Call to order: A Special Meeting of the Shelton Board of Education Finance Committee was held on Monday, March 19, 2018. The meeting convened at 5:02 PM., Chairman Tom Minotti presiding.

Roll Call:
In Attendance: Tom Minotti, Mark Holden, Darlisa Ritter, Amanda Kilmartin (by phone), Jose Goncalves, Anne Gaydos.
Excused: David Gioiello.
Also in Attendance: Kate Kutash, Board of Education Member (arrived at 5:20); 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.

The Pledge of Allegiance was recited.

Jose Goncalves MOVED to approve the agenda as presented, SECONDED by Mark Holden. A vote was taken with all in favor, Motion carried.

Darlisa Ritter MOVED to approve the meeting minutes of the Regular Finance Committee Meeting from February 21, 2018, SECONDED by Anne Gaydos. A vote was taken with all in favor, Motion carried.

Year-to-Date Object Summary Report:

Edward Drapp reported that all expenses are running according to budget or within budget. There are a couple of exceptions on the report, primarily in Special Education. As stated previously in other meetings, most of these costs are related to Special Education and will be offset by the excess cost grant. In February we did receive the first portion of that payment. This payment will go directly to the City then we will request that money back. The City received roughly $800,000. We will receive another payment in May. Ed stated that there is money to offset the costs attributed to Special Education, particularly in tuition and transportation. There will be reimbursement to offset those costs and all else is being managed. A question was raised as to why the Software account is at 103%. Ed stated that at the last meeting it was said that some of those costs will be going over to Title 1. We were approved later in the year for Title 1, so we were charging to the general fund. Ed stated that we are expecting around 1.1 million dollars for excess cost reimbursement for Special Education, however that is based on final numbers and what we spend, it is not for entitlement grants. A question was raised as to where the credit card usage was for a line item, but as of now there have been no purchases made with them.

Mark Holden MOVED to approve the Year-To-Date Object Summary for 2017-2018 School Year through February, SECONDED by Jose Goncalves. A vote was taken with all in favor, Motion carried.

Darlisa Ritter 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.
Petty Cash Report:

Attached to the L2 report was a Summary of the Petty Cash Disbursements for the month of February. Ed stated there is around $150 or so in Petty Cash Disbursements.

Mark Holden MOVED to approve the Petty Cash Summary, SECONDED by Jose Goncalves. A vote was taken with all in favor, Motion carried.

There is currently $47,796.36 in the Athletic Account. This account is used to offset costs incurred for Athletics, such as timekeepers and ticket sellers. Deborah Keller asked that as of May 1st, given the fact that work will begin on the football field, will there be an increase in transportation to get our students to other sites. Dr. Clouet stated that they are anticipating a very modest increase, however some of the sites are quite close. Darlisa Ritter asked if we can get new uniforms out of this account. Ed stated that we cannot out of this fund, due to the fact that this money is due to the City. The City pays the certain expenses then we reimburse them.

There is currently $27,600.00 in the Student Parking Fees Account. This goes directly to offset security salaries.

Financial Updates and Highlights:

Regarding the Check Registers, beginning with the March Finance Committee Meeting, all supporting documents for the check register will be available for board members to review between 1:00-3:45 PM prior to the meeting. Ed also stated that in the report in addition to the check register, what you will see is a breakdown by fund as well as a listing of the checks associated with each register.

Report on Facilities Report:

John Calhoun stated that regarding the Sunnyside Roof that the project in the front that you can see from the road has been finished. The facing has been put on. The Brickwork along the roof will be repointed later beginning in April. A few minor warranty items are currently being addressed. The Fire Code Compliance Project has been complete. The High School Fuel Cell project is also now complete. The High School can now be used as an emergency site with emergency generation. Regarding the Elizabeth Shelton Window Project, there will be a formal motion made this evening at a Special Meeting to move forward with this project. The Sunnyside Boiler Project has now been completed. There is a pre-bid mandatory meeting on March 21st for any vendor that is interested in the High School Field Turf and Track Replacement Project. The formal bid opening will be on April 5th.

Two classrooms have been renovated and are ready to be used at the Belden Center for Shelton Public Schools Tutoring Centers. We are still working on energy upgrades. John is waiting for proposals for the next phase of that. They are still working on getting the high school boiler repaired from the insurance company. John stated that they are looking at all of the water treatment programs in the district to extend the lives of the boilers and the hot water heaters.
It was also stated that facilities will start looking at all of the portable storage options for the district and see if we can reduce some of those and attempt to eliminate excess rental containers. Facilities will move forward on energy savings and security measures.

Mark Holden stated that he had heard from a parent who said their schools PTO is interested in changing water fountains at their schools to ones that can be used to refill bottles. Mark asked if we can retrofit our existing coolers for those. John did state that one has already been installed at the High School. Long Hill has reached out to John and let him know that they are fundraising at this time and will make a donation to the Board to have one installed at their school. The current ceramic water fountains will also be switched out for newer models.

**Old Business:**

**Superintendent’s Commentary:**

Dr. Clouet stated that they have been out doing some budget presentations to PTO’s. There have been very positive meetings with the PTO’s as well as other groups. He also stated people have been writing letters and making calls as well as attending meetings. The Mayor will make his budget announcement Thursday evening, March 22nd at 5:00 pm. Dr. Clouet met with him this afternoon. The Mayor would like to meet with Dr. Clouet some time on Wednesday prior to his meeting that evening. Depending on the outcome of the budget meeting, there may be some significant cuts to the district. In the event of a bad budget proposal from the Mayor, it would merit having some discussions at the Board level to consider what their options are.

Dr. Clouet, Edward Drapp and the Mayor have had four meetings so far regarding transportation. They are still finalizing a recommendation to the Board on a bidder to be the vendor for transportation services for next year. Dr. Clouet stated that all of the bidders have essentially bid for an increase due to insurance costs, labor costs and repairs to the buses.

Ed stated there was a request made for invoices to be in PDF form. He informed the Board that invoices are not in PDF format.

Ed distributed two lists at the last meeting regarding the Non-recurring Capital Costs and Capital Repairs. Ed suggested that he, John Calhoun, Gary DieFilippo, and a Board member from the Finance Committee can meet and start to elaborating on the issues that are on the list. They can then be prioritized and categorized, depending on the issue.

A For-Your-Information discussion was held regarding Championship rings. Dr. Clouet stated that it is our practice to purchase rings for teams that win State championships. They anticipate a cost of around $3,500.00. The money would have to be found somewhere in the budget to purchase the rings.
Mark Holden MOVED to adjourn the meeting at 5:55 pm., SECONDED by Darlisa Ritter. A vote was taken with all in favor, Motion carried.

The meeting adjourned at 5:55 pm.

Respectfully Submitted,

Cheryl Rich
Recording Secretary
March 19, 2018