

Port Jefferson School District

Finance Committee Report

2019-2020 school year

Committee Chair: Dave Keegan

Committee Members: Rene Tidwell and Ellen Boehm

Summary:

The District Finance Committee, and the Board as a whole, provides financial oversight to ensure that we are delivering on our primary mission to deliver the best education to our students possible. Additionally, the oversight function of the committee is to assure that the district is fiscally viable, and that financial decisions are appropriate.

This school year has been unprecedented due to the Coronavirus. Fiscally, Deputy Superintendent Leister, his staff and the entire administration have done an admirable job balancing the budget, financial needs, unexpected expenses, the LIPA ramifications, as well as the virus.

As I stated at the end of the last school year, I believe the financial stewardship of the administration is impeccable. Happily our proposed budget for the upcoming school year was once again strongly approved by the community. In fact it was overwhelmingly approved, which remains a great indication of the strong financial management of the district, and the community's commitment to ensuring that Port Jeff Schools remain strong.

The Finance Committee met:

September, October, November, December 2019.

January, February, March, May and June 2020

Below please find the topics of discussion for each meeting:

September 2019

1. September Agenda
  - a. Budget Transfers
  - b. Fund Balance Review
2. Good of the Order

October 2019

1. October Agenda
  - a. Budget Transfers
  - b. Fund Balance Review
2. Good of the Order

## November 2019

1. November Agenda
  - a. Budget Transfers
    - i. Administrative Overlap
    - ii. NYS building coding transfers
2. 2020-2021 Budget Calendar
3. Cash Donation to Fishing Club
4. Gear Donation to Fishing Club
5. Creation of Elementary Science Club – ES Drama club to cease
6. Summary of School Lunch Negative Balances
7. Possible Special Education enrollment update
8. Possible Workers Compensation settlement
9. Next Meeting - 12/2/2019 5 pm
10. Good of the Order

## December 2019

1. December Agenda
  - a. Budget Transfers - none
2. Scholarship – P Casciano
3. Donation – Royal Education
4. Transfer of Worker Compensation Reserve
5. Gear Donation to Fishing Club
6. Roof Bid – Phase III
  - a. Allocation \$3,600,000
  - b. Actual Bid \$2,500,000
  - c. Fees and Incidentals \$175,000
  - d. Phase I & II shortfall \$300,000
  - e. Estimated Excess \$635,000
7. Vestibules
  - a. Prior Year Allocation \$269,000
  - b. Estimate for HS Vestibule \$100,000
  - c. Estimate for ES Vestibule \$455,000
  - d. Estimate for MS Office Move Surplus \$100,000
  - e. Estimate for Funding needed in 2020-2021 Budget \$186,000
8. MS Bathroom – End of Year project from fund balance – Estimated \$150,000
9. Next Meeting - 1/6/2020 5 pm
10. Good of the Order

## January 2020

### 1. January Agenda

- a. Budget Transfers - none
- b. Scholarship – P Casciano
- c. Donation – Royal Education
- d. Transfer of Worker Compensation Reserve
- e. Gear Donation to Fishing Club
- f. Roof Bid – Phase III
  - i. Allocation \$3,600,000
  - ii. Actual Bid \$2,500,000
  - iii. Fees and Incidentals \$175,000
  - iv. Phase I & II shortfall \$300,000
  - v. Estimated Excess \$635,000

### 2. January Agenda

- a. Budget Transfers - Pending
- b. 457 Tax Shelter Annuity
- c. Health Service Contracts – OLOW
- d. Donation – Baseball batting mat – Anthony Filippi
- e. Health Service Contracts – Out of District
- f. School Tax Levy

### 3. General

- a. 2020-2021 Budget
- b. Security Vestibules
  - i. Prior Year Allocation \$269,000
  - ii. Estimate for HS Vestibule \$100,000
  - iii. Estimate for ES Vestibule \$455,000
  - iv. Estimate for MS Office Move Surplus \$100,000
  - v. Estimate for Funding needed in 2020-2021 Budget \$186,000
  - vi.
- 4. MS Bathroom – End of Year project from fund balance – Estimated \$150,000
- 5. Next Meeting - 2/10/2020 5:30 pm
- 6. Good of the Order

## February 2020

### 1. February Agenda

- a. Budget Transfers –
  - i. Substitutes - Custodial
  - ii. Custodial Supervisors
  - iii. Repairs
  - iv. Computer/technology supplies

- v. District Office Overlap
    - vi. Academic Co-Curricular
  - b. Donation – ENL
- 2. General
  - a. 2020-2021 Budget
    - i. TRS Estimate
    - ii. State Aid
    - iii. Tax Cap
    - iv. Capital Projects
      - 1. ES Security Vestibule Phase II - \$186,000 (General Fund)
      - 2. Tech Ed Retaining Wall - \$300,000 (General Fund)
      - 3. MS Heating System - \$1,500,000 (1/3 General Fund 2/3 Capital)
      - 4. Phase IV Roofs – \$2,000,000 (Capital Fund)
  - b. Payment of Worker Compensation Claim
- 3. Next Meeting - 3/2/2020 5:30 pm
- 4. Good of the Order

#### March 2020

- 1. March Agenda
  - a. Budget Transfers –
    - i. MS Heating Repairs
    - ii. Special Education – Out of district tuition
  - b. Donation – Royal Education Donation – Screenagers/Starlab
  - c. Musical Accompanist
  - d. SEDCAR Flowthrough
  - e.
- 2. General
  - a. 2020-2021 Budget
    - i. March Presentation – Second Daft
    - ii. Tax Cap
    - iii. Tax Levy
    - iv. State Aid Pending
    - v. Capital Exemption updated for BOCES Capital Costs
- 3. Next Meeting - 4/13/2020 5:30 pm
- 4. Good of the Order

#### May 2020

- 1. May Agenda
  - a. Budget Transfers –
    - i. MS Heating Repairs and Electric utilities

- ii. Utilities
    - iii. Casework for MS Bathroom
    - iv. Special Education Reclass
    - v. Special Education Reclass
    - vi. Radio Repeater Tower
  - b. Budget Adoption
  - c. Music Rental Bid
  - d. Donation – SEPTA – Gaming equipment
  - e. Donation – AS Engineering Scholarship
  - f. Donation – Interdistrict Council of Supts Scholarship
  - g. Donation – NYS Tire Discount Tires for Fitness Competition
  - h. Budget Vote Staff
2. General
    - a. 2020-2021 Budget – State Aid
  3. 2019-2020 Fund Balance
  4. ES Pool Repairs – Estimate
  5. MS Bathroom
  6. Technology – Chromebook one to one
  7. Next Meeting - TBD
  8. Good of the Order

## June 2020

1. June Agenda
  - a. Budget Transfers –
    - i. MS textbook transfer
    - ii. Summer work transfer
    - iii. Roofing replacement transfer
    - iv. Chromebook/Hovercam transfer
    - v. Special Education transfer
    - vi. MS student bathroom transfer
  - b. SCOPE Childcare contract extension
  - c. Summer transportation contract extension
  - d. Transfer of end of the year reserves – maximum authorization
  - e. Donation – John F O’Neill Scholarship
  - f. Donation – Suffolk Transportation Scholarship
  - g. Donation – NYS School Facilities (Suffolk) Scholarship
  - h. Donation – NYS ASBO Scholarship
  - i. Award of Bid – ES Security Vestibule
2. 2019-2020 Fund Balance
  - a. Technology – Chromebook one to one – update
  - b. PPE Purchases – TBD

- c. Special Education additional transfer
- 3. Hazard Pay during COVID
- 4. Good of the Order