Call to order: A special meeting of the Shelton Board of Education Finance Committee was held on Tuesday, June 18, 2019. The meeting convened at 5:00 p.m., Chairman Thomas Minotti presiding.

Roll Call:

Members in Attendance: Chairman Thomas Minotti, Anne Gaydos, Mark Holden, Dr. Darlisa Ritter.

Members not in Attendance: David Gioiello (excused), Amanda Kilmartin (excused), Jose Goncalves.

Also in Attendance: Kate Kutash, BOE Member, Kathleen Yolish, BOE Member, Dr. Christopher Clouet, Superintendent, Rick Belden, Finance Director, Deborah Keller, Shelton Education Association President, John Calhoun, Facilities Manager, Jamie Weber, Acting Assistant Principal Shelton High School, Lorraine Williams, Principal Perry Hill School, Dr. James Zavodjancik, Principal Booth Hill School, Carole Pannozzo, Director of Human Resources, Kenneth Saranich, Principal Shelton Intermediate School, Lorraine Rossner, Assistant Superintendent, Andrea D’Aiuto, Principal Long Hill School, Kristen Santilli, Principal Mohegan School, Beverly Belden, Principal Elizabeth Shelton School, Gavriela Ziu-Pires, Interim Supervisor of Teaching and Learning – STEM.

The Pledge of Allegiance was recited.

Approval of the Agenda:

Anne Gaydos 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

a. Minutes of the meeting of: Regular Finance Meeting of May 15, 2019 (attached)

Anne Gaydos MOVED to approve the minutes, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor, motion carried.

b. Finance Director’s Report (handout)- Period Ending May 31, 2019

1. Financial Report – Budget
   a. Revenue Report

Rick Belden stated that we have basically completed our revenue collection for the 2018-19 fiscal year. We will be filing our request for the Excess Cost Grant revenues with the City prior to June 28, 2019, as noted in previous reports. Rick Belden indicated that we did not get the transfer of the initial payment requested in March and typically the credit is done at the end of the year. In response to several Board member questions, Rick Belden indicated that there are two grant payments made to the City by the State Department of Education based on our submittal information. Rick Belden stated that we will be closing our books in July and will be completing all accruals as necessary.

Expenditure Report

Rick Belden reviewed the year to date numbers as of May 31, 2019 and indicated that we are still on target to finish the year with a small surplus. Dr. Darlisa Ritter questioned Workers Compensation and Rick Belden reviewed the existing process used by the City and Board of Education. Dr. Darlisa Ritter stated that she had reviewed the May check register and 4 selected invoices with Finance Office staff and was satisfied with the review. Kathleen Yolish asked about $12,350.00 grant funds being returned. Mr. Belden reviewed the ECA / RCA transportation services and indicated that the Board was required to return the grant funds because we also charged the students for riding the bus. Rick Belden recommended that we do not charge in the future and just get the grant funds.

   c. Petty Cash Journal

There was no petty cash journal.

   d. Pre-Purchased Card Journal

There was no pre-purchased card journal.

Public Comment

There was no public comment.
Old Business
There was no old business.

New Business

a. Review of 2019-20 Budget Reductions/ Adjustments
Superintendent Clouet stated that he believes that everyone will find that this is based on the many conversations that have been had and there is unlikely to be any shocking surprises here. Rick has been very thoughtful and creative in aligning some of our grant monies in ways that allow us to minimize the potential for layoffs. Rick Belden discussed and explained the Staff Retirements/Resignations/RIF 2019-20 Budgetary Impact and the 2019-20 Budget Draft – Possible Expense Reductions. (Handout) Carole Pannozzo stated that we are eliminating 19 positions in the district. 14 are teacher positions. 3 are layoffs. SHS is losing 5 teachers: 1 FT English, 1 FT Tech Ed., 1 FT Math, 1 FT Social Studies, and .5 Library Media. SIS is losing 1 FT Social Studies, 1 PT Social Studies, and 1 PT Reading Consultant. PHS is losing one Math Specialist. LHS is losing 2 Elementary Teachers. MOH is losing a Pre-K Teacher. ESS is losing 1 Elementary Teacher. BHS is losing 1 Elementary Teacher. Rick Belden stated that he reviewed the grants to make sure that they are being used correctly and fully. We are going to be requesting the 2% Set Aside ECS Grant for 2019-20. Rick Belden discussed the reductions and other possible areas of reductions. Mark Holden mentioned that if we chose to close the elementary schools on the weekend we would still have SIS and SHS open to host groups and events. Rick Belden stated that John Niski’s recommendation was to eliminate freshman sports if he had to eliminate anything instead of eliminating a whole sport. Kathleen Yolish asked about the money allocated in the budget for the SHS Academy of innovation which will no longer exist. Superintendent Clouet responded that the program will not exist, but some of the equipment will still be purchased. We will explore that number and see how much of it will be used. It will be used under Project Lead the Way. Mark Holden stated that he liked the Administrative Intern Program concept as in it is a stepping stone and we are losing an administrative position next year. We need something for developing future leadership. Deborah Keller mentioned that this is a critical position. Superintendent Clouet stated that there should be a single vote on a budget that is balanced. Chairman Minotti stated that Superintendent Clouet has indicated that if there are any questions or concerns regarding the information that has been given please have it ready for discussion for next week or send them to him or Rick Belden before the meeting.

b. Maintenance Director's Report
John Calhoun stated that we received word from the design architect about the roof issues at Sunnyside in regards to the cause of the recurring roof leaks there. They are working designing a solution to finally resolve the leak issue. It will be covered under warranty. The contractors are back at Elizabeth Shelton and they are replacing the windows in the gym right now. They are going to be doing the restrooms as well. The window filming company has been there as well working. The shades will be next. We had a contractor in doing the insulation for the piping in the high school. He will be doing Sunnyside as well so that’s going to be a significant savings to the district. The outdoor teaching space for Mohegan has been shipped. We are still looking at air quality issues and monitoring air quality issues at the high school. We are going to be doing steam trap replacements at the high school and Sunnyside as a part of this whole initiative with the UI. We are going to start our asbestos inspections throughout the district which are required every 3 years by federal law. We are going to do all of our normal summer projects. Dr. Darlisa Ritter asked about where the chairs from graduation are being stored. John Calhoun stated that they are being safely stored in a trailer to keep them clean and will only be used on a sign out basis. Chairman Minotti stated that graduation was one of the best that we’ve ever had under the circumstances and thanked everyone involved.

Superintendent’s Commentary
Superintendent Clouet stated as you know we are shrinking our Pre-K program from 3 to 2 classes. Parents have been informed. A formal letter has been sent out. All the IEPs will be met. In some ways it will be a better program. Kate Kutash asked about typical peers. Kathleen Yolish responded that there will be no typical peers. Some children will have 3 days a week, 4 days a week, or 5 days a week depending on the services that they need. Kate Kutash asked about 3 year old typical peers being given an option to continue in the program. Superintendent Clouet responded that those children would have to find another program. Superintendent Clouet stated that he started here in 2016 and we had 421 teachers, the next we had 414, the next year 412, and next year if we go with what was proposed today we will be down to 399. So when you hear people say that you keep growing the district, there’s no relationship between the amount of students and the amount of staff.

Adjourn
Chairman Minotti Adjourned the meeting at 6:19 p.m.

Respectfully Submitted,
Anita Smith
Recording Secretary
06.25.19