Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, December 13, 2017. The meeting convened at 5:02 p.m., Acting-Chairman Thomas Minotti presiding.

Tom Minotti welcomed Amanda Kilmartin and Anne Gaydos to the Finance Committee and congratulated them on their elections as new board members.

Roll Call:
Members in Attendance: Amanda Kilmartin, Anne Gaydos, David Gioiello, Dr. Darlisa Ritter, Jose Goncalves (5:34 p.m. arrival), Mark Holden, Acting-Chairman Thomas Minotti
Also in Attendance: Kate Kutash, BOE Member;  Kathleen Yolish, BOE Member;  Edward Drapp, Director of Finance;  Christopher Clouet, Superintendent;  John Calhoun, Facilities Manager; Deborah Keller, President, Shelton Education Association;  Judson Crawford, Shelton Senior Center Commission.

The Pledge of Allegiance was recited.

Approval of the Agenda:
Dr. Darlisa Ritter MOVED to approve the agenda as presented, SECONDED by Amanda Kilmartin. A vote was taken with all in favor, Motion carried.

Approval of Minutes: “Regular” Finance Committee Meeting November 15, 2017
Dr. Darlisa Ritter MOVED to approve the meeting minutes, SECONDED by Mark Holden. A vote was taken with all in favor, Motion carried.

Year-to-Date Object Summary:
Ed Drapp stated the district’s finances are in good shape. We are tracking higher than previous years regarding our benefits. This is due to two factors, the timing of the HSA payments and encumbering more funds for our benefits. The amount budgeted for instructional materials have been reduced drastically this year opposed to previous years. We will probably look at redirecting money from other areas of the budget towards instructional materials. Program Improvement and Staff Development are running according to budget. Tuition is tracking higher because of the number of encumbrances. We will receive over 1 million dollars from the Excess Cost Grant reimbursement. These funds will go toward tuition, private tuition, transportation, and related services. Kathleen Yolish asked if the teacher salary for the Talented and Gifted program could be paid for through the Excess Cost Grant Reimbursement. Ed Drapp stated that we could offset costs with funds from the Excess Cost Grant when we are over budget, but we cannot add funds to any line item that is not over budget. Ed Drapp stated that he would check the transportation encumbrances. David Gioiello asked if we could look into VOIP or packages to lower telephone costs. Ed Drapp replied that we could. We have locked in a natural gas rate for our heat and utilities. We have removed personal appliances from three of our buildings for health and safety reasons. David Gioiello asked how often we go out to bid for legal services. Superintendent Clouet stated that if the board makes the decision, we can look into other options for legal services. Ed Drapp stated that he could put an RFP together if needed. David Gioiello suggested looking into getting electronic devices for our students. We should have one device per student. Ed Drapp stated that we are
bringing in our grants and seeing things as projected. The ECS Grant reimbursement is a little under 6 million dollars, 4.5 million was anticipated in the budget.

**Dr. Darlisa Ritter MOVED to approve the Year-to-Date Object Summary (L2) for 2017-2018 School Year through November (handout), SECONDED by David Gioiello. A vote was taken with all in favor, Motion carried.**

David Gioiello questioned why a check was written to Booth Hill Elementary School. Ed Drapp stated that we would find out exactly why Booth Hill Elementary School received a check. Ed Drapp stated that there’s $81,291.18 in the Athletic Account, these funds are due to the City of Shelton. There is $25,000.00 in the Parking Lot Account.

**Dr. Darlisa Ritter MOVED to approve the Check Register and A/P Cash Disbursements, SECONDED by David Gioiello. A vote was taken with all in favor, Motion carried.**

**Report on Facilities Projects:**

John Calhoun stated in regards to the roof at Sunnyside School the LED lighting has been ordered and will be installed soon on the front overhang. The final sections of the fascia will be finished within the next two weeks. Warranty work is taking place on the 2016 section of roof by Silktown Roofing. We are still awaiting modification approval from the State Fire Marshall’s office concerning the Shelton High School Fire Code Compliance Project. Contractors have been out to the school to fix a few drips and leaks. There were some shut-off valves accessible to the students that they have covered as well. The fuel cell is working great. We are currently looking for a date to convert some of the panels over so we can use the High School as a possible emergency shelter. The State of Connecticut has approved the Elizabeth Shelton Window Project, and it has been forwarded to the PIBC to begin the bidding process. Ed Drapp stated on Monday, December 11, 2017; we received the approval to start the bidding process for the project. The plan is to start this project as soon as school is out. John Calhoun stated the bid had been awarded to SK Mechanical, LLC for the total of $67,600.00 for the Sunnyside Boiler Project. The City of Shelton will fund this project. The contracts are being drawn up by the City Attorney, and all signed paperwork will be forwarded, for the Mayor to sign. We are hopeful that the installation will take place in January of 2018. The PIBC is in the process of interviewing potential Engineering/Architectural firms to establish a contract; then to begin the design phase of the High School Field Turf and Track Replacement Project. We are hoping to complete this project during the summer of 2018. We are still awaiting audit reports with recommendations from several energy efficiency companies to upgrade lighting and equipment usage at the High School. This upgrade will also expand to our other schools. We are working with JK Energy to finalize the lighting upgrade at Sunnyside School. The project is about 40% complete. We installed an outdoor projector in the front of the High School to provide images of students and upcoming events. We are currently working on the restoration of the gym area at Central Office for a new Robotics’ lab including, transfer of all furniture and supplies to alternate locations, restoring the electric, heating, plumbing and upgrading life safety devices. We are in the process of developing plans now to upgrade Father’s Club at the Field House at The High School to make things ADA compliant. We will start this project right after the holidays. We are in the process of doing work at the former Lafayette School to make it a tutoring center. We are preparing four rooms that we have been allowed to use on the top floor. Two of the rooms we will use right away. We are in the process of cleaning them up, working on the flooring, lighting, and putting some technology in there. Superintendent Clouet stated that we are discussing with PCRC the possibly of starting counseling services there as well.
Old Business:

Transportation Bid

Ed Drapp stated that bids are due on December 21, 2017. We have also been in contact with Ansonia and Derby about doing something jointly. We will explore all of our options.

New Business:

Alternative Forms of Payment

Ed Drapp stated that we could save money in certain situations by using a district issued credit card versus other methods that are currently in place. We should look into a prepaid debit or credit card/s for the district. (Discussion ensued) Alternate forms of payment will be added to next month’s meeting agenda.

Acting-Chairman Thomas Minotti adjourned the meeting at 6:21 p.m.

Respectfully Submitted,

Anita Smith
Recording Secretary
December 20, 2017