

Call to Order 6:00pm

In Attendance: Bill Kraut, Susan Riccio, Betty Hadlock, Ken Vitelli, Jeff Cap, Mary Welander, Vince Scarpetti, Christine Koch

Absent: none

2. Public Participation: none

3. Expenditures

Business Manager Christine Koch reviewed expenditures items of note:

- New transportation company hired
- New accounts/expenditure line items for maintenance and repairs – distinguishing one-time vs consistent across schools.
- Addressed maintenance overtime situation
- Questions re: glycol in HVAC systems, portable heaters, legal fees addressed
- Monthly Electricity bills – Ms. Riccio noted PPS is consistently higher than the other schools – holding true this month as well.

4. Financials

- Business Manager notes that the Board is within budget, exceptions are Kindergarten Aides and transportation – those increased costs anticipated to be offset by underspending in other areas.
- Ms. Riccio noted balance of Grounds Maintenance, inquired about potential projects scheduled. Ms. Koch will review and reply.
- Ms. Riccio noted the new way Ms. Koch is tracking budgeted funds/balance; made sure committee was aware of process.

5. Food Service Update

- Cafeteria meal counts are slightly lower for the month/year total (comp to 2018-19), but holding steady
- 10-12 Special events still planned
- Administrative Food service review/procurement review – offsite portion completed via additional staff hours

6. MUNIS Update

- Training continues, financial module goes live April 1, payroll live July 1. Will run parallel for as long as possible. Town on same schedule

7. Audit Update

- Procedures package agreed upon with auditors. All in order with state education dept. Town audit report should be available by end of Jan. 2020

General

- Ms. Hadlock noted increase in student enrollment in regards to awareness about future classroom sizes.

8. Adjourn 6:56pm