

**Finance Subcommittee Meeting – Approved Minutes
September 18, 2019, 5:30 p.m.**

Attendance:

Jenny Emery	Present	Jon Lambert	Present
Mark Fiorentino	Present	Anna Robbins	Present
Brandon Webster	Via Telephone	Mark Winzler	Present
Melissa Migliaccio	Absent		

Meeting commenced at 5:34 p.m.

Meeting adjourned at 6:52p.m.

1. Public Comment: None

2. Approve Minutes from the June 19, 2019 Meeting: Mark moved, and Brandon seconded, approval of the minutes. Passed unanimously.

3. Cybersecurity: Jon Lambert reviewed the procedures and practices in place for the schools, now, in response to the recent breaches at other CT schools, and in light of CAFE's recent information. We operate on a "who NEEDS to know what" basis, and keep tight controls, including utilization of a sophisticated firewall through CT Education Network, and other vendors for hosting private information. We have several layered back-ups and try to keep staff informed of protective steps they can take. The committee encouraged consideration of including a briefing on cybersecurity in Teachers' PD curriculum. Insurance is also accessed, through CIRMA. The Town/school shared fiber optic network introduces vulnerability through users in both organizations, and there was discussion of engaging with the Town regarding its IT resources, including the proposed integration plan, especially as budget season approaches.

4. June Statement of Accounts: The committee reviewed the final statement; the deficit caused by Special Ed came down another \$50k – from \$371k to \$320 – as general ed accounts closed out favorably.

5. July/August Statement of Accounts: The new budget year has started out similar to other years. Special Ed shows an immediate deficit based on changing students' needs that occurred after the budget was set. It was noted that the expected administrative personnel line savings from Dr. Addley's departure has been largely depleted as a result of the Administrator's contract, which did not get accurately reflected in the budget last spring. This was an administrative error, and we asked Anna to advise what the total amount for the year was. Finally, Natural Gas is coming in higher than budgeted.

6. FY19 Year-End Budget Transfers: The final transfers to settle-out the BOE budget were reviewed, to be recommended to the full Board. Of note: the total additional appropriations from the Town/BOF – for the mid-year HS Roof repairs, and the special ed deficit, were more than offset by better-than expected revenues from the state. In total, school related revenues, after the extra appropriations, exceeded budget by roughly \$500,000.

7. Update on School Projects: Mark Winzler reported that the HS vestibule project, funded by the security grant, is now underway and on a schedule, major work to be completed in early October, with minimal disruption to students. The cost of the vestibule will exceed plan. However, with the upcoming HS renovations approved in the bond referendum, the HS door magnets will be deferred for now. This savings, applied to the vestibule, allows the security grant to be fully deployed.

8. Other: Jenny urged movement on seeking a new health benefits consulting agreement, given significant turnover at and dissatisfaction with the incumbent. Anna and Mark agreed this is a priority that needs attention. This is under the auspices of the Health Benefits Advisory Committee for Town/School.

Brandon moved, and Mark seconded, adjournment at 6:52 p.m.