

**NORTH READING PUBLIC SCHOOLS**  
North Reading, Massachusetts

**Regular Meeting of the School Committee**  
*Open Session – Fiscal Year 2021 Budget Workshop*

Date: April 1, 2020  
Time: 3:00 PM  
Place: Virtual Meeting

***School Committee Members Present***

Dyana Boutwell  
Scott Buckley  
Janene Imbriano  
Rich McGowan (arrived 3:27 pm)  
Chris Pappavaselio

***Staff Members Present***

Patrick Daly – Superintendent of Schools  
Michael Connelly – Assistant Superintendent of Finance  
and Operations  
Cindy Elmore –Recording Secretary

**Visitors:**

**I. Call to Order Open Session**

Chair Scott Buckley called the Open Session to order at 3:04 PM.

**II. A. Public Input – None**

**B. Student Report - None**

**D. 1. Update: COVID 19 School Closure – Operational Update**

Dr. Daly updated the Committee on the district's response to COVID-19. Starting April 6, 2020 NRPS will begin Digital Learning with the students. These will not be all day sessions and students who are not able to attend a session will not be penalized. There will be check-in times to meet with teachers, counselors, IT, etc. At this point nothing has been determined about the currently scheduled April vacation. The IEP meetings will also begin on April 6, 2020.

**D.2. Payment of Wages: Salary/Hourly Employees / Contracted Services Providers / Bus Company**

Dr. Daly recommended that all wages and salaries continue to the May 4, 2020 anticipated date of return to school as Governor Baker has stated.

Dr. Daly and Mr. Connelly also discussed the school lunches that are being provided for students in North Reading. Currently 30 lunches are being delivered and there is space for more lunches to be delivered if needed. This is not an income-based service and there will be reimbursement from the State on each lunch being delivered. There was further discussion on how the school closure is impacting the current budget, including the bus contract, commitments to the two Collaboratives of which NRPS is a member, and Special Education contracted service providers.

A total of \$120,000 is expected as a loss of revenue to the FY20 budget.

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Pappavaselio to approve continuation of payment of employee base salaries through May 4, 2020. Motion passed 5-0 on a roll call vote.

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Pappavaselio to approve ongoing payments of contracted services as identified in the Commissioner's memorandum dated March 27, 2020, especially items one (1), two (2) and three (3) in the guidance referring to Collaboratives, Tuition Payments, and contracted Special Education service providers. Motion passed 5-0 on a roll call vote.

It was agreed to postpone the vote on payment of the bus transportation contract.

### **D.3. Review of the FY 21 Preliminary Budget**

Mr. Connelly reviewed the FY21 preliminary budget and covered: a) major budget drivers, b) budget gaps, and c) major personnel and expense changes.

#### **Elementary class sizes & enrollment breakdown**

No discussion on the elementary class sizes and enrollment breakdown based on the documents the school committee has reviewed.

#### **Budget gap closing ideas**

Mr. Connelly reviewed the projected revenue plan and the revenue is not where the district would want to be. Mr. Connelly and Dr. Daly are working towards a Level Services Budget which would not include the items in Table 2. This budget is not a typical "level services" budget in that there will not be replacement of open positions. This plan would not include any layoffs. There will be some impact to class sizes.

#### **Key next steps in budget process (School Budget Public Hearing April 13th)**

Mr. Connelly presented the key next steps in the FY 21 budget process with the public hearing scheduled for April 13, 2020.

**E.1. Minutes:** No minutes available for approval.

**E.3. Staffing:** There was no staffing update.

**E.4. Bids and Donations:** No bids or donations to approve.

#### **F.1. Subcommittee Updates:**

The only subcommittee that met was the Finance Planning Team and those issues were discussed in the FY 21 budget review.

#### **F.2. Administrative Report:**

Dr. Daly commented on working with the Town during this pandemic. Everyone is working together as a team and doing what is needed during this unexpected crisis.

**F.3. Correspondence:** No correspondence at this time.

**III. Future Business: All are dependent on the current shelter in place orders.**

April 9, 2020	8:00 AM	Finance Planning Team
April 13, 2020	6:30 PM	School Committee Meeting: FY21 Budget Public Hearing Virtual
April 29, 2020	3:00 PM	School Committee Meeting: Budget Workshop Virtual

Dr. Daly thanked all that Mr. Connelly, Anne Lundell and Mr. Buckley have done to help keep him on task during this time.

**IV. Adjournment:**

*The Committee voted on a motion made by Mr. McGowan and seconded by Mr. Pappavaselio to adjourn at 5:36 pm. Motion passed 5-0 on a roll call vote.*

**Documents and Exhibits:**

1. Letter from Commissioner Jeffrey C. Riley dated March 27, 2020
2. FY21 Budget Update
3. Key Next Steps in FY 21 Budget Process
4. NRPS Project Class Enrollments 2019/2020