

Call to order: A special meeting of the Shelton Board of Education Finance Committee was held on Thursday, February 21, 2019. The meeting convened at 5:05 p.m., Chairman Thomas Minotti presiding.

Roll Call:

Members in Attendance: Chairman Thomas Minotti, Anne Gaydos, Mark Holden, David Gioiello.

Members not in Attendance: Jose Goncalves, Amanda Kilmartin, Dr. Darlisa Ritter.

Also in Attendance: Kate Kutash, BOE Member, Kathleen Yolish, BOE Member, Dr. Christopher Clouet, Superintendent, Rick Belden, Finance Director, Deborah Keller, Shelton Education Association President, Judson Crawford, Shelton Senior Center Commission, John Calhoun, Facilities Manager, Dr. Beth Smith, Shelton High School Principal.

The Pledge of Allegiance was recited.

Approval of the Agenda:

Mark Holden MOVED to approve the agenda, SECONDED by Anne Gaydos. A vote was taken with all in favor, motion carried.

Review and Approval of the following reports to the Committee:

Minutes of the meeting of: "Regular" Finance Committee January 16, 2019:

David Gioiello MOVED to approve the minutes, SECONDED by Anne Gaydos. A vote was taken with all in favor, motion carried.

Finance Director's Report (handout) - Period Ending January 31, 2019:

- **Financial Report- Budget Narrative:**

Rick Belden thanked his staff who assisted him in putting together the budget narrative. He alerted everyone that there are some minor changes in the way the report is presented in order to reflect what is seen in MUNIS. One of the things updated were the education grants.

- **Revenue Report:**

Rick Belden stated that the district has collected \$338,474 in local revenues as of Feb 13, 2019. These revenues are used to offset certain line items in the Board of Education budget. Education Cost Sharing Grant (ECS) of \$5,936,371, which is \$594,384 higher than budgeted. This grant is included in the City of Shelton General Fund Revenue budget and is paid directly to the City of Shelton. Excess Cost Grant of \$1,436,304, which is \$282,184 higher than budgeted. This grant is provided by the State of Connecticut to offset special education costs that exceed the budgeted appropriation. This grant revenue has been included in the expenditure estimates for the Board of Education budget as an offset against actual higher than budgeted special education expenses for the 2018-19 fiscal year. This grant is amended again in March, 2019 and we will receive the final grant revenues in June, 2019.

- **Expenditure Report:**

Rick Belden stated that we are dealing with an overall deficit projection for the FYE 6/30/19 currently is estimated at \$166,941. As noted in prior reports, long term substitutes are continuing at a higher than

budgeted rate due to maternity I medical leaves. This level of leave activity is significantly higher than previous year's experience. The outplaced tuition for special needs students has increased compared to budget due to the previously noted number of new students. A/C 5566 reflects a negative budget deficit of \$564,751 and reflects the current level of outplaced students. This calculation includes the revised excess cost grant revenues as an offset. The transportation costs for outplaced special needs students have mirrored the increase in outplaced student tuitions. We are currently projecting a year end deficit in A/C 5512 of \$357,431, which includes the revised excess cost grant revenues as an offset. In order to address the projected deficit, a hard freeze was instituted in January for hiring on discretionary spending. The Finance Office is closely monitoring requests for expenditures, and the various school administrators and department heads are assisting in this endeavor. In particular, we will be looking at some of the following areas to mitigate the projected deficit: Bus monitors staffing- review existing assignments and reassign I eliminate as appropriate; analysis of utilization of professional services; continued monitoring of discretionary expenditures (instructional materials, administrative expenses, Building & Equipment Services, Support Services). David Gioiello asked on the balance to collect, how comfortable are we regarding the collecting. Rick Belden responded that we should be okay to collect that. Chairman Thomas Minotti asked who pays to rent the school when the city uses it. John Calhoun responded that we bill Parks and Rec. Mark Holden asked if we charge them any ancillary fees. David Gioiello stated that the rate should factor benefits and other insurance for the custodians. Discussion ensued and everyone agreed to bring this matter to the Policy Committee. John Calhoun stated that he would try to calculate the cost of running the building. Kathleen Yolish asked if we had to hire someone to supervise the correct use of the track and field. Superintendent Clouet responded that there is a meeting coming up on March 5th to talk about the maintenance of the track and field. Kathleen Yolish asked if the transition program has consistent enrollment. Superintendent Clouet responded, yes. Rick Belden stated that we are comfortable that most of the line items will be fulfilled. The big numbers are the excess cost grant. We will receive 75% of that soon and the balance will be paid in June. The State will update everything in March. Hopefully things won't change causing the percentage to go down. Kate Kutash asked about the increase in the Athletic Transportation. Superintendent Clouet responded that we had more away games due to the field being redone. Dr. Smith also responded that we also had a lot of successful fall sports.

2018-2019 Check Register & A/P Cash Disbursements Journal:

David Gioiello suggested that the Chairman suggest one or two people that would, at the end of the month, go through the checks and randomly check 10 transactions to make sure that they were okay. Superintendent Clouet responded that Rick Belden would come up with some kind of procedure that would make sense for everyone. Rick Belden suggested a scan to the board members and having them select a number of checks. Those checks would then be pulled to be reviewed.

Petty Cash Journal:

Pre-Purchased Card Journal:

Rick Belden stated that the pre-paid card needs to be refilled so that we may finish out the year.

David Gioiello MOVED to reload the prepaid card, SECONDED by Mark Holden. A vote was taken with all in favor, motion carried.

David Gioiello MOVED to approve the Check Register through January 31, 2019 & A/P Cash Disbursements Journal, SECONDED by Mark Holden. A vote was taken with all in favor, motion carried.

Old Business:

- **Retirement Incentive:**

Superintendent Clouet stated that Rick Belden has worked with Carole Pannozzo. What we would like to do is suggest that it go on the board agenda for next week. There will be an executive session before the board meeting to talk about a possible retirement incentive for teachers. David Gioiello asked how our salary compares to the average amongst other districts. Kathleen Yolish responded, median. Discussion ensued regarding the report from the CT Post.

New Business:

- **Maintenance Director's Report**

John Calhoun stated that he's spoken to Gary DeFilippo on Tuesday regarding the ESS Window Project. The contractors will mobile at the end of this week and they are looking to get started between sometime next week and the first of March. The maintenance staff will be assisting with the needs of the staff at ESS for their classrooms to make sure that it is a smooth project. We are starting to get proposals in for our energy savings projects. We are waiting to receive a steam trap analysis, which should save the district some money over the next couple of years. We've already received a lighting project at the High School for the gym. We are going to be looking at future lighting projects as well throughout the district. We are also involved in doing some insulation projects in the boiler rooms to save energy. We are working with UI on the electrical side and Eversource on the gas side. We are in the process of installing the water bottle refill stations at ESS that the PTO donated. We are going to be bringing our School Dude Use of the Building Application online so that users can access it electronically. Chairman Thomas Minotti asked about the two classrooms that had high levels of radon. John Calhoun responded that we are in the process of retesting those two classrooms. Once we get the next round of test done we are going to be bringing in a company to do remediation on those if the results are still high. Rick Belden asked who we use for the testing. John Calhoun stated that we use a company out of New Jersey. The remediation has been assigned to CT Basement Systems. Deborah Keller asked about the duct work at the High School. John Calhoun that we have received a proposal for the testing but that project is currently on hold.

- **Bus Transportation FY 2019-20**

Rick Belden stated that he's been working with Special ED. We have a meeting on Monday to get the process started to develop a timeline for what information the Bus Company will need to do things like our Summer Program, scheduling, routing, and for the start of the school year. He's going to be reaching

out to the City of Shelton to find out who his counterpart is so that a plan can be in place for the beginning of the school year.

Superintendent's Commentary:

Superintendent Clouet stated that we will be working on a School Finance 101 document. This will explain certain things to board members and the public. Tomorrow the CT accountability report will come out and Shelton has moved up as a District. There are 13 indicators and in spite of all the battles we've had we have 4 K-4 schools as schools of distinction. There will probably be a presentation to the board during the March meeting. A summary email has been sent to board members. There's room for improvement in some areas, but there is a lot of good news. Based on the presentation from some of the High School Students at a past meeting they've been invited to do the presentation at the State Board of Education.

Adjourn:

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

**Respectfully Submitted,
Anita Smith
Recording Secretary
02.28.19**