

**Regional School District No. 17**  
**Board of Education**  
**Finance/Facilities Subcommittee**  
**Meeting Agenda**  
**Chair: Peter Sonski**

A meeting of the Regional School District No. 17 Strategic Planning Subcommittee was held on Tuesday, April 18, 2023 at 4:30 PM virtually on Google Meet.

**Subcommittee Members Present:** Prem Aithal (Acting Chair), Peter Sonski (Chair), Jennifer Favalora, Suzanne Sack (arrived @ 5:33 PM)

**Other Attendees:** Nancy Gorski (First Selectwoman, Killingworth – left meeting @ 5:13 PM), Kate Anderson (Selectwoman, Haddam – left meeting @ 5:11 PM), Superintendent Jeffrey Wihbey, Director John Mercier, Director David Solin, Rob Albert, Brianna Hill, Jeff Wyszynski (Tecton – left meeting @ 5:10 PM), Antonia Ciaverella (Tecton - left meeting @ 5:10 PM), Justin Hopkins (Tecton - left meeting @ 5:10 PM), Michele Loso (Seward & Monde – arrived at 5:10 PM), Andrew Switaj (Seward & Monde – arrived at 5:10 PM)

**Subcommittee Members Absent:** Shawna Goldfarb, Hamish MacPhail

**1. Call to Order/Opening of the Meeting**

The meeting was called to order at 4:32 PM by Prem Aithal (Acting Chair).

A motion was made by Peter Sonski and seconded by Jennifer Favalora to move agenda item #9 (Audit Review) to #3A (after District Master Plan update from Tecton). Motion passed.

**2. Approval of Prior Meeting Minutes**

A motion was made by Jennifer Favalora and seconded by Peter Sonski, and the minutes were approved.

**3. District Master Plan update from Tecton**

Mr. Wyszynski and Ms. Ciaverella of Tecton presented an update on the progress and discussed the updated community input session on May 9, 2023. Three community conversations have been set (5/9/2023, 6/28/2023, 9/13/2023) and a final presentation to the Board has been set for 11/16/2023. An enrollment forecast was provided to the

subcommittee chair. Mr. Aithal discussed feedback on the perception of the facilities gathered during the first phase of the strategic planning, which will be included in the community conversation and Tecton created slides framing that discussion.

### **3A. Audit report**

Ms. Loso and Mr. Switaj of Seward & Monde presented a draft copy of the 2021-22 audit and provided a draft version of the Management Discussion and Analysis (MD&A). The final report will be presented at the Monday, May 1, 2023 Board of Education meeting. Unlike the prior year, the audit was generally performed in-house in the Central Office. While there were delays due to changes in personnel or system changes, the federal and state single audit reports had a clean, unmodified opinion with no material deficiencies. There were some weaknesses noted that will require corrective action plans related to timely bank reconciliations, journal entries processing and review, and analysis and reconciliation of significant general ledger accounts, such as accounts receivable, accounts payable, and accrued payroll.

### **4. 2023-24 Capital Project List Update**

Director Mercier presented and proposed a list of summer capital projects. There was concern raised on how these projects would be funded due to the current state of the Capital fund and general fund budgetary pressures. The subcommittee members asked Directors Mercier and Solin to identify the source of payment and appropriate prioritization of these projects for the May Board meeting.

### **5. BES Roof Repair**

Director Mercier reviewed a proposal for the BES roof repair for the portables, which included a warranty. No recommendations were made at this time while awaiting a more detailed financial update on the source of funding this project.

### **6. Track Repair Proposal**

A track review proposal for the high school was reviewed. No recommendations were made.

### **7. Building Walk Through Checklist**

A checklist for building walkthroughs was reviewed briefly.

### **8. Financial Review**

Director Solin presented a financial update. Expenditures continue to be high and, as a result, will likely need a material amount to be diverted from capital funding to cover

operating cost overruns. The discussion centered on state reimbursements not yet received (totaling over \$1M) and the capital account balance being currently low. Accounts that are currently forecasted over budget include: non-public tuition, diesel, fuel, health insurance, professional services, purchased services, and substitutes.

#### **10. Fiscal Calendar Update**

The subcommittee had a brief discussion on the fiscal calendar.

#### **11. Discussion of Fund 35**

The subcommittee had a brief discussion on Fund 35, state reimbursements, and what is currently owed to the District.

#### **12. Adjournment**

Meeting adjourned at 7:00 PM.