

**Finance & Facilities Subcommittee  
Meeting Minutes  
Central Office  
September 28, 2023**

**Present: Melissa Finnigan, Maureen Sattan, James Mol (via ZOOM), Director of Facilities Larry Plano, Business Manager Eric Remington, Superintendent Tim Van Tassel and Athletic Director Todd Zenczak (called into meeting for Athletic Trainer Contract discussion)**

**Finance and Facilities Subcommittee Chair Melissa Finnigan called the meeting to order at 5:36 p.m.**

**Made motion to move Item 3 (Athletic Trainer Contract) to after Item 5 (Transportation Update), passed unanimously.**

**A Ward Spaulding Boiler Project Update**

The project was projected to cost \$296,000 but our new projections are now \$356,400. For some of the difference, Mr. Remington and Mr. Plano are going to request transfers from an old Food Service Project to cover the current Food Service Project dealing with the cooling systems in the kitchens in order to open up some additional capital funding to cover the difference for the Boiler Project. They will request these transfers at the next Board of Finance meeting. If denied they will need to go to the Board of Finance to secure the additional funding.

**August Financial Report**

Mr. Remington reviewed our current financial report. The current \$55,000 deficit is primarily from encumbrances that will be used throughout the year. Mr. Remington is keeping an eye on our \$200,000 vacancy fund to ensure that we stay within that range with new hires. He is also looking closely at the Special Education tuition as this amount tends to be a moving target until it is finalized in the coming months.

We had some additional costs that were incurred due to Fire Code updates that needed to be made on all of the schools. These totaled around \$43,000 and were unbudgeted items. This amount may increase an additional \$40,000 as the projects are scheduled and completed.

**Transportation Update**

Mr. Remington updated the committee that we had budgeted for 16 buses but are currently running 14 buses. He is not concerned about the need to add buses at this moment as we are still waiting on getting additional drivers for some possible additional runs but will let us know if this is necessary in the coming months. The committee requested that a conversation occur again with M and J management regarding additional staff and the possibility of distributing retention bonuses and competitive pay. Mr. Remington will follow up with M and J.

**Athletic Trainer Contract**

We currently have around \$40,600 budgeted for the Athletic Trainer position. Due to our Trainer Contract not being fulfilled with Select PT, he decided to see if we could hire someone to be a dedicated in-house Athletic Trainer. Mr. Zenczak and Mr. Remington are working on the contract for a person that they met with for the position. The person would qualify for benefits but does not need them at this time. Mr. Zenczak also provided us with comps from surrounding towns and many are going to in-house positions as well. The person may also be able to cover

with Nurse Substitutions as well when needed. They will come back to use with any requests that need to be made for additional pay if needed.

### **Kindergarten Age Eligibility Financial Implications**

The State of CT has changed their Kindergarten start date from 5 years old by December 31st of that school year to 5 years old by September 1st. Part of this update for 2024-2025 would be that parents can fill out a waiver to be grandfathered in at old requirement but we have not gotten that information from the state at this time.

This change will open up the opportunity for children to continue on with the Pre-K program if they are not of age or waiver ability at the start of the 2024 school year. This will result in us needing to possibly hire an additional teacher for an additional Pre-K room or we discussed having another paid preschool classroom for those that would like to send their children to school but they are not yet ready to being Kindergarten. We will discuss further with the full Board and would need to make sure that we have a plan to be communicated with parents by early next year so that they can plan accordingly.

**Adjournment** - Meeting was adjourned at 6:35pm