

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
JULY 17, 2013**

Chairman Arlene Liscinsky called the meeting to order at 5:05 p.m.

Pledge of Allegiance

In Attendance: Committee Members: Arlene Liscinsky, Tom Minotti, and Mark Holden, BOE Chairman

Absent: Win Oppel, Jim Orazietti, Michael Pacowta, and Jay Francino-Quinn (excused)

Also in Attendance: Allan Cameron, Director of Finance; Debbie Keller, SEA President; and Judson Crawford, Board of A&T.

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.

I. MINUTES OF THE FINANCE COMMITTEE SPECIAL MEETING OF JUNE 26, 2013

ACTION: Mark Holden moved to approve the minutes of the Finance Committee Special Meeting of June 26, 2013.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

II. REVIEW AND APPROVAL OF FINANCIAL REPORTS

1. Object Summary (L2) for 2012-2013 School Year

A narrative and the L2 detail (07/12/13) were distributed. (Copies may be obtained from the Finance Office). Mr. Cameron indicated that Certified and Non-certified Salaries and Benefits were over budget and would be offset by Instructional Supplies, Heat/Utilities and Program Improvement, which came in under budget. Utilities saved more than expected.

Mr. Cameron summarized that after transferring some salaries to the grants, and applying the Special Ed. Excess Cost Reimbursement Grants, the Board of Education ended its year with a surplus of \$5,808. The \$177,000 in 2011-2012 health care expense was absorbed in the 2012-2013 operating budget and was not charged to the Internal Service Fund. \$180,000 of early retirement was prepaid, and the encumbrances were pared down.

Line Item Transfers cannot be made until after the Reconciliation to the City is finished.

Other Items:

Athletic Account Balance as of 06/30/13 was \$119,552.81 after making payment for the turf field.

Parking Account Balance as of 06/17/13 was \$27,900.00. That amount was deposited in the General Fund and applied to security guard salaries. The current balance is zero.

Pay to Participate-Fall, winter and spring season collections have been completed. Through June 28, collections total \$240,718.62. This has been collected from 671 SHS and 178 SIS students. \$13,306.50 has been refunded for a net of \$227,412.12. Collections YTD exceed the \$217.00 collected last year by \$10,400. \$225,000 deposited in the General Fund and credited to the stipend account. Al Cameron thought it needed to be made clear that the P2P collections do not cover the entire cost of the stipends and the BOE has to pick up the difference. P2P is not a money maker. The program will be run a little differently this year in that the SHS students will be charged after they tryout and make the team. This will be handled the same way it has been at SIS.

ACTION: Arlene Liscinsky moved to approve the Object Summary (L2) for the 2012-2013 school year.
Tom Minotti seconded the motion.
A vote was taken with all in favor. Motion carried.

2. Check Registers and Cash Disbursement Journals

ACTION: Arlene Liscinsky moved to approve the Check Registers and Cash Disbursement Journals for June 4, 2013, June 7, 2013, June 14, 2013, June 21, 2013, and June 28, 2013 (all 2012-2013).
Mark Holden seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary for June was handed out for review. The Reconciliation to the City was not ready at this time.

III. OLD BUSINESS

1. Review Year-to-Date Expenditures 2012-2013—completed previously.

2. Student Transportation—Progress Report

The new busses are not in service yet. They are in Seymour waiting for inspection about the first week of August. Air-conditioned rented busses are in place for summer school. The new special ed busses will be air-conditioned. It wasn't practical to air condition the rest because of the continual opening and closing of the doors. Landmark is negotiating with the Mayor to lease "the pink elephant" for their base of operations and maintenance garage. 43 out of 45 drivers have been retained. 14 drivers are in training.

Five proposals were received as a result of an RFP for propane auto gas service. They've been forwarded to the Mayor's office for action because the City owns the property.

3. Report on Facilities Projects

- a. Front entrance project at SHS—The steps were poured today. The whole project should be through by the end of the week.
- b. SHS chiller project—BOE is working with McKenney Mechanical and is close to getting the project on line.
- c. Fire remediation—First and second floor penetrations have been sealed. They have been inspected and photographed. The Fire Marshall granted a modification, and a new ceiling is being constructed adjacent to the elevator shaft on the first floor. Third floor penetrations are in process. The auditorium area needs to be done. 24 classroom doors to replace the ones by Bantam Construction that did not meet code are on order. The 8 sets of doors that create ‘separate atmospheres’ in the corridors adjacent to the windowless classrooms are not on order. The Mayor has not approved the doors and wants to be sure they are right before they are purchased. Replacement glass for house offices is being investigated. 312 hours have been invested by BOE staff between June 24 and July 5.
- d. Al Cameron reviewed the status of several other maintenance projects that have been completed or are underway. Completion of the remaining projects is expected before school starts.

4. School Security Grant—no report.

IV. NEW BUSINESS

1. Report on Reverse Auction for Electricity—All BOEs use a third party to go out for competitive bidding for electric generation. Gene Sullivan conducted the bid process himself. Direct Energy (the incumbent) has come back with a bid of 6.876 cents. The same process will have to followed for Natural Gas.

Al Cameron asked for the Committee’s consideration to have ADP do the BOE’s tax filing.

ACTION: Tom Minotti moved to authorize Allan Cameron to engage the services of ADP for the purpose of handling the filing of Unemployment Taxes and the 941 on behalf of the Board of Education for \$6,000 per year.
Mark Holden seconded the motion.
A vote was taken with all favor. Motion carried.

V. ADJOURNMENT

Arlene Liscinsky adjourned the meeting at 6:05 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary