

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
FEBRUARY 18, 2015**

Chairman Arlene Liscinsky called the meeting to order at 5:12 PM.

Pledge of Allegiance was recited.

In Attendance: Arlene Liscinsky, Chairperson, Win Oppel, Vice Chairperson, (via skype), Tom Minotti, Faith Hack.

Also in Attendance: Dominic Barone, Finance Director, Freeman Burr, Superintendent, Kathy Yolish, and Kate Kutash (arrived @ 5:30 PM).

Absent (Unexcused): Jay Francino-Quinn.

Faith Hack moved to approve the agenda for the meeting. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.

Tom Minotti moved to approve the minutes of the January 21, 2015 meeting. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

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

Old Business

A handout of the YTD Object Summary (L2) was given out to board members. Dominic Barone advised that overall this is tracking fairly consistently. Salaries are tacking pretty well except for the certified subs. He also advised that while the insurance benefits are doing okay right now he is anticipating a little bit of a spike in this account towards the end of the fiscal year because based on last year that is when there was an increase.

The key areas that Dominic is watching are the Instructional Software, Building & Equipment and the Special Education tuition. He will look for savings in other accounts to fund these deficits. On the special education account we will receive some state reimbursements from the excess cost grant to help offset those costs.

Mr. Burr advised that it is his understanding that the excess cost may have been increased by 10%, but that it was rolled into the ECS grant. If it was rolled into the ECS it would go to the city. Mr. Burr has Dominic Barone looking into this with Casbo. If we find out that this is the case we will ask the City for that money from the ECS.

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

Dominic Barone handed out a copy of two documents. The first one was a copy of the letter that was sent to the mayor along with the budget request. The 2nd one was the breakdown of the budget request that was put in an object summary format that was included in with the letter. Mr. Burr advised that he will email a copy of this letter that was sent to the mayor to all of the BOE members.

Dominic gave an update on the restructuring of personnel in the Finance Department. There was a discussion on the Finance/Payroll Secretary position in that department. He advised that someone from accounts payable has been filling in and doing the work required for this position. This person has requested to stay in

this position. Dominic advised that she has been doing a good job and would like to offer her this position. This would be a lateral move. This person would be leaving her position in accounts payable therefore requiring the BOE to post for a Finance/Payroll Secretary in the AP department.

Facilities Report

A handout was given out for the Summary of Facilities Projects.

Dual Fuel Project – We are burning the propane at 4 of the elementary schools. There is an issue with the burner at Mohegan School. The problem is being addressed. A bigger issue is the chimneys at the various schools. Santa, the company who put in the propane tanks, hired an inspector who went to the four schools and found that two of the schools need an interior alignment of the chimney. They are suggesting that all four schools have this done. This will cost about \$2700.00 per school.

Fortification (3 School Project) - Mr. Burr met with the parents of Long Hill School and reported that they are not happy with what the city is proposing. What the city is proposing is to replace the existing doors only. Long Hill School currently does not have a manway. The parents concern is that there is no entryway before you get into the building. The parents are planning on going to the public improvement committee with their concerns.

Shelton High School Code Compliance - Dominic Barone advised that the online registration is in with the state. There are a few more steps that need to be done. He asked Joe Desanti, the consultant that the city hired, to come in and explain the project to the board because they will need to approve the project. Mr. Burr explained that the board will need to approve the code compliance in order for the city to seek reimbursement for the new project.

Long Hill School Reconfiguration – The media center is done and they are working on the main office now. It is being framed out and they are working on the electrical.

Shelton Intermediate School – A water fountain was installed in the cafeteria. They are also in the process of replacing all of the water fountains in the school because we cannot get replacement parts for them. They have received 4 new fountains that they are currently working on replacing.

Mohegan School – The kitchen floor tile will be replaced during the April vacation. Win Opel advised that they should check to make sure that there is no asbestos in the flooring that is being removed before they start the project. Dominic will look into that.

The garage doors that need to be replaced at Mohegan School will be done in May when the weather gets warmer. The Air fan project will be done in May as well.

Shelton High School – High school nurse privacy area will be worked on during the April vacation.

New Business

Dominic Barone advised that Long Hill School received a \$1,000.00 donation from Dennis Arriola and Janet Winnick (\$500.) as well as a donation from the Dennis Arriola and Janet Winnick family trust (\$500.). These donations have been made annually to Long Hill School. The principal at Long Hill School plans to use this donation for the purchase of level books for students, teacher resource guides and possibly printer ink cartridges.

A discussion was had on the printers and the cost of the print cartridges.

Win Oppel moved to accept the donations from Dennis Arriola and Janet Winnick (\$500.) and the Dennis Arriola and Janet Winnick Family Trust (\$500.) for the needs of Long Hill School at the discretion of the Principal with thanks. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

Faith Hack moved to add Sonitrol (Alarm New England) discussion onto the agenda under new business. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.

Mr. Burr advised the committee that he received an email from Dan DiVito, Director of Technology, advising him that when the security cameras were installed in the schools they did not come with an extended warranty. Dan advised that since it's been almost a year since the cameras have been installed we should consider purchasing a maintenance contract. The options for the contract are 1 year, 3 years or 5 years. Mr. Burr is recommending that the finance committee authorize the board to purchase a 3 year maintenance agreement. This would be for the K-4 schools. The cost would be \$18,000.00 for a 3 year contract. A 1 year contract would cost \$9,000.00. This would be not just for the camera but for the updated software as well.

Tom Minotti moved to authorize the Director of IT to enter into a three year software maintenance agreement with Alarm New England for the software related to the district-wide security system. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

There was not further business to report.

The meeting was adjourned at 6:15 PM.

Respectfully Submitted;

Teresa Milyo

Recording Secretary