Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, February 19, 2020. The meeting convened at 5:00 p.m., Chairman John Fitzgerald presiding.

Roll Call:
Members in Attendance: John Fitzgerald, Carl Rizzo, Amy Romano, Diana Meyer, Jim Orazietti, Amanda Kilmartin (5:14 pm)
Members not in Attendance:
Also in Attendance: Kate Kutash (BOE Member), Patti Moonan (BOE Member) Superintendent Christopher Clouet, Assistant Superintendent Kenneth Saranich, Finance Director Richard Belden, Facilities Manager John Calhoun, Dr. Beth Smith (Director of Special Education/ Pupil Personnel Services 5:03pm), Deborah Keller (SEA President), Judson Crawford (Shelton Senior Center), Dr. Darlisa Ritter, Stephen Massad

The Pledge of Allegiance was recited.

Approval of the Agenda:
Jim Orazietti MOVED to approve the agenda as presented, SECONDED by Carl Rizzo. 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: Regular Finance Meeting of January 15, 2020
  Jim Orazietti MOVED to approve the meeting minutes as presented, SECONDED by Carl Rizzo. A vote was taken with all in favor, motion carried.
- Finance Director’s Report (handout) – Period Ending January 31, 2020
  1. Financial Report- Budget Narrative
     Rick Belden reviewed the Budget Narrative Handout
     a) Revenue Report
     Rick Belden stated that we are still seeing the same trends that we reported on last month. We will be filing our Excess Cost Grant March 1st.
     b) Expenditure Report
     Rick Belden stated that we’ve done our mid-year projections in the salary accounts and changes are reflected in the Finance Director report narrative. One of the significant changes since the last report is an uptick in health insurance claims trend. He mentioned that there is no financial reserve for health insurance in Shelton. He is forecasting a 137,000 deficit at year end and will be working on a plan to mitigate the deficit prior to year-end. The year-end audit has been completed and forwarded to the State of Connecticut. We will be doing our reconciliations to the City books on a regular basis as we now have audited opening balances and a process in place. There is no more reflection on the city books that the Board of Education owes the city money for the Excess Cost Grant for the 2016-17 and 2017-18 fiscal years.

Jim Orazietti asked about the school project reimbursements. Rick Belden replied that we are working on resolutions formally accepting these projects; which is one of the requirements in order to be reimbursed. We are working on getting the High School projects completed first. The projects at the High School have the highest eligible reimbursements. Discussion ensued regarding project reimbursements.

- Petty Cash Journal
Diana Meyer MOVED to approve the petty cash journal, SECONDED by Amanda Kilmartin. A vote was taken with all in favor, motion carried.

Public Comment
Dr. Smith stated that she believes that there was an outstanding task list and that is possibly why the project at the High School was never accepted.

Old Business
No Old Business

New Business
- Maintenance Director’s Report
  John Calhoun reviewed the Maintenance Director’s Report (attached).

Superintendent’s Commentary
There was no commentary from the Superintendent.

Adjourn
Chairman John Fitzgerald adjourned the meeting at 5:42 p.m.

Respectfully Submitted,

Anita Smith
Recording Secretary
February 21, 2020