



MCCPS Board of Trustees

Finance Committee Meeting

Published on March 20, 2021 at 11:24 AM EDT

Date and Time

Wednesday March 24, 2021 at 9:00 AM EDT

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
Opening Items			
A. Record Attendance and Guests		R Herve	2 m
B. Call the Meeting to Order		R Herve	1 m
<p>In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. Can I get a motion to accept this Executive Order for this meeting of the Finance Committee, on March 24, 2021?</p>			
C. Approve minutes	Approve Minutes	Rodolphe Herve	5 m
<p>Approve minutes for Finance Committee Meeting on February 24, 2021</p>			
II. Finance - Financial Statement Review			9:08 AM
Finance			
A. Committee review of Previous Month's Financial Statements	Discuss	Jeff Barry	30 m
<p>Documents to be attached when available</p>			
B. Discuss preliminary 2021-2022 Budget	Discuss	Jeff Barry	20 m
III. Other Business			9:58 AM

	Purpose	Presenter	Time
A. Other discussion points	Discuss	R Herve	5 m
IV. Closing Items			10:03 AM
A. Adjourn Meeting	Vote		

Cover Sheet

Approve minutes

Section: I. Opening Items
Item: C. Approve minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance Committee Meeting on February 24, 2021



MCCPS Board of Trustees

Minutes

Finance Committee Meeting

Date and Time

Wednesday February 24, 2021 at 8:00 AM

Committee Members Present

Artie Sullivan (remote), Jeff Barry (remote), Julie Santosus (remote), NDack Toure (remote), Richard Doron (remote), Rodolphe Herve (remote), Susan Hauck (remote)

Committee Members Absent

Karl Smith

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. This committee makes a motion to accept this Executive Order for this meeting of the Finance Committee, on February 24th, 2021.

Richard Doron made a motion to open the meeting.

Julie Santosus seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

Julie Santosus	Aye
Jeff Barry	Aye
Rodolphe Herve	Aye
Susan Hauck	Aye
NDack Toure	Aye
Karl Smith	Absent
Artie Sullivan	Aye
Richard Doron	Aye

Richard Doron called a meeting of the Finance Committee of MCCPS Board of Trustees to order on Wednesday Feb 24, 2021 at 8:03 AM.

C. Approve minutes

Jeff Barry made a motion to approve the minutes from Finance Committee Meeting on 01-19-21.

Susan Hauck seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

Karl Smith	Absent
Richard Doron	Aye
Jeff Barry	Aye
Rodolphe Herve	Aye
NDack Toure	Aye
Artie Sullivan	Aye
Julie Santosus	Aye
Susan Hauck	Aye

II. Finance - Financial Statement Review

A. Committee review of Previous Month's Financial Statements

Monthly revenue stabilized at \$260K, reflecting enrollment of 208 students. The school's current enrollment fluctuates in the 210-212 range, therefore a slight upward adjustment is expected at the end of the year.

Grant applications take a lot of time but MCCPS has been very active applying for grants and successful in securing a \$40K Covid-related grant this month. an update on all grants will be provided at the next steering committee.

Our Bank extended the school's line of credit of \$300K until the end of the year. This line of credit is currently unused.

III. Closing Items

A. Adjourn Meeting

Julie Santosus made a motion to adjourn this meeting.

Jeff Barry seconded the motion.

The committee **VOTED** to approve the motion.

Roll Call

Susan Hauck	Aye
Karl Smith	Absent
Jeff Barry	Aye
Artie Sullivan	Aye
Rodolphe Herve	Aye
Richard Doron	Aye
NDack Toure	Aye
Julie Santosus	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:03 AM.

Respectfully Submitted,
Rodolphe Herve

Documents used during the meeting

- January FinCom notes.pdf
- MCCPS-Jan-2021-Financial Statements v2.xlsx

Cover Sheet

Committee review of Previous Month's Financial Statements

Section: II. Finance - Financial Statement Review
Item: A. Committee review of Previous Month's Financial Statements
Purpose: Discuss
Submitted by:
Related Material: Feb FinCom notes.pdf
MCCPS-Feb-2021-Financial Statements v1.xlsx

FinCom notes February 2021

The February tuition check came in at \$259,979, reflecting 208 students. At press time our FY21 population at 2/28/21 is 213.

There have been no updates from DESE on FY21 revenue, nor FY22 projections

Please note that the \$12,500 HVAC expense has been capitalized, thus changing the bottom line from January. \$6,250 was paid in January and \$6,250 was paid in February. This will be added to the depreciation schedule.

MCEF: Susan can update on the recent MCEF activities and development efforts.

FY22 updates after February finance discussion (below).

February 2021 notes

Revenue

We are awaiting details on a second round of ESSR grant funding in the amount of \$85,841, \$10,000 of which is earmarked for mental health services. The first round of this funding amounted to \$20K.

Two things will start happening with grant funding: I will begin to make journal entries to reclassify some funds from operating to grant expenses, and we will begin planning some of these funds for FY22. **Update: please see Specialist line item in Personnel.**

The \$213.29 is from the state's unclaimed property fund...there were a few small items for the school.

The \$509 is a donation from the Purdy family for a new chest freezer (see below).

Expenses

The PTO paid \$1,175 for a new display refrigerator for the student café (paid in Feb, reimbursed in March)

The Purdy family donated \$509 for a chest freezer for the Food Service Dept.

5142 - continued issues with Delta Dental billing

5324 – snow plowing & sanding for the month

5320 - \$1,300 for Carol's floor as a result of the flood. Insurance claim in process for \$2,600 – our deductible is \$2,500.

5450 - Print & Copy
5487 - Admissions

The cost of the postcard project was \$5,567.60 (7,705 cards)
RR Donnelly - printing, etc... \$4,026.46
Postage - \$1,047.39
Flatrock Design - \$493.75

The FY22 budget

Work continues on the FY22 budget...a draft is included for discussion.

On 3 Feb the DESE published the first estimate of FY22 tuition. It has us listed for \$3,709,805 based on 230 students. Avg = \$16,129.59. While these numbers aren't worth the paper they are written on, the recent federal Covid bill should go a long way to limiting the financial impact of the pandemic. We are also waiting to see what grants come out of this legislation.

Peter can walk us through his vision for Personnel.

I will get our health insurance renewal the first week of April so I'm using the maximum expected increase of 8% in the budget. While Delta dental has not increased for 3 years but I'm projecting a 3% increase in the line item. These figures are also driven by actual enrollment.

Projecting an increase in utilities to account for the HVAC system running 24/7, new phone system

We expect to bring on a second shift, part time custodian and eliminate the Custodial Service line item.

We reduced the Marketing line item in anticipation of hiring a PT person

There is a new line for the replacement of the Admin HAVC unit

There is a new line item for Professional Services related to the renovation of the facility

Additional notes at the bottom of the worksheet

Cover Sheet

Discuss preliminary 2021-2022 Budget

Section: II. Finance - Financial Statement Review
Item: B. Discuss preliminary 2021-2022 Budget
Purpose: Discuss
Submitted by:
Related Material: FY22 Proposed Operating Budget V3.0.pdf

MCCPS FY22 budget worksheet		3/8/21		
	At 12/31/2020		FY21	
	Total	% of budget	Budget	FY22 V 3.0
Income				
4005 STATE ALLOCATION	\$1,626,365.00	52.70%	\$3,086,096	\$3,467,950 215 * \$16,130 (2/3/21 DESE)
4040 INVESTMENT INCOME	\$95.53			
4041 Int Inc	\$30.35			
Total 4040 INVESTMENT INCOME	\$125.88	125.90%	\$100	\$100
4050 OTHER INCOME	\$3,000.00	150.00%	\$2,000	\$3,000
4051 17 Lime Rent	\$11,599.67	53.30%	\$21,750	\$21,750
4056 Homework Club	\$1,289.50	12.90%	\$10,000	? see expense line
Total 4050 OTHER INCOME	\$15,889.17			
4055 STUDENT SUCCESS FUND	\$18,231.93	101.30%	\$18,000	\$18,000
4060 CONTRIBUTIONS	\$250.00			
4080 REIMBURSEMENTS	\$2,860.42	143.00%	\$2,000	\$2,000
4085 MEDICARE REIMB.	\$0.00		\$5,000	\$0 Andrea & I decided to skip this program in FY21 will revisit for FY22
4090 FUNDRAISING	\$717.40			
4092 Events	\$4,406.94			
Total 4090 FUNDRAISING	\$5,124.34	11.40%	\$45,000	\$50,000 net
Total Income	\$1,668,846.74		\$3,189,946	\$3,562,800
Gross Profit	\$1,668,846.74		\$3,189,946	\$3,562,800
Expenses				
5000 PERSONNEL - SALARIES	\$1,091,279.85	51%	\$2,140,701	\$2,403,190 from other tab
Payroll Taxes				
5115 Soc Sec	\$19,715.13			
5116 Medicare	\$15,509.30			
5117 Unemployment	\$5,886.78			
5118 MAPML	\$4,238.46			
5120 Work Comp	\$10,652.00			
Total Payroll Taxes	\$56,001.67	50.00%	\$112,000	\$118,000
Total 5000 PERSONNEL	\$1,147,281.52		\$2,252,701	\$2,521,190
5140 BENEFITS				
5141 Health	\$134,803.64			
Reimb	\$110.28			
Total 5141 Health	\$134,913.92			
5142 Dental	\$16,745.95			
5143 Life & Disability	\$3,906.61			
Total 5140 BENEFITS	\$155,566.48	37.60%	\$413,835	\$438,665 Est +8% for health, actual in early April
5150 STAFF DEVELOPMENT	\$9,363.15	124.80%	\$7,500	\$10,000 MPCSA membership = \$7K
New Line - Teaching Force	\$10,000.00			\$20,000 stipends?
5160 SEARCH COSTS	\$1,822.83	107.20%	\$1,700	\$1,825
5170 SUBSTITUTE	\$14,297.00			
5200 DIRECT STUDENT SUPPORT				
5202 Furnishings	\$392.85	39.30%	\$1,000	\$5,000 Increased to meet CDC spacing guidelines
5203 Student Success Fund	\$3,715.49	24.30%	\$15,300	\$15,300
5210 Teachers supplies	\$1,679.97	39.60%	\$5,000	\$5,000
5211 Instructional Equipment	\$7,122.66	49.50%	\$14,400	\$15,000
5215 Curriculum supplies	\$664.15	13.30%	\$5,000	\$5,000
5220 Student supplies	\$287.85	5.80%	\$5,000	\$5,000
5221 SPED supplies	\$444.34	29.60%	\$1,500	\$1,500
5222 SPED Services	\$0.00		\$1,500	grants
5240 Computer Support	\$2,068.99	103.40%	\$2,000	\$2,000
5241 Technology - Hardware	\$797.63	16.00%	\$5,000	\$5,000
5242 Technology-Software	\$3,598.88	179.90%	\$2,000	\$2,000
5250 Nursing supplies	\$258.91	17.30%	\$1,500	\$1,500
5255 Homework Club	\$433.28	6.70%	\$6,500	? see revenue
Total 5200 DIRECT STUDENT SUPPORT	\$21,465.00	32.67%	\$65,700	\$62,300
5300 OCCUPANCY				
5320 Maintenance	\$22,457.48			
5324 plow	\$1,220.00			
Total 5320 Maintenance	\$23,677.48	59.20%	\$40,000	\$45,000
5330 CustSvc	\$11,560.00	38.50%	\$30,000	\$0 convert to salary (\$30K?)
5340 CustSupplies	\$920.04	18.40%	\$5,000	\$5,000
5351 Utilities	\$17,641.18	41.80%	\$42,250	\$55,000 increase for phone system, 24/7 electric (HAVC)
Total 5300 OCCUPANCY	\$53,798.70		\$117,250	\$105,000
5329 Covid-19	\$1,119.97			
5400 OFFICE & ADMIN				
5405 FundraisingExp	\$836.25			
5407 Events	\$1,451.70			
Total 5405 FundraisingExp	\$2,287.95	38.10%	\$6,000	\$5,000 10% of gross?
5410 Supplies	\$2,174.57	43.50%	\$5,000	\$5,000
New line - Cap Ex				\$13,000 Admin HVAC
New line - Professional Services				\$10,000 Related to building renovation
5430 Accounting	\$17,098.76	94.70%	\$18,000	\$20,000
5431 Legal	\$2,623.71	26.20%	\$10,000	\$10,000 let's hope this is max
5435 Marketing	\$4,525.00	45.30%	\$10,000	\$5,000 reduced
5440 PayrollSvc	\$3,276.49	59.60%	\$5,500	\$5,500
5450 Print & Copy	\$0.00		\$1,200	\$1,200
5460 Postage	\$2,268.26	64.80%	\$3,500	\$3,500
5470 General Liability Insurance	\$15,015.04	50.10%	\$30,000	\$32,000
5480 Board	\$7,962.00	113.70%	\$7,000	\$8,500 Board on Track, ValEd, award
5486 HoS Discretionary	\$125.00	8.30%	\$1,500	\$1,500
5487 Admissions	\$1,151.77	76.80%	\$1,500	\$6,500 \$1500 + \$5K for postcard project
5492 Mortgage Interest	\$61,852.26	51.40%	\$120,423	\$116,994
5497 Bank Chrg	\$280.31	28.00%	\$1,000	\$1,000
Total 5400 OFFICE & ADMIN	\$120,581.12	54.65%	\$220,623	\$244,694
6100 Depreciation	\$47,334.00	49.80%	\$95,000	\$95,000 Have to update the schedule
Total Expenses	\$1,557,212.80		\$3,174,309	\$3,498,674
Net Operating Income	\$111,633.94		\$15,637.00	\$64,126.00
			(TF - \$10,000)	

				\$3,498,674	Total expenses
				\$3,293,370	\$15,318 x 215 (PPE at 2/21)
				\$3,386,220	Total revenue
				-\$112,454	Delta using current PPE
				\$3,523,140	230 x \$15,318
				\$3,709,900	230 x \$16,130
NOTES					
<u>New expenses</u>					
Peter can discuss changes in personnel			Bring custodial onboard? DBS = \$33,600		
If no Covid Marblehead Youth Basketball should return (\$2.5K)					
<u>Non personnel</u>					
Fiber optic svc	\$1,548	\$129/mo			
Phones	\$12,115	\$1,009.60/mo est			FY22 mortgage expense as per amort schedule
Teaching Force	\$20,000	year 2			Prin \$106,082.29
Teaching Force stipends		in salaries			Int \$116,994.11
Admissions postcards?		Approx \$5K			\$223,076.40
Summer expenses?					\$224,430.00 actual (\$18,702 x 12)
<u>Anticipated increases to existing</u>					
Health insurance	+5-8%	Tufts rate due 4/1/21			\$1,353.60 diff
Dental	+3% ?				FY22 is the last year of a 5 year purchase of 4/5 math program Ellen is on it
Increase in utilities					
Admin HVAC needs to be repalced at \$12K					
Expect more FY22 grant funding - we are moving the latest for \$85K into FY22					
Do we need to fund a line item for building renovations? (engineers, surveys & schematics, preliminary architect?)					

Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

MCCPS-Feb-2021-Financial Statements v1.xlsx