

Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, August 16, 2017. The meeting convened at 5:03 p.m., Chairman Win Oppel presiding.

Roll Call:

Members in Attendance: Chairman Win Oppel, Tom Minotti, Dr. Darlisa Ritter, Kate Kutash, Faith Hack, David Gioiello, Arlene Liscinsky, Mark Holden.

Absent: Kathleen Yolish

Also in Attendance: Dr. Chris Clouet, Superintendent, Ed Drapp, Finance Director, John Calhoun, Facilities Manager, Judson Crawford, Shelton Senior Center Commission, Deborah Keller, President Shelton Education Association, Anne Gaydos.

The Pledge of Allegiance was recited.

Approval of the Agenda:

Tom Minotti MOVED to approve the agenda as presented, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor, motion carried.

Approval of the Minutes: "Regular" Finance Committee July 19, 2017

Faith Hack MOVED to approve the meeting minutes, SECONDED by Tom Minotti. A vote was taken with two abstentions, motion carried.

Year-to-Date Object Summary, (L2) for 2016-17 School Year through July (handout):

Ed Drapp stated no changes had been made since the last month to report. An auditor will be coming at the end of this month. We still anticipate \$5,000 remaining from the 2016-17 budget. The 2017-18 budget has only been used for a few things, like payroll for full year employees and instructional supplies.

Mark Holden MOVED to approve the Check Register &A/P Cash Disbursements, SECONDED by Faith Hack. A vote was taken with all in favor, motion carried.

Old Business:

I. Finance Update:

I. Cafeteria Update:

Ed Drapp stated that Whitsons is working in the schools beginning this week. They are setting up the cafeterias and kitchens. The final contract between Whitsons and Shelton Public Schools is at the State of Connecticut awaiting approval. Catherine Araujo is working to make sure that all questions from the State are answered. Once we get back the contract, then we will have a signed contract with Whitsons in place. David Gioiello asked for the financial difference regarding the amount of the bid from Whitsons versus the other vendors. Ed Drapp responded that he would get the summary and make it available to the board members. David Gioiello asked if anyone has been hired outside of their management employees. Ed Drapp responded that Linda Stanisci had been hired as a Food Service Director. However, Whitsons cannot continue with the hiring

process until they have a signed contract; though the employees have already filled out the applications for employment with Whitsons. Whitsons will be working under the contract that was in place with Sodexo. Contract negotiations will probably happen simultaneously; the employees will be hired, they can be hired, but not before they agree to a contract. Certain terms of the buyer contract are covered by law as far as what the employees get. Both sides wish that we were in a better place, as we all do, but everyone has done as much as they could up to this point, and there are no red flags, so we expect lunch to be served at the start of school. There is no loss of work time as of yet for the cafeteria employees. David Gioiello asked if we have a contingency plan if the union and Whitsons do not come to an agreement and the cafeteria workers decide to hold a labor strike. Win Oppel stated that we would not be at fault in the unlikely event of a labor strike due to the negotiations between the Food Service Union and Whitsons. Dr. Clouet responded that there is no plan for a labor strike at this moment. In the unlikely event that this would happen, he would work closely with the police department to make sure that we keep the students safe.

II. Special Education Transportation Update:

Ed Drapp stated that he did a bid addendum which he successively sent through the City requesting information by route, by the number of riders, including shared services, and the number of aides on each route. We were able to consolidate three of the routes. The City approved four vendors based on the lowest bidder for each route. We can't lock into a price with the vendors, but we can lock into a general idea of the pricing if we ever need to add riders to the vendors. We know that we will have a significant amount of savings, approximately 25+% of the cost that we spent last year in Special Education Transportation budget. Until there is a final list of students detailing how many will be on each bus and their destinations we cannot know the true cost. We are still looking into the possibility of ride sharing to lower costs.

Athletic Account: There is \$ 52,438.66 in the Athletic Account.

Student Parking Fees: There is \$0.00 in the Parking Lot Account.

Dr. Clouet stated that regarding the Athletic Complex the Board of Alderman had appropriated funding to start the first phase of the improvement project and there has been a discussion about hiring a design team who can help us scope out what the exact cost would be. The first phase would be the turf field.

Report on Facilities Projects: (Project Report handout.)

John Calhoun stated that the roof at Sunnyside is progressing nicely, with the majority of it being completed this week. There is work to begin on the front entryway this week. There was some water that got into an area, but the roofing company handled the clean-up with no damage or injuries. We are in the process of finalizing the Fire Code Compliance project this month. We are reviewing all of the documents, variances and open items. We have applied for variances through the Fire Marshall's office, and we have received those. We've had some

emergency exit signage done. John Calhoun plans to do a walk through with the Fire Marshall. The state has been working with the city on the close-out audit for Perry Hill School this summer. The Fuel Cell is complete and online. Ed Drapp stated that he wanted to collect three years' worth of data on the energy cost, including electric and natural gas to see our savings. Unfortunately, the analysis showed that we are paying approximately \$50,000 more in energy cost in the past year than in our previous year. This information was sent to City Hall. The natural gas company is asking us to lock in a rate. Win Oppel stated that the Fuel Cell is a City of Shelton project. John Calhoun stated that regarding the Solar Projects the Perry Hill School and Long Hill School are both online and generating electricity. Ed Drapp (handout given) have decreased electrical costs. Schools without the solar panels, not including the High School, saw an 11.18% increase in electrical costs, approximately \$44,102. Schools with solar panels saw a 6.11% decrease plus 11.18% cost avoidance totaling 17.29% as a "real" decrease; totaling an approximate \$50,107 in "real" savings. Win Oppel stated that we should look into solar panels on some of our other buildings. John Calhoun stated that the walls, floors, HVAC, and furniture had been renovated, repaired or replaced in the new STEAM lab. Crews are in the process of finalizing the project within the next two weeks. There is a new enclosed classroom space in there which will allow it to be free from dust or any other substances that may occur in the workshop area. Computers should go in within the next week. There's been a lot of help from the city. Dr. Clouet stated that there would be an opening ceremony. Win Oppel asked if we should look at bringing back some trades into the High School. Dr. Clouet stated yes, and that we need to define them and look into trades that are likely to live on into the future. John Calhoun Stated that the Media Center project at Elizabeth Shelton has turned out very nice. The reading pit has been filled in. There's new shelving, desks, a workstation, and furniture. The whole library has been repainted. John Calhoun stated that we've been getting pricing on shades for the elementary schools. Win Oppel asked the status of the window replacement project for Elizabeth Shelton. John Calhoun replied that we are on schedule for that project to begin at the start of the 2018 summer break to be completed by the end of the break. We would like to go out to bid in February for some of our other window projects at other schools. He plans to get the projected number for these projects for the next meeting.

New Business:

Discussion of Finance Report Format: Ed Drapp asked that everyone think about what could make the report more useful. Also, if there are any changes that we want to make that would make the report more readable and relevant. We will revisit that in the fall. Board members were asked to send this information in an email.

Sample Program Review Report: Ed Drapp stated that he's been working with John Calhoun and some of the other directors to collect some basic information. Getting records of usage, supplies, and spending to format it so that we have a better idea of what decisions should be made during our budgeting time. When viewing future proposals, it will be easier to look at projects for cost savings, reasons, and justifications. He plans to share various reports in the fall which include Maintenance, Technology, and Transportation. Arlene Liscinsky asked about our inventory process. John Calhoun stated that we are looking into buying in bulk and having a

central storage area so that we can track the distribution. We are also looking at a program where we will work with a company to supply and track our hardware supplies. Ed Drapp stated that we are looking into defaulting our printers to double-sided printing to reduce paper consumption.

Dr. Clouet stated that regarding Fairchild Wheeler, for the time being, we are going with our past practice. Students will be able to participate in teams and the band.

Chairman Win Oppel adjourned the meeting at 6:17 p.m.

Respectfully Submitted,

Anita Smith
Recording Secretary
August 23, 2017