



Memorandum

Date: May 20, 2020

To: Pelham School Board
William Furbush, Superintendent

cc: PSD Leadership Team
Pelham Budget Committee

From: Deb Mahoney, Business Administrator

Subj: April 2020 Business and Finance Report

Included with this report are copies of the following Pelham School District year-to-date (YTD) financial budget expenditure and revenue reports for fiscal year ending April 30, 2020.

- Executive Summary Financial Analysis
- General Fund YTD Actual to Budget Report by Function
- General Fund YTD Actual to Budget Report by Object Account
- General Fund YTD Actual to Budget Report by Location
- Food Service Fund YTD Actual to Budget Report by Function
- Grants Fund YTD Actual to Budget Report by Function
- Other Special Revenue Fund YTD Actual to Budget Report by Function
- Revenues by Account

A general fund YTD Actual to Budget Detail Report is distributed under separate cover.

FINANCE

Financials: During the early portion of May, we performed a district-wide forecast and as a result, we are currently forecasting a general fund underspend of approximately \$1,027,123. We are actively reviewing all encumbrances and adjusting as needed as we prepare for the end of this unorthodox fiscal year. This is a conservative number that will continue to be monitored as we plan for year-end. Deb will be working with the current and next Superintendent to provide additional detail at the next board meeting.

Grant Funding Updates: We have received notice from the state that all Title grants for FY18-19 that normally would need to be spent prior to the end of this summer, are extended to 9/30/2021. We have spent much of these funds already, but this does allow the District to review plans and uses for these remaining funds.

We received an additional allocation of \$9,000 through IDEA for remote learning that must be spent by 9/30/20.

We received notice of the CARES Act allocation to Pelham for \$119,867.58, that is based on our Title I allocation percentage through the state. We have until 9/30/2021 to utilize these available funds.

The SAU administration is working collaboratively with our Superintendent Elect as we begin to plan for grant funding usage and utilization rules. Sarah will be the grant manager for this grant and Kimberly will manage the additional IDEA funds.

Insurance: We received notice from Healthtrust that the health insurance rate increase for FY2021 will be 5.3%. This is the guaranteed maximum rate increase that we budgeted, and we will not see any unanticipated savings in next years' budget as a result. Dental rates will increase by 3.9%, as budgeted.

Through our insurance broker, we were able to negotiate an extension of our current rates for ancillary insurances (Life, AD&D, LTD and STD) for FY21 even though our contract was set to expire. This benefits the District since we had anticipated a 10% increase in our budgeting.

Open Enrollment for all benefit eligible employees is occurring during the month of May. This is done through an on-line method as we have done for several years already. Because we are offering a new plan option to the PESPA group, per the new CBA, Healthtrust is providing live webinars where benefit information is provide for not only PESPA folks, but all employees who may want to attend one of the multiple sessions.

Remote Operations: During this time, we implemented PandaDoc as an electronic signature system with accounts in place for multiple departments, including Special Ed, Business, Technology, Human Resources, Superintendent and PHS at this time.

We also implemented Kissflow as a solution for electronic timesheets and have successfully rolled this solution out to a small population of our hourly staff, excluding nutrition, facilities and PESPA folks.

Other Information:

- We are currently working with Trident, to prepare a school building aid application to the state for the PMS Building project. The deadline is July 1st and we are on target to complete this on time.
- The summer audit has been scheduled with Plodzic. It will occur during the week of July 20th with some remote and some on-site activity. The business office has started planning to prepare needed materials. We are also completing the GASB audit in June prior to the full audit.

FACILITIES

During the remote operations period from March 16 and forward, the maintenance department has been supporting the limited use of the buildings in several ways. Immediate attention was given to doing a deep clean and disinfection of all school spaces throughout the District. Each room was worked on by two people, working from ceilings down the walls to the floors. All desks and equipment were sanitized. We were fortunate to have stock of our needed disinfection solutions. Through our supplier

of our green clean products, we were able to verify that they are listed as state-approved virus killers. As an example, Contact 64, will kill the virus with a 5-minute kill time. We sprayed and dispensed with our electrostatic guns that spray a fine mist over the target. Once this detailed process was completed following the first three weeks, we moved to varied work schedules for custodial staff, limited to support the needs in each building as reported from Principals to Alan. Custodial staff have been on a rotating work schedule. The Maintenance staff have been on-site, at least one of them, every day during remote operations, to check on building systems and facility supports as they arise. The custodial staff are currently assisting the Nutrition program bus loading process.

The department has been actively searching for best sources of PPE, and have secured by KN-95 (non-medical) and face masks to provide to assigned staff, as well as visitors to the buildings as needed. Some additional items that were purchased were UV Wands for office keyboards (4 of them), and we are exploring how UV standing lamps with UV disinfection of an entire classroom might help us to find an effective, expedited disinfection that utilizes less solutions overall.

NUTRITION SERVICES

Immediately following the start of the remote operations, Kelly began planning for how we could provide meals best for students in our community and utilize the foods already in stock. There were immediate donations to the Pelham Pantry, and give away items to elementary parent at material pick up events. She monitored other programs, applied for special approvals from the state and prepared for a program to be offered to the community immediately following April vacation. The program provides meals to children under the age of 18, to be delivered by bus to homes twice per week and includes breakfasts and lunches for each child who is signed up through an on-line ordering system. This program has seen great interest by the community, with 600 students signed up for the start of the program on May 6th. The program will be provided through the last student day, June 19.

Nutrition Stats:	Sept '19	Oct '19	Nov '19	Dec '19	Mar '20	Apr '20
Total District Lunch Count	15,863	17,295	7,680	9,866	TBD	0
Average Daily Lunch Count	793	823	806	822	TBD	0
School Days in Month	20	21	17	12	10	0
Negative Balance at Month End	\$ -970.37	\$ -1,650.84	\$ -1,755.70	\$ -2,100.80	-1595.82	-1595.82
Free Student Count	115	76	87	85	90	88
Reduced Student Count	30	40	41	41	40	41

TECHNOLOGY

Remote Learning:

The Technology department continues to monitor the helpdesk email during normal school hours. All efforts are made to quickly contact the user to resolve any issues. This includes remoting into the Chromebook or laptop (with permission), sending a screencast, calling, emailing, or opening a Google Meet session with a staff member. The Technology department has been available for appointments in the buildings every Wednesday from 9:00 am - Noon.

- Implemented solutions for remote assistance for student Chromebooks and staff laptops
- Deployed approx. 600 devices at PES. This included cleaning, assigning devices to students in PowerSchool and packaging Chromebooks for pick-up.
- Purchased additional laptops for staff members who needed a take home device.
- Acquired additional hot spots for staff and students who did not have access to Wi-Fi at home.
- Insured Chromebooks for students in Grades 2-5.
- Meet regularly with the Instructional Coaches on digital resources to support teaching and learning.
- Modified PowerSchool to reflect the Remote Learning Grading Model and assisted teachers in their Gradebooks.
- The staff is working on an EOY plan for Chromebook collections and summer tasks.

Website:

The new website and mobile app are on target and scheduled for implementation at the end of June.

Other Information:

Papercut (print management system) was piloted in January and February at the SAU and at the High School. This software secures all documents before, during, and after printing. It also reduces waste and the cost of printing. The rollout to the rest of the district has been put on hold due to Remote Learning. We will revisit this in the fall or once schools reopen.

We are thrilled to welcome Melissa Biddle on July 1 to join the IT staff as our Data Specialist. She will bring a wealth of experience in Data Analytics and PowerSchool to the Pelham School District.

Data Privacy and Innovation:

On March 10, we held a Future Ready PD Day for all staff members. We were assembled in the PES gymnasium to listen to our keynote speaker [Kerry Gallagher](#) on “Balancing Innovation and Data Privacy in the Classroom”. Kerry also spoke with the entire staff on [Social Media](#) for educators. The NH Law RSA 189:68 as well as all district policies, and applicable state and federal laws that schools are required to be in compliance with were reviewed. The staff had additional breakout sessions they could choose from while the administrators had a working session with Kerry on rolling out a district wide plan for Digital Citizenship.

Remote Learning has increased our usage and reliance on the internet. This has also given attackers more opportunities to scam people with phishing attacks. In April, we sent out information on ways to identify phishing scams and began setting up simulated phishing tests. Our data privacy awareness and training is ongoing.

Since joining the Student Data Privacy Consortium (SDPC) in August, Pelham School District has vetted over 204 digital resources for data privacy. The Consortium has a process for establishing a statewide data privacy contract with vendors on behalf of our district. This was instrumental in providing a smoother transition to Remote Learning.

Future Ready:

In March, the Future Ready Committee met to review the tasks completed to date. The committee has reviewed the goals of each gear and has been working within their sub groups on the action items identified to accomplish the goals.

We are in the process of planning a Remote Future Ready Day for August 25th.

Technology Statistics:

Technology Stats:	Jan 20'	Feb 20'	Mar 20'	April 20'
Claims Filed	6	4	5	4
Outages	None	None	None	None
Help Desk tickets Resolved	157	90	252	201
Appointments at School			51	74

Please let me know if you have any questions regarding this report or the associated materials.

Respectfully submitted,

Deb