Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, August 21, 2019. The meeting convened at 5:00 p.m., Chairman Thomas Minotti presiding.

Roll Call:
Members in Attendance: Chairman Thomas Minotti, Mark Holden, David Gioiello, Dr. Darlisa Ritter.
Members not in Attendance: Amanda Kilmartin (excused), Anne Gaydos (excused), Jose Goncalves.
Also in Attendance: Kate Kutash, BOE Member, Dr. Christopher Clouet, Superintendent, Kenneth Saranich, Assistant Superintendent, Rick Belden, Finance Director, Deborah Keller, Shelton Education Association President, John Calhoun, Facilities Manager, Judson Crawford, Shelton Senior Center Commission, Stephen Massad.

The Pledge of Allegiance was recited.

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

Review and Approval of the Following reports to the Committee:
- Minutes of the meeting of: “Special” Finance Committee June 18, 2019 (attached)
Mark Holden MOVED to approve the minutes, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor, motion carried.

- Finance Director’s Report (handout) – Period Ending July 31, 2019
  1. Financial Report- Budget Narrative
The report through the end of July is typically a very light one. There is very little activity expenditure activity, except for limited summer payroll.
  a) Revenue Report
The preschool tuition may be a stretch because we don’t have the number of typical peers signed up that we have had in the past. Most of the summer school funds should have been collected since the summer school program has ended. The number will be updated for the next meeting. The first part of Excess Cost Grant paperwork will be submitted on December first. We won’t receive the first payment from the state until March. We will submit our second part in March for payment by the state in May. The rest of the line items should start filling in along with the building utilization. Yesterday, the students paid their parking fees.
  b) Expenditure Report
The total expenditure budget agrees to the amount provided by the City and subsequently approved by the Board of Education. We did change the groupings to better reflect what we submit to the State of Connecticut. Textbooks have changed to Curricular Support Materials. We are trying to come up with a name that reflects the fact that we are now a digital society.
  - Petty Cash Journal
(Reviewed)
  - Pre-Purchased Card Journal
(Reviewed)

Public Comment
No public comment was made.

Old Business
As of the last meeting we had submitted all of the necessary paperwork to the town treasurer along with the required city officials to request formally the transfer of the Excess Cost Grant Funds. We subsequently followed up with a letter 30 days after that date, June 26th. We followed up with a letter
stating that as of that date the money had not been transferred. We still are requesting it and we will be moving forward as if it had been transferred for the purposes of preparing all of our state reports. As of today, it has not been transferred. I had a meeting about year-end closure procedures with Catharine Araujo, Paul Hiller and Lynn Piscatelli, our auditor, Dave Cappelletti, John Anglace, and Ray O’Leary. Dr. Darlisa Ritter asked about the process and procedure of board members handling employee contracts. Discussion ensued. Mark Holden suggested talking to Carole Pannozzo about the protocol.

New Business
Kate Kutash asked about the substitute pay with relation to minimum wage and minimum wage going up. Rick Belden responded that CT minimum wage is going up to $11.00 an hour on October 1st and the rate we pay for our daily substitutes is $65.00. We will no longer be in compliance with the minimum wage requirements. Carole Pannozzo recommended that we be at $80.00 a day to meet the requirement for minimum wage. David Gioiello asked about the requirements to be a substitute teacher. Superintendent Clouet responded that you have to be a certified teacher and agreed that our substitutes are underpaid. Rick Belden stated that we do have permanent building subs and long term subs who are paid at higher rates. He suggested that it might not be a bad idea to survey the area for their rate of pay for building substitutes. David Gioiello asked if we have data on how often students are dispersed into other classrooms because of lack of coverage. He felt this data would be helpful in explaining to the Board of Aldermen some of the problems we face in the classrooms.

- Maintenance Director’s Report
John Calhoun stated that there was a meeting today about the Sunnyside roof. We are looking at a warranty situation. We are trying to resolve that issue. The ESS Window Project is complete. Rick Belden stated that the new air conditioners were installed at the same time. The tennis courts at the High School have gone out to bid. The parking lot at the High School was repaved by the city but the city will not line the parking lot. Issues and Accomplishments were reviewed. (attached) Rick Belden stated that there had been some landscaping done at Booth Hill and Mohegan. The High School front entrance and bus loop will be done this week. Deborah Keller asked if we are scheduled to do any other window projects. John Calhoun replied, Long Hill School, then Mohegan, then possibly the balance of Elizabeth Shelton windows. Kate Kutash asked when this would take place. John Calhoun replied that he was sure that we would be looking at next summer at a minimum. Goals and Objectives – September 2019 were reviewed. (attached)

Superintendent’s Commentary
Superintendent Clouet stated that the schools are in very good shape. He’s had a chance to speak with a few teachers who are setting up their classrooms. The maintenance staff at the high school was great helping out when changes needed to be made during the summer institute, professional learning for English learners. Kate Kutash asked about bus drivers. Superintendent Clouet responded that they are on track to have enough bus drivers.

Adjourn
Chairman Thomas Minotti adjourned the meeting at 5:58 pm.

Respectfully Submitted,
Anita Smith
Recording Secretary
08.28.2019