



## PLYMOUTH PUBLIC SCHOOLS

CENTRAL OFFICE

27 NORTH HARWINTON AVENUE  
TERRYVILLE, CONNECTICUT 06786

### MISSION STATEMENT

The Mission of Plymouth Public Schools is to challenge, inspire, and prepare all students for success in an ever-changing and complex world.

### AD HOC SUBCOMMITTEE MEETING

PLYMOUTH BOARD OF EDUCATION  
FOR AD HOC SUBCOMMITTEE ONLY  
TERRYVILLE HIGH SCHOOL LIBRARY  
33 NORTH HARWINTON AVENUE  
TERRYVILLE, CT 06786

### VIRTUAL MEETING

JOIN ZOOM MEETING: <https://zoom.us/j/98280837726>

PUBLIC PLEASE CALL: +1 929 205 6099 US

MEETING ID: 982 8083 7726

PASSCODE: 208732

WEDNESDAY, NOVEMBER 11, 2020

6:00 P.M.

### MINUTES

Present: Mrs. Johnson, Mr. Showers, Mrs. Candrea-Florenciani

Also Present: Mrs. Turner, Interim Superintendent, Mr. Tencza, Business Manager, and Mr. Fiorillo, Interim Business Manager

#### 1. Call to Order & Pledge to the Flag

Mr. Seaman called the meeting to order at 6 p.m.

#### 2. Adoption of the Agenda

MOTION: To entertain a motion to adopt the agenda as presented. Motion Mr. Showers second Mrs. Johnson, any discussion, all in favor, any opposed, any abstentions, motion passes.

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3. **Financial Update: Year-to-Date/Budget-to-Actual**

Year-to-Date Actuals: \$6.9 million with 285 of the Board's adopted budget on track.

Encumbrances: Report was able to be run with the payroll encumbrances. It is important to record these figures now in order to get an idea of what the budget will look like. Other items: approximately three and one-half million dollars of expenses that have not been encumbered yet, i.e. pension costs. Mr. Tencza will continue to show actual and encumbered so the Board has an idea of where the budget stands.

Mr. Fiorillo – Question regarding same period of time reporting year over year. He was able to look back, when accounting systems were switched, historical data was lost because of the alignment between the two accounting systems, therefore, they are unable to provide comparisons from last year to this time. However, the subcommittee was assured the information is not lost. It is still available, however, there is no easy way to do a comparison because these are two different systems. Two different chart of accounts, two different account strings. It could be done, however, it would take an awful lot of time and the value for that time would not be best spent.

Mrs. Johnson – Even if you are unable to print this for us, can you just make certain that you report that we are within a reasonable amount. Come March, we do not want to find out that we are 85% and we should be at 65%?

Mr. Fiorillo – There are a couple of ways: (a) actual expense of 28% for the first four months of the year which gives a general idea of where we are year-to-date; and (b) we know we are looking at a surplus in salaries of about \$150,000; and (c) the district has received a little over \$300,00 in one-time state grants. This is an unusual year. The manner in which schools are operating, we are going to be very, very conservative. There are many unknowns, however, funds are beginning to be freed up and it is just taking a while.

Mrs. Johnson – So, going forward, can we do it starting next year?

Mr. Tencza – Absolutely, because we will have the historical data in Infinite Vision from this year and we will be able to do that comparison.

Mr. Seaman – So, is it difficult to look back and say for the next meeting "last year you were at 33% of your budget and we are in the ballpark."

Mrs. Johnson – I just do not want to get to a point where all of a sudden there is a surprise.

Mr. Fiorillo – I think there may be a way to get a higher level summary so we can do a comparison. We will explore that avenue. Just looking at the numbers right now, they are looking pretty good at this point. But again, it is one of those years we just do not know what is ahead of us.

Mrs. Johnson – Right around this time last year, she believes the budget was in the low 30%, i.e. 32 – 42.

Mr. Fiorillo – I am seeing that across the board. We are about 3 – 5 points under where we were the prior year and there are many reasons for this. Need to work out details so Matt will be able to produce a report that everyone is comfortable with.

Mrs. Candrea-Florenciani – She questioned some accounts that are running in the negative.

Mr. Tencza – Only one that runs in the negative is Health Services and it is \$6,900 which is not a significant amount of money and that is mostly salary which drove it into the negative.

Mr. Fiorillo – There is an employee on leave and this may still be encumbered even though we are not paying this individual for a period of time because of the leave.

Mrs. Candrea-Florenciani – Some accounts she is questioning which are showing negative balances: Terryville High School: Equipment - \$12,000; Building Maintenance - \$4,000; and Facilities and Supplies - \$24,000.

Mr. Fiorillo – Currently, there are going to be accounts in the negative, i.e. Technology has a net deficit of almost \$40,000 plus in that area. This is because we have received the grants but have not drawn them down and off set them against these accounts.

Mrs. Johnson – When can we expect the bus reimbursement. We usually receive this twice a year.

Mr. Fiorillo – I do not know the answer.

Mr. Tencza – It is twice a year, however, I am not certain of the time lines.

4. **Accounting System Transfer Reconciliation Study**

Mr. Fiorillo, Interim Business Manager suggested to the Ad Hoc Subcommittee to reach out to the software company, Infinite Visions, to do a reconciliation check, checking to see that the account settings are correct, the offsets are correct, and the items are in the correct account strings. This would be a follow-up to the transition and would help get everyone comfortable with the system. He believes the expense would be nominal. Probably around \$2,000.

5. **Executive Session** – (to discuss a personnel matter: Addendum to Facilities Director's Agreement)

(Note: The discussion regarding this item will occur in Executive Session)

MOTION: To entertain a motion to enter into executive session at 6:14 p.m. to discuss the Addendum to the Facilities Director's Agreement) inviting Mrs. Turner, Interim Superintendent, Mr. Fiorillo, Interim Business Manager and Mr. Tencza, Business Manager.

Motion Mrs. Johnson, second Mr. Showers any discussion, all in favor, any opposed, any abstentions, motion passes.

6. **Resume Regular Session**

MOTION: To entertain a motion to resume regular session at 6:38p.m. Motion Mrs. Johnson second Mr. Showers, all in favor motion passes.

7. **Possible Action From Executive Session**

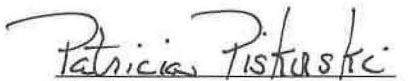
MOTION: To entertain a motion to move the Addendum of the Facilities Director's Agreement as discussed in the AD HOC Subcommittee Meeting to the full Board for their approval.

Motion Mrs. Johnson, second Mr. Showers any discussion, all in favor, any opposed, any abstentions, motion passes.

8. **Public Comment** (limited to 3 minutes per speaker)  
None

9. **Adjournment**

MOTION: To entertain a motion to adjourn at 6:39 p.m. Motion Mr. Showers, second Mrs. Johnson, motion passes.

  
Patricia Piskorski  
Recording Secretary  
Plymouth Board of Education