

**SHELTON BOARD OF EDUCATION
REGULAR FINANCE COMMITTEE MEETING
CONFERENCE ROOM D
MAY 20, 2015**

Chairman Arlene Liscinsky called the Regular Meeting of the Shelton Board of Education Finance Committee to order at 5:03 p.m.

The Pledge of Allegiance was recited.

Roll Call:

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

Absent (Excused): Tom Minotti.

Absent (Unexcused): Jay Francino-Quinn.

Quorum: 3 members present.

Also in Attendance: Mark Holden (via Skype), Kate Kutash (arrived 5:08 p.m.), Kathy Yolish, Dominic Barone-Director of Finance, Freeman Burr-Superintendent of Schools (arrived 6:15 p.m.), Carole Pannozzo-Director of Human Resources (arrived 6:00 p.m.), Sara Legister-Superintendent's Intern (arrived 5:14 p.m.), Deborah Keller-Shelton Education Association President, and Judson Crawford, Shelton Senior Center.

Faith Hack MOVED to approve the agenda, SECONDED by Win Oppel. A vote was taken with all in favor. Motion carried.

Dominic Barone requested some adjustments to the agenda, to include eliminating the topics of Student Transportation and the Health Insurance Reserve, and adding the proposals from SEA and SAC, to be discussed as the last agenda item in Executive Session.

Faith Hack MOVED to amend the agenda to eliminate the discussion of Student Transportation and the Health Insurance Reserve, and to add the SEA and SAC proposals for discussion in Executive Session, SECONDED by Win Oppel. A vote was taken with all in favor. Motion carried.

Faith Hack MOVED to approve the minutes of the meeting of April 22, 2015, SECONDED by Win Oppel. A vote was taken with all in favor. Motion carried.

Faith Hack MOVED to approve the Check Registers dated April 14, 2015 and April 30, 2015, SECONDED by Win Oppel. A vote was taken with all in favor. Motion carried.

Review of Year-to-Date Object Summary (L2): Dominic Barone reviewed the report with the Board.

Salaries: Tracking pretty well. They were projected at the end of March and will be projected again after the payroll is posted this week. There will be a lot of balloon payments made in June. Teachers always get balloon payments, and some of the other groups are now receiving balloons as well.

Benefits: Tracking okay. Medical insurance is tracking okay. We think there may be a savings there. This will be monitored carefully over the next few months. Formerly the medical was through Anthem and prescriptions through Maxor separately, but this year it's been combined with the HDHP, and are based on actual claims. Invoices are frequently received. This will be watched through the end of the year. We will receive bills through the middle of July for fiscal year 2015 claims. There's a possibility the last quarter will be larger than the other quarters. Dominic noted this will be monitored weekly.

Tuition: It's been a challenge all year. This will be offset with the Special Ed. Excess Cost Grant. Mr. Barone will meet with the City's Finance Director Paul Hiller next week to settle the accounts. He explained the BOE does the grant application. The funds go into the City account, and the BOE account gets credited for the grant.

Transportation: Not much has changed. We tapped out on the propane. The City has to pay the remaining balances. The prices keep tanking. Service was done on one of the tanks. A clogged filter needed to be replaced. The City received a \$1,200 invoice for the fuel filter, which Paul Hiller felt the BOE should pay. Mr. Barone said the BOE will push back as it's the City's filling station and pump. This filter upgrade will be required approximately every other year.

Utilities: It was a pretty good year in this category. While gas was overspent, heating fuel was under spent. Electricity came in okay. This category should come in a little under budget.

Building and Equipment: There has not been a lot of change. Service contracts have been an issue all year. The budget has been realigned for next year, which should align better with expenses. Dominic will track the software licenses separately.

Equipment: The reason for the negative committed amount is due to the occasional items that are purchased for the high school from the Activity Accounts. The check comes in and gets credited, but the equipment order via purchase order has not yet been done to reconcile the account. It's a timing issue.

Petty Cash: A brief discussion was held concerning the petty cash itemization and the reason some items weren't charged to specific funds. Mr. Barone explained that Petty Cash is not a budgeted item. It's used for purchases that purchase orders won't cover. The charges will be appropriated to the proper line items.

Chairman Liscinsky asked SEA President Deborah Keller about the status of the Teacher of the Year. Ms. Keller said the Teacher of the Year is in process. They are down to five finalists. The problem now is the difficulty in getting the committee together to meet. The Teacher of the Year should be named by the end of the year.

Grants: Dominic Barone said he has filed the paperwork for specific grants. The money has to be given to the City. It is not known yet as to whether or not budget money will be given back to the City. Mrs. Yolish noted the dates of the budget workshop occurring this week. Mr. Barone and Mr. Burr met with Mayor Lauretti on Monday. Nothing was resolved. They will meet again on Friday.

Facilities: Mr. Barone noted there are print-outs of the roof photos available for the committee to view related to the Solar City project.

SHS Code Compliance: Paperwork is at the State. The State rejected the Board of Aldermen's funding authorization because it wasn't specific enough. Dominic sent a second Board of Alderman funding authorization to the State via e-mail, which was also rejected. The state is requiring more specific language concerning the source of the funding. Dominic will speak with the State to obtain these requirements, and he will request a review of other parts of the application.

Fortification (3 School Project): Approved by the PIBC. There are concerns about getting the project completed on time. Silver/Petrucci, the architect, was not present at the last Public Improvement Building Committee meeting to provide an update.

Sunnyside Roof: On Monday it was approved to go out to bid. Mr. Barone has begun filing with the State preliminarily. The project is registered on the state website. This will follow the same process as the Code

Compliance project. He is very concerned about the timeline and logistics for the project. The PIBC was authorized to go out to bid, but it is unclear as to scope.

SHS Renovation (initial project) and Perry Hill projects: Mr. Barone met with construction consultant Joe DeSanti and Ken LaCroix to get the close-out process going for each of the projects. Punch list items are being compiled and will be brought to the appropriate committees for approval.

Security Grant: Approved by the Board of Aldermen. The State extended the timeline a year from 6/30/15 to 6/30/16. The first component of the grant is a generator and a/c unit for the high school server room. This is critical as the server room is our nerve center. The high school was designated as a shelter. The security grant offers some reimbursement. The second component is new access controls for the elementary schools. The third is tying in surveillance systems at PHS, SIS and SHS with the security server; the systems are currently independent. The last piece is replacement of two-way radios that are old and failing.

Booth Hill: Chairman Liscinsky asked about the orange lanterns/cones that say BOE. Dominic Barone said they are not on the lists right now. It was requested they be repaired before the start of the new school year.

General Facilities: The mid-field section of the high school football field was cut out and replaced. Vice-Chairman Oppel advised he will send Dominic Barone information he received from Bernie Simons regarding a company that replaced turf fields in other towns at a low cost. Dominic said he's hoping to get another year out of this turf field.

Baseball Field: The problem with the scoreboard was resolved. Ms. Keller questioned the City's fiscal responsibility for use of the fields, noting their costs are higher than ours.

SIS: The broken water coolers were rebuilt. After they were fixed, some were vandalized and needed to be refixed.

Vice-Chairman Oppel questioned the status of the LP tanks jumping out of the ground at Mohegan. He thought there would be a fence put around it. Dominic Barone said they repaired these tanks. They anchored and mounded the area but no fence was put up. Some of the covering eroded. We need to see if the City will touch it up for us.

New Business:

Sodexo: Mr. Barone stated he met with Alan Dean of Sodexo. Mr. Dean said Sodexo's union negotiations are finalized. Some concessions were received from their union, and some savings have been realized. This service may eventually need to be re-bid because of an issue with the State approved RFP. Sodexo is projecting a loss. Dominic said we will have to kick in to fund part of this loss, per the contract. Chairman Liscinsky suggested asking them to come back with additional proposals before we pay towards the loss. Sodexo is looking to do some things differently next year. They don't think they will need to use capital to redo the high school cafeteria, so they may want to reinvest in an upgrade of the POS (Point of Sale) system.

Donations: Mr. Barone hasn't seen anything new regarding the sound system donation. The donor is supposed to be sending in a letter. Once received, the letter will be forwarded to Dr. Smith for her review and approval.

One of the PTO's wants to donate an outdoor basketball unit, to include a hoop, net, and base.

New Purchases: Dominic Barone brought forward some items for consideration.

The first is cleaning/stripping machines for the elementary schools. These are stripper-less machines. The approximate cost is \$3,800/each. He would like to purchase three of them. Vice-Chairman Oppel suggested asking for a quantity discount.

The second is Tyler software for the Munis system. He would like a report writer for customized reporting and which will provide more flexibility. He also would like a forms generator for the financial forms package to allow certain financial documents to be generated, to include A/P checks and purchase orders. This will also offer better security. The total cost is \$15,000 and includes training for the report writer and installation. A brief discussion further ensued.

The third item is a new phone system for Central Office. The current system is ten to eleven years old and is becoming unable to be maintained. We run the risk of losing communications in the building if the system goes out. We don't know if the system can be repaired if this happens. The estimated cost is \$20,000 for a new digitally-based system. The goal would be to bring in a system that can eventually be tied in with other district phone systems. Mr. Barone will look at where the savings are and would like to use that money to purchase the system this year, if possible. Chairman Liscinsky requested a prioritized list in the event there are savings.

Executive Session:

Faith Hack MOVED to enter into Executive Session for the purpose of discussing the SEA and SAC proposals, SECONDED by Win Oppel. A vote was taken with all in favor. Motion carried. Invited to stay with all Board members in attendance were Superintendent Freeman Burr, Finance Director Dominic Barone, Human Resources Director Carole Pannozzo, and intern Sara Legister.

Executive Session began at 6:15 p.m.

Faith Hack MOVED to come out of Executive Session, SECONDED by Win Oppel. A vote was taken with all in favor. Motion carried.

Regular Session resumed at 6:47 p.m.

No votes were taken in Executive Session.

Chairman Liscinsky adjourned the meeting at 6:48 p.m.

Respectfully Submitted,

Eileen Victoria

Eileen Victoria, Recording Secretary

May 28, 2015

One (1) Tape on file in the Finance Office.