Chairman Win Oppel called the Regular Meeting of the Shelton Board of Education Finance Committee to order at 5:05 p.m.

The Pledge of Allegiance was recited.

Roll Call:
In Attendance: Win Oppel, Chairperson, David Gioiello, Mark Holden and Darlisa Ritter.
Also in Attendance: Kate Kutash (Board of Education Member), Dominic Barone (Director of Finance), Christopher Clouet (Superintendent), John Calhoun (Facilities Manager), Deborah Keller (President, Shelton Education Association), Judson Crawford (Shelton Senior Center Commission), and Carol Pannozzo (Director of Human Resources).

Mark Holden MOVED to approve the agenda, SECONDED by David Gioiello. A vote was taken with all in favor. Motion carried.

Mark Holden MOVED to approve the minutes of the regular meeting of June 15, 2016, SECONDED by Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Discussion of L2 Narrative, Year-to-date Summary and Check Register:
L2 Year-to-Date Summary handout was distributed. Dominic Barone noted that invoices are still being obtained for the year. Projected available balance at the end of year to be about $200,000.
Medical Insurance- is now based on actual claims that we have had. Munis withholds a premium then it is adjusted after the claims are all in. The balance shown is an actual number based on claims made per medical, dental and prescriptions.
Tuition- Dominic Barone noted we finally have a good tuition number now because we won’t have any more activity. We have reached out to all of our schools and received all the bills.
Heat and Utilities- There is one water bill outstanding that we won’t obtain for a few more weeks, an adjustment will be made once that bill is received.
Building Equipment Services- The Perry Hill closeout repairs: We projected $32,000, it will be about $14,000. Most of the work was able to be done in-house.
Equipment- We have a fairly large Encumbrance number, which is made up primarily of two big items: $150,00 for wireless access points, which may have come in this week or are to be expected very soon, and the Sunnyside Media furniture for about $73,000, which is still on order. The order is targeted to be delivered around September 27th.
State and Federal Grants- Dominic Barone outlined what the specific numbers mean as far as the grants are concerned. The “300” grants are the one-year grants. We either expended or encumbered all of their one-year grants, excluding the E-Rate grant, which is a continuing grant, it does not run out. The “400” grants are the year one of the two-year grants. We expended most of them, we will have some money for year two of those grants. The “500” grants, excluding Mentoring and Magnet School Transportation, are the 2nd year of the two-year grants, which are expended 100%.
VRAE- We contribute approximately $160,000 to the local program, and then they received $35,000 from the State. The rest is made up of other community contributions.
A question was raised about the Outside Custodian Account. Dominic Barone noted that this account is used to track the overtime, which is custodians working after-school hours or for special events.

Darlisa Ritter MOVED to approve the Year-To-Date Summary (L2), for 2015-2016 School Year through June (hand-out included), Check Register and A/P Cash Disbursements Journal (hand-out included), SECONDED by David Gioiello. A vote was taken with all in favor. Motion carried.

Old Business:
Cafeteria Bid Update: Dominic Barone noted they are still working with the state, The state is reviewing the contract. We are waiting to get approval.

Dominic Barone stated there was about $11,000 that was in the Pay to Participate account, which was used to buy equipment in the Athletic Account. It was asked if any other Departments contributed to the Pay to Participate account, and if so, those other Departments should receive any money left over.

Caris Healthcare: A Special Board Meeting will be held next Wednesday, July 27th at 6:00pm. A Representative from Caris will be coming in on July 27th to do a Presentation. It was asked that anyone who has questions for the representative be sent to Dominic Barone, so he can then pass those questions onto the rep prior to the meeting. Teachers are also worried about the release of records.

Athletic Account- There is $239.00 in the account.

Student Parking Fees- Have not started collecting the fees yet. The fee is $100 per slot for the year.

Student Transportation- No updated information on Student Transportation.

Report on Facilities Projects- A hand-out was given to all by John Calhoun. He went over the Issues and Accomplishments in June 2016. They are continuing to work on the violations from Aquarion Water Company, as far as the backflows. They received a report back from the Naugatuck Valley Health Department, all of our schools came back good, all with the EPA’s recommended level. They decided to do a re-test on Sunnyside School, because that was fairly close to the upper limits of the scale. The water is checked at the faucet. The Facilities Department continues to work with the contactor on the fuel cell for the High School. This will be completed by December 31st, 2016. The underground oil tank at the High School has been removed and repaved. This project is now complete. The work order system is going very well. Work orders were down a bit in quantity in June because we are starting a lot of summer projects, however the times are still running under 30 days, which was the goal. They will introduce the Auto-generated work orders done on a regular basis in the Fall. A Secretary was hired for the Maintenance Department, effective July 5th, 2016. The light posts at Booth Hill school have been installed after being broken for several years. They continue the school beautification for the building and grounds at several schools. John Calhoun also went over the Goals and Objectives for August 2016. The summer cleaning and miscellaneous projects throughout the district is going very well. Regarding Mohegan School, they will repair the front areas and planting some shrubs, but with the heat of the summer this has been delayed until the end of August. Still waiting for signs to come in for Central Office and ESS, they needed to be replaced. They are also working on completing space modifications at Booth Hill and Long Hill Schools. John has been working with Human Resources to fill vacancies in the custodial department. They are looking to fill 5 vacancies. The Facilities Department is also working with contractors to coordinate the Sunnyside library furniture project.

Dominic Barone went over the Project Report (a hand-out was included). The architect working on the Sunnyside roof is going over alternatives for the project schedule. The work on the roof has not been started yet. They may do a piece at a time, or hold off and wait until June 2017. No contract has been signed with a contractor. Also discussed pulling reports on air testing and mold spore testing. Christopher Clouet will share with the Board as soon as he receives some concrete information about the likely plans are. Christopher Clouet to meet with the Sunnyside PTO in August to discuss these issues.
He will give a timeline of events to the PTO. Sunnyside Media Center Furniture is on order, and waiting on delivery. The 3 school fortifications (LHS, MOH, and ESS): This project is underway at all three schools, a lot of the Demo work has been done already. The doors have been ordered. The fortifications on the entry way doors should be done before school starts, not necessarily the all the doors on the outside. Some work on the doors (gymnasium, cafeteria) may need to be worked on during the school year. John Calhoun was asked about the exits from the Kindergarten doors, if those were fortified also. He will look into that. John Calhoun was asked to obtain the schedule of work for the non-front door components for the school. An update will be given at the next Finance Committee meeting in August. The SHS Fire Code Compliance Report: the vendor spent a couple weeks walking through the high school to develop detailed plans. This is a year-long project, so they will have to work through the school year. Evenings and weekends may be required. The bids are due June 28th for the Energy Performance Contract. Joe DeSanti is finalizing the ineligible cost worksheet for the Perry Hill Closeout.

**New Business:**

Mark Holden MOVED to enter into Executive Session for the purpose of discussing the Merit Staff Raises, SECONDED by Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Executive Session began at 6:15 p.m. Remaining in the conference room were all Committee members, Superintendent Christopher Clouet, Human Resources Director Carol Pannozzo, and Finance Director, Dominice Barone. Excused from the meeting were: John Calhoun, Deborah Keller, Judson Crawford and Cheryl Rich (recorder).

David Gioiello MOVED to come out of the Executive session, SECONDED by Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Regular session resumed at 6:39 p.m. No votes were taken in the Executive Session.

Win Oppel would like to entertain a motion that we accept the Merit Staff Raises proposal by the Director of Human Resources as outlined in the document 2016-2017 proposed raises for Non-bargaining unit employees. Motion approved by Darlisa Ritter, SECONDED by Mark Holden. A vote was taken with all in favor. Motion carried. David Gioiello abstains.

Discussion of Substitute Nurse Pay Rate: We have a proposal from the Director of Human Resources to change the substitute Nurse pay, we need to recommend that to the full Board. The recommendation is that we set that rate of pay at $24.00 per hour for substitute nurses.

David Gioiello MOVED to approve the recommendation, SECONDED by Darlisa Ritter. A vote was taken with all in favor. Motion carried.

**Added Business:**

A request was made by the Director of Finance, Dominic Barone, to add an item under New Business regarding the cost of the removal of the tank.

Darlisay Ritter MOVED to add to the agenda new business regarding the removal cost of the tank, SECONDED by David Gioiello. A vote was taken with all in favor. Motion carried.

Dominic Barone discussed the tank removal at the High School. He stated the initial quote was around $23,000 (from an external vendor) to empty the contents and dispose through a vendor. The City offered to take care of this for us. Now they are requesting that we pay for some of their costs, which are essentially around $9,800, which includes digging up the tank, cleaning it, disposing of the tank and then
back filling and paving back over the driveway. The tank was removed because it was an environment hazard. Since this work was done prior to July 1, this cost can be put in the old budget year.

Mark Holden MOVED to pay $9,800.00 to the City of Shelton for the tank removal project, SECONDED by David Gioiello. A vote was taken with all in favor. Motion Carried.

Chairman Oppel adjourned the meeting at 6:46 p.m.

Respectfully submitted,

Cheryl Rich
Cheryl Rich, Recording Secretary
July 20, 2016

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