

**GROTON PUBLIC SCHOOLS  
GROTON, CONNECTICUT**

**FINANCE/FACILITIES COMMITTEES**

**October 19, 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

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

**2. Approval of minutes of September 21, 2015**

A motion was made by Mrs. White and seconded by Dr. Ackerman to approve the minutes of September 21, 2015.

**PASSED - UNANIMOUSLY**

**3. Business Manager Report**

- Don Meltabarger reported that the salary account has an unexpended balance of approximately \$350,000 due to savings resulting from the hiring of lower step teachers replacing top step teachers.
- Don Meltabarger reported that the business office and special education department staff are closely monitoring the vocational and outplacement tuition costs for this fiscal year. At this point in the year, those accounts are operating well within the budgeted amounts.

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

- Sam Kilpatrick informed the committee that the new Promethean boards have been installed. Seventeen additional boards will be purchased through the Department of Defense Supplemental Impact Aid grant.
- Sam met with Bill Robarge to determine if the Merritt House can be used for the vocational program. Sam believes the house is suitable for the program.
- Sam will meet with contractors to determine if the parking lot at Cutler Middle School can be modified to accommodate traffic flow.
- Roofing repairs at several schools are being addressed.

**5. Discussion and possible action regarding hiring an additional special education teacher to support CMS and WSM**

A motion was made by Mrs. White and seconded by Dr. Ackerman to forward the proposal to the full Board recommending approval of hiring an additional special education teacher to support CMS and WSM.

**PASSED - UNANIMOUSLY**

**6. Update regarding FY 2017 budget preparation**

- Don Meltabarger distributed to the committee members the memo he prepared for school administrators regarding the 2016-17 budget development. The packet also included the budget planning schedule which identified each step in the budget development process, including key meeting dates. (See the attached memo.)

**7. Adjournment**

The meeting adjourned at 7:35 p.m.

**NEXT MEETING: Monday, November 16, 2015 at 5:30 p.m.**