

GROTON BOARD OF EDUCATION  
FINANCE/FACILITIES COMMITTEE MEETING MINUTES  
FEBRUARY 3, 2026 @ 6:00 P.M.  
CENTRAL OFFICE, ROOM 11/HYBRID

**Members Present:** Jennifer White, Adrian Johnson, Jay Weitlauf (remote)

**Also Present:** Susan Austin, Rita Parciak, Sam Kilpatrick, Beverly Washington

Chairperson White called the meeting to order at 6:03 p.m.

1. Review December 1, 2025 Meeting Minutes - The committee reviewed the minutes; no corrections were submitted.
2. Establish Finance & Facilities baseline goals and expectations - Jen White stated that she would like the group to develop goals of what the committee should be focusing on and what its expectations are as a committee. Rita Parciak shared that she would keep the committee up to date with the current budget and where we are as far as the balances. She typically brings financials and budget transfers to the Finance/Facilities Committee first so that questions can be discussed before it goes to the Board. Sam Kilpatrick shared that he will keep the committee up to date on facility matters to maintain a safe and clean environment for our staff and students. Bev Washington stated that she'd like to keep the maintenance tracker going. Adrian Johnson agreed with Mrs. Washington and said that he would also like to see a list for the larger maintenance or equipment issues (i.e. plow truck) to keep track of those needs for future budgetary purposes. Jen White would like to ensure that our buildings are safe and secure; review different safety protocols once a year; identify potential capital projects so the committee can begin recommending it to the Board and socialize it to the Town Council/RTM throughout the year; have a five-year facilities plan; and reduce our inventory. In regards to safety, Jay Weitlauf suggested that the Finance/Facilities Committee review the minutes of the district's Safety & Security Committee meetings to see if there is anything the committee should be aware of. Jen White would like the Finance/Facilities Committee to focus on increasing transparency. She also suggested that the committee or the business manager train new board members regarding the budget process and budget book.
3. Director of Finance Report
  - a. Update on Meal Balances - Rita Parciak shared the attached document which shows an unpaid meal balance of \$42,718.98. Susan Austin stated that she spoke with Senator Somers' assistant who suggested fundraising through Anodot, which links all funds directly to the fundraiser. She also suggested connecting with the Chamber of Commerce to get the word out to people about donations. Another suggestion was to hold a farm-to-table dinner, as was done in the past, where people could donate for unpaid food balances. Mrs. Parciak suggested using non-lapsing funds to pay the balance. Susan Austin stated that we need to keep encouraging families to fill out the free/reduced lunch forms, which would help with the schools' CEP status. Jay Weitlauf would like to know, in addition to the 15% of families that are unable to pay, how many are on free/reduced so that we can get a complete picture.
  - b. Update Audit and Operational Review Response - Rita Parciak stated that she has been emailing daily with the auditors. The deadline was extended to February 28, and she is 100% certain that the deadline will be met. A presentation will be given to the town by the auditors as it's the town's audit. Responses to the operational review have been completed and the business office has been implementing changes, such as running one payroll instead of two. The state's EFS has also been filed.

4. Director of Finance Report (Cont'd)

- c. Staffing Update - Rita Parciak reported that she has one position open in the business office and will be conducting interviews next week. She is looking for someone with an accounting background.

5. Director of Facilities Report

- a. STEAM Update
  - i. Robotics - Susan Austin said that the Robotics team is moved in and are excited about building the robot; they love their space in the high school. Sam Kilpatrick stated that the team has a storage container in the parking lot between the high school and middle school.
  - ii. Manufacturing Center - Susan Austin stated that with the support of Electric Boat, we will be getting more milling machines, which will go in the garage space. She stated that Electric Boat is getting ready to release funding soon, so she's hoping to be able to share their written proposal within a week.
- b. CB Roof Replacement - Susan Austin, Sam Kilpatrick, and Rita Parciak will be speaking with the contact at the state department to confirm exactly what is still needed from us in order to complete the application. Sam Kilpatrick stated that once the application is completed, they will meet at the state level to go over all the items, then the project goes out to bid.
- c. Fitch Restroom facilities condition - Sam Kilpatrick shared pictures of the restroom facilities with the committee. He stated that the ceiling tiles are being replaced.
- d. Staffing Update - Sam Kilpatrick stated that he's in need of two more maintenance workers; a boiler tech and a locksmith. He said he's always looking for custodians.

Adrian Johnson asked about the rotting exterior window frames in the media center and art wing at FHS. Sam Kilpatrick stated that he is planning on putting together a CIP next year for the windows. Mr. Johnson also asked about the status of the drain issue in the culinary room at FHS. Mr. Kilpatrick said he'd look into it.

Beverly Washington asked about the locks in the music room as well as the locker room. Mr. Kilpatrick said he will check to see what locks have been work on. Mrs. Washington also asked about the intercom system on the 3<sup>rd</sup> floor at FHS. Mr. Kilpatrick said that he believes that Dr. Kennedy is working on it.

6. Review Referral Tracking Sheet - The committee reviewed the tracking sheet.

The meeting adjourned at 7:53 p.m.

Unpaid Meal Balances as of February 2, 2026

<b>School</b>	<b>Total Balance</b>
Charles Barnum	\$9,043.70
Fitch High	\$27,358.73
Northeast Academy	\$6,316.55
<b>District Total (active plus inactive)</b>	<b>\$42,718.98</b>
Inactive total	\$701.30