

Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, January 15, 2020. The meeting convened at 5:18 p.m., Chairman John Fitzgerald presiding.

Roll Call:

Members in Attendance: John Fitzgerald, Carl Rizzo, Amy Romano, Diana Meyer, Jim Orazietti

Members not in Attendance: Amanda Kilmartin (excused)

Also in Attendance: Kate Kutash (BOE Member), Kathleen Yolish (BOE Member), Patti Moonan (BOE Member), Superintendent Christopher Clouet, Assistant Superintendent Kenneth Saranich, Finance Director Rick Belden, Facilities Manager John Calhoun, Judson Crawford (Shelton Senior Center), Deborah Keller (S.E.A. President) 5:33 p.m., Dr. Darlisa Ritter, Victor Black, Beth Funari, Stephen Massad

The Pledge of Allegiance was recited.

Approval of the Agenda:

Diana Meyer MOVED to approve the agenda as presented, SECONDED by Carl Rizzo. 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 Meeting of December 11, 2019 (attached)**

Amy Romano MOVED to approve the meeting minutes, SECONDED by Carl Rizzo. A vote was taken with all in favor, motion carried.

- **Finance Director's Report (handout) – Period Ending December 31, 2019**

1. Financial Report- Budget Narrative

a) Revenue Report

Rick Belden stated that we are still exhibiting budget variances in certain accounts as outlined in previous committee reports. The Excess Cost Grant reimbursement has been revised to reflect additional revenues, as the Dec. 1 SEECG submittal reflects current enrolled students and update total year costs for tuition, transportation and other services. The city will receive a check in February for 75% of the reimbursement. The final reimbursement of 25% will come at the end of May/ early June and will be based upon our March 1, 2020 SEECG submittal update and the available pool of budgeted funds at the State Department of Education.

b) Expenditure Report

Rick Belden stated that even though we are six months into the fiscal year we are only four months into the school year. The school year is the one that drives the cost more than anything else in regards to many of the salary accounts. We are still trending in a positive manner in our Certified Staff Line. We are monitoring very closely the Long Term Substitutes. We have seen it trend upwards in the past month or two, but our daily substitute line is down. At the end of the year Long Term Substitutes line might be over expended, but will probably be offset by a savings in Daily Substitutes. We had to correct, based on trend, our overtime account. We have already incurred five (5) weather related events that affect this account. Employee benefits have been adjusted to reflect increased costs in our health insurance claims activity. We moved from Anthem to Cigna July 1st. However, we've seen some significant Anthem claim activity coming in through December. The soft freeze is still in place. Tuition is favorable compared to budget, however that can change at any moment. In transportation we are favorable. Transportation discussion ensued.

Rick Belden reviewed the EFS Schedule Report for the board. The report indicated that there were no findings / exceptions to be reported to the State of Connecticut Department of Education. Jim Orazietti

suggested having Ad Hoc Committees for certain topics currently discussed under the Finance Committee (e.g. Transportation, Athletics, Facilities). The Board chair was going to review this further.

- **Petty Cash Journal**

(No Activity)

- **Pre-Purchased Card Journal**

(No Activity)

Public Comment:

Judson Crawford spoke about the money used from parking fees at the High School, which are used to partially offset the cost of security personnel at the High School.

Old Business:

(No Old Business)

New Business

- **Maintenance Director's Report (handout)**

John Calhoun stated that the funding for the tennis courts project was approved by the Mayor and Board of Aldermen. The members of the committee were pleased to hear this, particularly the possible planning for an enclosed facility in the future. The footings and foundation will be done over the next few weeks. John Calhoun reviewed the Maintenance Director's Report (attached). Kate Kutash asked about the next window project. John Calhoun responded that it would be at Long Hill Elementary School. Kathy Yolish asked about ceiling fans installation in classrooms. Rick Belden indicated that preliminary discussions were being held with the Mayor about potential energy saving initiatives in the near future and the possibility of putting roof mounted units for air conditioning would be explored.

Superintendent's Commentary:

Superintendent Clouet spoke to the upcoming budgeting process. Deborah Keller stated that the Teacher's contract has been ratified.
(Superintendent Clouet and Assistant Superintendent Saranich exit 6:16 p.m.)

Amy Romano volunteered to begin reviewing the monthly check register.

Adjourn

Chairman John Fitzgerald adjourned the meeting at 6:43 p.m.

Respectfully Submitted,

Anita Smith

Recording Secretary

January 22, 2020