

Call to order: A Regular Meeting of the Shelton Board of Education Finance Committee was held on Wednesday, February 21, 2018. The meeting convened at 5:02 p.m., Chairman Thomas Minotti presiding.

Roll Call:

Members in Attendance: Amanda Kilmartin, Anne Gaydos, David Gioiello via Skype, Dr. Darlisa Ritter, Mark Holden, Chairman Thomas Minotti.

Members not in Attendance: Jose Goncalves

Also in Attendance: Kate Kutash, BOE Member; Kathleen Yolish, BOE 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; John Anglace Jr. , Board of Aldermen President Third Ward; Paul Hiller, City of Shelton Director of Finance.

The Pledge of Allegiance was recited.

Darlisa Ritter stated that under "New Business" she would like to add the hiring of a clerk and the taping of all the standing committee meetings under FIO law.

Tom Minotti stated that under "New Business" he would like to add the proposal to the full board regarding making a donation to the Shelton High School Hall of Fame for the inside cover of their brochure.

Approval of the Agenda:

Dr. Darlisa Ritter MOVED to approve the agenda as amended, adding the "New Business" items, SECONDED by Amanda Kilmartin. A vote was taken with all in favor, Motion carried.

Dr. Darlisa Ritter MOVED to move the Executive Session to the beginning of the meeting, SECONDED by Anne Gaydos. A vote was taken with all in favor, Motion carried.

The Board met in Executive Session from 5:07 p.m. until 6:09 p.m. for the purpose of:

Discussion of Document Protected by Attorney Client Privilege

Transportation Bid

All board members who were present stayed. There were three invited guests for the executive session: Superintendent Christopher Clouet, John Anglace Jr., and Paul Hiller.

Review and Approval of the Following Reports to the Committee:

Approval of Minutes: "Special" Finance Committee January 22, 2018:

Mark Holden MOVED to approve the meeting minutes, SECONDED by Anne Gaydos. A vote was taken with one abstention, Motion carried.

Finance Director's Report:

Ed Drapp stated the district is in a good financial state and that there are no real areas of concern. We are over in tuition and transportation, but we are counting on the Excess Cost Grant lowering any overages in those areas. At the end of the year we will probably have some budget adjustments. Revenue and expenditures are coming in as expected. There is \$44,374.08 in the Athletic Account which will get transferred to the City of Shelton for ticket takers, announcers, etc. There is \$27,000.00 in the

Student Parking Fees Account which will be transferred out to reduce the cost of the security salaries. The Cash Disbursements total in January is \$1,341,567.71. Going forward we will begin breaking down the Cash Disbursements by fund. Beginning in March, anyone who would like to see the details behind the check register can come to the Finance Department before the meetings to see the invoices. David Gioiello asked is this information could be made available electronically. Ed Drapp responded that he would look into it.

Dr. Darlisa Ritter MOVED to approve the Year to Date Object Summary (L2) for 2017-18 School Year through January (handout) and the Check Register & A/P Cash Disbursements Journal (handout), SECONDED by Mark Holden. A vote was taken with all in favor, Motion carried.

Report on Facilities Projects: (handout)

Ed Drapp stated at Sunnyside there have been some leaks that are attributed to the water between the bricks. There is now someone on board to correct this issue. The High School Field and Turf Replacement Project is moving forward. There is a contract and a consultant on board. We are anticipating the beginning of the bidding process for the Window Project by the middle of next week.

Old Business:

Audit Status: (handout)

Ed Drapp stated that the 2016-17 audit is complete. Final copies were distributed to board members. BOE actual expenditures totaled \$70,466,278 out of a \$70,470,000 appropriation, a 99.99% utilization rate. There were two findings. One related to the Adult Education Account and the other related to managing proper ledgers. We have a plan in place for corrective action in regard to both issues.

Gift Card: (handout)

Ed Drapp stated that the Open Loop Gift Card Program is not in lieu of our current purchasing practice. The Open Loop Gift Card Program has been established to enable authorized district staff to take advantage of lower-cost online and local purchasing with vendors that do not accept purchase orders or checks. The prepaid card maximum will be \$1000.00 at a time. Employees requesting to make a purchase will have to fill out a request form to have approved by administration.

Mark Holden MOVED to recommend to the full board the Open Loop Gift Card Program, SECONDED by Amanda Kilmartin. A vote was taken with all in favor, Motion carried.

New Business:

Review Capital Plan and Non-Recurring Capital Items List: (handout)

Ed Drapp stated these items listed have been included as part of the budget process. He would like to see how the board could address these needs going forward. Amanda Kilmartin asked if any of these expenses could be funded by the City of Shelton. Mark Holden stated that we need to be on a 5 year plan for replacing computers. Dr. Darlisa Ritter stated that we should focus on the teacher's computers first before doing things for the students. We have added window shades and blinds to the capital repairs. Dr. Darlisa Ritter asked about repairs to the High School's parking lot. Ed Drapp replied that is a responsibility of the City of Shelton.

Hiring of a clerk and the taping of all the standing committee meetings:

Dr. Darlisa Ritter stated she is requesting that the Board of Ed. hire a clerk to do the taping and the minutes for all of the standing meetings.

Making a donation to the Shelton High School Hall of Fame:

Tom Minotti stated that the next Shelton High School Hall of Fame Ceremony is scheduled for October. Last year we purchased the inside cover. The cost will be \$200.00.

Amanda Kilmartin MOVED to bring to the full board the consideration of a donation to the Shelton High School Hall of Fame, SECONDED by Darlisa Ritter. A vote was taken with all in favor, Motion carried.

Chairman Thomas Minotti adjourned the meeting at 6:50 p.m.

Respectfully Submitted,

**Anita Smith
Recording Secretary
February 27, 2018**