

Ashford Board of Education
Regular Meeting Minutes – December 7, 2017
7:00 p.m.
District Office Conference Room

Note: Per C.G.S. §10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.

Call To Order

Chair J. Lippert called the meeting to order at 7:13 pm. Present were members M. Matthews, L. Donegan, J. Calarese, S. Gamache and J. Urban. Also present were Dr. J. Longo, Superintendent, Principal T. Hopkins, Business Manager L. Dyer and recording secretary J. Barsaleau. There were several people in the audience (list attached). Unable to attend was board member K. Warren.

The meeting was relocated to the Library/Media Center to accommodate audience seating.

Motion made by M. Matthews to add to the agenda Building and Grounds Committee meeting summary. Motion seconded by L. Donegan and carried unanimously.

The Building and Grounds committee met prior to the start of this meeting. Guests were Andrew Brydges of Eversource Energy and Michael Sorano of Friar & Associates Architecture. Recent facility study and energy audits were reviewed and assessed for viability. Mr. Brydges shared energy savings that may be obtained for electricity driven systems and lighting, and the availability of 0% financing opportunities up to \$500,000 for energy improvements. There is a four-year payback and no extra out of pocket costs with the savings that would be obtained in electricity costs by application of improvements. There are no oil related savings available, however certain electrically based components of oil fired boilers may be covered. He recommended that a request for proposals (RFP) audit be prepared identifying incentives and solicited to three engineering vendors.

Mr. Sorano stated that electric pumps associated with the oil-fired boilers could be included in the financing that Mr. Brydges spoke of. However, the current boilers at Ashford School are older and inefficient. He stated the first course of action would involve capital expense and that maximum energy savings would be realized by boiler replacement. More information concerning a payback period will be forwarded.

Dr. Longo asked what the recommended borrowing amount would be if based only on savings driven by electric based improvements and if engineering fees would be covered. Mr. Brydges estimated a maximum of \$300K - \$400K and engineering costs would be eligible.

Communications

J. Lippert received a communication from the Town Treasurer asking all boards and commissions to have their FY 19 budget requests submitted no later than January 10th.

FY 19 PUBLIC BUDGET INPUT

Maureen Caye shared concern about the ability of the school to sustain zero budget increases without cuts to staffing. She asked the board to please keep 3 teachers in place for next year's fourth grade class as they begin to prepare next year's budget. She asked about the dates for budget meetings going forward and stated she will be as involved as possible in these meetings.

Rebecca Haeger thanked the board for its hard work. She wished to share broad-spectrum concerns and desires. She stated her love for Ashford School and is "blessed to have her child in this school". She has discussed STEAM with members of the school community and while she is supportive, she is quite concerned about creating a better balance and feels the arts are neglected or minimalized and that independent functions like grammar and spelling are needed. She also spoke of concerns about student transition to E.O. Smith, little homework being assigned, alignment to high school curriculum and more basic and healthy foods in our cafeteria and expansion of offerings.

Kim Johnston echoed Mrs. Haeger's concerns about preparedness for high school and homework. Her child is taking honors classes at the high school and has struggled with the amount of homework that is assigned. She stated a preference for leveled classes.

Opportunity for Public Comment

Maureen Caye asked when the FY 19 initial budget draft would be ready. Dr. Longo and the board felt it would be ready in mid-January.

Kate Conway supported earlier statements made during the input session about STEAM balance concerns, expressed continued support for enrichment and cited need for more technology and study skills going into high school.

Approval of Minutes: 11/16/2017

Motion made by M. Matthews to approve the minutes of 11/16/2017. Motion seconded by J. Calarese and carried with one abstention (L. Donegan)

New Business

a. FY 19 Budget Planning

The FY 19 budget will begin as a mirror of the FY 18 budget. Any known contractual increases for FY 19 will be added to these numbers to determine a percentage increase. Dr. Longo addressed the board and audience inviting them to send an email or note with any items/topics for discussion of the FY 19 budget to him or to Jen Barsaleau.

Old Business

a. FY 18 Budget

Seth Lyman, fleet mechanic addressed purchase of handicap accessible vehicle. He said that he, the transportation coordinator and the Town have discussed purchase of a Ford Transit to address the needs for special transportation in lieu of a mid-bus. The vehicle is less costly than a traditional mid-bus and is easier to maintain. Operators of this type of vehicle do not need to possess a commercial driver's license, but do need an appropriate endorsement to transport students.

BOE Subcommittee Worksessions (7:30 pm – 8:15 pm)

a. Cafeteria

b. Finance

Both subcommittees began their worksessions at 8:15 pm. Cafeteria stayed in the media center and the Finance subcommittee moved to the district office conference room.

Subcommittee Worksession Summaries to Board

The Finance subcommittee session was attended by BOE members J. Lippert, J. Calarese and J. Urban, business manager L. Dyer and Dr. Longo. Items discussed were the FY 18 budget and brainstorming of ideas/options for the FY 19 budget.

BOE members M. Matthews, S. Gamache and L. Donegan attended the Cafeteria subcommittee session. In the audience were Troy Hopkins, Kate Conway and Rebecca Haeger. A menu was reviewed followed by discussions of processed foods, salad bars, farm to table, on site gardens, surveys of students and staff and more healthy snacks.

Next Meeting Date/Agenda Items

Bicknell Trust, custodial vacancy, policies amended by legislative action, board and superintendent responsibilities, Supt. Evaluation, high school transition and homework follow up.

Second Opportunity for Public Comment

Mr. Hopkins clarified that grade 7/8 students are receiving 25 hours of student success planning. Someone in the audience mentioned having a student liaison to the board. Kate Conway was happy to hear that student success planning is in place. She further stated that vital skills are necessary and homework should be meaningful if given and Ashford's students have great character.

L. Donegan reminded everyone of the Winter Concert at Ashford School on December 14th.

Motion to adjourn the meeting (9:11 pm) made by L. Donegan, seconded by M. Matthews and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford BOE meeting - December 7, 2017

Donna Backhaus

Susan Eastwood

Madelyn Sherman

Lawrence Sherman

Dorey Hopkins

Rebecca Harger

Kimberly Johnston

Seth Lyman

Andrew Brydges - Evergreen Energy

Michael Sorano - FNER Architecture

MAUREEN CAVE

Kate Conway + daughters

Enrollment Summary: Federal Ethnicity and Race

Report as of 12/01/2017 (D3)

Ashford School

View:

Federal Ethnicity and Race

Students:

- ☒ All Active Enrollments
☐ Current Selection

Date:

12/01/2017


Grade Level	Total in Grade	(I) American Indian or Alaska Native	(A) Asian	(B) Black or African American	(P) Native Hawaiian / Other Pac Islander	(W) White	Hispanic/Latino	Two or More Race Categories	Unspecified
-2	16 7 / 9	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	12 4 / 8	1 0 / 1	2 2 / 0	0 0 / 0
-1	31 20 / 11	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	27 16 / 11	2 2 / 0	1 1 / 0	0 0 / 0
0	40 23 / 17	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	37 21 / 16	1 1 / 0	2 1 / 1	0 0 / 0
1	38 22 / 16	0 0 / 0	0 0 / 0	1 0 / 1	1 1 / 0	29 17 / 12	6 3 / 3	1 1 / 0	0 0 / 0
2	40 20 / 20	0 0 / 0	1 0 / 1	1 1 / 0	0 0 / 0	33 16 / 17	1 1 / 0	4 2 / 2	0 0 / 0
3	37 24 / 13	0 0 / 0	0 0 / 0	2 1 / 1	0 0 / 0	26 16 / 10	4 3 / 1	5 4 / 1	0 0 / 0
4	46 22 / 24	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	40 19 / 21	4 2 / 2	2 1 / 1	0 0 / 0
5	32 17 / 15	0 0 / 0	0 0 / 0	2 2 / 0	0 0 / 0	25 14 / 11	5 1 / 4	0 0 / 0	0 0 / 0
6	41 20 / 21	0 0 / 0	2 0 / 2	1 1 / 0	0 0 / 0	36 19 / 17	1 0 / 1	1 0 / 1	0 0 / 0
7	43 13 / 30	0 0 / 0	0 0 / 0	1 1 / 0	0 0 / 0	38 11 / 27	4 1 / 3	0 0 / 0	0 0 / 0
8	43 26 / 17	0 0 / 0	0 0 / 0	2 0 / 2	0 0 / 0	36 23 / 13	3 1 / 2	1 1 / 0	1 1 / 0
Total	407 214 / 193	0 0 / 0	5 2 / 3	10 6 / 4	1 1 / 0	339 176 / 163	32 15 / 17	19 13 / 6	1 1 / 0

The Federal Ethnicity and Race view displays aggregate student data as required by the Federal Ethnicity and Race Categories from the U.S. Department of Education. See the help for more information.

District Responsibility

Legend

407 + 2 outplaced + 1 magnet = 410

Icons  - Date Entry

Ashford Board of Education
Regular Meeting Minutes – November 16, 2017
7:00 p.m.
District Office Conference Room

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Call To Order

Superintendent of Schools Dr. J. Longo called the meeting to order at 7:03 pm. Present were board members J. Calarese, J. Urban, K. Warren, J. Lippert, M. Matthews and S. Gamache. Also present was Director of Special Education C. Ford and recording secretary J. Barsaleau. Present in the audience were AEA co-president J. Horn, R. Haeger, B. Duffy and R. Duffy. Unable to attend was board member L. Donegan.

Board Reorganization

a. Election of Officers

Dr. Longo welcomed new members Shannon Gamache and Jane Urban to the Board. Dr. Longo explained briefly the process of election of officers and then opened the floor for nominations for Chairperson of the Board.

K. Warren nominated John Lippert for Board of Education Chair. J. Calarese seconded the nomination.

Dr. Longo asked if there were any discussion or other nominations. Being none, he called for a vote on the nomination on the floor. The nomination carried with one abstention (J. Lippert).

Dr. Longo then turned the meeting over to Board Chair, J. Lippert. Mr. Lippert said he was pleased to take on the role of board chair. He spoke very highly of the leadership of past members and officers Jim Rupert and Kim Rourke. Both had served eight years and will be missed.

He then opened the floor for nominations for Vice-Chairperson.

M. Matthews nominated Lisa Donegan for Board of Education Vice-Chair. The nomination was withdrawn, as Mrs. Donegan was not present to indicate she would accept if nominated.

J. Calarese nominated Marian Matthews for Vice-Chairperson. Nomination seconded by K. Warren.

Brief discussion followed. M. Matthews was concerned that she had not had enough board experience. Being there were no other nominations or discussions, the Chair called for a vote on the nomination on the floor. The nomination carried with one abstention (M. Matthews),

The Board Chair opened the floor for nominations for Secretary.

J. Calarese nominated Kay Warren for Secretary. Nomination seconded by J. Urban.

There being no other nominations or discussion, the Chair called for a vote on the nomination on the floor. The nomination carried with one abstention (K. Warren)

b. Establishment of Regular Meeting Date/Place/Time

A draft calendar of meetings for 2018 was included in the board members' packets for review.

Discussion followed concerning meeting dates in the spring.

Motion by M. Matthews to approve the meeting schedule as presented, with regular meetings being held on first and third Thursdays at 7 pm in District Office Conference Room 14. Motion seconded by K. Warren and carried unanimously.

c. Committee Appointments

Chair J. Lippert opened discussion of committee assignments. Members volunteered to serve on the following committees:

J. Calarese:	Building & Grounds, Transportation and Long -Term Planning (alt.)
L. Donegan:	Building & Grounds, Personnel
S. Gamache:	Transportation, Cafeteria
J. Lippert:	Finance, Long-Term Planning
M. Matthews:	Cafeteria, Building & Grounds, Long-Term Planning
J. Urban:	Personnel, Finance
K. Warren:	Personnel, Finance and Transportation

Persons to be Heard

J. Lippert requested that this agenda item be renamed to “Opportunity for Public Comment” on future agendas to better match the latter public opportunity on regular meeting agendas.

R. Haeger expressed gratitude to Jim Rupert and Kim Rourke for all they have done while serving on the board, thanking the administration, Dr. Longo and the board members for their hard work and effort during this difficult budget time. Mrs. Haeger welcomed new board members, noting she would be interested in hearing from them why they wished to serve on the board. J. Lippert then asked the new members if they would introduce themselves and share their motivation for seeking membership on the board of education. Ms. Gamache responded that she is the parent of 3 children that she is presently home schooling and a member of the republican town committee. She likes to “know how things work and likes to be involved in her community” and felt that the board of education was a great place to serve. Mrs. Urban has 3 children in Ashford School and stated she has seen “fantastic change in this school”, and that “she loves the school”.

Communications

J. Lippert acknowledged an email was sent to past and current board members from a former employee. Dr. Longo and other members of the board stated the nature and content make this communication a confidential personnel matter.

Motion made by K. Warren to add to the agenda between items 9 and 10, executive session for the purpose of discussing confidential personnel matter. Motion seconded by M. Matthews and carried unanimously.

A notice was received from the Northeast District Probate court that the Bicknell Trust financial report filed in October was accepted and has been filed.

Approval of Minutes: 11/02/2017

Motion by M. Matthews to approve the regular meeting minutes of 11/02/2017.

Minor grammatical notations were made changing the “was” to “were” in referencing who was in attendance at the BOE Subcommittee worksessions.

Motion with the corrections stated seconded by J. Calarese and carried with two abstentions (J. Urban, S. Gamache)

New Business

a. FY 19 Budget Planning

J. Lippert requested that a status quo budget be brought to the board to use as a starting point in developing the FY 19 budget. It should include negotiated wage increases and any known increases. Dr. Longo reminded the board that the current collective bargaining agreement with the non-certified staff union, MEUI, expires June 30, 2018. Dr. Longo met with Ovation Benefits earlier this week and they recommended a placeholder increase of 6-7% over the current year. More accurate information will be known in January. A BOE budget calendar will be developed.

Motion made by J. Lippert to add to the agenda as item 6b, “Authorization to Submit Title IV Grant Application”. Motion seconded by M. Matthews.

Dr. Longo reported eligibility for a new grant, Student Support and Academic Enrichment. Ashford would receive \$10,000 to supplement enrichment. The grant requires detailed information on how the use of the grant is determined and what outcomes are expected from its use.

Motion made by M. Matthews to authorize the administration to submit the Title IV grant application. Motion seconded by S. Gamache and carried unanimously.

Old Business

a. FY 18 Budget

Dr. Longo, L. Dyer, J. Calarese and J. Lippert attended the Board of Finance meeting on 11/14. The BOE has received no budget increase over FY 17. Dr. Longo thanked those who attended the meeting and spoke on behalf of the BOE budget. He reiterated his statements from that meeting that should zero increase budgets become the norm, the outcome will affect students directly in terms of reductions to programs, services and staff. A zero budget document was distributed. Discussion followed concerning reductions in supplies and equipment. K. Warren requested more detail be provided in the notes section concerning reductions.

Dr. Longo reminded the board that during FY 18 budget development, wage increases for non-union, non-certified members of the support staff were negotiated and agreed to. He asked that the board consider release of those negotiated increases upon passage of the FY 18 budget.

Motion made by J. Calarese to authorize the 2.75% wage increase for non-union, non-certified support staff and increases for two secretaries, as was previously negotiated, retroactive to July 1, 2017.

Motion seconded by M. Matthews and carried unanimously.

This increase is not applicable until the FY 18 budget is approved.

Next Meeting Date/Agenda Items

The Building & Grounds committee will meet on 12/7 at 6 pm.

The next regular meeting date is 12/7 and will be preceded by a special meeting for FY 19 Public Budget Input. Regular meeting agenda items: FY 18 budget, FY 19 budget, 2nd reading of policies, and finance and cafeteria subcommittee worksessions.

Second Opportunity for Public Comment

None

Personnel Matter (Executive Session)

Motion made by M. Matthews to enter into executive session (8:33 pm) for the purpose of discussing a personnel matter, inviting Dr. Longo to attend. Motion seconded by K. Warren and carried unanimously.

Present: J. Lippert, K. Warren, S. Gamache, J. Calarese, M. Matthews, J. Urban and Dr. J. Longo

All parties left the executive session at 8:48 pm. There was no action taken.

Motion to adjourn the meeting (8:48 pm) made by M. Matthews, seconded by K. Warren and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford School
Monthly Facility and Maintenance Report
November 2017

Systems and Routine Maintenance Schedule (see attached)

HVAC and Major Systems

- During daily walk through, a circulator pump in the heating system of gymnasium stopped working. Mechanical Maintenance Company was contacted and repairs completed.
- Replaced 46 heating unit filters in hallways with lifetime filters.
- Hot water pump for kitchen replaced (lower boiler)
- New thermostats in room 26 and kitchen
- New motor in kitchen ceiling heater
- Purged gym heaters
- Rooftop fan units above gym to be replaced in early December
- Fixed heating in school psychologist's office

GROUNDS

- With the help of the Town of Ashford's public works department, the playground slide that was unusable for the past month or two was replaced. There was a need to remove and replace the concrete anchors to accommodate the replacement slide's specifications.
- 70 yards of woodchips were spread throughout playground areas to bring up to code depth.
- Concrete access ramps in the renovated CORR area were painted yellow per code.
- General lawn and grounds work, cleaned up flower beds, raking and mowing.
- Attached snow blower to tractor

GENERAL FACILITY

- Minor repairs made to gym floor, caused by student picking at the top surface of a basketball key.
- Roof inspected for leaks following the storm the last weekend of October; while checking the facility that Saturday, the gym roof had leaked. About 30 gallons of water was removed and fans placed to dry the area as quickly as possible to minimize the risk of floor damage. This action was successful. The gym floor is scheduled for resurfacing 12/27.
- Removed and relocated wooden tool cabinet from the district storage closet.
- Required radon testing completed.
- Required water testing samples gathered.
- Vacuumed dust from gym rafters and catwalk
- Installed six sanitary napkin bins in ladies rooms
- Changed ballasts and light bulbs
- New curtain ropes installed in music room

Ashford School Equipment, Facility & Maintenance Schedule of Service

Service Area/Equipment	Vendor	Contact Phone	Maintenance Interval/Schedule
Generator	Kinsley Power Systems	800-255-3503	Every 6 months
Septic	Skip's Septic	860-875-2332	Annually in Summer
Kitchen Grease Traps	Skip's Septic	860-875-2332	Annually in Summer
Septic Permit	State of Connecticut	www.ct.gov	Every 10 years
Boilers	Mechanical Maintenance	860-528-9835	Check daily As Per Schedule or as needed
Boiler Inspection	State of Connecticut	www.ct.gov/DEEP	Every 2 Years
HVAC System	Mechanical Maintenance	860-528-9835	As Per Schedule or as needed
Air Duct/Vent Cleaning	Duct & Vent Cleaning of America	800-442-8368	Rotating Sections - Annual
Kitchen Hood Cleaning	A-1 Hood Cleaning	860-729-2565	Annually in Summer
Kitchen Hood Inspection	Stuart White Company	203-878-6311	Annually
Kitchen Appliances	Preferred Services Inc.	860-643-2430	As needed
Fire/ Door Closing Security System	Venture NextGen Security, LLC	860-963-0832 home Kevin Kozaczka	Annually, per contract
Emergency Lighting Fire Extinguishers	Life Safety Service	203-272-1882	Every 6 months
Radon Testing	EASTCONN	860-455-0707	Once per 5 years*

Water Testing (including groundwater)	Aqua Pump	860-684-5349	Weekly, Quarterly per State Requirements
Cross Connection Survey	Aqua Pump	860-684-5349	Every 2 Years
Asbestos Inspection	EASTCONN	860-455-0707	Every 6 months/Once per 3 years*
Roof	Allied Roofing	860-966-6904 (Rick)	Every 6 months, or as needed for repair
Plant Fuel	Dime Oil	203-754-5334	As needed
Kitchen Inspection	Eastern Highlands Health	860-429-3325	Twice during school year
Building Inspection	Ashford Fire Marshal	c/o Town of Ashford	By Sept. 30 Annually
Bleacher Inspection	Hussey Seating	1-203-757-2486	Annually in Summer
Playground Inspection	Stephen Pendl	CIRMA 1-203-946-3796	Staff Check at least weekly, formal inspection every year
Playground Wood Chips	Blue Slope Sawdust	860-942-7084	Check quarterly Order 80 yds. every 2 years or as needed
Video/Camera Surveillance	Venture NextGen Security	860-928-2784 860-234-8817 Galen Beaupre	Annually, or as needed
Emergency Alarm Monitoring	Centralarm	800-639-2066 Acct #11301004	As needed, update employee codes as needed

Gym Floor Treatment	All Star Hardwood Floors	860-346-7647	Annually in Summer
Janitorial and Paper Supplies	Hillard – RoVic	860-474-2858	N/A
Floor Care - Machine Sales/Repairs	Hillyard-RoVic	860-474-2858	As needed
Glass /Door Repairs	JBR Glass & Construction	860-429-4390	N/A
Safety Glass Glazing	Armor Solutions	203-943-1559	
Restroom Partitions	General Maintenance Supply Inc.	860-688-8651	N/A
Classroom White Boards	General Maintenance Supply Inc.	860-688-8651	Per Budget
Painting	Mansfield Painting	860-942-7516 cell Ed Paviliscak	As needed
Trash/Recycling	Waste Management, Inc.	800-826-7952	Weekly
Tree Removal/Trim	Mansfield Tree	860-234-1056 cell John Balogh	As needed
Stump Grinding	Dan Duffy	860-423-9429	As needed
Fuel Tank Cleaning	Tankworks	860-646-3348 800-653-3140	As required per schedule
Oil Tank Electronic Monitoring/Supplies (Veeder Root)	TMI Service, LLC	860-917-7063 Wayne Dowell	Checked daily by Staff, call for service/supplies Inspect every 3 years
Tank Integrity Testing	Absolute Tank Testing	203-876-7430	Annually
Plumbing	B.A. Muzio Inc.	860-684-2285	As needed
Electrical	Gagne Electric	860-429-3218	As needed
Tile and Carpet	Freedom Carpet	860-716-0817 Phil	As budgeted, or needed
Tile Floor Reglazing	SaniGlaze	203-925-6134	
Parking Lot/Asphalt	All-Line Striping	860-490-7317	As needed

		Alllinestriping@att.net	
General Grounds Care	Ashford Maintenance Staff		As Per Plan
Parking Lot Sweeping Snow Plowing Playground Equipment Install/Removal	Town of Ashford Joe Kalinowski, Supv.	860-429-6812 860-428-6089 cell	As needed or as scheduled
Building Inspection	Town of Ashford	860-487-4400	Annually Prior to start of any alteration

Town of Ashford: Contact for all building, electrical permits 860-487-4400

*Requires written notification to staff and/or families two weeks prior to testing.

Last revised 11/16/2017

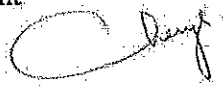
Town of Ashford
Finance Department

December 4, 2017

To: All Departments, Boards, Commissions, and Contracted Agencies

From: Cheryl A. Baker, Treasurer/Administrative Assistant

Re: 2018-2019 Budget Requests



This has been no ordinary year, and this will be no ordinary request. We have experienced an unprecedented assault on our time, our patience, and above all on our financial security. We are a strong community with much to be proud of: our new Town Office Building, new Fire House, completely renovated Babcock Library, and many structural changes and safety improvements to our school building. We have enjoyed a bond rating that allowed us to borrow frugally, and then to refund those bonds at an even greater savings. All the while maintaining a healthy fund balance to cover at least one and a half months of operating costs in case of an emergency.

The State of Connecticut has a serious financial shortfall, and that shortfall will trickle down to all of us in many ways. Further cuts to revenues are expected in the next fiscal year, and the possibility of responsibility for teacher's pension liabilities still looms. All of this must be absorbed within our budgets.

As a small town our only defense is a strong offense. Our budget for FYE 19 must be as trim as we can make it, while still maintaining services to the public. We are anticipating a zero increase budget at best, and are asking everyone to create a budget with our limited revenue sources in mind. In all likelihood we are looking at considerable cuts to our budgets as they move through the process. I know that it will be a challenge this year, more so than we have experienced together before.

Please submit your budget request to the Finance Office no later than Wednesday, January 10th, via email, US mail, or hand delivery. A spreadsheet showing your department expenditures to date is attached. Any significant changes, increase or decrease, should be detailed. All payroll figures will be calculated in the Finance Office. If you have a special payroll request please see me. Do not change the payroll figure on the budget spreadsheet.

If I can be of any assistance please let me know. We will remain strong together, as advocates to our community and a community as a whole.