

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
JANUARY 20, 2016**

Chairman Win Oppel called the meeting to order at 5:02 PM.

The Pledge of Allegiance was recited.

Roll Call

In Attendance: Win Oppel, Chairperson, (via Skype), Arlene Liscinsky, Vice Chairperson, Faith Hack, Tom Minotti, David Gioiello, Jr.

Also In Attendance: Mark Holden, BOE member, Chris Clouet, Superintendent, Dominic Barone, Director of Finance, Darlissa Ritter, BOE member, Kathy Yolish, BOE member, (arrived at 5:05 PM), Kate Kutash, BOE member, John Calhoun, Director of Facilities, Anne Gaydos, Judson Crawford and Aaron Berkowitz (Shelton Herald).

Before the agenda was approved Dominic Barone wanted to point out a typo on the Agenda. Mr. Barone advised that on the check register dated December 22, 2015 for 2015-2016 the correct amount should read \$524,689.75. The change was noted.

Arlene Liscinsky moved to approve the agenda as amended for the meeting. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

Dave Gioiello moved to approve the minutes of the meeting of December 16, 2015. Faith Hack seconded the motion. A vote was carried with all in favor. Motion carried.

The YTD Object Summary (L2) was handed out.

Salaries: On Track. Dr. Ritter asked if this includes the rate for sub pay increase. Dominic advised that it does not. Dr. Ritter wanted to know when the board would revisit this subject regarding the rate of pay for subs as we are not up to date on the pay rate for subs in comparison to surrounding towns. It was pointed out that we now have building subs in every school to help alleviate the problem with obtaining substitute teachers. This issue will be addressed next month after the budget talks are done.

Benefits: Insurance is always a wildcard so we have to keep an eye on that.

Tuition: We are watching this carefully. We are a little over budget but we expect that the Special Education excess cost grant will help cover any overages.

Heat & Utilities: There will be some savings in this area. Mr. Gioiello questioned that the L2 states that we used 93% of our budget. Mr. Barone explained that we have encumbered a purchase order for a certain amount and draw down from that amount. A discussion was had.

Support Services: This is our student accident insurance. This went way up and that is why we are over budget on this account. This is a one-time payment so we don't expect it to get any worse this year.

Dominic advised that everything else is tracking pretty well and he does not see any concerns other than the special education account.

Faith Hack moved to approve the YTD Object Summary (L2) as presented. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.

Faith Hack moved to approve the check registers as presented. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.

Dominic Barone advised that they met with Sodexo and he is waiting for the state to get out their final RFP that was due last week. Hopefully we will get that soon. Once the RFP is received we can go out to bid on our lunch services again. Everyone that bid the same year we did is going to have to go out to bid again because the state gave everybody a faulty RFP.

Landmark Transportation has not finalized the contract with their drivers yet. They have been in negotiations for quite a while and that is still open.

Facilities Report

Dominic Barone gave an update on some of the key projects.

SHS Fire Code: We are still waiting for the architects revised plans so nothing has changed.

Sunnyside School Roof Project: No Change. We are hoping that the city will bid that next month.

Fortification Project: Mr. Barone advised that they met with the state twice. There is one outstanding issue. When the pricing was put together there was a single cost document and when we met on December 9th the State asked the architect to break the cost document down to three separate schools. We now have a new cost document that is broken down by individual school. Dominic wanted to point out that because the cost document had to be redone the architect used the new date of December 10th. The board will now have to vote and accept the cost estimates again because of the date change. So the plan is to accept the new cost estimate at the BOE meeting and reaffirm that we have accepted the project plans for the three schools. Then we will send it up to the state and we would expect that they will give us the letters to go out to bid.

Building Use: The city is requesting that we send a copy of the Use Application to the Fire Chief. We currently send a copy of the application to the police and the Fire Marshall. We will now include a third copy to the Fire Chief. We will notify all building administrators of this change. Dr. Clouet asked if there would be any additional costs for this and Mr. Barone advised that there could be a little increase. The cost would be on the organization requesting the building use.

The Living Hope Church uses SIS for their Sunday church services. We did not have a provision for a rate charge for non-profits in our charge schedule. The rate that was decided on to charge non-profits for building use is \$250.00 per event or \$1000.00/month. Dominic advised that he knew the rate was going to be a little high for them so he offered to work something out. The church came back and said that they could afford to pay \$250.00 per month. Prior to this they were only paying for the custodian and light person. A discussion was had. It was agreed to charge the church \$250.00 per month until further research is done on this subject. Dominic will report back to the board before a final decision is made on what the monthly cost will be.

John Calhoun handed out an issues and accomplishments report for January 2016 as well as a Goals and Objectives list for February, 2016. A small discussion was had. Kathy Yolish asked Mr. Calhoun if there was a protocol in place if there was a virus outbreak in a school and what the procedure would be. Dr. Clouet advised that there is one in place and the protocol differs depending on the case. Dr. Clouet also advised that there is a statewide set of guidelines that we follow.

Faith Hack also commented on the fact that Mr. Calhoun has brought down the average wait of open work orders down from an average of 366 days back on 10/15 to 30 days as of 1/20/16.

New Business

John Calhoun and Dominic Barone advised that there is an oil tank underground at the high school that needs to be removed. It is located under the driveway that leads to the loading dock at Shelton High School. Mr. Calhoun advised that there was a citation issued by the State DEP on that stating that there was a containment issue in the secondary wall. John looked into solutions for fixing this issue and found that it would be less expensive to remove the tank rather than fix it. There is only 8 years of useful life left on the tank. The tank is 22 years old. The city has offered to remove the tank. The BOE would be responsible for pumping out the tank and disposing of its contents. Mr. Calhoun advised that he hoped to get this done over the April vacation so there would be no disruption to the high school. Mr. Oppel advised that we keep Dr. Smith updated on this as well.

Donations: ANSAC wants to donate 9 used desktop computers and Promethean wants to donate a new Promethean touchscreen. Dominic Barone advised that Dan DiVito, Director of Technology, approved these donations. Dominic advised that they will need to be voted on at the BOE meeting. Handouts were given out explaining what the donations were from both companies.

Proposed Budget Transfers: Dominic advised that there was going to be some savings in our fuel budget account and he would like to transfer some of the money into the Teacher Salaries account. He would like to do this because we had to hire additional classroom teachers because of classroom sizes, etc., after the budget was approved at the end of June. This would help to fund these teachers. The other transfer would be from the Heating Fuel account to the Gas account. We are burning propane and not oil which is why we have some savings left in this account as well.

Arlene Liscinsky moved to approve the proposed budget transfers and recommend that the full board approve the transfers. David Gioiello seconded the motion. A vote was taken with all in favor. Motion carried.

There was no further business to discuss.

The meeting was adjourned at 5:50 PM.

Respectfully Submitted;

Teresa Milyo

Recording Secretary