</b>	<b>133</b>	<b>3272</b>
		14%	63%	4%	

ALPHA					
Grade		SPED	Min	ESOL	Total
9		1	1	0	2
10		3	5	0	7
11		2	10	1	12
12		4	8	0	11
<b>Total</b>		<b>10</b>	<b>24</b>	<b>1</b>	<b>32</b>
		31%	75%	3%	



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## STRATFORD BOARD OF EDUCATION MEMORANDUM

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**TO:** DR. JANET ROBINSON, SUPERINTENDENT  
**CC:** PAMELA MANGINI, CHIEF OPERATING OFFICER  
TERESA LYCOUDES, BOARD SECRETARY  
**FROM:** SUSAN NICHOLSON, FINANCE DIRECTOR  
**DATE:** SEPTEMBER 24, 2020  
**RE:** BUDGET TRANSFERS OVER \$7500

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There are no Budget Transfers over \$7,500 for the period of August 21, 2020 through September 24, 2020 to report.