



NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

NEW HAVEN BOARD OF EDUCATION FINANCE AND OPERATIONS COMMITTEE MEETING

Monday, October 19, 2020

MINUTES

Present: Mr. Matthew Wilcox, Ms. Yesenia Rivera, Mr. Larry Conaway

Staff: Mr. Phillip Penn, Attorney Michael Pinto, Attorney Elias Alexiades, Ms. Patricia DeMaio, Ms. Lynn Brantley, Ms. Denise Duclos, Ms. Kathleen Mattern, Ms. Keisha Redd Hannans, Dr. Paul Whyte, Ms. Typhanie Jackson, Ms. Grace Nathman, Ms. Michele Bonanno, Mr. Joseph Barbarotta, Ms. Gail Sharry

Closed Captioner

Call to Order: Mr. Wilcox called the meeting to order at 4:38 p.m.

Motion to Recommend Approval of the Action Items: After presentation of the following items, a motion by Mr. Wilcox, seconded by Mr. Conaway to **Recommend Approval of 9 Abstracts and 7 Agreements**, passed unanimously by Roll Call Vote: Mr. Conaway, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.

I. ACTION ITEMS:

A. Abstracts:

1. Federal Magnet Assistance Grant, in the amount of \$2,998,084.00 for October 1, 2020 to June 30, 2021 was presented by Ms. Bonanno.
Funding Source: U.S. Department of Education
2. Head Start Federal Grant, in the amount of \$466,647.00 for July 1, 2020 to June 30, 2021 was presented by Ms. Duclos on behalf of Ms. Gaffney.
Funding Source: U.S. Department of Education
3. ESSA School Improvement Grant 1003 – Brennan Rogers in the amount of \$197,147.00 for July 1, 2020 to June 30, 2021 was presented by Ms. Redd-Hannans.
Funding Source: Connecticut State Department of Education
4. ESSA School Improvement Grant 1003 – Celentano in the amount of \$197,147.00 for July 1, 2020 to June 30, 2021 was presented by Ms. Nathman.
Funding Source: Connecticut State Department of Education
5. ESSA School Improvement Grant 1003 – Barack Obama Magnet University School in the amount of \$197,147.00 for October 1, 2020 to June 30, 2021 was presented by Ms. Redd-Hannans.
Funding Source: Connecticut State Department of Education
6. ESSA School Improvement Grant 1003 – West Rock Authors Academy in the amount of \$197,147.00 for October 1, 2020 to June 30, 2021 was presented by Ms. Redd-Hannans

Funding Source: Connecticut State Department of Education

7. School Improvement Grant 1003g – Truman School in the amount of \$50,000.00 for August 26, 2020 to June 30, 2021 was presented by Ms. Mattern.

Funding Source: Connecticut State Department of Education

8. Fresh Fruit & Vegetable Program Grant in the amount of \$98,835.00 for September 1, 2020 to June 30, 2021 was presented by Ms. Sharry.

Funding Source: Connecticut State Department of Education Office of Child Nutrition

9. NSLP Equipment Assistance Grant in the amount of \$19,750.00 for October 1, 2020 to June 30, 2021 was presented by Ms. Sharry.

Funding Source: Connecticut State Department of Education Office of Child Nutrition

B. Agreements

1. Agreement with Literacy Volunteers of Greater New Haven to provide basic literacy and ESL tutoring services, through the State Adult Education Cooperating Eligible Entity Grant, from July 1, 2020 to June 30, 2021, in an amount not to exceed \$37,391.00 was presented by Ms. DeMaio.

Funding Source: Adult Education Cooperating Eligible Entity Program

Acct. # 2503-5018-50112 (\$ 3,591.00) **Acct. #** 2503-5018-50128 (\$33,800.00)

2. Amendment #1 to Agreement #95319543 with Area Cooperative Education Services, (ACES), to change funding source from Alliance Program to Priority Program with no change in account number or total funding was presented by Ms. Brantley.

Funding Source: Priority Program

Acct. # 2579-5319-56694-0000

3. Agreement with Elizabeth Celotto Child Care Center, to provide integrated and comprehensive services to 32 secondary school parents and their children, from November 9, 2020 to June 25, 2021, in an amount not to exceed \$55,000.00 was presented by Ms. Jackson.

Funding Source: Priority Schools Program (Pending Receipt of Funds)

Acct. # 2579-5319-56694-0061

4. Agreement with SP Ella, LLC, to lease and house Adult and Continuing Education Center as they purchased the building from New Haven Plaza, LLC from July 1, 2020 to June 30, 2021 in an amount not to exceed \$390,000.00 was presented by Attorney Pinto

Funding Source: Adult Education Program

Acct. # 2503-5014-56652-0053

Discussion: Atty. Pinto explained that the previous Agreement with Plaza, LLC reflects the sale of the property to SP Ella, LLC. He will send a copy of the original deed transfer as backup, as the document was not available for the posting. **Note:** Ms. DeMaio will post the document on the website as additional information.

The following Agreements, presented by Mr. Barbarotta, represent contractors utilized by the City, that were bid out through the Purchasing Department:

5. Agreement with Kone, Inc. for Elevator Repair Services from July 1, 2020 – June 30, 2021 in an amount not to exceed \$215,000.00 was presented by Mr. Barbarotta.
Funding Source: Capital Projects
Acct. #3C20-2071-58101 (\$190,000.00) **Acct. #** 3C20-2072-58700 (\$25,000.00)
6. Agreement with Cintas for Cleaning and services for mops and mats from July 1, 2020 – June 30, 2021 in an amount not to exceed \$60,000.00 was presented by Mr. Barbarotta.
Funding Source: Capital Projects **Acct. #** 3C20-2071-58101
7. Agreement with Hillyard, Inc. for repairs and replacement of custodial equipment from July 1, 2020 – June 30, 2021 in an amount not to exceed \$75,000.00 was presented by Mr. Barbarotta.
Funding Source: Capital Projects **Acct. #** 3C20-2071-58101

I. DISCUSSION:

- **September 2020 Monthly Financial Report:** Mr. Penn reviewed the General Funds report explaining that the Special Funds report will be available in November. He noted that the salary increase for September reflects staff returning to school as well as, retroactive payments to Paraprofessionals based on their new Contract. For the November 16, 2020 meeting, Mr. Penn will provide a year to date report on Special Funds and an initial outlook for 2020-2021 results compared with 2020-2021 budget.

Regarding the current 2020-2021 budget, Mr. Penn explained that there will be line variances, while other lines will be underspent. He asked the Committee to consider allowing line item budget revisions so that underspent funds can be moved to lines requiring additional funds. These revisions would not impact the bottom line budget. Mr. Penn anticipates at least three adjustments in the course of the year. A discussion ensued. Committee members concurred that budget revisions were acceptable. They requested a Memo for each transfer, submitted to the Committee for review that provides details about the transfer, including reason for the change.

No motion was made and no vote was taken.

- **Update: “Not to exceed” Change Order Report:** Mr. Barbarotta reviewed two reports and answered questions. He explained that the first report detailed expenses that were over budget, requiring Change Orders. In comparison, the second report detailed all On-Call Contract Expenditures 2019-2020, including amount allocated, actual expenditure and unspent balances returned to the line item for both General Funds and Capital Funds.
No motion was made and no vote was taken.
- **Update: Corporation Counsel Reimbursement:** Mr. Penn explained that the District is currently working with the City to develop a formal Memorandum of Agreement regarding utilization of Corporation Counsel. Attorney Alexiades further explained that the initial arrangement was developed under previous administrations in the City and District, and that the annual fee to support the service was included in the budget. He explained that the District’s contribution represents a percent of his salary. Last year, the amount of \$30,000.00 was reduced to \$20,000.00 because he started later in the

year. The Committee agreed that a formal MOU should be presented for approval. Mr. Penn and Attorney Pinto will work to submit the MOU for the November Finance & Operations Committee meetings.

No motion was made and no vote taken.

Adjournment: On a motion by Mr. Conaway, seconded by Ms. Rivera, the meeting was adjourned at 5:30p.m., unanimously approved by Roll Call Vote: Mr. Conaway, Yes; Ms. Rivera, Yes; Mr. Wilcox, Yes.

Respectfully submitted,

Patricia A. DeMaio