

**MINUTES FROM THE REGULAR  
MEETING OF THE FINANCE COMMITTEE OF THE SHELTON BOARD OF EDUCATION  
JUNE 18, 2014**

The meeting was held in the main conference room at Shelton Intermediate School. Chairman Arlene Liscinsky called the meeting to order at 5:15 p.m.

**Pledge of Allegiance**

**In Attendance:** Committee Members: Committee Chair Arlene Liscinsky, Faith Hack, Tom Minotti, Win Oppel, and Mark Holden, BOE Chairman.

**Absent:** Jay Francino-Quinn.

**Also in Attendance:** Allan Cameron, Director of Finance and Freeman Burr, Superintendent of Schools; Board of Education Members Kate Kutash and Kathy Yolish; Alderman John “Jack” Finn, Judson Crawford, Senior Commission and Dominic Barone, the Finance Director designee.

**Approval of the Agenda:**

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

**Approval of the minutes of the May 21 meeting:**

**ACTION:** Win Oppel moved to approve the minutes.  
Faith Hack seconded the motion.  
A vote was taken with all in favor. Motion carried.

**Review and Approval of the Year-to-Date Object Summary:**

Mr. Cameron distributed the L2 Narrative, for review in conjunction with the YTD Object Summary (dated 06/13/14). He reported that with the help of the Special Ed. Excess Cost reimbursement and charging additional Spec. Ed. expenses to the IDEA grant, as of May 31, it is expected that all of the previously projected cost over runs, i.e. in the areas of substitute teachers, tutors, utilities, heating fuel, tuition, transportation and propane will be covered by savings in other areas of the budget. He acknowledged the efforts of Mr. Burr and the staff to control costs in all areas. A discussion took place around the substitute teacher overage; Mr. Burr said that the HR Director will investigate the causes after school is over, and provide a report. After covering the projected shortfalls in all other areas, Mr. Cameron reported an unexpected budget overrun in the self-insured Medical Insurance account. Credits are expected in early June; however, it is projected that at year end the posted expenditures will exceed the budgeted amount. There was a discussion around the merits of being fully insured vs. self-insured.

Mr. Cameron suggested that the Board adopt a motion authorizing the Superintendent to notify the fiscal authority (the Board of Aldermen) and the Mayor of the potential over expenditure and to notify them of the possibility that the Board may need to access its reserve and may even need a supplemental appropriation to cover the projected shortfall.

**Motion: “Consideration of the Finance Committee to recommend to the Board of Education that the Board direct the Superintendent to inform the Fiscal Authority and the Mayor of the possibility of the need to use the BOE reserve and even the need for a possible supplemental appropriation resulting from projected over expenditures in the Board’s self-insured medical insurance account.”**

**ACTION:**

Motion was made by Mark Holden  
Win Oppel seconded the motion  
A vote was taken with all in favor. The motion carried.

**Motion to accept the Year-to-Date Object Summary as presented.**

**ACTION:**

Motion was made by Mark Holden  
Win Oppel seconded the motion  
A vote was taken with all in favor. The motion carried.

**Motion to approve the check registers for May, as presented.**

**ACTION:**

Motion was made by Tom Minotti  
Faith Hack seconded the motion  
A vote was taken with all in favor. The motion carried.

**Other Items:**

Mr. Cameron reported on the following:

1. This year the final payment of \$42,500 will be made, from the Athletic Account, to the City for the turf field.
2. The money collected in the Student Parking Fees account; \$24,100 will be credited to Account 5112, to be applied to the security guards.
3. Because of the budget agreement, this will be the last year for Pay-to-Participate. The balance in the P2P account will be credited to account 5114 “Other Payments-Certified” reducing the amount of over-expenditure in the account from \$341K to approximately \$100K.
4. A discussion took place concerning student transportation and the impact of the transition on ADK; it appears that some route changes will occur at the elementary level but there should be little substantial impact; no additional buses are expected to be required.
5. Facilities:
  - a. Mr. Cameron and Ken LaCroix are completing an application to United Illuminating for a UI sponsored retro-commissioning project at Shelton High School. UI has said that they are interested in participating in the project and will follow up in late Sept. early October.
  - b. A contract has been signed with Pierz Associates for the fire code compliance assessment at SHS; Committee Chairman Don Sheehy is planning a “kick-off” meeting for the project.
  - c. **Security Projects:** The camera project is almost finished; the ballistic film project was approved and funded by the Aldermen at their June 12 meeting – contracts are being prepared. The stainless steel mesh is finished at Sunnyside and Booth Hill and all of the doors at SHS. The side-lites at SHS are next; with PHS and SIS to follow over the summer. A breakthrough occurred on the fortification project; at a meeting between Mayor Lauretti, Architect Dean Petrucelli and principal Beverly Belden. It was agreed that an Environmental

Consultant is no longer required and the scope of the projects were expanded to include the other entrances to the schools.

- d. Summer projects were previewed; the emphasis will be on preparing the schools for ADK.
6. The Finance Committee chose not to recommend any action on the dance school contract to the full board.
7. **FOOD SERVICE MANAGEMENT CONTRACT:**

Mr. Cameron distributed a listing of Sodexo's proposed meal prices for 2014-15 together with information on meal pricing in the surrounding area.

**Motion: "Consideration of the Finance Committee to recommend that the Board of Education approve the revised menu prices proposed by Sodexo for 2014-15."**

**ACTION:**

Motion made by Win Oppel

Motion seconded by Tom Minotti

A vote was taken with all in favor. The motion carried.

A discussion took place around awarding the Food Service Management contract to Sodexo.

**Motion: "Consideration of the Finance Committee to recommend that the Board of Education empower the Superintendent of Schools to negotiate and execute a Food Service Management contract with Sodexo."**

**ACTION:**

Motion made by Win Oppel

Motion seconded by Faith Hack

A vote was taken with all in favor. The motion carried.

**New Business:**

Mr. Cameron distributed copies of a proposed allocation of the 2014-15 BOE budget. The proposal reflected changes resulting from the budget agreement transitioning \$500K in anticipated textbook and equipment expenditures from the BOE budget to the City budget. It also reflected savings from the early retirement program and the additional funds for P2P. The proposed budget, as allocated, will meet the Special Ed. needs identified by the Board; it will fund all-day kindergarten and eliminate Pay-to-Participate.

**Motion: "Consideration of the Finance Committee to recommend that the Board of Education adopt the "Proposed Preliminary Allocation of the 2014-15 Budget" as distributed by the Finance Director.**

**ACTION:**

Motion made by Faith Hack

Motion seconded by Tom Minotti

A vote was taken with all in favor. The motion carried.

Tom Minotti moved to adjourn at 7:00PM; the motion was approved by all.

Respectfully submitted,  
Allan Cameron