

Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, November 14, 2018. The meeting convened at 5:04 p.m., Chairman Thomas Minotti presiding.

Roll Call:

Members in Attendance: Chairman Thomas Minotti, Anne Gaydos (via telephone), Mark Holden, Amanda Kilmartin, Dr. Darlisa Ritter.

Members not in Attendance: Jose Goncalves, David Gioiello.

Also in Attendance: Kate Kutash, BOE Member, Dr. Christopher Clouet, Superintendent, Ed Drapp, Finance Director, Deborah Keller, Shelton Education Association President, Judson Crawford, Shelton Senior Center Commission, Stephen Massad.

The Pledge of Allegiance was recited.

Ed Drapp asked to table the Maintenance Director's Report since the Facilities Manager was unable to attend the meeting.

Approval of the Agenda:

Mark Holden MOVED to approve the agenda as amended, SECONDED by Amanda Kilmartin. A vote was taken with all in favor, motion carried.

Review and Approval of the Following Reports to the Committee:

Thomas Minotti mentioned an error that was found in the previous minutes.

Approval of the Minutes of the "Regular" Finance Committee meeting, October 17, 2018:

Mark Holden MOVED to approve the minutes as amended, SECONDED by Amanda Kilmartin. A vote was taken with all in favor, motion carried.

Finance Director's Report (handout) – Period Ending September 30, 2018:

1. Financial Report- Budget Narrative

a. Revenue Report

The district has collected \$229,411 in local revenues. The majority of the anticipated revenue comes from the state and is payable on the state's timetable. SPS fully expects to collect state revenue according to projections. February is when the state starts paying out most of the major grants.

b. Expenditure Report

Ed Drapp stated that there are three main areas of concern. There are, or soon will be, 34 staff out on long-term leaves, this is an anomaly from prior years. Eligible staff receives sick pay which is paid concurrently with the payment for long-term substitutes. The projected impact on the budget is \$233,000 of additional expenses. Several students legally eligible for outside tuition moved into the district at the start of or during the current school year. This has raised our cost for Special Education to Private Schools. Right now we are assuming that we will get some reimbursement for those costs. The projected impact is \$157,000 of additional expenses. Several students legally eligible for private transportation moved into the district at the start of or during the current school year. The projected impact is \$277,000 of additional expenses. It is important to note that special education costs are fluid and therefore highly variable in most districts making them especially challenging. These numbers will change as students' needs and in and out migration occurs over the next eight months. It's still relatively early in the operational year. Thomas Minotti mentioned that we need to take things like this into

consideration when planning for next year's budget. Mark Holden suggested over estimating in certain areas so we don't face these problems next year. There are areas of savings that will mitigate some of the unanticipated expenses. Ed Drapp stated that in regard to Transportation the resolution of city-owned buses freed up about \$360,000 in projected expenses. The district is actively managing its staffing by either not filling positions or filling vacant positions with lower-cost or in-house staff. Grants are also being utilized as appropriate saving approximately \$315,000. We will need some additional staffing for Preschool, Special Ed., and we will need some extra tutors for a few classes. We have a contract for some behavior services that cost about \$22,000 a month. We are committed through November, but it looks like we will need to extend that contract past November. We found out that another member of Administration will be leaving. We will look at some in house options for filling that vacancy. If we reach a point where we feel that we are in a critical position Dr. Clouet will immediately notify the board. Thomas Minotti asked on behalf of David Gioiello, what is the probability that we will collect all of the special revenue. Ed Drapp responded that we intend to collect all of the \$1.69m in anticipated revenue. We haven't heard anything that contradicts our current predictions. Kate Kutash mentioned how the football team hasn't played many home games and how it affects the revenue from gate receipts. Ed Drapp stated that he would look into that. Dr. Clouet mentioned that it appears that there may be about 30 children coming in that may be eligible for preschool special education services. Kate Kutash suggested that when we send letters for recruitment of typical peers for the preschool program that we add a comparison chart of monthly costs for our program versus others. Dr. Darlisa Ritter asked for a report on our solar projects to see if we are saving money.

2. 2018-2019 Check Register & A/P Cash Disbursements Journal (attached/handout):
Dr. Darlisa Ritter MOVED to approve the 2018-2019 Check Register & A/P Cash Disbursements Journal (attached/handout) through October 2018, SECONDED by Thomas Minotti. A vote was taken with all in favor, motion carried.

3. Petty Cash Journal

Ed Drapp stated the petty cash journal is included in the Financial Report.

4. Pre-Purchased Card Journal

Ed Drapp stated that the pre-paid card journal has been prepared. The card has mainly been used for timekeeping software.

Old Business:

Dr. Darlisa Ritter spoke of items that she would like added for the December meeting. She would like to see the report for Dan Murphy's attorney fees, the report of the duct cleaning, and assumptions for the future, post-employment benefit costs, long term absences, long term substitutes, and professional and technical services. Thomas Minotti mentioned that Kathleen Yolish stated that she would talk to the Mayor about ceiling fans and he would like to know the outcome of that conversation.

New Business:

Design 2019-20 Budget Calendar with Workshop Dates

Amanda Kilmartin suggested inviting and engaging the City in the beginning of the process. Mark Holden suggested having an informal meeting with a few members from the Board of Aldermen; less than a quorum. Also, the Superintendent and Mayor should be invited. Discussion ensued. Suggestions were made to use the Plumb Library, Senior Center, SHS Lecture Hall or Community Center for a community forum sometime between January 10th and 17th at 7:00 pm. Superintendent Clouet stated that he would look into using the Senior Center. Mark Holden stated that the goal is to adopt the budget before January 30th. Deborah Keller asked if redistricting will have an effect on the budget. Superintendent

Clouet replied yes. We should have a presentation regarding the redistricting. Discussion ensued regarding class sizes and preparing the students for the future. Science in the district will be added to the agenda for teaching and learning. Mark Holden stated that the Superintendent and he would figure out some dates.

Superintendent's Commentary

Dr. Clouet stated that typically over the last several years the city, up until this year has agreed to pay for half of our propane cost. We would contribute \$120,000 and they would pay the rest. The city would also receive the reimbursement check from the state. In June some bills came in and there is \$27,000 worth of bills that the city is refusing to pay. This is an item from last year's budget. In fairness, the city should've paid it. Mark Holden stated that this was a verbal agreement.

Chairman Thomas Minotti adjourned the meeting at 6:16 p.m.

**Respectfully Submitted,
Anita Smith
Recording Secretary
November 20, 2018**