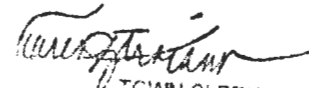


Board of Finance
Special Meeting In Person and via Zoom
March 14, 2022 6:30 PM
Veterans Meeting Room
Warren Memorial Town Hall

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STAFFORD, CT *6 pages*
2022 MAR 21 PM 1:03


TOWN CLERK

1. The meeting was called to order at 6:35 pm by Chairman Francis Moriarty.
2. Present in person were Chairman Moriarty, and members Steve Geryk, Matthew McKenney, and Richard Shuck. Present via Zoom was member Anthony Pellegrino. Upon motion of Mr. McKenney and seconded by Mr. Geryk, the Board, by unanimous vote, seated alternate member Conrado Ulloa in place of absent member David Walsh. A quorum was established.

Also present in person were Town Treasurer Neil Hoss, Board of Education Chair Sonya Shegogue, Board of Education members Erica Bushior, Michael Delano, Aaron Hoffman, Sara Kelley and Laura Lybarger, Superintendent of Schools Steven Moccio and additional school administrators, certified personnel and non-affiliated staff.

3. Upon motion of Mr. McKenney and seconded by Mr. Ulloa, the Board unanimously approved the minutes of the March 7, 2022 meeting.
4. Mr. Moccio presented the proposed FY2022-2023 Board of Education budget which had been approved by the Board of Education at their meeting of February 28, 2022. The \$30,338,976.71 proposed budget represents an increase of \$1,252,215.84 (4.34%) over the FY 2021-2022 budget (detail attached).

Questions and comments were received regarding the Salary account (#100) which projected an increase of \$762,009.50 (4.57%) due to contracts, the inclusion of several positions that were all or partially previously grant funded, the hiring of three permanent substitutes, and the addition of three speech and language pathologist assistants. Other increased budget line items noted were Contracted Instructional Services (#300), Out of District Tuition(#500), Fuel Oil (#600), and the Technology Replacement Program (#700).

Further areas of review included various grants the Town receives to offset school expenditures, and specifically the Elementary and Secondary School Emergency Relief (ESSER) Fund, Covid related grants (ESSER II, ARP-ESSER and ARP-IDEA).


Additional items discussed included upcoming mandated curriculum and funding bills to be voted upon by the State Legislature which potentially may impact the budget,

monies related to ECS grants, positions funded by grants and what percentage of the proposed budget is impacted, and future capital improvement needs of the school buildings, specifically the roof at the Stafford Middle School. Also reviewed were responsibilities of teacher coaches, other capital improvement projects that potentially could be funded through ESSER funds, and a request for a spreadsheet showing total grant revenues and impact on budget.

Chairman Moriarity thanked Mr. Moccio and the Board for their presentation. He said that the First Public Hearing on the FY 2022-2023 budget would be held at the Stafford Community Center at 6:30 pm on March 23, 2022.

5. Upon motion of Mr. Geryk and seconded by Mr. McKenney, the Board voted unanimously to adjourn the meeting at 8:05 pm.

Respectfully submitted:



Erin Kirchhoffer
Recording Secretary

Attachments

***The video recording of the meeting is posted to the Town Website www.staffordct.org.
Zoom Meeting ID 840 4458 0039***

Stafford Public Schools
Board of Education Budget
July 1, 2022 through June 30, 2023

	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>Variance</u>	<u>% Change</u>
100 Salaries					
Administrative - 109 (+)	\$ 1,547,292.00	\$ 1,485,478.00	\$ 1,543,680.08	\$ 78,204.08	5.34%
Certified - Related - 110 (+)	\$ 505,665.81	\$ 444,995.74	\$ 530,826.56	\$ 85,830.82	19.29%
Certified - 111 (+)	\$ 10,773,683.45	\$ 10,753,597.85	\$ 11,088,458.16	\$ 334,860.31	3.11%
Non-Certified - 112 (+)	\$ 2,727,257.30	\$ 2,609,944.71	\$ 2,724,340.18	\$ 114,395.47	4.38%
Non-Affiliated - 114 (+)	\$ 1,135,122.40	\$ 1,125,571.00	\$ 1,298,209.82	\$ 172,638.82	15.34%
Non Certified Related - 115 (+)	\$ 281,178.45	\$ 269,790.00	\$ 251,370.00	\$ (18,420.00)	-6.83%
Salary Other - 120 (+)	\$ 14,000.00	\$ 16,500.00	\$ 11,000.00	\$ (5,500.00)	-33.33%
Sub-total : 100 Salaries	\$ 18,984,179.40	\$ 16,685,875.30	\$ 17,447,884.80	\$ 762,009.50	4.57%
200 Benefits					
Employee Benefits - 210 (+)	\$ 3,333,790.08	\$ 3,937,313.15	\$ 3,782,427.22	\$ (154,885.93)	-3.93%
Social Security (FICA) - 220 (+)	\$ 261,458.00	\$ 261,237.00	\$ 288,855.61	\$ 27,618.61	10.57%
Medicare - 221 (+)	\$ 245,388.00	\$ 260,010.00	\$ 273,549.16	\$ 13,539.16	5.21%
Pension Contribution - 230 (+)	\$ 712,931.00	\$ 720,412.00	\$ 725,943.00	\$ 5,531.00	0.77%
Unemployment Compensation - 260	\$ 25,000.00	\$ 25,000.00	\$ 15,000.00	\$ (10,000.00)	-40.00%
Workers Compensation - 270 (+)	\$ 212,197.59	\$ 230,909.74	\$ 251,276.00	\$ 20,366.26	8.82%
Sub-total : 200 Benefits	\$ 4,790,764.67	\$ 5,434,881.89	\$ 5,337,050.99	\$ (97,830.90)	-1.80%
300 Professional Services					
Contracted Instructional Services -323 (+)	\$ 120,079.20	\$ 209,536.25	\$ 410,987.37	\$ 201,451.12	96.14%
Purch. Prof/Tech. Services - 330 (+)	\$ 48,400.00	\$ 48,400.00	\$ 46,400.00	\$ (2,000.00)	-4.13%
Other Professional Services - 340 (+)	\$ 251,679.00	\$ 210,810.00	\$ 204,009.84	\$ (6,800.16)	-3.23%
Sub-total : 300 Professional Services	\$ 420,158.20	\$ 468,746.25	\$ 661,397.21	\$ 192,650.96	41.10%
400 Repairs, Rental, Other Property Services					
Water and Sewer - 410 (+)	\$ 23,500.00	\$ 24,200.00	\$ 24,500.00	\$ 300.00	1.24%
Custodial, Fire, Constable - 420 (+)	\$ 3,165.00	\$ 3,744.61	\$ 3,344.00	\$ (400.61)	-10.70%
Trash Removal - 421 (+)	\$ 54,000.00	\$ 41,389.00	\$ 41,000.00	\$ (389.00)	-0.94%
Repairs and Maintenance - 430 (+)	\$ 410,707.00	\$ 483,302.68	\$ 478,468.79	\$ (4,833.89)	-1.00%
Lease Rental - 442 (+)	\$ 109,730.00	\$ 181,552.00	\$ 182,749.00	\$ 1,197.00	0.66%
Sub-total : 400 Repairs, Rental, Other Property Services	\$ 601,102.00	\$ 734,188.29	\$ 730,061.79	\$ (4,126.50)	-0.56%
500 Transportation, Tuition, Other Services					
Student Transportation - 510 (+)	\$ 2,196,641.19	\$ 2,491,817.12	\$ 2,377,711.39	\$ (114,105.73)	-4.58%
Property Insurance - 520 (+)	\$ 122,691.10	\$ 131,934.95	\$ 141,830.00	\$ 9,895.05	7.50%
Liability Insurance - 521 (+)	\$ 92,293.99	\$ 111,336.76	\$ 134,580.00	\$ 23,243.24	20.88%
Communications - 530 (+)	\$ 90,079.50	\$ 96,594.45	\$ 95,644.40	\$ (950.05)	-0.98%
Advertising - 540 (+)	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	0.00%
Printing and Binding - 550 (+)	\$ 3,400.00	\$ 2,097.00	\$ 3,497.00	\$ 1,400.00	66.76%
Out of District Tuition - 560 (+)	\$ 1,178,161.39	\$ 1,065,470.91	\$ 1,340,042.01	\$ 274,571.10	25.77%
Magnet School Tuition - 566 (+)	\$ 138,913.76	\$ 103,316.00	\$ 92,329.00	\$ (10,987.00)	-10.63%
Travel - 580 (+)	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ -	0.00%
Athletic/Other Trips - 581 (+)	\$ 70,661.52	\$ 65,671.27	\$ 67,155.00	\$ 1,483.73	2.26%
Other Purchased Services - 590 (+)	\$ 4,500.00	\$ -	\$ 6,000.00	\$ 6,000.00	
Sub-total : 500 Transportation, Tuition, Other Services	\$ 3,913,092.45	\$ 4,085,988.46	\$ 4,276,538.80	\$ 190,550.34	4.66%
600 Utilities, Instructional & Building Supplies					
IT Supplies - 610 (+)	\$ 5,600.00	\$ 5,600.00	\$ 6,000.00	\$ 400.00	7.14%
Instructional Supplies - 611 (+)	\$ 251,654.06	\$ 242,104.17	\$ 254,910.70	\$ 12,806.53	5.29%
Building Services Supplies - 613 (+)	\$ 107,400.00	\$ 97,900.00	\$ 100,500.00	\$ 2,600.00	2.66%
Fuel Oil - 620 (+)	\$ 122,528.24	\$ 132,360.01	\$ 178,288.00	\$ 45,927.99	34.70%
Electricity - 622 (+)	\$ 513,100.00	\$ 496,600.00	\$ 481,600.00	\$ (15,000.00)	-3.02%
Propane Gas - 623 (+)	\$ 46,100.00	\$ 38,224.00	\$ 29,224.00	\$ (9,000.00)	-23.55%
Gasoline - 626 (+)	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%
Textbooks - 641 (+)	\$ 52,681.42	\$ 47,000.00	\$ 24,500.00	\$ (22,500.00)	-47.87%
Library Materials - 642 (+)	\$ 11,326.42	\$ 11,804.90	\$ 12,100.00	\$ 295.10	2.50%
Sub-total : 600 Utilities, Instructional & Building Supplies	\$ 1,114,390.14	\$ 1,075,593.08	\$ 1,091,122.70	\$ 15,529.62	1.44%

**Stafford Public Schools
Board of Education Budget
July 1, 2022 through June 30, 2023**

	<u>2020-21</u>		<u>2021-22</u>		<u>2022-23</u>		<u>Variance</u>		<u>% Change</u>
700 Equipment and Software									
Equipment - 730 (+)	\$ 79,119.00	\$	57,226.14	\$	234,159.16	\$	176,933.02		309.18%
Computer Software - 735 (+)	\$ 130,966.99	\$	198,761.00	\$	211,895.00	\$	13,234.00		6.66%
Sub-total : 700 Equipment and Software	\$ 210,085.99	\$	255,987.14	\$	446,154.16	\$	190,167.02		74.29%
800 Dues and Fees									
Dues and Fees - 810 (+)	\$ 116,025.30	\$	205,500.20	\$	208,766.00	\$	3,265.80		1.59%
Debt-Related Expenditures - 830 (+)	\$ 140,000.26	\$	140,000.26	\$	140,000.26	\$	-		0.00%
Sub-total : 800 Dues and Fees	\$ 256,025.56	\$	345,500.46	\$	348,766.26	\$	3,265.80		0.95%
Total	\$ 28,289,798.41	\$	29,086,760.87	\$	30,338,976.71	\$	1,252,215.84		4.31%

**Stafford Public Schools
2022-2023 Budget Summary**

Account	20-21 Appropriated	21-22 Appropriated	22-23 Proposed	Variance	% Change	Explanation for Variance
109 - Salaries Administrative	\$1,547,292.00	\$1,465,476.00	\$1,543,680.08	\$78,204.08	5.34%	SAA - Step movement plus 2.5% General Wage Increase (GWI). Addition of Supervisor of Pupil Services (66.7% ARP-ESSER Grant funded in 2022-23).
110 - Salaries Certified Related (Substitute teachers, coaches, and other stipends)	\$505,665.81	\$444,995.74	\$530,826.56	\$85,830.82	19.29%	Addition of permanent building subs (3) and SMS/SHS SRBI Intervention (grant funded in 2021-22).
111 - Salaries Certified (Classroom teachers, pupil services staff members, library media and instructional specialists)	\$10,773,663.45	\$10,753,597.85	\$11,088,458.16	\$334,860.31	3.11%	SEA - No step movement - \$2,250 GWI for steps 1 - 12, \$1,500 for top step. Addition of grant-funded math intervention, 6-12 STEM/Humanities Coaches, Digital Literacy/G&T. Removal of one SLP.
112 - Salaries Non-Certified (Bookkeepers, cafeteria workers, custodians, maintenance, paraprofessionals, secretaries)	\$2,727,257.30	\$2,609,944.71	\$2,724,340.18	\$114,395.47	4.38%	CSEA - Step movement plus 2.5% GWI. Reduction of four paras to be replaced by non-affiliated BCBA. Open maintenance worker position removed.
114 - Salaries Non-Affiliated (Non-unionized positions - nurses, IT staff, supervisors and directors, business manager, specialists, BCBA, etc...)	\$1,135,122.40	\$1,125,571.00	\$1,298,209.82	\$172,638.82	15.34%	Non-Affiliated - 2% GWI. Addition of HVAC tech, SLP Assistants (4), and BCBA. Director of Food Services salary (50%) to be funded by Food Services fund.
115 - Salaries Non-Certified Related (Substitutes for non-certified and non-affiliated staff)	\$281,178.45	\$269,790.00	\$251,370.00	(\$18,420.00)	-6.83%	Based on projected spending.
120 - Salary Other (Athletic event support staff)	\$14,000.00	\$16,500.00	\$11,000.00	(\$5,500.00)	-33.33%	Offset for gate revenue removed.
100 Salaries Total	\$16,984,179.40	\$16,685,875.30	\$17,447,884.80	\$762,009.50	4.57%	
210 - Employee Benefits	\$3,333,790.08	\$3,937,313.15	\$3,782,427.22	(\$154,885.93)	-3.93%	Based on projected staffing levels. Offset of ARP ESSER and ESSER II benefit amounts.
220 - Social Security (6.2% for most non-certified employees)	\$261,458.00	\$261,237.00	\$288,855.61	\$27,618.61	10.57%	Based on projected staffing levels.
221 - Medicare (1.45% for all staff except teachers hired prior to 1986)	\$245,388.00	\$260,010.00	\$273,549.16	\$13,539.16	5.21%	Based on projected staffing levels.
230 - Pension Contributions	\$712,931.00	\$720,412.00	\$725,943.00	\$5,531.00	0.77%	Per recommendation of town actuary based on historical performance of the fund.
260 - Unemployment Compensation	\$25,000.00	\$25,000.00	\$15,000.00	(\$10,000.00)	-40.00%	Based on a review of historical usage.
270 - Workers Compensation	\$212,197.59	\$230,909.74	\$251,276.00	\$20,366.26	8.82%	Per recommendation of our insurance agent.
200 Benefits Total	\$4,790,764.67	\$5,434,881.89	\$5,337,050.99	(\$97,830.90)	-1.80%	
323 - Contracted Instructional Services (Consultative services to comply with mandates)	\$120,079.20	\$209,536.25	\$410,987.37	\$201,451.12	96.14%	Increase costs associated with specific student programming. Offset for Medicaid reimbursement increased to \$40,000.
330 - Purch Prof/Tech Services (Professional Development and in-service)	\$48,400.00	\$48,400.00	\$46,400.00	(\$2,000.00)	-4.13%	Removal of funding for literacy consultant (\$1,500). Reduction of CDA Scholarship amount budgeted based on historical usage.
340 - Other Professional Services	\$251,679.00	\$210,810.00	\$204,009.84	(\$6,800.16)	-3.23%	Rotating schedule of costs for audit - 2022-23 is an off-year.
300 Professional Services Total	\$420,158.20	\$468,746.25	\$661,397.21	\$192,650.96	41.10%	
410 - Water and Sewer	\$23,500.00	\$24,200.00	\$24,500.00	\$300.00	1.24%	Based on historical spending.
420 - Custodial/Fire/Constable	\$3,165.00	\$3,744.61	\$3,344.00	(\$400.61)	-10.70%	Based on historical spending.
421 - Trash Removal	\$54,000.00	\$41,389.00	\$41,000.00	(\$389.00)	-0.94%	Increase in costs and removal of SVS funding.
430 - Repairs and Maintenance	\$410,707.00	\$483,302.68	\$478,468.79	(\$4,833.89)	-1.00%	Based on historical spending and the use of ARP ESSER Grant funding.
442 - Lease Rental	\$109,730.00	\$181,552.00	\$182,749.00	\$1,197.00	0.66%	Reallocation of SVS copiers (2).
400 Repairs, Rental, and Other Property Services Total	\$601,102.00	\$734,188.29	\$730,061.79	(\$4,126.50)	-0.56%	

**Stafford Public Schools
2022-2023 Budget Summary**

Account	20-21 Appropriated	21-22 Appropriated	22-23 Proposed	Variance	% Change	Explanation for Variance
510 - Student Transportation	\$2,196,641.19	\$2,491,817.12	\$2,377,711.39	(\$114,105.73)	-4.58%	Contractual increase for M&J bus company and cost of diesel. An offset for Excess Cost reimbursement is included.
520 - Property Insurance	\$122,691.10	\$131,934.95	\$141,830.00	\$9,895.05	7.50%	Per estimate provided by our insurance agent.
521 - Liability Insurance	\$92,293.99	\$111,336.76	\$134,580.00	\$23,243.24	20.88%	Per estimate provided by our insurance agent.
530 - Communications (Mailings, interbuilding internet services, wireless service, and telephone service)	\$90,079.50	\$96,594.45	\$95,644.40	(\$950.05)	-0.98%	Based on current usage.
540 - Advertising	\$750.00	\$750.00	\$750.00	\$0.00	0.00%	No change in budget.
550 - Printing and Binding	\$3,400.00	\$2,097.00	\$3,497.00	\$1,400.00	66.76%	Based on anticipated need.
560 - Out of District Tuition (Outplaced students and Vo-Ag)	\$1,176,161.39	\$1,065,470.91	\$1,340,042.01	\$274,571.10	25.77%	Based on per pupil costs. An offset for Excess Cost reimbursement is included.
566 - Magnet School Tuition	\$138,913.76	\$103,316.00	\$92,329.00	(\$10,987.00)	-10.63%	Reduction in the number of magnet school students anticipated.
580 - Travel	\$17,000.00	\$17,000.00	\$17,000.00	\$0.00	0.00%	No change in budget.
581 - Athletic / Other Trips	\$70,661.52	\$65,671.27	\$67,155.00	\$1,483.73	2.26%	Field trips re-instituted following pandemic.
590 - Other Purchased Services (SHS motivational speakers)	\$4,500.00	\$0.00	\$6,000.00	\$6,000.00		Addition of interpretation and translation services for EL students and families. Motivational speakers re-instituted following pandemic.
500 Transportation, Tuition, and Other Services Total	\$3,913,092.45	\$4,085,988.46	\$4,276,538.80	\$190,550.34	4.66%	
610 - IT Supplies (Consumable supplies required for IT equipment)	\$5,600.00	\$5,600.00	\$6,000.00	\$400.00	7.14%	Increase costs to maintain the 1:1 program.
611 - Instructional Supplies (Consumable instructional supplies used by teachers, staff, and students)	\$251,654.06	\$242,104.17	\$254,910.70	\$12,806.53	5.29%	Based on review of current inventory levels and requests.
613 - Building Services Supplies	\$107,400.00	\$97,900.00	\$100,500.00	\$2,600.00	2.66%	Increase cost of cleaning supplies.
620 - Fuel Oil	\$122,528.24	\$132,360.01	\$178,288.00	\$45,927.99	34.70%	Previous contract purchased at \$1.65 (oil) and \$1.68 (diesel) in Spring 2020 for the 2020-21 and 2021-22 school year.
622 - Electricity	\$513,100.00	\$496,600.00	\$481,600.00	(\$15,000.00)	-3.02%	Removal of SVS funding. Unspent funding returned to Town of Stafford. (2020-2021 = \$377,114.37)
623 - Propane Gas	\$46,100.00	\$38,224.00	\$29,224.00	(\$9,000.00)	-23.55%	Removal of SVS funding.
626 - Gasoline	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	0.00%	No change in budget.
641 - Textbooks	\$52,681.42	\$47,000.00	\$24,500.00	(\$22,500.00)	-47.87%	Based on textbook revision requests and adoption calendar.
642 - Library Materials	\$11,326.42	\$11,804.90	\$12,100.00	\$295.10	2.50%	Based on individual building request.
600 Utilities, Instructional & Building Supplies Total	\$1,114,390.14	\$1,075,593.08	\$1,091,122.70	\$15,529.62	1.44%	
730 - Equipment	\$79,119.00	\$57,226.14	\$234,159.16	\$176,933.02	309.18%	Year 1 of the Technology Replacement Plan. E-Rate reimbursement of \$40,000 included.
735 - Computer Software	\$130,966.99	\$198,761.00	\$211,995.00	\$13,234.00	6.66%	Contractual increases for various IT software.
700 Equipment and Software Total	\$210,085.99	\$255,987.14	\$446,154.16	\$190,167.02	74.29%	
810 - Dues and Fees (IT licensing fees, district memberships, student festival and organization fees, drama productions)	\$116,025.30	\$205,500.20	\$208,766.00	\$3,265.80	1.59%	Contractual increases for various licensing and fees.
830 - Debt-Related Expenditures (Yearly payment to Town of Stafford for Geothermal and Solar Lease)	\$140,000.26	\$140,000.26	\$140,000.26	\$0.00	0.00%	Money appropriated based on solar lease and includes monies to be returned to town energy fund. (2020-2021 = \$80,001.26)
800 Dues and Fees Total	\$256,025.56	\$345,500.46	\$348,766.26	\$3,265.80	0.95%	
Total	\$28,289,798.41	\$29,086,760.87	\$30,338,976.71	\$1,252,215.84	4.31%	