

Call to order: A special meeting of the Shelton Board of Education Finance Committee was held on December 14, 2016. The meeting convened at 5:05 p.m., Chairman Win Oppel presiding.

Roll Call:

Members in attendance:

Chairman Win Oppel via Skype, Arlene Liscinsky, David Gioiello, Faith Hack, Mark Holden, Tom Minotti, Dr. Darlisa Ritter.

Guest in attendance:

Kate Kutash, Board of Education Member, Dominic Barone, Director of Finance, Christopher Clouet, Superintendent, Deborah Keller (Arrival 5:34 pm), President, Shelton Education Association, Jud Crawford, Shelton Senior Center Commission, Carole Pannozzo (Arrival 5:10 pm), Director of Human Resources.

The Pledge of Allegiance was recited.

Approval of Agenda:

Tom Minotti MOVED to approve the agenda as presented, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Approval of Minutes: Regular Finance Committee Meeting November 16, 2016

Dr. Darlisa Ritter MOVED to accept the minutes as presented, SECONDED by Tom Minotti. A vote was taken with all in favor. Motion carried.

Win Oppel asked Dominic Barone if this was the last of the L2 for 2015-16 school year.

Dominic Barone replied yes and that this is where we ended up and finalized, pending audit adjustments. The big difference from the prior month is that we paid off the media center furniture at Sunnyside School.

Dr. Darlisa Ritter asked about the glitch in the cafeteria software.

Dominic Barone stated that the glitch was related to the online payments and that there was no financial cost related to it. We just had to run updates on our software.

Mark Holden MOVED to approve the L2 for 2015-16 School Year through November, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Dominic Barone stated that the big thing is tuitions. Tuitions are way over budget and Special Education Transportation is over budget as well. We are monitoring it and we are waiting to see what kind of reimbursement we will get from the state related to the Special Education excess cost. Health insurance is tracking okay. The "Other Professional/Technical Services" account is where we charge our legal fees. We've spent funds on legal fees for Special Education and contract negotiations.

Superintendent Clouet asked if Dominic Barone would speak on the partial freeze to clear up any confusion.

Dominic Barone stated that we've highlighted some objects and lines and said that we want to hold back a certain amount of money in case we need it. These funds were held back so that we wouldn't spend

them. We will revisit the partial freeze later based on the health insurance, what kind of reimbursements we receive, and cost.

Kate Kutash said that it's kind of early to do this.

Superintendent Clouet stated that there has been over 900,000 dollars of unanticipated cost.

Dominic Barone stated that we don't usually have that many new children starting in a school year.

David Gioiello stated that we discussed this in a previous finance meeting and the feeling was that we need to jump on this issue before it "ate us up".

Superintendent Clouet said that we are hopeful that things will go well. Some of the cost may be reduced and we will continue to try and find ways to find cost savings.

Faith Hack MOVED to approve the L2 for 2016-17 School Year through November, SECONDED by Tom Minotti. A vote was taken with all in favor. Motion carried.

Tom Minotti MOVED to approve the Check Register & A/P Cash Disbursements Journal, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Old Business:

Finance Update:

Cafeteria Update: Dominic Barone stated that the online payments are live. During our test the glitch was based on us needing to update our software. The update was done and now we are seeing a lot of activity.

Kate Kutash asked if we were seeing any complaints.

Dominic Barone stated that there have been a few complaints about the fees, which we can possibly revisit in 6 months. There was also a time during testing when parents found the online payments option before it was announced, but there were no problems that occurred because of it.

Dominic Barone stated that he will be going to Bridgeport next week to talk about the new Magnet School tuitions. All the Finance Directors in the area will be attending.

Dominic Barone stated that he has looked at the documentation regarding donations, defining them, the process, and a form for individual schools with Dr. Darlisa Ritter.

Athletic Account:

Student Parking Fees:

The athletic account and student parking fees are listed in the L2.

Report on Facilities Projects:

Dominic Barone stated that UI and Doosan will be completing a "witness test" this Friday, December 16, 2016, and we should be able to go online with the fuel cell after.

The “Field Renovation” group started at Shelton High School to begin addressing a priority list for replacement and /or renovations to the sport fields/courts/outbuildings/tracks and lighting on the sports complex.

Dominic Barone stated that we are currently working with the contractor to complete the punch-list on a few open items for the 3 school fortifications project, which is 99% complete.

The Fire Code Compliance Project is up and running. It is now started.

Arlene Liscinsky asked if there will be training and a cost involved for the “Use of Building” and “Preventative Maintenance” modules that we’ve purchased from School Dude.

Dominic Barone replied that cost has already been paid for and the training was included. They are hopeful to start using it next month.

We’ve gone through the ECG summary and we tried to narrow it down because we thought that there were too many things in there. We are going to meet with the Mayor and present things that we think it makes sense to go forward with. We will see if he can bring in three vendors to bid so that we can move that project forward. We have previously met with the Mayor and ECG and are in the process of reviewing and editing the proposal for further review.

The Perry Hill School State Closeout is done. We are expecting a check from the state soon.

For the Solar Projects, Perry Hill is up and running. Long Hill School is still off-line. The gentleman has been away and John Calhoun has been playing phone tag with him. We are awaiting the replacement of a faulty inverter. We should be about a week away from that part being delivered to the contractor.

New Business:

Approval of next year’s meeting schedule:

Tom Minotti MOVED to accept the next year’s meeting schedule as presented, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Presentation of all School and Department Budget Request for 2017-2018 and BOE budget recommendations:

(A book of the department requests was handed out.)

Dominic Barone stated that what this book represents is the information from the different schools and departments. The plan is to walk through it today and to give the board members time to digest it. Any questions can be addressed at the next budget meeting, January 4, 2016.

Chris Clouet stated that any questions in advance would be helpful so the principals and other administrators could come to the next meeting with answers.

Dominic Barone stated that the format of the book is that each school or department has a tab and he has combined a couple of them. There are two to three pages between each tab. Typically, there’s a personnel request, there’s a rationale for the request, and the capital request. Behind the index there is

a summary which summarizes what the different requests are. The plan is to let you see the request unfiltered.

Dominic Barone stated that some of the technology requests may be moved into the capital requests versus the operating requests.

Dominic Barone stated that these are all of the requests. We will revisit the term "Dean of Students" and update that. The next meeting he will have updated sheets (if required) to add to the books.

Chairman Oppel adjourned the meeting at 6:33 p.m.

Respectfully Submitted,

Anita Smith

**Anita Smith
Recording Secretary
December 21, 2016**