

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
May 18, 2016**

Chairman Win Oppel called the meeting to order at 5:06 PM.

The Pledge of Allegiance was recited.

Roll Call

In Attendance: Win Oppel, Chairperson, Arlene Liscinsky, Vice Chairperson, Faith Hack, Mark Holden, Darlissa Ritter.

Also in Attendance: Chris Clouet, Superintendent, Dominic Barone, Director of Finance, John Calhoun, Director of Facilities, Cathy Araujo, Finance Assistant, Manoj Wadhvani, representative from Caris Health, Judson Crawford, Shelton Senior Center Commission.

Absent: Tom Minotti, (excused), David Gioiello, Jr., (excused).

Win Oppel made a recommendation to move the Caris Health presentation to the beginning of the meeting agenda.

Arlene Liscinsky moved to approve the agenda with the recommended change that the Caris Health presentation be moved to the beginning of the meeting agenda. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

Dominic advised the board that he and Carole Pannoza as well as some representatives from the City have met with Caris Health over the past month and a half. He explained that Caris Health does chronic care management.

Caris Health has identified some opportunities to potentially save some money on our health insurance. Dominic invited Manoj Wadhvani to come to this meeting so that he could explain the service to the board and address any questions that the board may have about this opportunity. Mr. Wadhvani passed out a detailed report with an analysis that was done as well as recommendations for the health benefit member risk implementation plan. This company will work closely Anthem. Caris provides a care management team who will develop a care management program for individuals with chronic health issues. This plan is being offered in addition to the current health plan. The cost would be paid by the BOE and not the employee. It will be a cost saving over all for the BOE.

Mr. Oppel voiced concern over the fact that information may have been given to Caris Health by Anthem without the employees' knowledge. It was stated that any information that was shared did not contain individual names. A discussion on this was had.

It was decided that there will be another meeting on this subject to discuss how we can broach the issue to the employees for the disclosure of data. The HR Director will be invited to this meeting as well.

Arlene Liscinsky moved to approve the minutes of the meeting of April 20, 2016. Darlissa Ritter seconded the motion. A vote was taken with all in favor. Motion carried.

Old Business

Dominic Barone handed out the YTD Object Summary (L2).

Salaries: He is a little concerned about the certified sub line. This is a busy month so there may be a little overage in that account.

Benefits: No concerns in this area. Medical insurance is going to be under budget.

Tuition: Dominic does not see this changing too much. He does have a concern about some of the magnet schools wanting to start billing the districts in the future. Arlene advised that she did some research and advised that what we would need to do is go back to the original agreement between Shelton and that school to see what the agreement was at the time.

Transportation: Special Education is driving this account over budget. He has asked transportation to look at some open purchase orders to see if some of them can be closed out. If so, this may add a little more money to the account.

Building and Equipment Services: Dominic advised that they are going to start working on the PHS closeout. So there will be some charges on this account. Dominic is going to request that we transfer some money into Service Contracts because there is going to be more renewals that will be due at the end of the fiscal year. Also he would like to add enhancement modules for School Dude for preventive maintenance and building use. Dominic would also like to transfer some money into the equipment account because they would like to move forward with getting the furniture for the SSS media center and also he would like to purchase more wireless access points (WAPS).

Grants:

300 Series – One year annual grants that they are going to be spent by the end of the year.

400 Series - We are in the first year of these two year grants so there is one year left on these.

500 Series – Two year grants and we are in the second year of these grants.

Adult Education: This could be streamlined. Brief discussion was had.

Petty Cash: When scholarships were transferred to the Valley Foundation, it was thought that the Class of "66" accounts was a scholarship account, but as it turns out it was their class reunion fund. So when they went to have their reunion the money wasn't there so a check was written from the Petty Cash Account for \$655.37.

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

Faith Hack moved to approve the check registers as presented, dated 4/8/16 and 4/28/16. Darlissa Ritter seconded the motion. A vote was taken with all in favor. Motion carried.

Cafeteria Bid: Sodexo was the only company that responded to the bid. The reason for the one bid is that everyone was forced to go out to bid and he knows of only one district that received more than one bid. Dominic, Cathy Araujo and Faith Hack reviewed Sodexo's bid. There was no change to the original bid. They came up with some ideas to help improve the program. An app so you can preorder, maybe a food truck, etc. They are trying to focus on wellness for the students and getting them more involved. The biggest concern is that this program loses money each year. Dominic advised that the language in the contract states that Sodexo will forfeit the \$55,000 fee if there is a loss for the year, but we are responsible for everything above that. Mr. Barone advised that they will sign a new contract for just one year (with options to extend each year for four additional years), but he would like to ask that Sodexo give up the fees if there is a loss and see what they come back with as an offer. If we are not happy we can go out to bid again next year. The contract needs to go to the State by 5/23/16 for their

approval. Dominic will be meeting with Sodexo tomorrow, 5/19/16. Dominic will advise them that the Finance Committee has some concerns about the risks involved in this contract.

Project Report: A handout was passed out.

SSS ES Roof: The contractor is The Imperial Company of Cromwell. They have requested additional asbestos testing. This is in the process of being scheduled

SSS ES Media Center Furniture: BOE will recommend a bidder for award this week.

3 School Fortification Project (LHS, MOH & ESS): Contract has been signed but work will not be started until the summer. These need to get CHRO approval on these. The city is working on this.

SHS Fire Code Compliance Project: Project went out to bid and there was a pre-bid meeting.

Energy Performance Contract: Project went out to bid. There was a pre-bid meeting.

PHS Closeout: Joe DeSanti is working on that. Hopefully he will get out here this week to go through the ineligible cost worksheet and document all the different changes for the state. That is the key component that would actually get more money to the city. If this happens this week we should see the money in a few months.

John Calhoun gave a report on Issues & Accomplishments for April/May. A handout was given out. John advised that he has been working with Aquarion Water on some back flow prevention issues. Mr. Calhoun handed out a water quality assessment for the Shelton Public Schools. They met with Aquarion Water Company executives and Naugatuck Valley Health personnel. The testing was finished on Monday and they are waiting on the results. Aquarion and Naugatuck Valley performed the test as a courtesy so there is no charge for this testing. Looked at the infrastructure of the pipes coming into the building to make sure that these were acceptable and to make sure that they were not a source of lead. John also had a list from the EPA that covered water coolers and drinking fountains that have been manufactured over the years that could potentially contain lead. They looked at everyone one of these in all of our buildings and none of these units are in our buildings.

Mr. Calhoun advised that he is working with several contractors on the PHS punch list. Some of these items will not get started until the day after school is out.

John is also working with the contractor who is installing the fuel cell at SHS. This is an initiative through the city. This project will be done by December. Mr. Opiel asked if there could be some type of educational component for the Science class for this project. Maybe the company can put something to show what the fuel cell is actually doing. This would be a great learning opportunity for the students. John thought this was a very good idea and he will look into that.

Mr. Calhoun advised that some repairs on the LHS kindergarten playground have been done to make that area safer.

John has been getting some pricing to get some school signs replaced. He is also looking into getting a sign that will go directly on the BOE building as well as a small sign by the driveway entrance.

Dominic Barone addressed the board regarding a possible credit card with Home Depot and what the procedure would be. He would like this credit card for small purchases of miscellaneous supplies. There would be one card that the finance office would hold onto and there would be only 3-4 authorized users for this card. The authorized users would need to sign out the card and then return it once the purchase is made. These individuals have not yet been determined. The board was in agreement that this was a good idea to have the credit card.

Dominic Barone wanted to address the Board regarding transfer of funds. He would like to propose the following:

| <u>Object</u> | <u>Description</u> | <u>Increase</u> | <u>Decrease</u> | <u>Reason</u> |
|---------------|-----------------------|-----------------|-----------------|--|
| 5423 | Service Contracts | \$ 200,000. | | Cover Projected Needs |
| 5690 | Replacement Equipment | \$ 4,126. | | Cover Overage |
| 5731 | Equipment | \$ 240,000. | | Cover SS Media Center Furniture & WAPs |
| 5210 | Medical Insurance | | \$ 444,126. | Expected Savings |
| | | \$ 444,126. | \$ 444,126. | |

Faith Hack moved to make a recommendation to make the transfer of funds as presented. Arlene Liscinsky seconded the motion. A vote was taken with all in favor. Motion carried.

Darlissa Ritter inquired about putting a hold on the supplies and materials purchases for Science and Math for the spend down that we usually do every year due to the fact that we are currently looking at different programs for both of these areas. She thought that it would be more cost saving to wait to see if we go with a different program before the purchases are made. Mr. Clouet advised that no decision has been made on the different programs. He would like to talk with Tina Henckel to make sure that she is not already working on something with some of the teachers for purchases.

There was no further business to discuss.

The meeting was adjourned at 6:50 PM

Respectfully submitted;

Teresa Milyo

Recording Secretary