

Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on October 19, 2016. The meeting convened at 5:03 p.m., Chairman Win Oppel presiding.

Roll Call:

Members in attendance:

Chairman Win Oppel via Skype, Arlene Liscinsky, David Gioiello, Faith Hack, Mark Holden, Tom Minotti, Dr. Darlissa Ritter.

Guests in attendance:

Kate Kutash (5:17p.m. arrival), 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.

The Pledge of Allegiance was recited.

Approval of Agenda:

Arlene Liscinsky MOVED to approve the agenda as presented, SECONDED by Tom Minotti. A vote was taken with all in favor. Motion carried.

Approval of Minutes: Regular Finance Committee Meeting of September 21, 2016

Darlissa Ritter commented that one adjustment was needed; located on page two, the last sentence of the first paragraph in which the word "of" should be entered after the word "lot".

Darlissa Ritter MOVED to approve the minutes with said correction, SECONDED by Faith Hack. A vote was taken with one abstaining vote, David Gioiello. Motion carried.

Year-to-date Object Summary, (L2) for 2015-16 School Year through September (handout):

Dominic Barone stated that there have been no significant changes and \$74,324 needs to be paid to clear the balance for the furniture/equipment in the Sunnyside Media Center.

Superintendent Clouet stated that as of that morning we were given confirmation that all of the furniture is installed and looks great.

Year-to-date Object Summary, (L2) for 2016-17 School Year through September (handout):

Salaries: Dominic Barone stated that salaries are on track.

Benefits: Dominic Barone stated that benefits are also track.

Special Education Tuition: Dominic Barone stated that we've had four children move into our district in September who have IEPs that suggest that they should have services that we do not provide in our district. Their outplacement has affected the special education tuition causing it to be way ahead of schedule. It is a concern that we've had before but doesn't usually occur this early in the fiscal year. The district is usually reimbursed for some of these expenses through the Excess Cost Grant and that's how we hope to weather the storm while monitoring the expenses as the year continues. A worksheet was handed out containing two scenarios to further explain how the Excess Cost Grant works. Not all expenses are reimbursed.

Superintendent Clouet stated that when a student comes into our district from another district with an existing IEP our first requirement is to follow that IEP they have arrived with. Then Shelton is able to hold their own PPT meeting to determine what they feel the needs of the child are. However, most of the IEPs children enter our district with are pretty reasonable given the nature of their disability.

Deb Keller asked if we have to pay for residential.

Superintendent Clouet answered yes, if it is a state approved residential placement. This would be reflected in the IEP and the cost would move from the old district to the new district.

Chairman Oppel asked if this binding is a state Department of Education rule.

Superintendent Clouet answered yes.

Dominic Barone stated we are required to provide the services listed in the IEP and if the IEP says that the student has been outplaced more than likely we will not have those services in district.

Superintendent Clouet mentioned that two things would help with the expenses. Changing requirements for excess cost and changing the burden of proof from the district to the parents.

Dominic Barone stated that another part of the excess tuition cost is attributed to transportation. If a student is outplaced they normally have private transportation.

Chairman Oppel stated that this particular line item historically runs over and now this is something that has to be on our radar on a monthly basis.

Dominic Barone stated that with this information we should use the time now to make adjustments or defer things until we have a better picture of the cost for Special Education tuition and transportation.

Faith Hack MOVED to approve the Check Registers through September 30, 2016, SECONDED by Dr. Darlissa Ritter. A vote was taken with all in favor. Motion Carried.

Old Business

Finance Update:

- Cafeteria Update

Dominic Barone stated that we are almost ready to start the online payments for the school lunch accounts. It has been tested and we would like to have a \$4 transaction fee and a \$25 minimum charge.

Chairman Oppel asked if we are showing the transaction fee on the parent or guardian's receipt.

Dominic Barone answered yes and that there will be two entries shown on their bank statement; one for the transaction and the other for the transaction fee.

Chairman Oppel asked if there is a notice to parents letting them know that the board makes no money off of the transaction fee.

Superintendent Clouet responded, that will be a part of our communication to parents.

Dominic Barone stated that there will only be one charge to the parents or guardians who add money to the accounts of multiple children who may or may not be in the same school during the online recharging session.

Superintendent Clouet stated that if there should be any unused funds that money should go back to the parent.

Chairman Oppel asked if there is a fee for the return.

Dominic Barone stated that there's probably a fee and we will have to determine if we would like to take on that fee.

Chairman Oppel stated that we need to get the information out to parents with every available outlet.

Athletic Account: Chairman Oppel stated that the Athletic Account and Parking Lot Account were listed in the package.

Dr. Darlissa Ritter mentioned that a parent requested to start banner representation at Finn Stadium for when businesses support our teams. This would be used as an incentive to raise funds for different teams.

Faith Hack requested that the topic of starting sponsorship banners be put on the agenda of the next finance meeting.

Chairman Oppel asked what would be the details behind the sponsored banners and who would be responsible for them. Also, that there was a similar discussion about banners in the school gyms last year.

Arlene Liscinsky mentioned that 3 of our policies cover many of the issues that we currently have.

Kate Kutash asked what would happen with the money from the sponsors.

Chairman Oppel replied that the funds would belong to the Quarterback Club.

Kate Kutash suggested that any further discussion should be saved until the next meeting.

Chairman Oppel stated that we need to revisit the policy that covers the district paying for students who go to Magnet Schools and their participation in our clubs and sports teams.

Superintendent Clouet mentioned that he'd recently had a couple of meetings where parents thought that the issue of magnet school students participating in our after school activities had been settled in a way that they were happy with, but now say that they are unclear of what the agreement is.

Chairman Oppel asked if Fairchild Wheeler completed their portion of the deal.

Superintendent Clouet responded that they haven't completed their portion of the deal and the MOU (Memorandum of Understanding) that was proposed did not include all after school activities. The deal included Band, some sports teams and Pom Poms, but didn't include clubs like theatre.

Dr. Darlissa Ritter mentioned that the proposed agreement was never signed by Fairchild Wheeler.

Chairman Oppel responded that if they have not signed the proposed agreement we are not at fault.

Report on Facilities Projects:

John Calhoun stated that the Fuel Cell should be completely in place and will be tied in on the upcoming Saturday evening, so everything should be online.

Chairman Oppel asked if the storage unit in front of Long Hill School could be removed.

John Calhoun replied that it should be picked up next week once the contractors have a chance to remove their supplies.

The Sunnyside School project was completed, painting was done outside of the Shelton High School building at the Father's Club field house, basketball backboards have been replaced, there's a new Perry Hill School playground, there have been a lot of repairs and replacing of air conditioning units in order to improve our air quality and energy efficiency, we are working with a contractor to sand, repaint, and recoat the lower gymnasium floor at Perry Hill School, the work order program is going very well and things are still being completed in no more than 30 days. Some goals and objectives include monitoring the overtime practices in order to save money, working with School Dude to bring the "Use of Buildings" module online, bringing the preventative maintenance module online, continuing to work on preventative maintenance and other issues that may have been previously deferred, monitoring our air quality complaints and responding accordingly. The Roof over the Media Center at Sunnyside has been completed and all of the furniture is installed. The 3 School Fortifications (LHS, MOH, & ESS) are 99% complete. The fire code compliance project is underway. The contract was awarded to M.J. Daly and they should be starting things very soon.

Superintendent Clouet asked if we could anticipate them starting this month.

John Calhoun replied that his assumption is that they will begin in November 2016.

There's a meeting next week with the Mayor and ECG to discuss the Energy Performance Contract.

Dominic Barone began the discussion of the Perry Hill School state closeout stating that we have filed the ineligible cost worksheet and essentially 12.6 million of ineligible costs were waived. That means that they made that 12.6 million eligible for reimbursement and we requested reimbursement on those costs. We are expecting the City of Shelton to receive a check in December for an amount between 4 and 5 million. We filed the SCGO49F form to trigger the ability to start the final audit on the project which usually takes 8 months to a year and a half to start. Once the City of Shelton goes through the audit they can get their 5% retainage back. We should know in December how much they plan to reimburse us for the waived costs.

Superintendent Clouet mentioned that there was an initial concern about who would do what projects but we've done everything that we needed to do and the City of Shelton has done everything that they needed to do.

Kate Kutash asked if the mold issue had been settled.

Superintendent Clouet responded that in addition to the testing that has been done he did a walk through the school with other staff members and they did find an area where there was a certain smell. They discovered that smell came from a closet where a can of old paint brushes had been stashed away, which was immediately removed. There was also an area of the ceiling where a sprinkler had malfunctioned that they were able to clean up.

Dominic Barone stated that there will be an upcoming meeting with him, the Superintendent, and a tenant, the Living Hope Church, tomorrow. There was an agreement for them to use one room at the Shelton Intermediate School but it seems as if they've been using other rooms as well. As a result, the meeting will be about the agreement expectations and there will be a discussion about the rental amount. Initially there was a special agreement arranged for the cost of rent, but now that should be reconsidered.

David Gioiello asked if the rental amount for the Living Hope Church different than what appears on the rental contract that was just recently revised in the policy.

Dominic Barone replied that it is different because the policy has certain schedules and since they are renting every week we decided to give them a special agreement.

David Gioiello asked if everything else was in order, such as a certificate of insurance.

Dominic Barone replied yes.

David Gioiello asked if another organization came in and asked for the same agreement what would happen, and suggested that we add a long term agreement.

Dominic Barone stated that such agreement should be at the discretion of the Superintendent and the Board and that is reflected in the policy.

David Gioiello stated that it is important to have a policy that treats everyone equally to ensure that there is no possible discrimination.

Superintendent Clouet asked if there is a comfort level among board members that we could raise this issue where we could sunset this special deal and go back to what the contract asks.

Dominic Barone stated that the church's needs are different than the needs of others who may rent one of our spaces. After our meeting with them we will report back.

David Gioiello asked if the contract states what space/ spaces they are allowed to use.

Dominic Barone replied yes.

David Gioiello stated if the contract states what spaces they are allowed to use and they use more, that qualifies for a breach of contract and we are allowed to terminate our agreement to rent to them.

Deborah Keller asked what times the contracted people will work on the fire code compliance at Shelton High School.

John Calhoun answered most likely 2:30 p.m. -10:00 p.m.

New Business

FYE 2015-26 Budget Transfers:

Dominic Barone introduced the budget transfer proposal for the 2015-16 fiscal year. In the column titled proposed adjustment. What they would like to do is vote on making those budget transfers so no accounts show a negative balance.

Chairman Oppel stated that a large portion would be coming from the Employee Benefit line & Instructional Material line.

Arlene Liscinsky MOVED to recommend to the full Board of Education the line item adjustments as presented (Handout titled FYE 2016-L2-ThruJune 30, 2016- 10-14-16- vFinal FinalBudgetAdjustment) , SECONDED by Tom Minotti. A vote was taken with all in favor. Motion carried.

Chairman Oppel adjourned the meeting at 5:51 p.m.

Respectfully Submitted,

Anita Smith

**Anita Smith
Recording Secretary
October 21, 2016**