Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, August 15, 2018. The meeting convened at 5:00 p.m., Chairman Thomas Minotti presiding.

Roll Call:
Members in Attendance: Chairman Thomas Minotti, Anne Gaydos, David Gioiello, Jose Goncalves, Mark Holden, Amanda Kilmartin, Dr. Darlisa Ritter.
Also in Attendance: Kate Kutash, BOE Member, Kathleen Yolish, BOE Member, Dr. Christopher Clouet, Superintendent, Ed Drapp, Finance Director, John Calhoun, Facilities Manager, Judson Crawford, Shelton Senior Center Commission, Deborah Keller, Shelton Education Association President, Kenneth Saranich, Shelton Intermediate School Principal, Carole Pannozzo, Director of Human Resources, Dean Petrucelli, Silver, Petrucelli & Associates, Inc., Gary Defilippo, City of Shelton.

The Pledge of Allegiance was recited.

Approval of the Agenda:
Anne Gaydos MOVED to approve the agenda as presented, SECONDED by Mark Holden.
A vote was taken with all in favor, motion carried.

Thomas Minotti made a recommendation to move the ESS Window Project Presentation to the first item on the agenda. Ed Drapp stated that we will be tabling the 2017-2018 Check Register & A/P Cash Disbursements Journal.

Mark Holden MOVED to make the ESS Window Project the next item on the agenda, SECONDED by Anne Gaydos. A vote was taken with all in favor, motion carried.

Old Business:
- Finance Update
  o ESS Window Project

Ed Drapp stated at the last meeting he gave an update on the project in Dean Petrucelli’s absence. Since that update there have been additional developments so he asked Dean Petrucelli of Silver, Petrucelli & Associates, Inc. to attend tonight’s meeting along with Gary Defilippo from the City of Shelton. Dean Petrucelli stated that the firm was originally hired in 2013 for the window project and gave a general overview of what has transpired since that time. On bid day only one bid was received from Acorn Glass Inc. We were given a base bid and one alternate bid for the addition that was built at ESS. The base bid price was $1,003,800.00 and the alternate bid was $339,500.00. Acorn indicated that they will need 140 calendar days from the signing of the contract to commence work and 100 calendar days thereafter to complete work. However, Acorn Glass Inc. plans to actually commence work immediately, but will not be on-site for 140 days because of the shop drawing and fabrication process. It seems as if the contracts have been signed. Their bid that was received on July 6, 2018 is good for 90 days. Kathleen Yolish asked if this would be done during the school year. Dean Petrucelli responded yes. Kathleen Yolish asked if any plans have been made for relocations during this process. Dr. Christopher Clouet responded yes. Dean Petrucelli stated that typically the contractors can do one classroom per day. Kathleen Yolish asked if the windows have screens. Dean Petrucelli responded yes. There will also be blank panels in each classroom so that air conditioning can be installed. Kathleen Yolish asked how this process would affect our heating costs. Dean Petrucelli responded that it shouldn’t have an impact on those costs. Dean Petrucelli stated that because of the updates in technology there should be some benefits from an energy standpoint.
Review and Approval of the Following Reports to the Committee:

Approval of the Minutes: “Regular” Finance Committee June 20, 2018
Anne Gaydos MOVED to approve the meeting minutes, SECONDED by Jose Goncalves. A vote was taken with one abstention, motion carried.

- Year-to-Date Object Summary, (L2) for 2017-18 School Year through July (handout)
Ed Drapp stated that we’ve pretty much closed out the 2017-18 school year expenses. There are some variances. We closed the year with a little over $2,500 left. The auditors will be in next week. Should they find something that needs to be charged we have a little cushion. The report has broken the budget into major categories. You will be able to see what was budgeted, what was expended, and its variance.
David Gioiello questioned the line item Other Professional/ Technical Services. Ed Drapp responded that funds were used for the redefining of district lines as well as various Special Education services, doctors, nurses, specialist, etc. That is a line that is typically overrun. We have previously talked about the need for adding money to that line item. Dr. Christopher Clouet stated that for many years we had worked with a variety of vendors for Special Education Transportation and Ed Drapp was able to reduce the cost and produce savings. David Gioiello asked why Regular Student Transportation was $171,541.00 over budget. Ed Drapp responded that it was not budgeted properly. David Gioiello asked what the variance is that drives up the number so that we do not make the same mistake. Ed Drapp stated that it is not a fixed contract for transportation, but there are fixed costs. Dr. Christopher Clouet stated that we can do an analysis for the next meeting. Amanda Kilmartin stated that we should focus on the areas with the greatest percent utilized. Carole Pannozzo stated that we’ve had very good attendance rates from our teachers last year. The building substitutes are costing us less money than the interns so we are saving money there. For the beginning of this year we have 6-8 teachers going out on Family and Medical Leave. Ed Drapp stated that we will pick out some of the chronically over expended line items and explore those with a meaningful dollar amount and percentage. Ed Drapp petitioned Board Members to send him any questions that they have about any of the line items. He will provide the detail about what happened in that line and what the plan is going forward. Dr. Christopher Clouet asked if a report could be done reflecting the past three years so that we can see the improvements. David Gioiello questioned the funds for Adult Education. Ed Drapp stated that every member of the Regional Adult Ed pays in an amount. Dr. Christopher Clouet stated that there are some traditional practices that we are now looking at in light of having a new person take over.

Mark Holden MOVED to approve the Year-to-Date Object Summary, (L2) for 2017-18 School Year through July (handout), SECONDED by Anne Gaydos, a vote was taken with all in favor, motion carried.

Old Business:
- Finance Update
  o Cafeteria Update
Ed Drapp stated that an agreement has been made. There was a press release. A letter was given to Board Members from Whitsons detailing the terms of the settlement that is confidential. We are waiting for the audit, but it looks like the program made money last year. With the labor issue settled we are hoping for a very positive year. Any funds made through food services have to be spent on food services. Jose Goncalves asked how many years the contract is for. Ed Drapp answered that it is mutually renewable annually.

Dr. Darlisa Ritter asked if there could be a breakdown for the Other Professional Services line item.
Transportation Contract & Negotiations Update
Dr. Christopher Clouet stated Durham and the City are working through the process of having all of the City buses inspected and approved by the State. The bus inspections have commenced, and are ongoing. 6 buses were inspected and passed today. Durham and the City are revising the contract so that Durham will become the operator of record for each bus as it passes inspection. Once the contract for the use of the buses is revised to reflect this change, Durham will sign the contract with the City for the lease of the facility and buses, and the contract revision with the Board for the one-year agreement to provide transportation services. What we don’t have at this moment still is a signed contract. The Department of Transportation has agreed to start sending 10 inspectors a day, starting tomorrow, with the idea that they will get at least 10 buses inspected per day. If there are a few needing major repairs, Durham should have a few buses available. Amanda Kilmartin asked how all of this affects our budget. Dr. Christopher Clouet responded that we can discuss it after we have a signed contract. Deborah Keller asked if we are still okay with no pay to play. Dr. Christopher Clouet stated that it was his understanding that the board voted pending a signed contract that the priority would be to end the pay to play discussion. Mark Holden stated that we do need to save $450,713.00 and we are unsure if City of Shelton will be funding the propane as they have in the past. Dr. Darlisa Ritter asked if the Peer Preschool program was being picked up by the buses. Mark Holden responded that we haven’t voted on that yet. Dr. Christopher Clouet stated that it was his understanding that tentatively past participants would be grandfathered in and new participants would pay a fee.

Capital Projects and Non-recurring Costs Review Ad hoc Committee
Ed Drapp stated we do have some people that will get together and put a plan in place. He will send out dates soon.

2017-2018 Budget Transfers
Ed Drapp stated we have overages in some of our categories so to even things what we will do after the audit is have the board make a motion to even those out so that all of the categories are covered; budgeted vs. expended.

- Athletic Account
Ed Drapp stated that there was nothing to report.

- Student Parking Fees
Ed Drapp stated that there was nothing to report.

Dr. Christopher Clouet stated that for the future, as the field renovation comes to a conclusion it might be worth considering whether we want to do something like raise the ticket cost a little bit to create a fund for ongoing maintenance. Kathleen Yolish stated that we should consider having people sponsor a brick.

New Business:
- Maintenance Director’s Report
John Calhoun stated that we are on track with the ESS Window Project. This time of year is our busy time of year. We are prepping all the buildings for the opening of schools. We have done several renovations. We have new cafeteria tables at PHS. We have been working with contractors for some of our summer projects. We’ve done some painting. We are going to upgrade our water treatment program in the schools to prevent premature aging of our equipment and extending its useful life. We are working with the PTO at Mohegan to coordinate an addition to the playground at that school which
will provide a shaded outdoor play/learning area to the grounds. We are continuing to work with
Eversource on our energy saving initiatives. We replaced one of two obsolete vehicles utilizing end-of–
year funding. Jose Goncalves asked if the field would be open for opening day. John Calhoun responded,
that is the ultimate goal. The main components should be done. Dr. Christopher Clouet stated that there
might be a soft opening for the field and possibly an official ribbon cutting later in October. Kate Kutash
suggested a ribbon cutting ceremony on the night of the hall of fame ceremony. Dr. Christopher Clouet
responded that it might be better to have the ceremony in front of the fans. Jose Goncalves asked if the
bleachers were replaced. John Calhoun responded, no. Jose Goncalves asked if the temporary road that
was added will remain temporary. John Calhoun responded that there’s a thought of leaving it there for
ambulances or emergency vehicles.

Superintendent’s Commentary:

• Individual Contract Negotiations

Thomas Minotti MOVED to go into Executive Session for the purpose of talking about individual
contract negotiations, SECONDED by Amanda Kilmartin. A vote was taken with all in favor. Motion
carried.

The Board met in Executive Session from 6:21 p.m. until 6:58 p.m. for the purpose of talking about
individual contract negotiations.
All board members who were present stayed. There were three invited guests for the executive session:
Superintendent Christopher Clouet, Human Resources Director Carole Pannozzo, and Finance Director
Ed Drapp.

Mark Holden MOVED to come out of Executive Session, SECONDED by Kathleen Yolish. A vote was
taken with all in favor. Motion carried.

Dr. Darlisa Ritter departed at 7:00 p.m.

Mark Holden MOVED recommending to the full board the salaries adjustments that have been
outlined in the documents that have been passed to us, SECONDED by Kathleen Yolish. A vote was
taken with all in favor. Motion carried.

David Gioiello questioned how we intend to handle inquires about everyone getting what they want
from money that we don’t have. Dr. Christopher Clouet responded that we will not be able to give
everyone what they want. Even if we do have $450,000.00 his strong recommendation to the board will
be to do the pay to participate and the grandfathering in of the pre-k and then we take a pause and see
if we want to spend every nickel in savings right away before school even starts. David Gioiello stated
that board members should not be posting and responding on various Facebook pages other than saying
contact the Superintendent because it’s very easy for the public to hear what they want to hear and
read what they think they’re reading. It will lead to a lot of disgruntled parents. He has not responded to
any of the letters sent to him by parents. As a board are we going to make a decision to respond or will
our decision be to say that these items will be discussed at board meetings? Dr. Christopher Clouet
stated that the board members should thank the parents for their concerns and forward them to him.
David Gioiello stated that when Mark Holden makes a statement, he makes a statement for the whole
board. We as a board should approve what it being said, so that everyone is on the same page. Mark
Holden responded that it depends on the phrasing that he uses. If he says, “I believe” that is not a
reflection of the board. David Gioiello stated that is not understood by the community. Kathleen Yolish
stated that by policy Mark Holden is the person who speaks for the board. David Gioiello stated that we haven’t made a decision on certain items and we as a body should come together and make a decision so that we have a singular unified position that will be presented to the community.

Chairman Thomas Minotti adjourned the meeting at 7:10 p.m.

Respectfully Submitted,

Anita Smith  
Recording Secretary  
August 22, 2018