



The TOWN OF NORWOOD

Commonwealth of Massachusetts

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TOWN CLERK &...

FINANCE COMMISSION

ANNE MARIE HALEY
CHAIR

ROBERT G. DONNELLY
VICE-CHAIR

JUDITH A. LANGONE KELLIE NOUM ALAN D. SLATER

FINANCE COMMISSION MEETING

Wednesday, August 19, 2020 at 5:30 pm

This meeting will be conducted digitally using GoToMeeting. Directions explaining how to join the meeting can be found at the end of this agenda.

A G E N D A

- Acceptance of minutes from July 27, 2020
- Discussion:
 - School – End of Year
 - COVID-19 – Back to School
 - COVID-19 – Facilities
 - COVID-19 – General Government
 - Hiring
 - Light Department
 - Revenues
 - State Aid
- Other business

FISCAL 2021 RESERVE FUND ACTIVITY

| | |
|--------------------------------|------------------|
| Reserve Fund ATM Appropriation | \$150,000 |
| Remaining Balance | <u>\$150,000</u> |

The Commission reserves the right to consider items on the agenda out of order. This listing of matters contains those items reasonably anticipated by the Chairman which may be discussed at the meeting at least 48 hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Here is additional information about how to attend the meeting using GoToMeeting:

FINCOM Meeting (will be recorded)
Wed, Aug 19, 2020 5:30 PM - 8:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

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FY20 Budget Notes – Update 08/05/20

General Fund update is as of 08/02/20 and there will be one more update to finalize the numbers as we are still combing through expenditures to close out purchase orders we do not need and make any necessary recodes.

I am confident that the only change will be that the District will have additional Circuit Breaker Funds Available for FY21 after the analysis is complete.

General Fund:

- § FY20 Budget - \$49,415,540
- § Expended - \$48,348,764
- § Encumbrances - \$997,784
- § FY20 YTD Balance - \$68,993
- § The \$68,993 is the override expenditures that we did not spend and will be returned to the Town

CIRCUIT BREAKER:

- FY19 Carry Over - \$1,604,093
- FY20 Reimbursement to date - \$2,099,568
- EST OOD Tuition applied toward Circuit Breaker - \$1,826,345
- Current Balance - \$1,877,316
- Additional \$289,274 of CB funds over the balance you ended with for FY19
- Anticipating to be able to increase this carry over amount as we are combing through open purchase orders to close

FY20 GRANT UPDATE – 08/06/20

Attached you will find a Spreadsheet with the Grant Expenditures and Balances through to June 30, 2020.

BALANCES

- The Grant Update spreadsheet shows you the Awards for each grant, the categories for the expenditures as well as the balance remaining for each grant.
- As indicated in the previous grant report, some of the grants are Multi-Year extending the period of availability of the funds through to December 31, 2022. The majority of our Federal Grants – Title Grants, IDEA SPED grants, do have funds available to be used during that timeframe.
- Balance remaining on FY19/FY20 grants is \$520,344
- Expenditures included
 - Teachers, Paraprofessionals, Nurse, Adjustment Counselor, Career Specialist, Therapists (OT,PT)
 - stipends for mentoring, summer school, PD
 - Instructional supplies
 - Conferences
 - Contracted services
 - Technology
- **GRANT AWARDS**
 - FY21 Grant Awards to date total \$2,831,834
 - § Federal Title Grants I-IV - \$596,682
 - § IDEA SPED Grant - \$1,006,812
 - § ESSER – Elementary/Secondary Emergency Relief Grant - \$345,607
 - § Summer/Vacation Learning Program Grant - \$12,000
 - § CvRF Grant - \$781,875
 - Thus far, an increase in grant funding over FY20 - \$417,160

INFORMATION ON GRANTS

Below is some information on various grants with their intended use:

• **NEW GRANTS IN YELLOW**

- **ESSER – Elementary & Secondary Emergency Relief Grant (CARES Act)**
 - § Emergency relief funds to address impact of COVID19.

o **Summer & Vacation Learning Program Grant**

§ To develop, expand or enhance high quality, in-person, virtual or hybrid (combination of in-person and virtual) summer and/or school vacation learning programs during the 2020-2021 school year.

o **CvRF Grant**

§ To provide eligible school districts with funding to support costs to reopen schools. \$225 per student based on FY21 foundation enrollment. Grant for expenditures from March 1, 2020-December 30, 2020. Necessary expenditures incurred due to COVID19.

• **Title I –**

o Strengthen core program in schools and provide academic and/or support services to low-achieving students; elevate quality of instruction by providing eligible staff with substantial opportunities for professional development; involve parents/guardians as active partners in their children's education through open, meaningful communication/training.

• **Title IIA –**

o Provides supplemental resources to school districts to improve high quality systems of support for excellent teaching and leading. Some Priorities – increase student achievement and improve quality and effectiveness of teachers, principals, school leaders,

• **Title III –**

o Provides supplemental resources to districts to help ensure that ELL and immigrant children and youth attain English proficiency and develop high levels of academic achievement in English, assist teachers and admin to enhance capacity to provide effective instructional programs and promote parental, family and community participation in language instruction programs for parents, families and communities.

• **Title IV –**

o Priorities include – support well-rounded ed opportunities, support safe and health students, and support effective use of technology

o

• **IDEA SPED Entitlement Grant –**

o Intended for use by districts in providing eligible students with SPED services and activities deemed essential for the student's success in school. Students ages 3 to 21.

• **Significant Disproportionality in SPED Targeted Program Grant –**

o Supports LEA identified with significant disproportionality in SPED

• **IDEA Early Childhood Grant –**

o Intended for use by districts to serve eligible children, aged 3-5 years old with disabilities through the provision of SPED and related services deemed essential for student success

• **Safe/Supportive Schools Grant –**

- Priority to ensure school creates a safe, positive, healthy, culturally responsive and inclusive whole-school learning environment and makes effective use of a system for integrating services and aligning initiatives that promote student's behavioral health.
- **Innovative Pathways Grant –**
 - Provides resources to LEA who has achieved Innovative Pathway Designation from DESE

NOTES – REVOLVING FUND UPDATE – 08/05/20

I have sent a spreadsheet with the final balances through 06/30/20 in your package.

- Available funds in Revolving Accounts through 06/30/20 - \$2,886,897 which includes \$1,877,316 for Circuit Breaker. This is an increase over the available funds at the end of fiscal year 20 in the amount of \$639,298. Thus we are in better shape with are revolving funds accounts which should be helpful given the volatile situation we are dealing with due to COVID19 crisis.

- **COVID19 Fund – Current Balance (\$332,783) and climbing – first day of school closure 3/13/20**
 - Fund created due to the COVID19 Crisis – Expenditures and Payroll that we feel were directly impacted by the COVID19 crisis are held in this Revolving Fund.
 - Expenditures include some Technology that was needed to assist in the Remote Learning for Students and for the Staff to work remotely from home. Also PPE – cleaning and sanitizing supplies
 - Payroll – currently holds Extended Day Payroll from the date of the school closure due to COVID19 – 3/13/20 – with the reasoning being that the Revenue Stream for this Program halted the day the Program had to shut down due to the crisis. The Program is a self-funded program and does not have the funds to cover the costs.
 - FY21 summer – payroll for van drivers to deliver food will be allocated to this account

- **CIRCUIT BREAKER (1001) - Current Balance \$1,877,316**
 - Fund holds the Revenue from the SPED Reimbursement Program – Districts reimbursed for SPED Program Costs more than four times the statewide foundation Budget up to 75% of the costs above the threshold, subject to appropriation.
 - **FY21 Offset - \$2,755,000**
 - As of August 2, 2020, the available balance in our Circuit Breaker account was estimated be \$1,877,316. However, there are still purchase orders that are being reviewed and some may be closed which will potentially give us more revenue available in this CB account.

- The Circuit Breaker Offset for the FY21 Budget is \$2,755,000 and with the rising costs of SPED OOD Tuition the recommendation is to hold onto as much of the CB funds as possible in the case the FY21 Budget is reduced and we need more of this revenue for next year
- **CUSTODIAL OT (1002) – Current Balance \$4,784**
 - Revenue stream is examples like youth basketball renting space
 - Used to cover cost of custodial OT
- **ATHLETIC REVOLVING (1003) – Current Balance \$35,162**
 - Revenue Athletic Gate Receipts
 - Expenditures included police detail and line painting field hockey
- **SUMMER SCHOOL (1004) – Current Balance \$2,513**
 - Revenue stream from Summer School fees and is used to cover the cost of Summer School Teacher Stipends/Expenses
 - FY20- most of the cost for the Summer School Teacher Stipends were paid from the Title I grant – were not in GF Budget
 - FY21 – Summer School in GF Budget
- **SCHOOL INSURANCE RECOVERY (1005) – Current Balance \$1,742**
 - Revolving Account set up for Insurance Claims – Revenue and Expenses
 - FY20 Bus Accident appears to be only claim
- **SCHOOL BOOKS/MATERIALS (1006) – Current Balance \$2,993**
 - Assuming set up for lost books
- **JHN REVOLVING – (1007) Current Balance \$49,961**
 - **FY21 GF Offset - \$25,000**
 - § \$25,000 salary for .50 FTE custodian
 - Budgeted to cover Revenue Stream is Rent for Savage Center
 - § Extended Day - \$6,888.34/month – 12 months
 - § Enable Early Intervention - \$7,130.67/month – 12 months
 - § WIC - \$697.58/month – 12 months
 - § Head Start - \$1,310.75/month – 10 months
 - Used to cover custodial supplies, general maintenance, gas bill Savage, and some Custodial Salaries
- **STUDENT ACTIVITIES (1008) – Current Balance \$70,613**
 - Fund includes revenue/expenditures for field trips/fine arts performance fees/testing fees
- **SCHOOL BUS FEES (1009) – Current Balance \$520,077**
 - **FY21 Offset - \$400,000**
 - Revenue from Bus Fees used mostly to pay for part of the School Bus Contract
 - FY20 – expenditures did not include any expenditure for the School Bus Contract as the GF was able to cover this expenditure in full allowing the Fund to have enough money to cover the FY21 Offset in the amount of \$400,000.

- § Copy Machine Lease - \$104.27/mos
- § Cameras for Van - \$35,047
- § Misc

- **SCHOOL ATHLETIC USER FEES (1003) – Current Balance \$48,032**
 - **FY21 Offset - \$100,000**
 - Revenue from Athletic User Fees and Expenditure includes officials pay, various athletic expenses, cell phone for Athletic Director, athletic Transportation, police detail
 - FY21 offset \$100,000 – given we were not able to have a SPRING Athletic Season, this account may not be able to assist the Athletic Dept in their expenditures as it has in past years with this offset.
- **CHROMEBOOK INSURANCE (1011) – Current Balance \$42,483**
 - Revenue - \$30 per student – optional – if do not get insurance and repair needs to be made the student liable for the cost to replace/repair
 - Expenses included chrome books and parts, hot spot renewal, chrome book software
- **BUILDING RENTAL (1012)– Current Balance \$36,846**
 - Expenditures included School Dude software, various facility expenses for school buildings
 - Revenue – examples Norwood Youth Soccer, Basketball, Parking Revenue at HS, Walking Track Revenue
- **EXTENDED DAY (1013)– Current Balance \$24,050**
 - Revenue from Extended Day Fees which were cut short due to the COVID19 Closure
 - Did receive \$164,000 from Town COVID19 funds which saved this program and thus you see a balance remaining. Otherwise would have been serious negative issue
 - Program not able to cover all of their payroll and expenditures this year and thus all salaries from the COVID19 Closure on March 13th were charged to the COVID19 Revolving Fund due to loss of revenue stream
 - Program has only been able to cover the rent through December 2019 (\$6,888.34/mos)
- **PRESCHOOL TUITION (1014) – Current Balance \$124,211**
 - **FY21 GF Offset - \$163,000**
 - § budgeted to cover \$163,000 of salaries for 1 Teacher/2.8 Paras
 - § If we do not get preschool tuition in, will not have enough money to cover the offset for FY21
 - Revenue from Preschool Tuition Fees
 - RISO copier for LMPA paid through this revolving fund \$112.74/mos
- **MUSIC REVOLVING (1015) – Current Balance \$31,171**

- FY21 GF Offset - \$15,000
 - Revenue Music Lesson fees as well as some donations
- **DRAMA OPERATIONAL (1022) – Current Balance \$14,344**
 - FY21 GF Offset - \$15,000
 - Revenue Drama fees as well as some donation