

**Call to order:** A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, July 19, 2017. The meeting convened at 5:01 p.m., Chairman Win Oppel presiding.

**Roll Call:**

**Members in Attendance:** Chairman Win Oppel, Faith Hack, Mark Holden, Tom Minotti.

**Excused Absence:** Vice Chairman Arlene Liscinsky, David Gioiello, Dr. Darlisa Ritter.

**Also in Attendance:** Kate Kutash, Board of Education Member; Edward Drapp, Director of Finance; Christopher Clouet, Superintendent; Deborah Keller, President, Shelton Education Association; Judson Crawford, Shelton Senior Center Commission.

**The Pledge of Allegiance was recited.**

**Approval of the Agenda:**

**Tom Minotti MOVED to approve the agenda as presented, SECONDED by Faith Hack. A vote was taken with all in favor, Motion carried.**

**Approval of Minutes:** Regular Finance Committee Meeting June 21, 2017

**Faith Hack MOVED to approve the meeting minutes, SECONDED by Mark Holden. A vote was taken with all in favor, Motion carried.**

Edward Drapp stated he converted the L2 information into a table format to complete the narrative report. It says the same information typically displayed in a new format. Also, it shows the utilization trend from 2014 through 2017. The Certified Salaries account is slightly over budget. The Finance Department is still receiving invoices. 99.99% of the budget will be utilized, leaving approximately \$5,000 to return to the City of Shelton. The Non-Certified Salaries account is also slightly over budget. The Tuition account is over budget, but Edward stated expenses were less than the previous year. The Excess Cost Grant will be used to offset a portion of the deficit in that account. The transportation costs came in slightly under budget. We paid for propane; however, the city is responsible for any expense over \$120,000. The Excess Cost Grant will be used to offset a portion of the deficit in that account as well. The Administrative Expenses came in slightly under budget. Heat and Utilities, as well as Building and Equipment Services, came in just around 100%. The Support Services account came in over budget. Some legal fees and Special Education services contribute to that overage. We are on the plus side for 2016-2017. Win Oppel stated, because of the Special Education fluidity this past year, combined with the outcome of this year's budget negotiation with the City of Shelton; he is suggesting that we create a quarterly letter to the President of the Board of Alderman. This letter will be used to give updates on the Special Education account, allowing the Alderman to have a better understanding of how this affects our budget. A question arose asking why the Equipment account had a high balance. Win Oppel stated some of that might be due to current projects. Edward also indicated that some money went towards the School of Innovation. A suggestion was made to hold a session with the parents whose children were nominated to be in the School of Innovation. This session would be used to clarify any questions or concerns. There is no L2 for the current year. It was asked that there would be one for the August meeting. The Board will prepay \$120,000 for propane, but will also need to figure out the total cost.

**Tom Minotti MOVED to approve the Year-to-Date Object Summary (L2) for 2016-2017 School Year, SECONDED by Faith Hack. A vote was taken with all in favor, Motion carried.**

**Tom Minotti MOVED to approve the Check Register and A/P Cash Disbursements, SECONDED by Faith Hack. A vote was taken with all in favor, Motion carried.**

**Old Business:**

**Petty Cash:**

The word of the week cookies will be returning next year. Dr. Clouet stated that this was a successful program last year. Mark Holden suggested moving the Time Clocks software reimbursement expenses from Petty Cash into its own line item within the budget.

**Cafeteria Update:**

Catherine Araujo and Edward Drapp walked around with Whitsons and Sodexo to check the inventory. The contract was sent to the State of Connecticut for review. Edward and Catherine attended Whitsons' orientation on July 13 with some cafeteria staff. All former Sodexo employees had to complete new employment applications for employment with Whitsons. Through Sodexo, all employees have insurance coverage through the end of August 2017. If there is no agreement in place, Whitsons has stated they will encourage the employees to utilize COBRA Health Insurance for continued coverage. Employees will be reimbursed by Whitsons according to the terms of the union agreement once in effect. As of now, the employees have not heard yet of their employment status. There will be a long term plan implemented if Whitsons decides to do any structural changes to any of the schools. Training days are scheduled for the staff in August.

**Transportation Update:**

Bids were received for Special Education transportation routes. Edward met with four of the five vendors. The vendors are not ready to make any decisions yet. We are also looking into In-house opportunities, a consolidation of routes, and the possibility of ride sharing. Edward stated that minimally the savings would be an approximate \$100,000.

**Athletic Account:**

There is \$52,428.66 in the Athletic account. There have been conversations with the Alderman about going out to bid for the track and the field. The track and field would be a phased project. There is some concern regarding what to do with the money that is currently in the account.

**Parking Account:**

There is \$0.00 in the Parking account.

**Facilities Update:**

John Calhoun is currently absent due to a medical leave. Edward stated the Sunnyside roof project is moving along. The target is that this project completes before school begins. The sprinkler renovations at the High School are moving along very well. Dr. Clouet stated that the sprinkler system's renovation is likely to be finished as planned, opening up space at the High School. There are now new spaces available due to its installation. The Work Study Program which now runs out of the Central Office Building will now move to the High School. Edward Drapp put together a schedule for Dr. Clouet of all the open construction projects between the Shelton Board of Education and the State of Connecticut. Edward stated that he would be working to get the windows project for Elizabeth Shelton School back on track with the State. Edward will look into the savings generated by the solar panels at Long Hill School.

**Fuel Cell Update:**

Edward Drapp has a meeting with the Mayor and representatives from TEC and Sprague about concerns regarding the two meters that are in place, one for the fuel cell and one for the kitchen, and their allocations. Edward stated the Mayor has some concerns about costs and reimbursements. Dr. Clouet stated that this contract regarding the fuel cell is a City of Shelton contract. Edward stated that Sprague wants to have a fixed contract in place that will benefit both the City of Shelton and the schools.

**Mark Holden MOVED to go into Executive Session at 5:50 p.m. to discuss the Merit Staff Raises, SECONDED by Faith Hack. A vote was taken with all in favor, Motion carried.**

**Mark Holden MOVED to come out of Executive Session at 6:16 p.m., SECONDED by Faith Hack. A vote was taken with all in favor, Motion carried.**

**Director of Finance Transition:**

Edward Drapp discussed his transition into the Department of Finance. He has been meeting with the staff, trying to assess what the priorities are with the open items, as well as understanding the account structure, and how the money is being distributed to the schools. He is also reviewing the construction projects to see what needs to be continued or closed. Edward stated he has been in contact with Dominic Barone to help during his transition. Edward has looked into cost containment initiatives, one being a reduction in the consumption of paper. Edward also created a Business Office Procedures Manual. He handed out one he created for Purchasing as a draft, explaining systems that are in place.

**Win Oppel adjourned the meeting at 6:30 pm.**

**Respectfully Submitted,**

**Cheryl Rich  
Recording Secretary  
July 19, 2017**