

**GROTON PUBLIC SCHOOLS  
GROTON, CONNECTICUT**

**FINANCE/FACILITIES COMMITTEES**

**September 21, 2015, 6:00 P.M.  
School Administration Building, Room 19**

**Minutes**

**Present:**

- Committee Members: Andrea Ackerman, Jay Weitlauf, Lee White
- Others: Mike Graner, Don Meltabarger, Samuel Kilpatrick
- Other Board Members: Katrina Fitzgerald, Kim Watson

**1. Call to Order at 6:03 p.m.**

**2. Approval of minutes of August 17, 2015.**

A motion was made by Dr. Ackerman and seconded by Mrs. White to approve the minutes of August 17, 2015.

**PASSED - UNANIMOUSLY**

**3. Review of warrants requirements**

Mr. Meltabarger distributed the Board Policy regarding the signing of warrants for payroll; the policy requires that the payroll warrants be signed by the Superintendent and the Business Manager.

The committee directed the Superintendent to develop a policy similar to the East Lyme policy P 3326 and forward it to the Policy Committee.

**4. Business Manager Report:**

- Enrollment Report – Don Meltabarger distributed the enrollment report as of September 15, 2015.
- Don Meltabarger reported on the pilot study of the Redflex camera systems on our STA buses. The committee directed the Superintendent to meet with Chief Fusaro and a representative from Reflex.
- Don Meltabarger briefed the committee on three (3) special education laws that now require that paraprofessionals may be invited to PPT meetings.
- Don Meltabarger presented the need for a part-time (.4 FTE) speech pathologist for Charles Barnum.

**5. Director of Buildings and Grounds Report**

- Sam Kilpatrick reported that the Cutler Middle School project will be closed because the final payment has been made; Sam will file the ED 049

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- FHS Sign – The newly installed sign is not working properly. The sign company recommends replacing the operation board; however, the sign may need to be replaced at the cost of \$12,000.
- The maintenance crew is working with the technology department to replace malfunctioning boards by using old boards/projectors that were removed last spring. Don Meltabarger recommended allocating \$50,000 of DoD Supplemental Impact Aid to purchase new Promethean Boards.
- Merritt House is being considered as a location for the Vocational Program; Sam will meet with Mark Oefinger to discuss the possibilities.
- Key Jobs – Sam has provided key job security badges to the Town and City Policy Departments for emergency access to the school buildings.

**6. Discussion and possible action regarding FY 2017 CIP**

Sam Kilpatrick distributed the draft of the CIP for next year.

A motion was made by Dr. Ackerman and seconded by Mrs. White to forward the FY 2017 CIP Plan as a draft to the full Board for approval.

**PASSED – UNANIMOUSLY**

**7. Discussion and possible action regarding the 2015-2016 Tuition Rates**

A motion was made by Dr. Ackerman and seconded by Mrs. White to forward the 2015-2016 Tuition Rates to the full Board for approval

**PASSED - UNANIMOUSLY**

**8. Discussion and possible action regarding the Freelance Grant Writer position**

A motion was made by Dr. Ackerman and seconded by Mrs. White to forward this item to the full Board for approval.

**PASSED - UNANIMOUSLY**

**9. Review of the budget development timeline**

**10. Adjournment.**

The meeting adjourned at 8:05 p.m.

**NEXT MEETING: Monday, October 19, 2015**