



Regional School District No. 17

Board of Education

Finance/Facilities Subcommittee

Meeting Minutes

Chair: Shawna Goldfarb

A meeting of the Regional School District #17 Finance/Facilities Subcommittee was held on January 14, 2025, at 5:30 PM in the HKHS Community Room.

Subcommittee Members Present: Shawna Goldfarb (Chair), Joe Centofanti, Nelson Rivera (Left at 6:30), Corey Roberts (Virtual), Jennifer Voegtli

Subcommittee Members Absent:

Others Present: Superintendent Jeffrey Wihbey, Director of Finance and Operations Alison Pierce, Michele Loso from Seward and Monde

Call to Order

The meeting was called to order at 5:29 PM by Shawna Goldfarb.

Approval of Previous Meeting Minutes

Correction to the December 10, 2025 minutes: The second page will correct the bid for the Financial Auditor for the 2025/2026 year to be changed to FY 2026 year.

Nelson Rivera **MOVED** and Jennifer Voegtli **SECONDED** a motion to approve amended minutes. The motion passed

Shawna Goldfarb - Yes

Joe Centofanti - Abstain

Nelson Rivera - Yes

Corey Roberts - Yes

Jennifer Voegtli - Yes

Audit Presentation

Michele Loso from Seward and Monde presented the FY 2025 Audit report to the committee. She said it was clean and that many of the prior year's issues had been addressed.

Joe Centofanti asked about Calculated Funds, the remaining portion of the 2% Capital Investment Budget that was not transferred to the Capital Fund, the Interest and Dividends on

Pension Funds, reporting Medicare on the Government Schedule, and making the Cafeteria Restrictive.

Shawna Goldfarb asked for an update on current Accounts Receivables from the HK Cubs program.

The BOE will address the portion of the 2% funds, and Michele and Director Pierce will address all other changes before the Audit Presentation at the next board meeting.

HKHS Study and Master Plan Update

Director Pierce updated the committee on the Feasibility Study Group process and next steps. She and Superintendent Wihbey asked the committee for a consensus regarding hiring a 3rd party Financial Advisor to work with the committee for the cost analysis, including Bonding information, of the concepts that will be decided on at the January 23rd Feasibility Study meeting.

The committee discussed and recommended that the Superintendent obtain three quotes before making a decision. The decision will be brought to the next BOE meeting.

Facilities Update

Director Pierce informed the committee of its annual Facility Assessment through the Tools for Schools required by the State of CT. This program required all CT schools to perform and post annual inspections for their HVAC systems based on the IAQ (Indoor Air Quality Requirements) for school districts.

Director Pierce informed the committee that a few items had been identified from the previous OSHA safety report. The Facility Manager has already met with the Principals of each school to address these items and to develop a plan for larger items. The committee asked for an update in March.

Quarterly Financial Reporting Q2

Director Pierce presented the Quarter 2 Financial Report. She explained to the committee how the Excess Cost Fund grant is calculated for district revenues. She also informed the committee that HK Cubs is now using RevTrack for payments and will require either Pre-Payment or Auto Payments in the future.

Director Pierce presented the district expenditures by category. She explained the current insurance line and provided a breakdown of professional services.

Director Pierce discussed risks and opportunities for the remaining year. She recommended the district not continue to rely on the revenue streams for budgeting purposes and control administrative and operational costs to improve efficiency.

Budget Transfers

None

Review of Monthly Financial Reports

Director Pierce presented the monthly financial report to the committee. She explained how Non-Public Tuition and Transportation is invoiced and paid when looking at the Disbursement Reports. There was no further discussion.

FY Budget

Director Pierce and Superintendent Wihbey informed the committee that the budget process is almost complete. Superintendent Wihbey discussed possible drivers, including the increase in Insurance. They will continue to work with the Administration to come to a final percentage and will present it to the BOE in February.

Upcoming Agenda Items

Shawna Goldfarb gave an update on what to expect for the February and March meetings.

Adjournment

The meeting was adjourned at 7:22 PM.