

Call to order: A Regular Meeting of the Shelton Board of Education Finance Committee was held on Wednesday, April 18, 2018. The meeting convened at 5:02 p.m., Chairman Thomas Minotti presiding.

Roll Call:

Members in Attendance: Amanda Kilmartin (5:11 p.m. arrival, 5:54 p.m. departure), Anne Gaydos, David Gioiello (5:35 p.m. departure), Dr. Darlisa Ritter, Mark Holden, Chairman Thomas Minotti, Jose Goncalves (5:35 p.m. departure).

Also in Attendance: Kate Kutash, BOE Member; Kathleen Yolish (5:11 p.m. arrival) , BOE Member; Edward Drapp, Director of Finance; Christopher Clouet, Superintendent; Deborah Keller, President, Shelton Education Association; Judson Crawford, Shelton Senior Center Commission.

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.

Mark Holden MOVED to go into Executive Session for the purpose of talking about a contractual issue, SECONDED by Anne Gaydos. A vote was taken with all in favor. Motion carried.

The Board met in Executive Session from 5:03 p.m. until 5:35 p.m. for the purpose of: Discussion of a Contractual Issue.

All board members who were present stayed. There were two invited guests for the executive session: Superintendent Christopher Clouet and Finance Director Ed Drapp.

Review and Approval of the Following Reports to the Committee:

Approval of Minutes: "Special" Finance Committee: March 19, 2018:

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

Finance Director's Report:

Ed Drapp stated that things are looking good. We put out a notice to the schools before vacation to get their purchase orders in by Friday for anything that they may need for the year. We are running about 7% over in health insurance compared to where we were this time last year. We will be meeting with people from the City of Shelton and insurance brokers to talk about rates for next year. Special Education is in good shape in regard to transportation and tuition. Our substitute line is under budget by about \$100,000.00 compared to this time last year. The overtime is down about \$25,000.00 compared to this time last year. Dr. Darlisa Ritter questioned the line of "Other Professional/ Tech Services" showing to be over budget by 818.1%. It was found to be an error and it will be corrected. Ed Drapp stated that the target date with the prepaid cards is May 1, 2018. The Athletic Account currently has \$47,796.73 which will go back to the City of Shelton. Tom Minotti questioned if we could make suggestions to the City of Shelton regarding what the City does with the money that we give back from the Athletic Account. Amanda Kilmartin questioned why we give the money from the Athletic Account to the City of Shelton. Mark Holden stated that originally it was a reimbursement for the original turf field. Superintendent Clouet stated that the new field shouldn't come out of our budget. Kathy Yolish suggested sponsored brick walkway to raise money for the new field. Ed Drapp stated that we had

\$27,900.00 in the Student Parking Fees Account to offset security costs. There was a handout given for the Check Register and A/P Cash Disbursements Journal.

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

Superintendent's Commentary:

Superintendent Clouet stated that this has been a stressful time going through this budget cycle; there are a lot of unknown variables. We need to help all elected officials involved to recognize that this is not a simple problem. There are multiple unknown factors. The needs of our students have shifted. We have many students with special needs and the skillset and the requirements to serve those children have changed.

Report on Facilities Projects:

Ed Drapp stated that we have been dealing with some leaks that have been attributed to the brick concerning the Sunnyside roof. The brickwork along the roof will be repointed beginning in late April. We have two vendors working on the roof at various stages and a few minor warranty items are being addressed. A number of projects have been completed. We believe that we have all of the signatures and paperwork that we need for the Elizabeth Shelton Window Project. The BOE has made a formal motion to proceed with this project and forwarded it to the State of Connecticut for approval. We are a couple of months late. The original plan was to have this portion completed in January, but we still intend to start the project this summer. Kathleen Yolish asked if we have the next school on board for the replacing of the windows. ED Drapp stated yes.

Superintendent Clouet stated that there is a 1.6 million dollar gap in the 2018-19 budget between what we asked for and what the Mayor is proposing. There is a possibility that the A&T Board and the Board of Aldermen might want to adjust that. We are going to run into a situation over the next couple of years that if we only get a million dollars as an increase we might have to start making cuts, eliminating programs and staff. We need resources.

Kathy Yolish asked about an update regarding the cafeteria workers. Ed Drapp responded that they have one more meeting next week. At that point Whitsons will give their best and final offer. Superintendent Clouet stated that we have the option to end our agreement with Whitsons after a year, but we are hopeful that we won't have to do that.

Dr. Darlisa Ritter asked about the storage containers and the money that we use to pay for them. Superintendent Clouet that we need to find a way to terminate the leasing of storage bins. Dr. Darlisa Ritter suggested inquiring to use Lafayette for some of our storage.

Old Business:

Non-recurring Capital Costs & Capital Repairs:

Ed Drapp stated that in the last meeting he talked about putting together a subcommittee to take a look at the non-recurring capital costs and repairs. Dr. Darlisa Ritter volunteered to be a part of the committee.

Prepaid Cards:

Ed Drapp stated that May 1, 2018 is the target date for the prepaid cards. This will help cover some of our recurring petty cash expenses and will help us save with other purchases. The time clock expenses will begin to be put on the prepaid card once that begins.

Chairman Thomas Minotti adjourned the meeting at 6:10 p.m.

Respectfully Submitted,

**Anita Smith
Recording Secretary
April 18, 2018**