

Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, November 16, 2016. The meeting came to order at 5:02 pm. 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. Darlisa Ritter.

Guests in attendance:

Kate Kutash, Board of Education member; Kathleen Yolish, Board of Education member; Dominic Barone, Director of Finance; Christopher Clouet, Superintendent; John Calhoun, Facilities Manager; 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 October 19, 2016

Dominic Barone commented that one adjustment was needed, located on Page One, under the Year-To-Date Object Summary, the second sentence under the Benefits section, the word "on" should be inserted between also and track.

Faith Hack MOVED to approve the minutes with said correction, SECONDED by Tom Minotti. A vote was taken with all in favor, Motion carried.

Year-to-date Object Summary, (L2) for 2015-2016 School Year (handout included):

Dominic Barone stated this summary is essentially the same as last month and the prior month, with not a lot of activity. They are waiting on one invoice for the furniture from the Sunnyside Media Center. That should be paid this month, and then last year's financials can be revised to reflect that the encumbrance was liquidated and the expenditures have been increased based on that payment.

Year-to-date Object Summary, (L2) for 2016-2017 School Year (handout included):

Dominic Barone stated most things are tracking well. The two concerns are the Special Education tuition and the transportation. We have had a lot of new students with expensive IEP's that moved into town, so that is what is driving the cost. The transportation doesn't look too bad as of now, although next month it will spike again because there were several private transportation vendor purchase orders that were submitted during November. One thing was that done to mitigate the increased tuition costs was holding back some money on supplies, professional services, equipment, etc., to make sure that we don't have any more challenges and to make sure we don't get into a deficit scenario. Christopher Clouet stated a meeting was held at the High School personally with all of the Administrators where this conversation took place regarding why this was being done and what specifically they were doing and answer any questions they might have had.

It was stated that a certain percentage of money was going to be held back. Both Christopher Clouet and Dominic Barone stated this meeting was well received. David Gioiello asked why there was a deficit with the regular student transportation. Dominic Barone stated it was most likely from the Summer

school transportation. The purchase order is usually a little higher on the regular transportation, and then at the end of the year it settles out, because of all the different runs that they do. Kate Kutash questioned why the Support Services was also a little higher, asking if it was related to the Special Education. Dominic Barone stated it was a little higher because of the Special Education, also because there was an extra payroll on July 1, 2016. Faith Hack asked about the equipment percentage. Dominic Barone stated that we are really trying not to buy any equipment for the next few months. Dominic stated the equipment budget is tough to judge year by year.

Faith Hack MOVED to approve the L2 for both 2015-2016 and 2016-2017 School Years, SECONDED by Arlene Liscinsky. A vote was taken with all in favor, Motion carried.

Tom Minotti MOVED to approve the Check Register and A/P Cash Disbursements Journal, SECONDED by Faith Hack. A vote was taken with all in favor, Motion carried.

Petty Cash Summary:

Cafeteria Update: Online payments will be turned on Thursday, November 17th. A lot of testing was done, there was a glitch with the software which had to be updated, so that set the date back a few weeks. Dominic Barone drafted an announcement letter and it should be sent out Thursday, November 17th. While it was turned on for testing, there were some parents who were signed onto the Parent Portal and started trying to use the new system. After a deeper analysis of the expected payments was done, we decided to lower the original \$4.00 convenience fee, it to \$3.50.

Dominic Barone discussed the Budget Meeting Calendar (handout included). He stated the calendar lay out is very similar to the one last year. Revisions will be made, however Dominic needed to get the calendar out because he needed to get the Principals/Department Heads and the Zero Based Budget workshops scheduled. Dominic noted that revisions need to be made, having to confirm all of the meeting dates first. It was voted amongst the board to have the Special Meeting the Board of Education on Wednesday, December 7th from 4:45-6:00 pm., and the Regular Meeting of the BOE Finance Committee on Wednesday, December 14th from 5:00-7:00 pm. It was also confirmed that the meeting scheduled for Thursday, January 26th be a Public Hearing beginning at 7:00 pm., and the meeting scheduled for Wednesday, February 1st will be a full Board Meeting to vote on the budget at 5:00 pm.

Dominic Barone and Christopher Clouet met with Living Hope Church. They indicated they should look for a permanent home, but they will not be evicted. They came up with a new rent amount, that will be more positive for the Board. They also discussed some concerns they had. The new rent amount will take effect January 1st, 2017. A detailed discussion occurred related to what areas and items they can and cannot use. Living Hope Church will now be using the cafeteria as opposed to the auditorium. Living Hope Church will fill out a new Building Use Form as of January, which will also be there documentation of the new rental agreement.

Transportation Update:

The transportation department is looking to reduce cost and Jim Burns is working with Special Education to do a ride/share program. Dominic also asked Jim to reach out to other communities to see if we could share some of the private transportation.

Facilities Update:

A handout was distributed. John Calhoun went over some of the highlights of the report. John mentioned they are still on track with the School Dude "Use of Building" module. There have been several meetings with the implementation specialist. The fuel cell is close to being turned on. A few issues are being resolved, so the fuel cell should go on-line sometime this month or early December. John stated the Sunnyside library renovation project was completed. John met with Dr. Clouet, Mayor Lauretti and Dominic Barone to review and discuss the plans to begin renovations to the old wood shop at the High School into a new "STEAM" lab. John also met with some of the Department heads at the City level to discuss demolition of some areas. The Perry Hill auxiliary gym work was completed. John met with the PTO and the Principal at Booth Hill School to discuss plans to replace outdated sections of the playground. The PTO has been raising money for this purpose. Arlene Liscinsky asked a question regarding the purchase and installation of the new playground equipment. John stated the installation will be done by our contractor. The work order system is working well. John stated the Objectives and Goals are the same as last month. He stated they were to monitor the implementation of overtime, to monitor staffing, to continue working with School Dude to bring on line the "Use of Building" module, to continue to work on issues that need preventative maintenance and to continue to monitor air quality complaints.

John also discussed the Project Report. There was a leak in the roof at Sunnyside after the new roof was completed. It was found to be from the metal roof. The company came out to fix that leak. Phase 1 of the roof project is complete. The Media Center furniture has been complete. The 3 School Fortifications (LHS, MOH, and ESS) projects are 99% completed. There are a few open items to be worked on. John talked about the Fire Code Compliance Project. The contractor is looking to start Saturday, November 19th. John mentioned there are no new items on the Perry Hill Closeout. The High School fuel cell was tested this past weekend, and they are awaiting a regulator to be installed by the utility company. Christopher Clouet stated that once this is complete, the High School could function as a shelter in the case of a catastrophe. John discussed the Solar Projects. He reported that the storage container has been removed, and we are still waiting for the faulty inverter at Long Hill. Win Oppel asked if we are losing money because that project is not up and running, or is it costing us more for electricity because that is not up and running. Dominic stated that it is costing us a little more because we are using the grid as of now. They will look into the signed contract to see if they can send a bill to Solar City to cover the cost that is incurred.

New Business:

Tom Minotti MOVED to go into recess at 5:45 pm, SECONDED by Mark Holden. A vote was taken with all in favor, Motion carried.

The regular meeting of the Shelton Board of Education Finance Committee reconvened at 6:10 pm.

Mark Holden MOVED to approve to have the Superintendent sign the memorandum of understanding with the Custodial Union following their vote to accept said memorandum, SECONDED by Tom Minotti. A vote was taken with all in favor, Motion carried.

Chairman Opel adjourned the meeting at 6:12 pm.

Respectfully Submitted,

**Cheryl Rich
Recording Secretary
November 20, 2016**