

**Call to order: A Regular Meeting of the Shelton Board of Education Finance Committee was held on Wednesday, May 16, 2018. The meeting convened at 5:05 PM. Chairman Thomas Minotti presiding.**

**Roll Call:**

**Members in Attendance: Chairman Tom Minotti, Mark Holden, Dr. Darlisa Ritter, Anne Gaydos, David Gioiello (departure 5:40 pm.), Amanda Kilmartin, Jose Goncalves (departure 5:40 pm).**

**Also in Attendance: Kate Kutash, Board of Education Member; 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; Harold Greist, Intern; Catherine Araujo, Finance Assistant.**

**Darlisa Ritter MOVED to approve the agenda as presented, SECONDED by Anne Gaydos. A vote was taken with all in favor, Motion carried.**

**The Pledge of Allegiance was recited.**

**Mark Holden MOVED to approve the meeting minutes from April 18, 2018, SECONDED by Darlisa Ritter. A vote was taken with all in favor, Motion carried.**

**Year-to-Date Object Summary Report:**

The report is through April even though the title states through March. The budget is proceeding as planned. As Ed Drapp stated at the last meeting, they are still waiting for some excess cost money to come in to address some overages in tuition, transportation, and purchase services. They are starting the process of looking at available balances to address some health and safety issues, both in terms of furniture and equipment throughout the district. Ed met with John Calhoun to discuss some maintenance projects that need to get done as well as some purchases that they need to commit too regardless of what happens with next year's budget. Finance is working with the Administration to identify what some of their priorities are and to ensure that they spend the full education allocation by the end of June.

Ed stated that the Petty Cash for the month totals \$304.76. Some of the expenses that come out of Petty Cash will now be taken out of the Debit Card that the Board authorized, so that will cover the Technology time sheet reports and those types of recurring items.

**Athletic Account:** There is currently \$47,797,14 in this account. Ed did include in the back of the packet that was handed out a sheet titled "Athletic Account Fund 245". For the year 2017 we reimbursed the City \$49,927.00. The four categories are shown for the reimbursements to the City of Shelton. For this year, we are anticipating reimbursing the City a little over \$48,000.00, and again the four categories of expenses are shown for this year for reimbursements. Initially this money was to be used for the field, but now there is an agreement with the City to reimburse for officials, supervisors, ticket takers, and some other services.

**Student Parking Fees:** There is \$28,000.00 in this account. As discussed we do reduce the Security salary budget line by the amount that we anticipate collecting in that account. So that money is used to reduce expenditures in the budget that is planned for the 2018-2019 budget year.

As a reminder, if anyone wants to see the supporting documents for the Check Register, they are available for the board members to review between 1:00-3:45 pm prior to the board meeting.

**Darlisa Ritter MOVED to approve the Check Register and A/P Cash Disbursements Journal, SECONDED by Tom Minotti. A vote was taken with all in favor, Motion carried.**

**Financial Updates and Highlights:**

Ed just reiterated that they are working on closing out the school year. As part of the audit, they had talked about creating an updated set of balance sheet accounts, so they will be working on that as they begin to close out the year. Catherine Araujo is working with Munis to close out the prior fiscal year, so they can move those amounts forward. They are working on putting in place a Procedures Manual, there is a draft that they have been working on. Ed Drapp will be working with his staff, as well as the building Principals, to ensure that good procedures are in place for the student account funds. The other major piece that they will be working on as they move to end of this fiscal year is looking to transfer complete control of the Adult Education Program to the school district. Right now it is split between the City and the school district. It was a recommendation of the Auditor that that be put under one entity. They are in the process of hiring a new Director for the Adult Education Program.

**Superintendent's Commentary:**

Dr. Clouet mentioned that the computers for staff members for next year has been submitted twice to the Board of Alderman. Regarding the ECS money, there was an increase based on the bi-annual budget in our ECS funding, it is all right in the realm of a \$650,000.00 increase. Dr. Clouet also stated at the May 23<sup>rd</sup> Board Meeting, there will be a presentation by Milone MacBroom. This is a company that does redistricting. They will do a brief presentation and answer any questions from the Board. Dr. Clouet also let the members know that there is a family in Shelton that has a proposal to bring a few Chinese students to Shelton, to live with families and to pay tuition to Shelton schools. Ed Drapp stated to the Board that they will receive an electronic copy of the Milone MacBroom proposal, so they will have that prior to the next Board meeting.

**Report on Facilities Projects:**

John Calhoun stated for the Sunnyside roof project, they are still in the process of getting some of the Brickwork repointed. They are still addressing some of the warranty issues from year one of the roof replacement from over the library. John stated they are not sure where they stand as of now with the Elizabeth Shelton Window Project. They do not have State approval yet. There are some holdups at the State, so it is doubtful that this will be a Summer project. Dean Petrocelli will be invited to the next meeting to discuss the process of this project. Ed stated that the State does have everything they need as far as documentation for this project. Regarding the High School Field Turf and Track Replacement, there was a formal kick-off on May 7<sup>th</sup> for this project. Construction started right after that date. Everything is on schedule as of this date.

John stated there was a surprise visit by the DEEP at Sunnyside School. They were doing a check in on the underground fuel storage tanks. There is an older tank, and it is most likely going to be removed. John stated they completed the process of evaluating the storage containers in the district. They are in the process of returning several of the storage containers. Ed stated that John put together a spreadsheet titled "Storage Container Status Report" that was handed out to the Board members. We are spending a little over \$8,000.00 a year on the containers. The top three containers listed on the spreadsheet are going to be returned to Eagle. John stated that they are continuing ways to save more energy going forward. John stated that Eversource has an incentive program out now, and facilities should be receiving a proposal from them regarding this program. John stated that Facilities is starting to gear up for the Summer projects.

Ed Drapp will ask next week at the Board meeting is to close out several project. There was a hand out given to the Board titled "126-Shelton-CONSTRUCTION PROJECTS as of May 16, 2018". This lists all of the open school construction projects. The highlighted projects are the one that they are aware of that need to be closed out. There is an older open project from the High School that Ed needs clarification on as to whether this is completed or not. These do need to be closed out with the State to receive final payment for those projects.

**Transportation Update:**

Dr. Clouet stated that they have been in contact with the City and a letter has been sent. They have not received a response yet from the City. There will be a meeting held on Monday evening, May 21<sup>st</sup> regarding transportation at City Hall.

**Mark Holden MOVED to go into Executive Session regarding The Food Service Management Contract at 5:40 pm, SECONDED by Darlisa Ritter. A vote was taken with all in favor, Motion carried.**

**Darlisa Ritter MOVED to come out of Executive Session at 6:04 pm, SECONDED by Tom Minotti. A vote was taken with all in favor, Motion carried.**

**Darlisa Ritter MOVED to adjourn the meeting at 6:05 pm, SECONDED by Anne Gaydos. A vote was taken with all in favor, Motion carried.**

**The meeting adjourned at 6:05 PM.**

**Respectfully submitted,**

**Cheryl Rich  
Recording Secretary  
May 16, 2018**