

**SHELTON BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
AUGUST 21, 2013**

Chairman Arlene Liscinsky called the meeting to order at 5:10 p.m.

**Pledge of Allegiance**

**In Attendance:** Committee Members: Arlene Liscinsky, Tom Minotti, Win Oppel, Jim Orazietti, and Mark Holden, BOE Chairman

**Absent:** Michael Pacowta, and Jay Francino-Quinn.

**Also in Attendance:** Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools; Carole Pannozzo, Director of Human Resources; Kathy Yolish, BOE; Debbie Keller, SEA President; and Judson Crawford, Board of A&T.

**Approval of the Agenda:**

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

**I. MINUTES OF THE FINANCE COMMITTEE SPECIAL MEETING OF JULY 17, 2013**

**ACTION:** Mark Holden moved to approve the minutes of the Finance Committee Special Meeting of July 17, 2013.  
Jim Orazietti seconded the motion.  
A vote was taken with all in favor. Motion carried.

**II. RECOMMENDATION BY THE HR DEPARTMENT FOR 2013-2014 SALARY INCREASES FOR NON-BARGAINING UNIT PERSONNEL**

Carole Pannozzo handed a document entitled 2013-2014 Proposed Raises for Non-Bargaining Unit Employees. She indicated that all of the proposed raises were based on evaluations. The total for the group amounted to \$27,723, an average of 2%. The premium cost share for benefit increases were from 1.0% to 1.5%.

**ACTION:** Mark Holden moved to accept the recommendations of the HR Director as presented.  
Arlene Liscinsky seconded the motion.

**Discussion:** Mr. Oppel observed that in four cases the premium cost share was only 1.0% whereas the majority was increased by 1.5%. He felt that all should be 1.5%.

**ACTION:** Win Oppel moved to amend the original motion and bring all of the members of the group to a PCS increase of 1.5%.  
Jim Orazietti seconded the motion.

A vote was taken with all in favor of the amendment. Motion carried.

A vote was taken on the original motion as amended. All were in favor of accepting the recommendations of the HR Director and the 1.5% across the board PCS increase.

### **III. REVIEW AND APPROVAL OF FINANCIAL REPORTS**

#### **1. Object Summary (L2) for 2012-2013 and the 2013-2014 School Year**

The L2 detail (08/21/13) for 2012-2013 was distributed. (Copies may be obtained from the Finance Office). Mr. Cameron reported that more payments were made and that approximately \$11,000 was going back to the City.

The L2 detail (08/16/13) and a narrative for 2013-2014 were distributed. (Copies may be obtained from the Finance Office). There was little to report after one month. Mr. Cameron emphasized that there were no legal expenses in July.

#### **Other Items:**

**Audit:** The auditors have finished routine tests of payroll and accounts payable. They plan to return in October to review the ED001 and do some “cleanup”.

The ED001 (due Sept 1) is the major summer project for the Finance Director and is well underway to completion.

**Athletic Account Balance** as of 06/30/13 was \$119,552.81.

**Pay to Participate-** As of the end of July no payments have been collected. Payment will not be made until the student makes the team.

Mr. Minotti asked if a particular area of shrubbery outside of the Administration Building was supposed to be maintained by Parks and Recreation. The response was yes. He emphasized that it should be cleaned up. A group discussion followed relating to the unsightliness of the grounds around the Administration Building. Most expressed a desire to have it cleaned up and have the hard scape finished as soon as possible.

**ACTION:** Win Oppel moved to approve the Object Summary (L2) for the 2013-1014 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:** Tom Minotti moved to approve the Check Registers and Cash Disbursement Journals for July 15, 2013 (2012-2013)(2013-2014); July 16, 2013 (2013-2014); July 18, 2013 (2013-2014); July 25, 2013 (2013-2014); July 26, 2013 (2013-2014); July 30, 2013 (2012-2013); and July 31 2013 (2013-2014).  
Win Oppel seconded the motion.  
A vote was taken with all in favor. Motion carried.

Petty Cash summary for July was handed out for and reviewed. The Reconciliation to the City remains in progress.

#### **IV. OLD BUSINESS**

**1. Review Year-to-Date Expenditures 2012-2013 and 2013-2014**—discussed previously.

**2. Student Transportation—Progress Report**

Mr. Cameron reported that the contract documents were in Landmark's hands and that all the busses were registered and fueled. PHS and SHS teachers are scheduled to ride on the new busses to their back to school meeting at SIS to alleviate parking problems.

**3. Report on Facilities Projects-detailed report handed out**

- a. Front entrance project at SHS—Steps completed railings to be installed by August 28<sup>th</sup>.
- b. SHS chiller project—The chiller is on line and working, but final acceptance has been delayed. Oxygen depletion monitoring system needs to be installed. All the parts are on site.
- c. Fire remediation—A new state Fire Marshall has inspected SHS. No response has been received as yet. The State has found some discrepancies with the remedies approved by Shelton's Fire Marshall. There appears to be a gap between what the local Fire Marshall has approved and what the new State Fire Marshall thinks is appropriate. This is slowing up progress. The BOE has been working diligently to correct the problems.
- d. Al Cameron reviewed the status of several other maintenance projects that have been completed or are underway. The photovoltaic project at ESS is on hold. Some documents have to be approved by Attorney Welch. Work continues on the PHS chillers.

**4. School Security Grant**—Filed on time.

#### **V. NEW BUSINESS**

**1. Report on Technology Grant Application**--Filed on time.

**2.** Mrs. Yolish reported that some teachers in several buildings were not allowed to get more than one replacement cartridge for the printers in their classrooms. They were required to either buy their own or use the copy machines. Discussion followed. It was determined that there was money in the budget for cartridges, and they needed to discuss that with their principal. Mr. Burr indicated that he would address the subject with the Principals.

Mrs. Yolish asked if the new iPhones were under a maintenance agreement. Mr. Cameron will deal with that.

**VI. ADJOURNMENT**

**ACTION:** Win Oppel moved to adjourn the meeting.  
Tom Minotti seconded the motion.  
A vote was taken with all in favor. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Faith B. Hack  
Recording Secretary