

Regional School District No. 17
Board of Education
Finance/Facilities Subcommittee
Meeting Minutes
Interim Chair: Prem Aithal

A meeting of the Regional School District No. 17 Finance/Facilities Subcommittee was held on December 19, 2023, at 4:30 PM in HKHS Room A116.

Subcommittee Members Present: Prem Aithal (Interim Chair), Jennifer Favalora (joined at 4:35 PM), Shawna Goldfarb

Subcommittee Members Absent: Hamish MacPhail

Other Attendees: Superintendent Jeffrey Wihbey, Rob Albert, Mr. Denis Recchia, Brianna Hill (left at 4:57 PM), Ben Whittaker, Director, and Jen Voegtli

1. Call to Order/Opening of the Meeting

Prem Aithal called the meeting to order at 4:32 PM.

2. Approval of Prior Meeting Minutes

The subcommittee tabled the approval of prior meeting minutes due to a lack of quorum.

3. Introduction of the Finance and Operations Director

Prem Aithal introduced the new Finance and Operations Director, who comes to the District from East Hartford Public Schools. Mr. Whittaker introduced himself and described his new position, which will be responsible for Finance, Facilities, IT, Transportation, and Food Services.

4. Operations Reports

a. Facilities Manager's Report

Rob Albert presented the Facilities Manager's Report, which included updates on the EV charging stations proposal, security blind installation in the BES office and Kindergarten classrooms, and other items. In terms of the no-cost EV charging

stations proposal, the subcommittee discussed hosting agreements, maintenance, and obtaining a letter to confirm and validate that the proposal was truly no-cost.

b. IT Manager's Report

Denis Recchia presented the IT Manager's Report and discussed the end of the first trimester (K-8) and report cards and timely changes that needed to be made to ensure these are accurate for the first marking period, which includes updating to new standards and fixing grade scales for new courses. The subcommittee discussed establishing a process in the summer for changes and working with the curriculum coordinators to streamline. In addition, the committee discussed repairing an Internet connectivity issue at BES and School Messenger challenges with the recent school delay.

5. EV Charging Station Update

The topic was discussed in topic 4a above.

6. Budget Transfer Request

There was no budget transfer request submitted. This was an agenda error. However, the subcommittee discussed the board policy for budget transfers, which aligned with neighboring school districts.

7. Financial Forecasting Expectations

Prem Aithal discussed the board policy of quarterly forecasts with the full Board, which was consistent with the practices of the neighboring districts. The subcommittee discussed special education expenses (tuition, non-tuition, and transportation) and professional services as two key items that they would be most interested in discussing in the upcoming meetings.

8. Monthly Financial Forecasts

The latest financial forecasts were presented to the subcommittee. Prem Aithal noted that the expenditures report reflects the latest Infinite Visions report that included year-to-date expenses and encumbrances. The subcommittee had a few questions for the Director of Finance and Operations & the Superintendent on disbursements for follow-up.

9. Subcommittee Goals

Prem Aithal reviewed the current subcommittee goals with the committee. No further follow-up was necessary.

10. Adjournment

The meeting adjourned at 5:43 PM.