

Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, March 20, 2019. The meeting convened at 6:00 p.m., Chairman Thomas Minotti presiding.

Roll Call:

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

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, John Calhoun, Facilities Manager, Stephen Massad, Kevin Kosty.

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.

Review and Approval of the Following reports to the Committee:

- **Minutes of the meeting of: "Special" Finance Committee February 21, 2019 (attached)**

Mark Holden MOVED to approve the minutes, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor, motion carried.

- **Finance Director's Report (handout) – Period Ending February 28, 2019**

1. Financial Report- Budget Narrative

a) Revenue Report

Rick Belden stated that we've updated the revenues collected through March 12th. We are still projecting ourselves to be on track. There are two exceptions. One is with Pay to Participate because there are some students who are reaching the max payment for the year. This was not factored into the total, so we will be short about \$15,000 - \$20,000. We are projecting that the Excess Cost Grant for 2018-19 will total \$1,586,000 at a 70% overall reimbursement level. Our costs for special education tuition and transportation have gone up. A reimbursement request and appropriate documentation will be sent to the City of Shelton Finance Department prior to June 30, 2019 for the grant funds to be credited to the Board of Education. Rick Belden stated that city's Finance Director and Assistant Finance Director now receive a copy of the Finance Report. There is no reason to have any miscommunication about how we are handling things. We are having regular conversations. Superintendent Clouet stated that we received a letter from the Chief Financial Officer of the State Department of Education. In summary, the excess cost grant funds should be transferred by the City to the BOE no later than 30 days after receipt by the treasurer of the necessary documentation. We have submitted the necessary documentation every year.

b) Expenditure Report

Rick Belden stated that we continue to maintain a hard freeze. We've been getting excellent cooperation from departments, principals, and administrators. They don't make any purchases until they run it through the finance office or Central Office Administrators. We are basically doing essentials and or required things. Paper should be getting purchased. Kathleen Yolish asked if overtime was being monitored. Rick Belden replied that his staff members are keeping an eye on it. They know that we are supposed to mitigate overtime as much as possible. Jose Goncalves asked if there was a hiring and spending freeze. Rick Belden responded if we are hiring substitutes certainly we are going to continue to replace our substitute pool because they are only called on an as needed basis. Superintendent Clouet stated that this is a record year for people going out for FMLA. It's mostly for joyous things, but nevertheless our teachers are out and they have to be replaced with substitutes. Rick Belden stated that

we continue to trend downward on the projected deficit. Dr. Darlissa Ritter asked if we have any money coming back from our solar investment. Rick Belden stated that he is unsure, but he will be looking into the Fuel Cell contract to see if we have any financial benefit to having that. Year to year we should see a reduction in our electricity cost. Rick Belden noted that the consultant for this project is preparing a multiyear analysis of opera cell for review. Rick Belden stated that he will begin to send out the Finance Director's Report prior to the meeting for review by the committee members.

- **2018-2019 Check Register & A/P Cash Disbursements Journal (attached/handout)**

Rick Belden stated that the check registers can be scanned in and sent out ahead of time. Currently, there is a box in the accounts payable office where the invoices are in case board members would like to check them. He will provide the check register in two forms; first by number and second by vendor going forward. Dr. Darlisa Ritter volunteered to view transactions from the check register for the next month and will forward requests for specific invoices to Rick Belden prior to the meeting. She will then review as needed. Thomas Minotti suggested a rotating system.

- **Petty Cash Journal**

No questions were presented in regard to the petty cash journal.

- **Pre-Purchased Card Journal**

No transactions were presented.

Old Business:

Amanda Kilmartin asked about the fans that were proposed to go in the gym at Booth Hill. John Calhoun responded that there were safety concerns with the proposal and the proposal was denied.

New Business

- **Maintenance Director's Report**

John Calhoun stated that we are looking at proposals to either re-seal or panel the gym wall that is directly adjacent to the main corridor roof. At Elizabeth Shelton the contractor has completed the windows on the back side of the north wing, and has completed 2 rooms on the front side of that wing. The project is averaging a room every two days. Once the windows are all in, they will go back and install new screens and shades in each of the classrooms. We have heard from our energy management company who has completed an evaluation of our steam traps in the Sunnyside School and at the high school. They have presented some initial savings figures for us. They results could be quite encouraging moving forward. Our energy management company has submitted proposals to the utilities for lighting retrofits in the Shelton High school Gymnasium. We will wait to get final approvals. The savings for such a small measure are significant. John Calhoun gave a brief explanation of how the energy saving with the utility incentive projects are financed. As a goal we are looking to continue to work with Garland roofing on a five year capital plan to look at roof repairs and replacements D/W. Also, we are working with the PTO at Mohegan to install the outdoor classroom in the back play area. This is a great addition to the playground at that school, which will provide a shaded outdoor play/learning area for the children. We are continuing to work on issues. We are making sure that our air quality is good in the district; we are doing our asbestos re-inspection, we've been working with the radon remediation company and doing our updates. David Gioiello asked what the outcome of the retesting at the high school. John Calhoun responded that the levels were still high so they will be bringing in a remediation company. Deborah Keller asked if there were cameras on the High School field. John Calhoun responded, yes. Deborah Keller asked about the duct work. John Calhoun stated that we are waiting before going forward with that proposal. John Calhoun explained how we will be transitioning our building usage through SchoolDude. David Gioiello asked about updating the cost of using the buildings.

John Calhoun stated that it should be a conversation for the policy committee. David Gioiello stated that the base cost factors should be updated on a regular basis. John Calhoun stated that he could get comparisons from other local districts. Discussion ensued.

Superintendent's Commentary

Superintendent Clouet stated that some had just come from a meeting and the Mayor proposed his annual budget and he "flat" budgeted us; giving us the same amount that we had this year. That's a differential of 2,173,729.00 which is a challenge. Kathy Yolish asked about when contracts will be given out to teachers. Superintendent Clouet responded that we have until May 1st to make any cuts for the next year. We have already reached out to Deborah Keller to have a meeting to talk about what that timeline might look like. We want to be focused on our students, but also the wellbeing of our staff. We don't want to lose people too quickly. We have a meeting scheduled Friday with the cabinet team to start the process of thinking about this. David Gioiello asked if layoffs will be done by seniority or do we identify various fields or teaching positions that can be consolidated. Kate Kutash stated that it's a little bit of both. Discussion ensued. Deborah Keller asked board members to not post about this subject on social media and to not make anything personal. We want to handle this with as much decorum and respect as possible. David Gioiello stated that in regard to responding on social media to comments or posts about redistricting we must speak with one voice.

Adjourn:

Chairman Minotti adjourned the meeting at 6:57 p.m.

**Respectfully Submitted,
Anita Smith
Recording Secretary
03.27.19**