

Groton Board of Education  
Finance/Facilities Committee Meeting Minutes  
August 15, 2016 @ 6:00 p.m.  
Central Office, Room 11

**Members Present:** Jay Weitlauf, Katrina Fitzgerald

**Members Absent:** Gary Baker

**Also Present:** Michael Graner, Don Meltabarger, Sam Kilpatrick, Dennis Colclough,  
Kevin Trejo

Chairman Weitlauf called the meeting to order at 6:04 p.m.

1. Approval of the May 16, 2016 Minutes - the minutes were reviewed and approved.
2. Business Manager Report
  - a. End-of-Year FY 16 Budget - Don Meltabarger indicated that the end-of-year unexpended budget was \$350. (\$600,000 was previously approved for return to the town's general fund.)
  - b. Health Insurance Report - the health insurance reserve balance as of June 30, 2016 is \$1,251,529.
  - c. FY 17 Budget Overview - Don provided an overview of the FY 17 budget. The district was able to save funds due to prepayments and budget surpluses in some accounts, but a few other accounts were underfunded in the current budget. The estimated balance after implementing a 25% hold-back is now \$519,586. Don also reported that the projected magnet school tuition for LEARN schools is currently \$11,584 less than last year.
3. Director of Buildings and Grounds Report
  - a. Update regarding the CC asbestos abatement project - Sam Kilpatrick reported that the Claude Chester asbestos project has been completed on time and under budget. The classroom equipment and furniture are now being returned to each class.
  - b. Update regarding relocation of the Transitional Academy - Sam reported that the Transition Academy is nearing completion.
4. Technology Report
  - a. Board Member Electronic Devices - Dennis Colclough reported that it will cost \$4,100 for nine iPads or \$2,300 for nine Chromebooks. He recommended a trial period of three to six months that work would be done paperless. If the devices did not work out, the recommendation to the Board is to use as less paper as possible and ask Board members to use their own device. The committee does not recommend the purchase of either device; Board members have personal computers that can be used.
  - b. Update regarding Summer Work - Dennis reported on the IT Department's summer work. Chromebooks have arrived and are being distributed to the schools. Document cameras are also being distributed to the schools. The upgrade to eFinance is on schedule; the system will go live in the fall. Promethium projectors are being replaced;

the Promethium Boards are now working correctly. Sixty eight projectors have been replaced. The staff has updated the network and replaced several routers. Four summer IT technicians have worked well this year supporting the staff.

5. Discussion and Possible Action re: School Resource Officer - The committee will forward a recommendation to the full Board to approve a joint agreement with the town to fund the School Resource Officer (SRO). The recommendation of the committee is that the Board would pay half the compensation of the SRO for the months he is at Fitch High School. The estimated amount for the Board would be \$44,000.
6. Discussion and Possible Action re: Policy Referrals - the committee reviewed three proposed policies on behalf of the Policy Committee and have referred all policies back to the Policy Committee for its review and action:
  - a. P 1325 Advertising - the committee recommends a revision to item #7 in the policy to include commercial businesses as possible advertisers. Regarding the rates for advertising fees, the committee recommended the following statement: "Rates for various advertising activities will be established annually by the Superintendent and Business Manager and reported to the Board of Education."
  - b. P 3323 Bidding - the committee recommended that the current Groton policy be revised to reflect the wording recommended by CABA with minor revisions made by the committee.
  - c. P 3320 Purchasing - the district currently does not have a policy governing purchasing. The committee recommended adopting CABA's model policy.
7. Update re: the Redflex School Bus Camera Program - Mike Graner spoke to Chief Fusaro and the Chief indicated that the Redflex system has significant drawbacks and did not recommend pursuing the system. The Groton Police Department will address the issue of failure to stop for school busses when indicated.
8. Discussion of the Policy Manual 3000 Series as Recommended by the Policy Committee - Katrina Fitzgerald indicated she would review the 3000 Series as a member of the Policy Committee.
9. Discussion of a Pilot Solar Energy Program - the committee recommended pursuing solar panel agreements on newly constructed roofs in the future.

The meeting adjourned at 8:25 p.m.