

# Seymour Board of Education

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## FINANCE COMMITTEE MINUTES

October 2, 2017

Bungay Elementary School

6:30 pm

### BOARD MEMBERS IN ATTENDANCE:

Kristen Harmeling, Chairman

Yashu Putorti

Peter Kubik

Jennifer Magri

### OTHERS IN ATTENDANCE:

Michael Wilson, Superintendent of Schools

Vonda Tencza, Associate Superintendent

Rick Belden, Assistant Superintendent - Finance & Operations

Lee-Ann Dauerty, Board Clerk

Rob Dyer

### I. CALL TO ORDER

Ms. Harmeling called the meeting to order with the Pledge of Allegiance at 6:30 p.m.

### II. CORRESPONDENCE

- A. Letter dated September 14, 2017 from Former Superintendent Christine Syriac to Ms. Kristen Harmeling, Chairman of the BOE Finance Committee offering some clarification on the minutes published for the September 5, 2017 Finance Committee
- B. Email dated October 2, 2017 from Kristen Harmeling to Christine Syriac in response to her letter dated September 14, 2017

### III. PUBLIC COMMENT

None

### IV. DISCUSSION AND POSSIBLE ACTION

#### A. Information and Recommended Action

- 1. Financial Management Summary ending September 27, 2017

Mr. Belden said everything has been submitted to the auditors for the year end audit. He said we are in decent shape. He indicated that the hard freeze on discretionary spending is still in place as requested by the First Selectman due to the Governor's proposed elimination of municipal aid to Seymour. Tuition continues to be a big ticket item. He said we are waiting for finalization of student enrollments and initial bills to determine final actual cost versus budgeted amount. Ms. Harmeling asked if the water heater at Bungay School was an expected cost and Mr. Belden confirmed it was not. She also asked about travel stipends and if they were included in the employment contracts. Mr. Belden confirmed they were and are paid twice a year. Ms. Harmeling said she appreciated the level of detail in this report but asked that it be taken one level further to identify exactly what the cost is for especially within the Instructional Supplies line item. She said more detail is needed in order to address the questions of the community. Mr. Belden said this can be done. Ms. Magri asked if the 16-17 encumbrances list this month matches the list from last month. He confirmed that it does. Ms. Magri asked if there is anything outstanding from 16-17. There are some items that have not yet been ordered. Mr. Belden explained how the encumbrances are handled.

He said we have to close the books by June 30. During July and part of August we do accruals and encumbrances utilizing any funds that are left as directed by the Board. The approval process is: school, Mrs. Tencza, Mr. Belden, and Mrs. Syriac. After June 30, Mrs. Syriac was no longer here but she was still in the rules for this year. Mr. Wilson, as the new Superintendent, will sign off on orders. So if we put anything in after June 30, Mr. Belden puts in a direct purchase order which does not require an approval and it will show up in encumbrances since we have to bypass the rules because Mrs. Syriac is no longer here. At the end of the year, we talk to Mr. Dyer, Ms. Tencza, and Mr. Wilson to discuss what we want to do with the money that is left. Eventually, we get to the point where what's left is the one time opportunity to buy some things that have been held. Mr. Belden has a folder of things we want to do but have not been able to do. Mr. Belden said Mrs. Syriac indicated that she would like the maintenance shed to be discussed by the Facilities Committee to make sure they are aware of it. This was not able to happen so Mr. Belden had to make a decision on this and he said the dollar amount fit nicely. In addition, Mr. Belden contacted Mrs. Yusko for the schedule of uniform replacement. Mr. Falzone was new and learning so when he got the purchase orders for the shed, side entrance at the middle school, and stage curtains, he didn't process them right away because he heard there were issues with the boilers at the high school. We can take these three items out of the encumbrances (they add up to approximately \$44,000). There are also some fire doors that have to be done at the high school. The total cost for the boilers and the fire doors will be slightly more than the three purchase orders. The shed, side entrance at the middle school and the stage curtains will be placed in the folder for future consideration. Mr. Falzone will figure out how to work around not having the shed or curtains. Mr. Kubik asked if the orders are going to be cancelled will there be any money lost because we cancelled. Mr. Belden said no since the orders have not yet been placed. Ms. Magri said that she understood from last month that the curtains were needed because the Fire Marshall had indicated a need. Mr. Belden said we were not cited for this. Ms. Harmeling asked about the bid process and the dollar limit. Ms. Harmeling suggested a review of our spending policies. Ms. Harmeling said if it was fair to say we had more excess money this year than we have in the past due to combination of FMLA and more savings in health care insurance. Mr. Belden agreed and also pointed out that we had a hard freeze in place from November on so there was money was left in some line items. Ms. Magri said when we met in July Mr. Belden indicated the remaining funds were about \$20,000 which is a more reasonable amount. Mr. Putorti also remembered the amount to be about \$20,000. Mr. Belden said he thought it was more like \$40,000 or \$50,000. Regardless of this, Mr. Belden indicated that these things were done prior to June 30. These were done after the Board discussed it and we were told to spend it. He said the purchase orders were batched. Mr. Putorti asked how the purchase orders are back dated, Mr. Belden said you open it up and change the date. Mr. Wilson has asked for a change in the process so that these purchase orders be put in and not acted upon until the end of the year when we know where we stand financially.

**MOTION:** (Ms. Magri/sec., Mr. Kubik) to recommend to the full Board the approval of the Financial Management Summary ending September 27, 2017 as presented

**SO VOTED**

**AFFIRMATIVE:** Ms. Harmeling, Mr. Kubik, Ms. Magri, Mr. Putorti

**B. Reports**

**1. Chairman's Report**

Ms. Harmeling said she would like to make a comment that she would love to hear what processes have been put in place as requested by the Superintendent.

2. Superintendent's Report

Mr. Wilson said he and Mr. Belden sat down to review the process and Mr. Wilson said he was used to a slightly difference process. He would like the purchase orders be put in and not approved until we know where we are financially. He feels this makes it a little cleaner. We would be able to go back and see where we are. Mr. Belden and I met and we both agreed it was a little cleaner. He said this is not a reflection of how it was done in the past, just a process that Mr. Wilson is more comfortable with and moving forward we will do this. Ms. Harmeling asked if the process will be the same for things within the same line item. Are we going to know if an item has been purchased? Mr. Wilson indicated this process was more in line for the money that the Board will direct us to spend toward year end. Mr. Belden reminded the Board of the timeline in July in order to get everything done. Ms. Harmeling suggested having a second meeting in June to discuss these things and a list of potential purchases would be created and approved by the Board in early June. Then if money becomes available, purchases from this list could be made without a need to reconvene.

VI. EXECUTIVE SESSION

**MOTION:** move that the board enter Executive Session for personnel discussion. The Board invites Michael Wilson and Richard Belden into the Executive Session

*\* It is anticipated that the asterisked items will be discussed in Executive Session from which the public will be excluded*

Ms. Harmeling asked for a motion to go into executive session and no motion was made.

VII. PUBLIC COMMENT

None

VIII. ADJOURNMENT

**MOTION:** (Ms. Magri/sec., Mr. Kubik) to adjourn

**SO VOTED**

**AFFIRMATIVE:** Ms. Harmeling, Mr. Kubik, Ms. Magri, Mr. Putorti

The meeting adjourned at 7:01 pm

Submitted by:  
Lee-Ann Dauerty  
Board Clerk

# Christine Syriac

September 14, 2017

Dear Kristen Harmeling,

I am writing this letter to you in your capacity as the chairperson of the Finance Committee of the Seymour Board of Education. I am writing about the minutes that were posted for the September 5, 2017 Finance Committee meeting. There were two statements in the minutes that as the former Superintendent I would like to clarify, possibly the conversation during the meeting was of a more thorough nature than indicated in the minutes and the information I am sharing is already known by the committee.

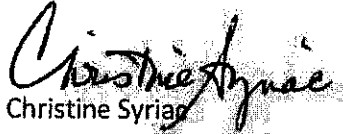
It was stated that a shed was purchased for the custodians' usage at the high school. This purchase was not made prior to my last day on June 30, 2017. I had specifically denied the purchase of this shed. I had indicated to Mr. Belden that the request would need to be brought forward to the Facilities Committee for review first as I was not comfortable with the expense without the BOE knowing about the purchase in advance. I also shared the need for this request to go first to the Facilities Committee with Yashu Putorti and with the new Superintendent during the transition. When I left on June 30, 2017 this shed had not been approved and was not in the encumbered purchase orders for year-end.

It was stated in the minutes that the "former Superintendent" had requested the purchased of display cases for Seymour High School for awards. I never once requested that display cases be purchased as the minutes imply. I did state the girl's locker room needed to be cleaned out and not utilized for storage, that should not have been at any cost to the BOE. This encumbrance was not approved by me and to my knowledge was not encumbered in the purchase orders for year-end as of my last day of work, June 30, 2017.

In the minutes, it is referenced that a detailed report of expenditures had been prepared for the September 5, 2017 meeting. If an actual document was shared at the meeting, thus making it a public document, I am formally requesting that a copy of that document be mailed to me, I've included a stamped envelope. As it would be a public

document I would like the opportunity to review the encumbrances that were listed as being in place at the time of my departure.

Respectfully,

A handwritten signature in black ink, appearing to read "Christine Syriac". The signature is fluid and cursive, with the first name "Christine" written in a larger, more prominent script than the last name "Syriac".

Christine Syriac  
Retired Superintendent

cc: Yashu Putorti, BOE Chairman

Jen Magri, Finance Committee Member

Peter Kubik, Finance Committee Member

Michael Wilson, Superintendent

Richard Belden, Assistant Superintendent



Subject: Response to your letter dated September 14, 2017

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From: kristenharmeling@yahoo.com

To: [REDACTED]; harmelingk@seymourschools.org; mwilson@seymourschools.org;  
putortiy@seymourschools.org

Date: Monday, October 2, 2017, 12:55:22 PM EDT

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Good afternoon, Christine. I received the letter you sent that addressed to me from central office this morning. I apologize for the delay and appreciate your reaching out to members of the Finance Committee of the Seymour Board of Education.

I have sent the requested information to you via USPS, but have also attached a scanned copy to this email.

I will be bringing a printout of your letter, this email response to you, along with attached document to our Finance Committee meeting this evening, September 5th and will request that the documents be entered into public record. Your email address will be redacted on the printout prior to it becoming part of the meeting minutes/correspondence.

Encumbrance Listing as of 6/30/2017

<u>PO #</u>	<u>Vendor Name</u>	<u>PO Date</u>	<u>Ref</u>	<u>Account Number</u>	<u>PO Description</u>	<u>PO Amount</u>
153018	Dick Blick Art Materials	6/13/2017	Art	1-01-611-1100-01-000	Art Instructional Supplies	\$3,272.87
153023	Cloud Electric	6/13/2017	Tech Ed	1-01-611-1100-01-000	Throttle foot WLOIII 0-5V	\$180.00
153025	Amazon.com	6/13/2017	History	1-01-641-1100-01-000	Books / Periodicals ISBN: 978-1259863288 5	\$844.80
153025	Amazon.com	6/13/2017	History	1-01-641-1100-01-000	Books / Periodicals ISBN: 978-1259862779 5	\$633.60
153025	Amazon.com	6/13/2017	History	1-01-641-1100-01-000	Books / Periodicals ISBN: 978-1259862823 5	\$422.40
153030	Paxton Patterson LLC	6/13/2017	Tech Ed	1-01-611-1100-01-000	Tech Ed Instructional	\$1,660.75
153035	Follett School Solutions	6/14/2017	H. Zuraw	1-01-642-2220-04-000	2018 Nutmeg Books	\$842.71
153036	Dorian Business Systems, Inc.	6/13/2017	Music	1-01-611-1100-01-000	Charms Office System-	\$365.00
153036	Dorian Business Systems, Inc.	6/13/2017	Music	1-01-611-1100-01-000	Barcode Scanner	\$188.00
153036	Dorian Business Systems, Inc.	6/13/2017	Music	1-01-611-1100-01-000	Labels for scanner	\$100.00
153042	Amazon.com	6/13/2017	Zeppete	1-01-641-1100-01-000	5 Steps to a 5: AP Class Instructional Supplies	\$202.60
153057	W.B. Mason, Inc.	6/13/2017	Social	1-01-611-1100-01-000	Instructional Supplies	\$128.00
153068	W.B. Mason, Inc.	6/14/2017	paper	1-01-611-1100-01-000	20 cases of paper	\$469.60
153069	ADA Sports, Badminton & Tennis	6/14/2017	Cleveland	1-01-611-1100-01-000	PE/Health Instructional Supplies	\$745.72
153070	W.B. Mason, Inc.	6/22/2017	Office	1-01-611-1100-04-000	Office & Instructional Supplies	\$8,987.37
153071	School Specialty	6/22/2017	Office	1-01-611-1100-04-000	Instructional Supplies - P/E and Recess	\$1,778.03
153073	W.B. Mason, Inc.	6/22/2017	Art	1-01-611-1100-01-000	Art Instructional Supplies	\$2,717.87
153097	Pitsco, Inc	6/26/2017	A.Caiza/	1-01-611-1100-02-000	Grade 6-8 STEM Instructional Supplies	\$1,829.25
153111	SHI International Corp	6/22/2017	Dyer	1-01-745-1100-10-000	Chromebook 3180 Dell Part	\$124,440.00
153111	SHI International Corp	6/22/2017	Dyer	1-01-745-1100-10-000	Google Chrome OS	\$14,400.00
153111	SHI International Corp	6/22/2017	Dyer	1-01-745-1100-10-000	Mobile Computing Cart	\$34,692.00
153118	Houghton Mifflin Harcourt	6/26/2017	French	1-01-641-1100-01-000	Bien Dit Levin 1 French textbooks	\$4,129.50
153118	Houghton Mifflin Harcourt	6/26/2017	French	1-01-641-1100-01-000	Teacher Package	\$147.00
153118	Houghton Mifflin Harcourt	6/26/2017	French	1-01-641-1100-01-000	Shipping and Handling	\$450.00
153120	Houghton Mifflin Harcourt	6/26/2017	A. Caiza	1-01-641-1100-02-000	Level 1A & Level 1B French textbooks	\$11,957.00
153124	Pearson Education	6/28/2017	Language	1-01-641-1100-01-000	REALIDADES 2014 Spanish textbooks	\$49,385.34
153125	Houghton Mifflin Harcourt	6/29/2017	CLS	1-01-641-1100-04-000	Math Expressions Workbooks	\$27,173.79
153131	W. J. Electric LLC	6/14/2017	FAC	1-01-431-2600-01-000	Install dedicated 30 amp service computer room	\$1,925.00
153131	W. J. Electric LLC	6/14/2017	FAC	1-01-431-2600-02-000	Install dedicated 30 amp service computer room	\$1,650.00
153131	W. J. Electric LLC	6/14/2017	FAC	1-01-431-2600-03-000	Install dedicated 30 amp service computer room	\$650.00
153131	W. J. Electric LLC	6/14/2017	FAC	1-01-431-2600-04-000	Install dedicated 30 amp service computer room	\$600.00
153132	Reliable Flooring Contractor, LLC	6/13/2017	FAC	1-01-431-2600-02-000	Installation of main / side entrance mats	\$6,208.00
153133	W. J. Electric LLC	6/14/2017	FAC	1-01-431-2600-01-000	Installation of new 45 KVA service - tennis court issue	\$6,450.00
153134	Kloter Building Systems	6/13/2017	FAC	1-01-431-2600-01-000	Maintenance Equipment Shed - HS custodian	\$14,666.00
153135	Reynolds Drapery Service, Inc	6/15/2017	FAC	1-01-431-2600-01-000	Repairs / restoration / fire retardant stage curtain	\$23,240.00
153139	American Solutions for Business	6/22/2017	FAC	1-01-610-2600-01-000	4 storage cases - with safety glass	\$13,600.00
153141	Billings Sports	6/22/2017	HS ATH	1-01-690-3200-01-000	Nike Elite Boys Basketball Uniforms HS	\$5,460.00

153142 Bling Sports	6/22/2017 HS ATH	1-01-690-3200-01-000	HS Girls Volleyball Uniforms	\$2,100.00
153143 Blanchette Sporting Goods, Inc	6/22/2017 HS ATH	1-01-611-1100-01-000	Track hurdles P/E and track team	\$14,630.00
153144 Billings Sports	6/22/2017 HS ATH	1-01-730-1100-01-000	Soccer Goal Set, 4 wheels HS	\$4,237.50
153145 M-F Athletic	6/22/2017 ATH	1-01-690-3200-01-000	1 Net for Discus Cage. - HS Track	\$1,074.00
153146 Pitchingmachinepro.com	6/30/2017 ATH	1-01-690-3200-01-000	Sports Tutor Triple Play Pitching Machine Girls Softball	\$2,195.00
153147 Rogers Athletic Company	6/30/2017 ATH	1-01-730-1100-01-000	Rogers Pop Up tackle sled Football	\$2,840.00
153148 Shadowman Sports Inc	6/30/2017 ATH	1-01-690-3200-01-000	Unit Pro (dummy, sled,) Football	\$3,600.00
153148 Shadowman Sports Inc	6/30/2017 ATH	1-01-690-3200-01-000	Shipping for 5 units	\$250.00
153149 W.B. Mason, Inc.	6/30/2017 FAC	1-01-611-1100-03-000	AMTAB Round Cafeteria Tables	\$34,918.26
153150 Blanchette Sporting Goods, Inc	6/30/2017 ATH	1-01-611-1100-01-000	P/E Boys / Girls Formation Supplies	\$1,540.00
153151 Blanchette Sporting Goods, Inc	6/30/2017 ATH	1-01-611-1100-01-000	30 Girls Softball Jerseys	\$2,550.00
153153 SHI International Corp	6/30/2017 Dyer	1-01-745-1100-04-000	Dell Optiplex 3050 Dell Part	\$38,148.00
				\$474,754.96