Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, June 20, 2018. The meeting convened at 5:03 p.m., Chairman Thomas Minotti presiding.

Roll Call:
Members in Attendance: Chairman Thomas Minotti, Anne Gaydos, Jose Goncalves, Mark Holden, Dr. Darlisa Ritter
Excused: David Gioiello
Absent: Amanda Kilmartin
Also in Attendance: Kate Kutash, BOE Member, Dr. Chris Clouet, Superintendent, Ed Drapp, Finance Director, John Calhoun, Facilities Manager, Judson Crawford, Shelton Senior Center Commission, Deborah Keller, President Shelton Education Association, Joseph Sedlock, SHS Drama Club Advisor

The Pledge of Allegiance was recited.

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

Approval of the Minutes: “Regular” Finance Committee May 16, 2018
Anne Gaydos MOVED to approve the meeting minutes, SECONDED by Mark Holden. A vote was taken with all in favor, motion carried.

Finance Director’s Report:
- Year-to-Date Object Summary, (L2) for 2017-18 School Year through May (handout)
  Ed Drapp stated that we are in good shape and monitoring every line. Whatever requests are coming in at this time are being screened to ensure we maximize the use of the budget. Health and safety issues have been identified with the help of John Calhoun so that we may address anything that’s outstanding in that area. This week we are running the balloon payments for the staff. That’s 5 million dollars through payroll and next week will be the final payroll of the year. The benefits line is the one area where it looks like we will have some extra funds. Next week we hope to present to you what we think are the transfers that are needed to balance each of the families of the budget. We are still getting the health claims and claims will carry forward into July. Health insurance is running about 7% or 8% above what was budgeted so we will continue to monitor that. Ed will be writing a letter to the city requesting the 1.1 million dollars in Excess Cost Grant funds. That will cover the overages that you see in special education tuition, transportation, and purchase services. We should be getting a price next week on cafeteria tables so we can start to replace some of those. We plan to close the year in the black.
  - Athletic Account
    Ed Drapp stated that the Athletic Account has $47,797.00 that will go back to the city.
  - Student Parking Fees
    Ed Drapp stated that the Student Parking Fees are used to offset our security cost.
  - Petty Cash Summary (included in L2 narrative handout)
    Ed Drapp mentioned the petty cash amount of $333.00. In May we did start using the debit card that the Board approved. We started with the Daniel DiVito and getting his charges covered on the card with automatic deductions through the internet.
  - Check Register & A/P Cash Disbursements Journal (handout)
    Ed Drapp stated that the accounts payable register is a little over 1.5 million dollars over the course of the month.
Dr. Darlisa Ritter MOVED to approve the Year to Date Object Summary (L2) for 2017-18 School Year through May (handout), the Petty Cash Summary (included in the L2 narrative handout), and the Check Register & A/P Cash Disbursements Journal (handout), SECONDED by Thomas Minotti. A vote was taken with all in favor. Motion carried.

Financial Updates and Highlights:
Ed Drapp stated in the back of the report (handout) there are a series of papers and reports which are in response to when we did the budget reduction exercise. People asked for some follow up information so there is a summary sheet that addresses what the questions were. Also included are some notes that give more detail about the reduction decisions.

Superintendent’s Commentary:
Dr. Clouet stated that the end of the year is naturally a time that things are a little tense for many different reasons. There is an added level of tenseness because of the tremendous cuts that we have been subjected to. We are doing our best to keep our team focused on the right things, the children. Tomorrow night I am anticipating a very celebratory, well-run High School graduation. Deborah Keller asked if we are going to have teacher cuts. Dr. Clouet replied that we have talked about teacher cuts at many meetings and there will be some cuts, but we will inform people when we are absolutely certain about the last minute moves. Principals have talked to people that are non-tenured staff to make them aware of the possibility; and we did that early on so that they would not be shocked.

Report of Facilities Projects:
John Calhoun stated that we are still working with contractors over a few warranty items regarding the Sunnyside Roof Project. We are also waiting for the brickwork along the roof to be repointed. The High School Field Turf and Track Replacement Project is going very well. We would like to add poles and lights to the project. I’m working with the city right now on a tank removal contractor to remove the tank at Sunnyside that was cited by the DEEP. We plan to downsize when replacing the tank. We are looking into energy saving initiatives; also, trying to reduce the amount of containers that we have in the district. I’ve been given the “go ahead” to write up specifications for the boiler at the High School. We should be bidding that out this summer. We’ve finished our training on School Dude and our next phase is to get that online for our users in the district to access it. This summer we are going to update our water treatment program. We would like to replace two maintenance vehicles one van and one car. We are looking at a state contract on something new. We would get a better return on our investment. We are looking at some upgrades to the field house and the stadium adding some storage there. We are gearing up for our summer cleaning and all of our outside contract work that’s happening. Due to the reductions we are trying to reorganize the custodial department to absorb the loss of one of our full-time employees. We are also working to reduce overtime. There is one person who is retiring, but he will not be replaced. We are looking into using a unionized staff member as a floater to help when employees may need to take time off.

Dr. Darlisa Ritter asked for an update on the hiring of a Director for the Adult Education Program. Dr. Clouet stated that we have had the interview process and we have picked someone who we think will be a good fit. That person will report to me. The grant money that the state sends goes to the city so the salary will come out of state funds. However, we do have some responsibility for health care. Ed Drapp stated that he met with Paul Hiller and employees of the Adult Education Program last week to make up a comprehensive plan regarding the Adult Education Program. Dr. Darlisa Ritter asked about the presence of Dean Patricelli. Ed Drapp responded that he was unable to attend the meeting.
• **ESS Window Replacement**
Ed Drapp stated the ESS Window Project was put out to bid. There was a pre-bid meeting earlier today. The formal bidding will open on July 5, 2018. The hope is to start the project in August. We talked with the contractors about how to keep the project going through the fall. They are going to do a classroom a day though the fall. Principal Beverly Belden sent a list of questions that have been answered which I can forward to anyone in case they have the same questions. Anne Gaydos asked if there will be any weekend work. Ed Drapp stated that he would check and report back. John Calhoun stated that custodial staff members will be there every day while they are working, making sure that everything is protected.

• **Project Close-outs**
We did send in the final paperwork for 4 projects. 3 of the projects went to the state for processing. We should receive the final checks by July. The High School sprinkler system project will be closed out next.

**Old Business:**
• **Food Service Management Contract**
Ed Drapp stated that there was a mediation session on June 7, 2018. There was some progress but they still need additional dates. They are trying to find a common date between Whitsons, the union, and the mediator. Jose Goncalves asked if any of their budget comes from the BOE or from the state. Ed Drapp replied that none of the money comes out of our budget. Jose Goncalves asked about the wages of the cafeteria workers. Dr. Clouet replied that they do not work for the BOE. Ed Drapp stated that with the old contract we would lose around $200,000.00. Dr. Clouet stated that their pay has not been cut and we can get a copy of the old contract to give to Jose Goncalves. Ed Drapp stated that they have agreed on health care and that anything else that needs to be discussed should not be discussed in open session. We are not party to that negotiation.

• **Capital Projects & Non-recurring Capital Cost**
Ed Drapp stated that Dr. Darlisa Ritter was the representative from this group. He’s reached out to John and Gary DeFilippo; we will be getting that sub group together some time over the summer to start looking at capital project and non-recurring capital cost to come up with a plan on how we want to address those.

**New Business:**
• **Maintenance Vehicle Replacements**
John Calhoun stated that we’ve been looking at the maintenance needs on the older vehicles and most of the needs are so excessive that it is not worth the repair. What he would like to do is make the replacements more of a multi-use type of vehicle. Dr. Darlisa Ritter asked who does the Maintenance on our vehicles. John Calhoun replied that it’s contracted out to Puffy Service Center. Staff members will do minor repairs as needed, but we do not have a mechanic on staff. Dr. Darlisa Ritter asked how old the vehicles were. John Calhoun replied that one was 15 years old and the other was 18 years old. Ed Drapp stated that if we do have some end of the year money would the Board approve purchasing at least one new vehicle. Kate Kutash stated that we have talked so much about money that may be left over at the end of the year and what we may be able to do with it and asked if a priority list could be generated.

• **Budget Transfer**
Ed Drapp stated that he will come to the board next week with any recommended transfers.

• **Pay-to-Participate Fees & Guidelines (handout)**
Ed Drapp stated that he has worked with the Athletic Director to come up with a couple of scenarios to restore all of the programs. This scenarios show what it would look like if we were to restore the sports at the Middle School and High School. Mark Holden stated that there has been a serious outcry on social media that they don’t want to see any of these sports programs go away. Kate Kutash asked if this
proposal has a higher income than what was originally proposed. Ed Drapp replied that our total reductions were $257,000.00. Discussion ensued regarding the handout. Kate Kutash asked if we could add in sponsors to cut the cost. Dr. Clouet stated that Joseph Sedlock has indicated an interest in proposing a Go Fund Me Campaign for the Drama Club. Deborah Keller stated that band and drama club are broken into “seasons”. Would students have to pay every “season?” Ed Drapp replied yes, and that the cap is in place. Kate Kutash asked how students were counted that participated in band. Kate Kutash stated that last time the stage crew was exempt. Ed Drapp continued to review the handout. Jose Goncalves asked if we could solicit funds. Dr. Clouet replied yes. Discussion ensued. Dr. Clouet stated that students aren’t paying to play or have a certain position or rank, but to participate. Joseph Sedlock stated that Pay-to-Participate in Athletics is a nightmare for coaches. Parents expect their children to play if they are paying for them to participate. Dr. Clouet stated that the true devastation is that we are underfunded. Kate Kutash stated that we studied the decrease in players in certain sports last time this was in effect. Deborah Keller asked what could be done. Mark Holden stated that Go Fund Me might be an option. Joseph Sedlock asked why we couldn’t initiate a bus fee to charge for transportation. Dr. Clouet stated that it’s not allowed. Joseph Sedlock stated that students will not pay $100 to be in the stage crew, the orchestra, or in adaptations which is our major fund raiser and why we are self-funded. He stated that he would lose a lot of children and a lot of funding. Joseph Sedlock presented a letter that he submitted to the Superintendent and the Board. Deborah Keller stated that the 7-12 parents aren’t the most vocal. We are hitting the most vulnerable with the least amount of parental support. The children that are involved in Band, Drama, and Robotics their parents are there all of the time. Is there anything else that we can do to make the “hit” more system-wide? Dr. Darlisa Ritter stated that we could try going back to the Budget recommendations. Joseph Sedlock invited everyone to come and see the talent of the students on that upcoming Friday at SHS. Dr. Clouet restated that unfortunately we are underfunded.

Chairman Thomas Minotti adjourned the meeting at 6:13 p.m.

Respectfully Submitted,

Anita Smith
Recording Secretary
June 27, 2018