

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE SPECIAL MEETING
JANUARY 23, 2013**

Chairman Arlene Liscinsky called the meeting to order at 5:05 p.m.

Pledge of Allegiance

In Attendance: Committee Members: Arlene Liscinsky, Tom Minotti, and Mark Holden, Chairman of the Board of Education.

Absent: Win Oppel, Jim Orazietti, Michael Pacowta, and Jay Francino-Quinn

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools (5:11 p.m.); Board Member Tim Walsh (5:30) and two Boy Scout members.

Approval of the Agenda

ACTION: Tom Minotti moved to approve the agenda.
Mark Holden seconded the motion.
A vote was taken with all in favor. Motion carried.

I. MINUTES OF THE FINANCE COMMITTEE MEETING OF DECEMBER 19, 2012 AND MINUTES OF THE FINANCE COMMITTEE SPECIAL MEETING OF JANUARY 10, 2013.

ACTION: Tom Minotti moved to approve the minutes of the Finance Committee Meeting of December 19, 2012 and the Finance Committee Special Meeting of January 10, 2013.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

II. REVIEW AND APPROVAL OF FINANCIAL REPORTS

1. Object Summary (L2) for 2012-2013 School Year

Al Cameron proceeded to review L2 dated 01/02/2013. A narrative and the L2 detail were distributed.

Salaries: Nothing new to report. Mr. Cameron expects to have a forecast available at the next meeting.

Benefits: The apparent overage is still being investigated. It apparently has to do with the way the Board pays for health insurance vs. the way it is charged to the payroll. There will be continued meetings with Robin Skowronski and Paul Hiller until the transition to MUNIS is completed.

Freeman Burr, Carole PannoZZo and Al Cameron met with Attorney Kevin Blake regarding Workers Comp to resolve a number of issues. Carole and Al met with reps from the Workers Comp Trust and learned the trust has paid (YTD) \$487,818 on behalf of the BOE. Paul Hill will get this posted to the BOE account next month. The Trust indicated that the \$750,000 budgeted should be enough.

Instructional Materials: Nothing new to report.

Program Improvement & Staff Development: After a brief reassessment period, curriculum work has started again.

Tuition: Tuition is over budget by \$212,744. The overage is in Special Education and is expected to be covered by the Excess Cost Grant.

Transportation: Superintendent Burr received a letter from Paul Vallas, Superintendent of Schools in Bridgeport, indicating that Bridgeport plans to bill the Shelton BOE for transportation for 13 Shelton students that attend their Discovery Magnet School. The matter has been referred to legal counsel. The Stratford BOE has received the same letter. They have indicated that they cannot afford it.

Administrative Expenses: Nothing new to report.

Heat and Utilities: The December report includes 6 months of UI and 6 months of Direct Energy usage. Things appear to be below budget in the electricity account.

The BOE has received 1/3 less oil drops this year than last year by this time. SHS is heating with gas. Fuel was billed at \$3.191 per gallon on the last invoice.

PPE presented several proposals to the Finance Committee at its last meeting. There has been no response yet as to whether or not the BOE's project has been accepted.

Building and Equipment Services: The delivery of the rack body truck is expected at the end of January. Security issues have gained increased prominence. The BOE is working closely with the Police Chief, the Building Inspector, and the Fire Marshall to identify and address security issues.

Support Services: The overage continues to be legal fees for negotiations and the fees for MUNIS implementation and training which is virtually complete.

The paperwork for CompuClaim has been submitted. Implementation planning has begun.

Equipment: The Promethean Boards have been ordered.

The audit is complete. The City applied for an extension. The BOE doesn't appear to have any issues at this time. Al Cameron will receive copies of the audit books when the process is finished.

Athletic Account Balance as of 01/15/13 was \$181,681.59.

Parking Account Balance as of 01/15/13 was \$23,950.00.

Pay to Participate-Fall season payments have been completed. \$160,692.75 has been collected from 495 SHS and 99 SIS students. \$7,150 has been refunded for a net of \$153,542.75. \$144,075.00 was collected last year by this time.

ACTION: Mark Holden moved to approve the Object Summary (L2) for the 2012-2013 school year.
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

2. Check Registers and Cash Disbursement Journals

ACTION: Tom Minotti moved to approve the Check Registers and Cash Disbursement Journals for December 10, 2012 (2011-2012) (2012=2013); December 13, 2012 (2012-2013); and December 20, 2012 (2012-2013).
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary (1/14/2013) and The Reconciliation to the City dated 1/02/13 were handed out for review. The required postings should be completed next month.

III. OLD BUSINESS

1. **Review Year-to-Date Expenditures 2012-2013**—completed previously.

2. Update on Items Pertinent to 2013-2014 BOE Approved Budget

- a. **Health Insurance**—A meeting with the Mayor is scheduled for tomorrow. There has been a slight improvement in experience. All the information required by the State Program has been submitted. They are 7-10 days away from a quote. Mr. Cameron is continuing to work on this.
- b. **Workers' Compensation**—discussed previously. The \$750,000 placeholder appears to be okay. Work continues to reduce claims and develop a back to work policy.
- c. **Student Transportation**—First Student negotiation was not as anticipated. The Mayor requested feasibility regarding the City owning the busses and leasing them back to a vendor. All State Transportation made a proposal that appears more attractive than First Student. They are interested in the City's leasing proposal. Diesel and propane options were discussed. Propane comes with tax incentives. Blue Bird makes propane busses. The BOE would require 55 propane and 5 diesel busses. A meeting is scheduled for tomorrow with the Mayor to discuss the transportation options. The proposed financing was attractive. Propane prices are more stable than diesel.
- d. **Capital Budget Request**—a 6 year Capitol outlay summary was distributed. Mr. Cameron reviewed Page 2. Boilers, HVAC, Security Enhancement, Roofs, Cafeteria, and Technology were listed with Security as the number one priority. Arlene Liscinsky mentioned that parking lots were not addressed.

Freeman Burr indicated that this plan has been on the table since he arrived at the BOE. He didn't see this 6-year plan as being realistic in terms of what the BOE's needs are. He spoke

in detail on security needs, and was scheduled to make a more detailed security presentation at tonight's BOE meeting. He felt that the Security needs should be met outside of the budget and that parking lot repairs might be done in-house. He felt an ad-hoc committee should be formed to put together a coherent security proposal.

Arlene Liscinsky felt that they should come up with capitol expenditure needs.

IV. NEW BUSINESS

1. **Possible Reschedule of the Regular February Meeting**—Arlene Liscinsky proposed that they cancel the scheduled February 20, 2013 of the Finance Committee and hold a special meeting of the full Board on February 11, 2013 at 5:30 p.m. to deal with security issues.

V. ADJOURNMENT

ACTION: Arlene Liscinsky adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary