SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE SPECIAL MEETING
Chairman Arlene Liscinsky called the meeting to order at 5:42 p.m.

Pledge of Allegiance

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

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

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools; Board Members: Tim Walsh and Kathy Yolish; and Judson Crawford, Board of A & T.

Approval of the Agenda

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

I. MINUTES OF THE FINANCE COMMITTEE REGULAR MEETING OF DECEMBER 19, 2012; SPECIAL MEETING OF JANUARY 10, 2013; SPECIAL MEETING OF JANUARY 23, 2013

ACTION: Mark Holden moved to approve the minutes of the Finance Committee Meeting of December 19, 2012, the Finance Committee Special Meeting of January 10, 2013, and the Finance Committee Special Meeting of January 23, 2013. Tom Minotti 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

Mr. Cameron assured the committee that it would be tight but the BOE would finish up all right with the budget. He proceeded to review L2 dated 01/02/2013. A narrative and the L2 detail were distributed.

Salaries: Journal entries have been completed through February. 59.1% of the budget has been expended. “Other Payments—Certified” are significantly over budget because Pay-to-Participate collections have not been posted. When the spring season collections are over, the postings will be made; thus, significantly reducing the overage. Overages in the substitute and tutor accounts will be covered by grants and the Excess Cost Grant. Support Staff salaries are 64.9% committed vs. 66.3% at this time last year.

Benefits: The balances reported in the L2 are current with the exception of Workers’ Comp. 63.2% of the budget has been committed through February not including Workers’ Comp that may be charged to the BOE but have been paid by the City.
Health insurance is a continued concern. A crude projection reveals a possible budget overrun. Meetings continue with Paul Hiller and Robin Skowronski to investigate the effect of how the BOE pays for health insurance vs. the way it is charged to the Payroll. Meetings will continue until the transition from ADP to MUNIS is made.

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 Hiller will get this posted to the BOE account next month. The Trust indicated that all of the $750,000 budgeted this year will be spent.

**Instructional Materials:** 59.2% committed vs. 46.2% last year at this time. The elementary schools have used approximately 82.5% of their budget, SIS approximately 57.0%, SHS approximately 85.9%, Special Education approximately 66.9% and the Office of Instruction approximately 25.4%.

**Program Improvement & Staff Development:** 45.6% committed vs. 117.9% last year. Included are payments for curriculum work and outside vendors. Conference and Travel have increased due to arrangements being made for staff to attend a MUNIS users conference in Boston.

**Tuition:** Tuition is over budget by $227,334. The overage is in Special Education and is expected to be covered by the Excess Cost Grant. The City has received a check from the State for $755,524. The BOE will be requesting those funds shortly.

**Transportation:** Over budget $142,930 driven primarily by Special Ed. It is expected the Excess Cost Grant will cover it.

The Bridgeport school system is still trying to charge Shelton and Stratford for transportation to Magnet Schools.

**Administrative Expenses:** 81.7% committed vs. 83.3% at this time last year.

**Heat and Utilities:** The February report includes 8 months of UI and 7 months of Direct Energy usage. The usage has grown by less than 1% compared with the 3 year average. The account still looks good.

61,573.9 gallons of #2 heating oil have been delivered compared with a three-year average (excluding SHS) of 70,731 gallons. Last invoice charged $3.34 per gallon.

SHS is being heated with gas at this time.

The BOE was not chosen for the Photovoltaic program.

**Building and Equipment Services:** 98.1% of the budget has been committed vs. 79.0% last year. Future projects include repair of vandalized doors in the mini gym, interior doors in interior classrooms and possible installation of security cameras in the high school.
New front door locks and mullion assemblies have been purchased for SIS. A new card entry system is being installed at SIS compatible with systems at SHS and Central Office. The chiller project at SHS is underway.

Service contracts are approximately $155,000 over budget. Infinite Campus, Microsoft and Adobe licensing along with XENAPP server software and support are the drivers for the overage.

Ken LaCroix is going to check the lights at Long Hill.

**Support Services:** 97.1% of the budget is committed vs. 134.8% last year. The overage continues to be legal fees for negotiations and the fees for MUNIS implementation and training. The MUNIS expenses are complete.

Arlene Liscinsky requested a report from Allan Cameron on the savings from the new MUNIS/HRIS system.

CompuClaim is meeting with the staff to do implementation. The paperwork for CompuClaim has been submitted, and implementation planning has begun.

**Equipment:** 65.8% of the budget has been committed vs. 85.7% last year. Most of the commitment is for network infrastructure equipment. Promethean Boards have been purchased by the City for installation in SHS, SIS and PHS.

**Athletic Account Balance** as of 03/18/13 was $180,382.85.

**Parking Account Balance** as of 03/18/13 was $25,750.00.

**Pay to Participate**-Fall and winter season payments have been completed. $162,14.87 has been collected through February 28th from 518 SHS and 120 SIS students. $7,625.00 has been refunded for a net of $154,519.87. Collections are about $212,000 with the SIS sports soon to start. It appears that last year’s total collection of $217,000 will be reached. The goal is $300,000. Further discussion ensued regarding sports and burdens on families. Mr. Walsh felt that academics come first. To make electronic payments work, two bank accounts need to be opened.

Discussion followed regarding possible $50.00 cap being mandated by the State. Free and reduced lunch and the BOE caps associated with them were also discussed. It was mentioned that if changes were to be made, those decisions would have to be made before August.

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

Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary (03/18/2013 was handed out for review. The Reconciliation to the City was not available. It is expected to be available before he next Board Meeting.

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—Disruption reports have been received from Anthem and sent to CT Partnership. The Mayor is talking about becoming self-insured. There would be no taxes and Obama Care fees would go away. Anthem is quoting an 11% increase. Smith Brothers says the increase could go to 8% but not to 5%. Anthem would administer if the City were self-insured. Mr. Cameron and Mr. Burr are scheduled in April to go to a meeting to get a better idea of what self-insurance would look like.
   b. Workers’ Compensation—discussed previously. The $750,000 placeholder appears to be okay.
   c. Student Transportation—The Board of Aldermen met and granted a bid waiver.
   d. Capital Budget Request—included, as voted, in the budget proposal.

IV. NEW BUSINESS

1. Consideration of a potential request for a bid waiver for student transportation services

The BOA granted a bid waiver. The City will buy the busses. The bus service provider has to be chosen. There are a possible seven companies bidding on the three-year contract. Mrs. Liscinsky warned the Committee that the BOE never voted to approve City purchase of the busses.

**ACTION:** Win Oppel moved for the Committee to suggest to the BOE to consider that the BOE authorize the Superintendent of Schools to seek a bid waiver for the purchase of student transportation services, to include the operation and maintenance of the 60 new City of Shelton owned buses and to execute a contract
for those services with the proposer he believes offers the best value to the City of Shelton and the Board of Education.
Tom Minotti seconded the motion.
A vote was taken with all in favor with the exception of Mr. Walsh who voted no.
The motion carried.

2. **Consideration of a Building Use request by the Valley Amateur Radio Association**

It was suggested that Ken LaCroix’s former office on the second floor of Central Office could be used. Consensus was favorable.

V. **ADJOURNMENT**

**ACTION:** Arlene Liscinsky adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary