

SHELTON BOARD OF EDUCATION
SPECIAL FINANCE COMMITTEE MEETING
APRIL 22, 2015

Chairman Arlene Liscinsky called the meeting to order at 5:03 PM.

Pledge of Allegiance was recited.

Roll Call

In Attendance: Arlene Liscinsky, Chairperson, Win Oppel, Vice Chairperson, Tom Minotti, Faith Hack.

Also in Attendance: Mark Holden, Dominic Barone, Director of Finance, Freeman Burr, Superintendent, Kate Kutash, Kathy Yolish, (arrived at 5:15 PM).

Absent (Unexcused): Jan Francino-Quinn.

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

Tom Minotti moved to approve the minutes of the meeting of March 25, 2015. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

Tom Minotti moved to approve the check registers and YTD Object Summary (L2). Win Oppel seconded the motion. A vote was taken with all in favor. Motion carried.

A handout of the YTD Object Summary (L2) was handed out. Dominic Barone reported that everything is tracking as expected. He advised the board of a few updates.

Salaries: Tracking as expected. The only thing they are watching is the certified substitute's budget. This is not a surprise as they were aware that this would occur and are making an adjustment for this in next year's budget so we will not run into this situation again.

Benefits: There is still 3 months left and they are tracking this account because there is still a risk that this may go over budget. This is only the second year with this kind of data (self-insured vs. fully insured) so we do not have a lot of information to look at to compare it to for budget planning so we are building this data base as we go along.

Tuition: This has been a concern. This has not changed much. It is over budget. Mr. Burr advised that we just received a new special education student today. Mr. Barone advised that this is something that is hard to predict when it comes to preparing a budget for the upcoming school year.

Mr. Burr advised that there is a new attorney who will be handling the workmen's compensation claims for the BOE. His name is Tom Cotter from Cotter, Cotter & Cotter in Stratford, CT.

Transportation: We have essentially maxed out our budget for the bus propane fuel so we believe the city will start paying for the fuel. We have advised Santa Fuel to start sending the bills to city hall. Mr. Barone advised that the BOE gave the city about \$48,000 in fuel credits that we received from the IRS for propane fuel the BOE paid for. This is an annual credit given by the IRS for fuel consumption.

Heat & Utilities: We have expended 101.7% of the budget. We will further adjust this in April when we have a month's experience paying the Titan amounts now added to our UI invoices. It should be lower. We should receive the quarterly water invoice in April and we will re- review the account balances.

Building & Equipment Services: The service contracts have been the big money issues all year. We have reallocated the budget for next year so this will be covered. A lot of this expenditure is for software maintenance and service contracts.

Equipment: Much of the equipment was purchased through the City at the beginning of the fiscal year. This group is not comparable to prior years because of the agreement with the city to purchase equipment.

There was a discussion regarding Sodexo. Dominic advised that we may go out to bid again for next year because of the Sate of CT.

CABE Policy: Mr. Burr advised that during the last policy committee meeting the general consensus was to move forward with contracting services with CABE. Mr. Burr followed up with an email to Vin Mustaro and Mr. Mustaro sent along an outline of what will be done as well as an estimated timetable. He is expecting to start in June. The fee is \$1800. Mr. Barone advised that there is money in the general fund to cover this expense.

Dominic Barone advised that we are waiting for a formal offering for the audio equipment that is being donated to the SHS weight room. Once this is formalized we can accept it. Win Oppel suggested that Dr. Smith add her signature of approval on the formal donation offer once it is received.

Facilities Projects

Dual Fuel: Mr. Barone advised that the dirt erosion around the propane tank at Mohegan School needs to be addressed. Dominic also advised that Santa Fuel sent a contractor to repair all four chimneys at the schools and Santa will bill the city for the work.

Fortification Project: Mr. Barone advised that the Board of Aldermen approved funding for security upgrades.

Solar City: Solar City met with Ken LaCroix. They put together a schedule for the next 4 – 5 weeks to go and look at all the roofs and take pictures, etc.

The logo is being repaired/replaced on the SHS football field because it is falling apart. A replacement piece has been ordered.

Over the spring vacation the following items were completed:

SHS - Nurse's office is complete.

SIS - water fountain installed in the cafeteria

ESS – Electrical was fixed in the safe room. The vendor that was working there last month drilled through some conduit causing a short. The vendor will pay us for the work that we did.

LHS – All of the hallways were painted. The bathrooms were touched up and one was completely repainted.

MOH – Kitchen floor was done.

SSS – Finished the parent conference room.

There is an issue with the doors falling apart from use at PHS. Heaving is requiring taking the thresholds out. The cameras are a close-out issue.

Chairman Arlene Liscinsky wanted to make a statement in regards to a draft that was passed out at last month's finance committee meeting. She advised that this document was only a draft that was not voted on. Arlene wanted to make a point that any document from any committee that is a draft of a policy or draft document of any form should remain within the confines of that committee until it is approved and voted on. Then it can go out to the public.

There was a discussion on the health insurance reserve fund.

Tom Minotti moved to go into Executive session for the purpose of discussing personnel issues. Win Opper seconded the motion. A vote was taken with all in favor. Motion carried.

The meeting went into executive session at 6:00 PM. Carole Pannoza arrived at 6:00 PM for the executive session portion of the meeting.

The regular portion of the Special Finance Committee resumed at 6:25 PM.

There was no further business to discuss.

The meeting was adjourned at 6:25 PM.

Respectfully Submitted;

Teresa Milyo
Recording Secretary