Call to order: A Special meeting of the Shelton Board of Education Finance Committee was held on Monday, January 22\textsuperscript{nd}, 2018. The meeting convened at 5:03 PM. Chairman Tom Minotti presiding.

The Pledge of Allegiance was recited.

Roll Call:
Members in Attendance: Chairman Tom Minotti, David Gioiello, Mark Holden, Amanda Kilmartin, Jose Goncalves, Anne Gaydos.
Excused: Dr. Darlisa Ritter.
Also in Attendance: Kate Kutash, Board of Education member; Kathleen Yolish, Board of Education member; Edward Drapp, Director of Finance; Christopher Clouet, Superintendent; John Calhoun, Facilities Manager; Deborah Keller, President, Shelton Education Association; Judson Crawford, Shelton Senior Center Commission, James Burns, Director of Transportation; Tina Henckel, Assistant Director of STEM; and Harold Greist.

There was an amendment made to the agenda. The Debit Card Discussion was moved up on the agenda prior to the Approval of the Agenda.

Debit Card:

Edward Drapp stated that Tina Henckel, along with some other staff members, discussed with him that there are certain places that do not take purchase orders or checks, which demonstrated convincingly that we can get a lot more buying power for our dollar if we had some type of debit or credit card available. Ed Drapp asked Tina Henckel to address the Board members at this evenings meeting. Tina stated that the Office of Teaching and Learning met with Ed Drapp to discuss the need for some type of structure where their staff are not putting out their own credit card to purchase certain supplies that would support the curriculum and the Units of Study that they are starting to encounter more frequently than in the past. For example, the Librarians have specific coding kits that they use in the maker spaces, and they have very unique supplies, such as gum drops and wind-up toys for Invention Convention for 4\textsuperscript{th} Grade. These are just some simple examples of how they can buy mass amounts of supplies, but through a vendor that does not receive purchase orders, like a dollar store or Oriental Trading. The Office of Teaching and Learning met with Ed Drapp and went over all of the different cost savings, that if they had some type of payment device to utilize the funds to purchase some these supplies, it would actually be more cost effective because they are cheaper, and you would be able to buy in mass quantities to support all of the buildings. Ed Drapp came back with the idea of utilizing a debit card as opposed to a credit card. A question was raised as to if the Board can receive a written document that flows through from the process from beginning to end.
Jose Goncalves MOVED to approve the agenda as presented, SECONDED by Amanda Kilmartin. A vote was taken with all in favor, Motion carried.

Mark Holden MOVED to approve the minutes of the regular meeting from December 13, 2017, SECONDED by Anne Gaydos. A vote was taken with all in favor, Motion carried.

**Year-to-Date Object Summary**

Ed Drapp stated that salaries are being expended as expected for this time of the year, that is true for both classified and non-certified payroll. An early payment was made on the HSA account, so they are a bit ahead of where they were in previous years. Ed stated the benefits are running a bit high compared to the current year’s budget. The City does have a reserve fund if we were to over expend the benefits line item. The Staff Development line item was reduced significantly. Most of the overage in the tuition will be reimbursed through the excess cost grant. Regarding the transportation account, we are a bit short in the budget. The budget is roughly $160,000 short, so as the end of the year approaches, they will look at different ways to cover that amount. Ed discussed Heat and Utilities account. Our rates are down. We have negotiated a number of rates. We reduced our water consumption at the High School roughly 90%. Regarding the Building and the Equipment serviced, Ed stated that there have been some things that have come up, however the City has been a good partner in picking up the cost for the some of the major unexpected repairs. Ed stated that the Support Services line item has been over expended. We have been as much as $150,000 to $175,000 over in the Professional Services, primarily around the services for Special Needs students. We do use some grant money to offset those expenses if need be. A brief overview was given on the definition of excess cost. Ed stated that the State has a formula for spending on special needs students. It is 4 ½ times the district average spending per student. We would submit that as a claim to the State, so in Shelton’s case that may be around $65,000, so if we spend more than $65,000 on a particular student that is qualified for Special Education, we would then qualify for about 70% reimbursement for any amount over that.

The Athletic Account has an amount of $89,458.90.

The Student Parking Fees Account has an amount of $27,000.00.

It was asked how many students park in the High School parking lot, and if the bus company is reimbursing the Board for that cost of those students not being picked up. It was stated that there has to be a seat for every student on the bus. Ed stated that we pay per bus. Ed stated that some of the money collected also offsets the Security costs, because we do have security out directing traffic.

Jose Goncalves MOVED to approve the Year-to-Date Object Summary (L2) for the 2017-2018 School Year through December, SECONDED by Mark Holden. A vote was taken with all in favor, Motion carried.
Report on Facilities Projects:

A hand out was given to the Board members with updates on the Project Reports, Issues and Accomplishments and Goals and Objectives. John Calhoun stated for the Sunnyside roof project, the LED lighting has been installed, the final sections of the fascia are now complete, the warranty work is complete and an employee from the City will be doing some brick work along the top of the roof. The SHS Fire Code Compliance Project is complete. We are working with Doosan on the High School Fuel Cell. Next month will be the final installation for the emergency shelters, so the Fuel Cell can be used as an emergency generator for that building. The State has been approved for the Window Project for Elizabeth Shelton School. The boiler has been ordered for the Sunnyside Boiler Project and should be delivered within the next few weeks. Regarding the High School Field Turf and Track Replacement Project, the PIBC has awarded the Engineering/Design bid to the firm the WBA Group, Inc. They will start the process of reviewing what needs to be done with the field. John is hoping they can put specifications together quick enough so we can get that started in the Summer. John stated they have been working on renovating two classrooms at the Belden Community Center for use as a tutoring center. They are about 75% complete. They have worked with JK Energy to finalize the lighting upgrade at Sunnyside School. The project is complete. John filed a claim with their liability insurance company for the #1 boiler at the High School. They continue to work on the restoration of the gym area at the Central Office for a new Robotics Lab. They hope to finished with this project by the end of the week. The Department will be starting to work on the upgrade of the Father’s Club field house at the High School to meet ADA compliance requirements. This would be done with the in-house staff.

David Gioiello brought up the confusion he sees with the Check Registers. He stated he has complete faith in the information that Ed Drapp is putting on the report, however the checks written do not state what account they are coming out of. Ed stated that any one of the Board members are welcome to get a copy of an invoice or stop into his office and review the backup document for the checks written. David stated that approach is more valid to take a look at it and raise any concerns or questions, however he does not think that for the Board to approve what is being submitted is a meaningless motion. Mark Holden stated that going through the process of having the check registers reviewed and approved every month does show that the Board is making an attempt at transparency. Ed stated the documentation goes in electronically along with the check and the purchase order.

Mark Holden MOVED to approve the Check Register and A/P Cash Disbursements Journal, SECONDED by Anne Gaydos. A vote was taken with all in favor, Motion carried.

David Gioiello abstained to the Motion.

Old Business

Audit Status:

Ed Drapp stated that the audit was completed December 29, 2017. The City will be receiving a copy and reviewing it at the Board of Alderman meeting. The Board should receive a copy of the audit after the Board of Alderman meeting. Ed stated he was able to see some of the comments, both regarding the City and the School system.
Transportation Bid

A hand out was given to the Board with the companies putting in their specific bids. Jim Burns stated that initially we had seven vendors that were interested in the contract, which will begin July 1, 2018. The pre-bid meeting was held, and then the bid openings occurred at City Hall on December 21, 2017. Only four of the seven vendors decided to put a bid in for the bus contract. The four vendors are B & B Transportation, Durham Bus Company, First Student and Landmark. Both Jim and Ed broke down the five-year contract. Jim gave a breakdown of the bids for each vendor. Jim stated that there should be a follow up meeting with the four vendors, also including the Board members. A question was asked regarding which vendors have union vs. non-union employees. Each vendor was given a copy of the Collective Bargaining Agreement. A discussion will also have to be had with the City to get their input on the bids. This will be a Board of Education decision. Jim Burns stated that every vendor has submitted a list of references also. The decision would need to be made by the end June, possibly by the end of May.

Amanda Kilmartin MOVED to adjourn the meeting at 6:10 pm., SECONDED by Jose Goncalves. A vote was taken with all in favor, Motion carried.

The meeting was adjourned at 6:10 pm.

Respectfully Submitted,

Cheryl Rich
Recording Secretary
January 22, 2018