

**Call to order:** A Special Virtual meeting of the Shelton Board of Education Finance Committee was held on Tuesday, April 28, 2020. The meeting convened at 5:02 pm. Chairman John Fitzgerald presiding.

**SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:** Pursuant to the Governor's Executive Order No. 7B, there will not be a physical location for this meeting. This meeting will be held electronically and live streamed on the Shelton Public Schools YouTube channel. The link to the livestream will be published on our district website and Facebook page immediately prior to the start of the meeting. The meeting agenda and minutes will be available at [sheltonpublicschools.org](http://sheltonpublicschools.org).

**The Pledge of Allegiance was recited.**

**Roll Call:**

**Members in Attendance:** Kathy Yolish, John Fitzgerald, Carl Rizzo, Amy Romano, Diana Meyer, Jim Orazietti, Amanda Kilmartin.

**Also in Attendance:** Kate Kutash; Board of Education member, Patti Moonan; Board of Education member, Interim Superintendent Dr. Beth Smith, Assistant Superintendent Kenneth Saranich, Finance Director Richard Belden, Director of Technology Daniel DiVito.

**Approval of the Agenda:**

**Jim Orazietti 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 February 19, 2020.**

**Jim Orazietti MOVED to approve the meeting minutes as presented, SECONDED by Diana Meyer. A vote was taken with all in favor, motion carried.**

- **Finance Directors Report (handout)-Period Ending March 30, 2020**
  1. **Financial Report-Budget Narrative**

Rick Belden stated that this report was a challenge to put together given closure of schools and the pandemic we are facing. We have been reacting on how to do things given the daily briefings by the Governor and the State.

**a) Revenue Report**

On the revenue side, given the closure of schools, the accounts are not going to have anything flowing through them. Year to Date, regarding Pay to Participate, we have not instituted Spring sports, so we have not collected any monies. We did have a very small number of people pay, but they have been given refunds, as is reflected in the report. Preschool amounts have stayed the same. With the schools closed, there are no building usage fees or parking fees coming in. Mr. Belden wanted to highlight with the Excess Cost Grant that as of the 2nd update in March of this year that they did receive their first grant payment through the City Finance Department in the amount of \$1,057,956.00. It was credited to the Board of Education account in March. That is reflected in the report that was handed out. Based on

the March 1st submittal, they have not received a final percentage from the State in terms of how much they are going to fund.

**b) Expenditure Report**

Mr. Belden stated that the expenditures are significantly affected by the school closures in a number of areas. One of the key things to keep in mind, per the Governor, was to continue to pay our staff. Accounts payable and Payroll have been able to come into work and put together an analysis together as to where we are now with the end of the school year upon us. Administrative and teacher salaries are both going to be over-budgeted year end. Spring sport coaches are not being paid, as there are no spring sports taking place. Kate Kutash mentioned that there are other districts that are paying their Spring sport coaches and wanted to know where our district was as far as that was concerned. Dr. Smith stated she had a conversation with Deborah Keller, who had also spoken to John Niski. Mr. Niski and Dr. Smith has been in touch with the CIAC. Most of the State, as of now, are holding off on their decision until CIAC makes their decision. CIAC will wait until we hear more from the State and the Governor. The decision to pay our Spring sport coaches will be made once they hear from the CIAC. Mandy Kimartin asked how coaches fit into the Governor's Executive Order with regards to paying staff and supporting staff. Mr. Belden again reiterated that we do need to wait for the final decision to come from the CIAC, and that if the decision is made to pay the Spring sport coaches, we will need to find that money elsewhere in the budget, as it is not reflected in the current budget. Carl Rizzo and Jim Oraziatti both had questions regarding the same line item on the report regarding a shortage. Mr. Belden discussed the issue with the amount and stated that he did notice there were several line items that were under budget or underfunded, this line item is one of them. Amy Romano asked about the amount given in the budget to the tutors. After discussion with Mr. Belden, it was determined that the budget will be changing constantly depending on if the schools remain closed or if we go back. Mr. Belden discussed the line items concerning the building substitutes and custodians. Some of the Board members did ask how we are not saving any money due to the school closure. Mr. Belden did explain with the current budget and last year's budget that there are still items in the Red. Much discussion was had with the Board members and Mr. Belden regarding how much money should have been saved at this point due to school closure and how it is affecting the budget. The line item for healthcare insurance was discussed, noting there was a big difference in the amount within the last month. A discussion ensued regarding healthcare at this time, and the fact that people are not going to the doctors or having elective surgeries at the moment, however once the pandemic has lifted, those numbers are likely to go up. One of the things suggested by Mr. Belden going forward is creating a reserve account. Mr. Belden suggested having the Smith brothers come in to help and set that up. Mr. Belden stated that simply employee benefits are being driven by the health insurance. There is a line item regarding unemployment. A question was asked regarding this line item. Originally when school closed, there were specific school staff that did go on unemployment. Once the Governor made his Executive Order that school staff needs to be paid, those employees did come off unemployment. They are now back on the district payroll. There are some invoicing items left for professional services. We do have some encumbrances in place. Questions were raised regarding special education services given to the students and where we are at as far as cost goes, essentially will we have to catch up with services if in fact we do go back to school. There are several staff that are assigned to work with special

education services, so if we do return to school, those cost numbers will go back up. Dr. Smith stated once an announcement is made on or about May 20th regarding the reopening of schools, there may in fact be an increase in costs, for example, the custodial staff coming in to clean the buildings before staff returns. Mr. Belden stated that they are currently working with the city's Emergency Services. They have given some estimates with what they think some of those costs may be. The district does have distance learning plans with some of the special education students who are outplaced, so they are not seeing any savings with Tuition. We are being charged a full \$3,150,000.00 for Transportation for the year. Discussion ensued regarding negotiating with regular education student transportation as well as special education transportation. The utilities are monitored monthly. They anticipate having some savings with the utilities given that the buildings are closed. At this point, Mr. Belden stated that with a significant increase in health insurance and with the assumption that we are going to be closed for the remainder of the year, we are on the plus side for savings. Discussion was had regarding the savings due to Covid-19, and how it could positively impact the budget going forward. Many questions remain regarding the budget given the pandemic that is happening. Diana Meyer asked where they were at regarding outstanding reimbursements with the City. Mr. Belden went over the list of projects that are still outstanding and/or closed regarding reimbursement. A discussion was also brought up regarding the lawsuit from Durham Bus Services. Not much information can be given regarding this matter given that the lawsuit is still open.

**Superintendent's Commentary:**

Dr. Smith would like to inform the Board that they are staying on top of everything that is coming down from both the Federal Government and the State. The State has applied for some physical waivers for some of the grants that we have, so we may be able to carry a certain percentage of grants over into the next fiscal year, within a short period of time to use those, depending on the waivers that the State receives. We are working with the City's Emergency Management to receive reimbursements through FEMA. We are also staying on top of the CARES Act. Dr. Smith would like to remind the Board that once schools open again, there will be some additional expenses. Dr. Smith proceeded to give some examples of this. Dr. Smith wanted to lastly commend the work that Rick Belden is doing.

**Adjourn**

**Chairman John Fitzgerald adjourned the meeting at 6:53 pm.**

Respectfully Submitted,  
Cheryl Rich  
Recording Secretary  
May 2, 2020