

**SHELTON BOARD OF EDUCATION
REGULAR FINANCE COMMITTEE MEETING
SEPTEMBER 20, 2017
MINUTES**

Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, September 20, 2017. The meeting convened at 5:04 pm., Chairman Win Oppel presiding.

Roll call: Chairman Win Oppel, David Gioiello (arrived 5:25 pm.), Faith Hack, Mark Holden, Tom Minotti, Dr. Darlisa Ritter, Amanda Kilmartin.

Guests in Attendance: Kate Kutash, Board of Education Member; Kathleen Yolish, 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.

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

Faith Hack MOVED to approve the Regular Finance Committee meeting from August 16, 2017, SECONDED by Tom Minotti. A vote was taken with all in favor. Motion carried.

**Year-to-Date Object Summary (L2):
2016-2017 School Year**

Two L2 reports were handed out. They are currently working on closing out the 2016-2017 School Year. Mainly what they are currently working on to close out is the Health Insurance with the City, since they pay all of the bills, a portion of which comes to the Board of Education and a portion of which they withhold. Cathy Araujo and Edward Drapp are currently working with the city to ensure that the city paid on the school districts behalf. Edward will also be working with the Auditor to start reviewing the payables so they can reconcile between the City and our expenses. We are also working on closing out and claiming some revenue due from the State on some Grants. We are about %99.9 finished with the 2016-2017 school year.

2017-2018 School Year

We are currently working on getting some items encumbered, so we have a good handle as far as where we are with the budget. Ed Drapp has been working a lot with Special Education to encumber all out of district tuitions, as well as Special Education transportation. Most of the fiscal year 2018 budget is contingent on what the State does with their budget. There are different scenarios currently that would impact Shelton in different ways. Win Oppel asked Dr. Clouet what he is seeing as the biggest thing that could impact the district, one scenario being if the State were to withdraw all of the ECS money per the Governor's executive plan. Dr. Clouet stated there would be several things, one being what would be the reaction of the City, and how much of that would we be expected to handle. We are already funded at a very low level, so any sort of cuts would immediately have an impact on the district. Dr. Clouet is looking at both the ECS money and the excess costs. Excess costs would mean we would have to move money from the regular budget into covering that. There was discussion around the table as to where the cuts would have to be made once the budget is passed. Dr. Clouet suggested that if there are any

sort of drastic cut coming our way, that we hold a series of Board of Education sponsored workshops around the community, so the community has an opportunity to hear the kind of specific things that the district is dealing with. Win Oppel suggested holding these workshops regardless of any cuts or not. We should know something on October 1st, 2017 primarily what the next step is. Hopefully by the middle of October there is some sort of base plan from the Superintendent's office to the Finance Committee and then to the full Board would be in place, then we can say these are the actions that we are going to have to look at reductions. Deborah Keller asked hypothetically after October 1st, at what point does the district have to have the changes in dependent upon the budget outcome. Win Oppel suggested as soon as an action is taken that gives a predictable path, that the Superintendent and Central Office Staff begin to craft alternatives that will provide the Board an opportunity to move forward. Dr. Clouet stated that is a scenario if there is no excess cost money. There was a discussion about the possibility of re-opening contracts. Dr. Clouet stated that if the Special Education excess cost funding, that we expect every year, was suddenly not available because they eliminate from the State, and we end up in the negative of 1.2 million dollars, then what we would have to do, and not necessarily re-opening the contract, it would mean eliminating programs and staff, possibly mid-year. Faith Hack suggested having a meeting with Unions also regarding the budget.

Mark Holden MOVED to approve the Year-to-Date Object Summary (L2) for 2016-2017 and 2017-2018 School Years, SECONDED by Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Petty Cash Summary/Check Register and A/P Cash Disbursements:

Darlisa Ritter asked why there are two line items for Dan DiVito and Automated Timeclocks. Win Oppel stated this is a monthly fee. Timeclocks have not been purchased. It was suggested that the company for the timeclocks should send an invoice directly but it continues to be paid from the I.T Department. Kathy Yolish asked regarding the Derby-Shelton Rotary, if we were having a booth set up. Dr. Clouet stated yes. There will be three tables booths set up on Shelton Day, which will include the Extraordinary Changes Club, a few athletes doing activities with the children, and the Multicultural group there also doing activities with children.

Tom Minotti MOVED to approve the Check Register and A/P Cash Disbursements and Petty Cash Summary, SECONDED by Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Old Business:

Darlisa Ritter asked if there was going to be an opening ceremony for the new STEM Lab, which was discussed at a previous meeting. Dr. Clouet stated that we do not have a date set for that yet. Darlisa also brought up Ed Drapp looking into printers and double sided printing, which was also discussed at a previous meeting. Ed stated that he did meet with the Administrative Teams. Ed will go out to the different schools and meet with the principals, to discuss reducing the color printing, making double sided copies to reduce paper usage, printing only with black and white. Ed will also do the comparison of the consumption vs. savings on these changes. Ed will email that information to the Board.

Athletic Account: There is \$52,439.00 in the account.

Student Parking: There is \$23,300.00 in the account.

Darlisa Ritter asked for a point of history on the Athletic Account. Win Oppel stated it was previously a bleacher account, to repair the bleachers. It stayed as the Athletic account because the City put up the money to do the track and the new rug. The deal was we would pay them back a specific amount of money every year until our portion was paid back. The money currently in the account are Athletic gate receipt money. The Board made a conscious decision not to do anything with the money, because if the City is going to go forward with the replacement of the field and track, that project will be costly, and they may be an assumption that the City will want the Board to make a contribution towards those repairs. Win stated rather than have that money come out of the operating budget, this is a safe account to have the money come from.

Win stated that the discussion regarding Food Services/Cafeteria be moved to right before adjournment because they will go into Executive Session.

Facilities Update:

Ed Drapp spoke on John Calhoun's behalf. Ed stated the roof deck at Sunnyside School is completely finished. Work continues on the front entryway and fascia. Regarding the High School Fire Code Compliance Project (sprinkler system), they are awaiting word from the State Fire Marshall on the final documentation and variance requests. Win Oppel asked if he can receive more information as far as what the specific variance requests are for. The city has a signed contract with M.J. Daly and the contractor has submitted the performance bonds. John and Ed met with various parties to gather information regarding the fuel cells. One of the issues as to why they are not seeing the anticipated savings is because the usage at the High School continues to go up. The vendor is going to break out the cost for the extra usage that is occurring at the High School. Win asked why there would be extra usage when there are less people and the contractors are gone. Dr. Clouet stated an analysis of that will be done. It could have to do with the additional computers and equipment. They are currently working with the Fire Department to do a scan of the building to see what can be removed. Ed stated we are receiving a monthly credit on our bill. We are working to lock in our natural gas cost. The STEAM Lab project at the High School has been completed. Also, the ESS Media Center Furniture project has also been completed. Kathy Yolish asked about an update regarding putting ceiling fans in the Elementary Schools. She stated there was a discussion at Booth Hill with their parent's club to possibly have the PTO fund that project. John will be asked to get this cost to the Board.

Bus contract:

Ed stated the bus contract is up this year. Win suggested structuring a group that would put us out to bid sooner rather than later. Mark can appoint an ADHOC committee, Board representatives, to be on this committee. There would be an RFP, then they would go to a formal bid, which is through the City, which would then come back to the Board, since they are contracted with them. At the moment, the City owns the buses. One suggestion is to look at the cost if a company brings their own buses vs. the cost of the city's buses. One question raised also is to see how old the buses are currently. There was also a question regarding the use of propane vs. diesel for the buses. The city doesn't need the number from the Board until February of 2018, but they would like to get a head start on this project.

Win Oppel stated for purposes of receiving information regarding negotiations, the Board go into Executive Session.

Faith Hack MOVED to go into Executive Session for purposes of receiving information regarding negotiations, SECONDED by Mark Holden. A vote was taken with all in favor. Motion carried.

The Board went into Executive Session at 6:00 pm.

Mark Holden MOVED to come out of Executive Session at 6:19 pm., SECONDED by David Gioiello. A vote was taken all in favor. Motion carried.

No motions or actions were taken during Executive Session.

The meeting was adjourned at 6:20 pm.

Respectfully submitted,

Cheryl Rich
Recording Secretary
September 20, 2017