

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
JUNE 15, 2016**

Vice Chairman Arlene Liscinsky called meeting to order at 5:10 PM.

The Pledge of Allegiance was recited.

Roll Call

In Attendance: Arlene Liscinsky, Faith Hack, Mark Holden, Tom Minotti.

Also in Attendance: Kate Kutash (BOE member), Kathleen Yolish (BOE member), Dominic Barone (Director of Finance), Christopher Clouet (Superintendent), Deborah Keller (Shelton Education Association) , Daniel DiVito (Director of IT).

Absent: Chairman Win Oppel (Excused), David Gioiello, Darlisa Ritter (Excused).

Dominic Barone made a recommendation to add two items to the meeting agenda, the IT department restructuring and the 2017 budget adoption.

Dominic Barone also made a recommendation to move the IT presentation to the beginning of the meeting agenda.

Faith Hack moved to approve the two additions to the meeting agenda and the recommendation to move the IT presentation to the beginning of the meeting agenda. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.

Dan DiVito handed out his presentation entitled, "Proposed IT Department Re-Organization".

Dan DiVito voiced that it had been several years since the committee looked at the structure of the IT department; which led him to take time to do an analysis that he now wanted to go over and explain.

The explanation would help the committee understand where the IT department is , how the IT department arrived there, what the current structure is, and what the proposed structure is.

Dan DiVito stated that the current department structure consist of the Director of Technology, a Network Engineer, two Network Technician A's, one Network Technician B, one Data/Instruction analyst, and two Technology Interns.

Dan DiVito expressed that we've had a couple of busy years within the district regarding the IT department. Since 2013 we have added 2100 Chromebooks "laptops", 600 Chromeboxes "desktops" (the word chrome indicates that the system runs on Google's operating system and not Windows operating system), 200 interactive whiteboards, 8 new servers, and 2 new storage area networks. We have re-implemented 500 previously obsolete workstations; these are additional items, not replacements of existing equipment but brand new items that needed to be supported. The total of technology related items that we support throughout the district equals 5800.

The device to technician ratio, which is the total number of devices divided by the number of staff members, gives an accurate description of how much support you actually have. Right now our ratio is 1 technician for every 1250 devices. The national average of an organization our size, which is around 5500 people, including staff members and students, is 1 technician for every 580 devices. We have number results populated from using our work order system. Last year 2014-2015 we had 816 new work

orders per month on average. This year on average we have 946 new work orders per month. The current number of work orders is 428. The average time to complete a work order is 275 hours. This amount reflects the time it takes from beginning to end for a work order to be completed. Essentially it takes weeks for a work order to be completed. This is not good and not the response that we want to provide. We feel for the users who need our help, but there are only so many hours in our work day to be used to do something about each situation.

Technology is not just replacing drives and installing promethium boards. There is a lot more to it. Security is becoming increasingly important. We experienced system attacks in last November and in May. Unfortunately we don't have time to be proactive. We are reactive to conditions like that. There is simply not enough time because we basically have to perform triage. Do we deal with proactive maintenance on servers or help the teacher who can't provide a planned lesson using the promethium board that is currently down? We have to help the teacher. Also, the average age of our technology is five years old. That is just an average. Some of our equipment is over a decade old. Eventually you run out of "bubblegum and duct tape" to keep things together.

By calling local districts as well as all districts in our DRG we found out that all districts have a lower technician to device ratio than us that is closer to 1:800. Their Network Technicians spend the majority of their time on the back end infrastructure. Our Network Technicians are splitting their time between front end and back end. The average annual salary of a network technician is \$85,000. Right now we pay \$61,000.

Daniel DiVito stated that there is not enough staff but all of this technology that needs to be fixed.

Daniel DiVito stated that we recently lost one of our technicians because people are starting to realize that our pay scale isn't up to par with local competition. If we really want to attract the talent we have to pay accordingly. When you talk about entry-level positions, it's fine to have a little bit of turnover, but with the Network Technician A position there is so much tacit knowledge that they have about your network and understanding how the network works. There is no physical understanding everything is in that person's brain. When you lose a person on a network technician or network engineering level you lose an unbelievable amount of tacit knowledge. Things have to be customized because we are a school district. So in the IT department retention is very important. It can take a replacement person a year to truly understand the back end. This is a problem and part of the reason that we are looking at some proposed changes in the IT department.

The first change would be reducing overtime. The proposal is to reduce overtime, about an 80% reduction in overtime allocation for the IT department and convert our two intern positions to two full-time entry level workstation support technicians.

Daniel DiVito stated that the salary would be around \$40,000. With the reduction in overtime and with the basic conversion from the intern to the full time position the total cost would be around \$18,000.

Daniel DiVito stated that these two positions would give us around 30 extra hours to be worked per week and since these two positions will be full-time district employees, they will have full access and more responsibilities opposed to interns who aren't granted full access. This will increase support on the "break, fix" level where we have the largest amount of work orders. The Network Technician A's will be able to tackle the proactive maintenance that we so sorely need to do. The reduction in overtime alone should save us about \$18,000. The Network Technician B will now be the escalation point for the

Workstation Support Technicians. That change will benefit the Network Technician A's for they will not be called to do much front end work as they have previously been called to do instead of handling proactive maintenance. We want to realign the salaries to be more in line with their true scope of work to remain competitive with local districts. We also want to have the proper talent and we would like to increase our retention rate.

Vice Chairman Arlene Liscinsky suggested that Dominic Barone do a cover sheet with the estimated cost, to also make a note that there will be a possible phase 2, and to show where the \$18,000 needed for the new positions will come from.

Mark Holden suggested that the committee should recommend the IT Department restructuring to the full board with the understanding that they will have to have the information on Friday.

Tom Minotti MOVED to approve moving the proposed IT Department reorganization phase 1 to the rest of the board. Faith Hack SECONDED the motion. A vote was taken with all in favor. Motion carried.

Daniel DiVito left

Tom Minotti MOVED to approve the minutes of the May 18, 2016 meeting. Mark Holden SECONDED the motion. A vote was taken with all in favor. Motion carried.

Tom Minotti MOVED to approve the acceptance of the Check Registers through May 31, 2016. Faith Hack SECONDED the motion. A vote was taken with all in favor. Motion carried.

Dominic Barone handed out the L2 Report.

Dominic Barone stated that things have tracked okay. The salaries are tracking almost in line with what they tracked last year. June is a big month because of balloon payments. The medical insurance will come in under budget. The last couple of months have been somewhat higher than expected. Overall there will still be a significant amount of savings in that account.

Worker's compensation will just be a journal entry for (447,000). The city of Shelton allocates to us the cost. That's how we will end up with (600,000).

Transportation should come down. Right now it looks a little over budget, but we are going to work on that. We cut some purchase orders for transporting students, a few students subsequently left the district and after we cancel the purchase orders it should reduce the encumber amount.

Tom Minotti stated that in the last set of minutes we said that we would look into the request of the magnet schools asking us to pay tuition.

Dominic Barone responded that we haven't looked into it yet, that isn't for next year, and that we will be looking into our agreement with the magnet schools.

Administration is tracking well.

The (5598) the "other services" expenditures are reduced because we clear athletic transactions through there. After that athletics gives us a check from gate receipts to cover these expenses.

Kathleen Yolish left

Dominic Barone pointed out that we are waiting on our final bills for heat and utilities. We believe that we are right on with our projections.

With Building and equipment services we've made some investments to yield later savings. Such as media furniture for Sunnyside, wireless access points, and a few other things.

Mark Holden asked if we will have everything spent this fiscal year for the Perry Hill Closeout.

Dominic Barone stated that we believe that it's going to be done and that we may actually have a little bit of savings.

For grants we plan on spending all of our one year grants. We've spent all of our second year grants and we will have some carry over on our two year grants into next year.

Line 220, 221, and 227 are not our funds. These grants belong to the Valley Regional Adult Ed.

Dominic Barone stated that we think that we will have a \$150,000 surplus in the general funds and that is subject to where the insurance ends up; possibly 200,000.

Mark Holden MOVED to approve the 2015-2016 L2 through May 31, 2016. Faith Hack SECONDED the motion. A vote was taken with all in favor. Motion carried.

Old Business:

Dominic Barone mentioned that the cafeteria bid we left up to Sodexo. Sodexo initially offered to forgo \$50,000 of their management fees. This current year we asked them to forgo \$50,000 from management fees and \$50,000 from administrative fees. They agreed to forgo \$50,000 in management fees and \$30,000 in administrative fees.

The contract right now is at the state and once the state reviews and approves it we will bring it to the board.

Related to Caris Health, Dominic Barone stated that he has contacted Blue Cross Blue Shield and asked them not to release BOE information with employee names. They agreed to exclude our division code until we authorize them to use it.

Dominic Barone also suggested that another Caris presentation be done in order to answer unanswered questions. People should submit their questions to Dominic Barone and he will forward them in order for all unanswered questions to be answered during the presentation.

Dominic Barone then suggested that we bring in (Caris Health) for a special meeting just to do the presentation so that we understand it better.

Vice Chairman Arlene Liscinsky suggested that we allow them to have an hour to do their presentation during the special meeting. 30 minutes would be allocated to the presentation and 30 minutes to answer questions. Any answered questions will be forwarded to Dominic Barone through email and he will forward them to the (Caris Health) representative to be answered.

Dominic Barone stated that John Calhoun put together a handout to highlight the issues and accomplishments of May/June 2016 and the goals and objectives for July.

Dominic Barone highlighted the current positions of certain projects, such as the Sunnyside ES Roof, SHS Fire Code Compliance Project, and 3 School Fortifications.

New Business:

The Budget Allocation Proposal for 2016-2017 was handed out.

Dominic Barone stated that what he did was take our original budget request and laid out some adjustments to get us to what he would propose as our final budget. This was done because we requested \$71,117,230.00 and we only received \$70,470,000.00. The shortage amount is about \$647,230.00. The adjustments have been highlighted in the proposal handout. Adjustments were made for teacher and administrators, medical insurance, school bus fuel, wide area network, natural gas and propane, heating fuel, purchased services, and liability insurance.

Vice Chairman Arlene Liscinsky suggested that the estimated \$18,000 needed for the IT department restructuring phase 1 be added to the proposed budget before adoption by the board to be approved.

Dominic Barone stated that the \$18,000 needed will not be an amount added to the budget but an amount that will be used within the existing proposal. This will be shown in the updated proposal to be done by Dominic Barone.

Faith Hack MOVED to approve the committee to recommend to the board for the reallocation of dollars for the 2016-2017 year. Tom Minotti SECONDED the motion. A vote was taken with all in favor. Motion carried.

Dominic Barone brought to light that next year is a 27 pay year which occurs every eleven years, biweekly payroll is 27 disbursements. This will mainly impact our salaried 12 month employees and "annualized" 12 month employees.

Vice Chairman Arlene Liscinsky adjourned the meeting at 6:30PM

Respectfully Submitted,

Anita Smith

Recoding Secretary 6/22/2016