

**SHELTON BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
NOVEMBER 19, 2014**

Chairman Arlene Liscinsky called the meeting to order at 5:07 PM.

Pledge of Allegiance was recited.

Roll Call was taken.

**In Attendance:** Arlene Liscinsky, Chairman, Win Oppel, Vice Chairperson, via skype, Tom Minotti, Faith Hack, Mark Holden.

**Also in Attendance:** Dominic Barone, Finance Director, Freeman Burr, Superintendent, Kate Kutash, Kathy Yolish (arrived at 5:25 pm), Carole PannoZZo, Director of Human Resources (arrived at 5:35 PM), and Judson Crawford, representing the senior citizen commission.

**Absent:** Jay Francino-Quinn (unexcused)

**Tom Minotti moved to approve the agenda for the meeting. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.**

**Faith Hack moved to add the discussion of the finance reorganization to the agenda. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.**

**Tom Minotti moved to accept the agenda as is with the added amendment for discussion of the finance reorganization. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.**

**Tom Minotti moved to accept the minutes of the October 15, 2014. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.**

Mr. Barone handed out the YTD Object Summary (L2) for the 2014-15 fiscal year dated July 2, 2014 through 10/30/2014 as well as the petty cash summary.

Old Business

Mr. Barone discussed a few items on the L2 summary. He pointed out that he is keeping an eye on the encumbered tuition in the special education account. The special education department is tracking the costs of the outplaced students so that we can get an idea of what our total cost is going to be as well as what the potential reimbursement is going to be from the state on the excess cost. He will be monitoring this every month. Mr. Burr advised that we have 23 new special education students in the district this year. A discussion was had.

Another item that Dominic wanted to point out was the adult education account which looks like it is over budget. The amount shown is the gross amount. We should be getting something back from the state which will bring the numbers back in line once the money is returned to us.

Mr. Barone suggested that next year when the liability insurance comes up for renewal that we bid that out because of the expense to see if we can save some money.

Kathy Yolish asked if there was any way to schedule restraint training next year as PD training to alleviate the need for getting subs to cover for the teachers. Mr. Burr brought up the issue of not having enough subs to cover in the system. There was a brief discussion.

**Mark Holden moved to approve the YTD Object Summary (L2) for 2014-2015 fiscal year. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.**

**Tom Minotti moved to approve the check registers as presented for 10/2/14, 10/3/14, 10/17/14 & 10/30/14. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.**

A summary of facilities projects was handed out. Mr. Barone updated everyone on a few items.

The Dual Fuel Project is about 75% of the way through putting the tanks in. There are 4 schools. Booth Hill, Long Hill and Mohegan schools are done. Elizabeth Shelton is scheduled to be done on Friday. Once Elizabeth Shelton School is done then that phase of the project will be completed.

Fortification Project (3 School Project) – The drawing and specs have been completed. The City will be looking to go out to bid for getting the work done. This includes ESS, Mohegan and Long Hill School. A discussion was had on this project. Mr. Opiel brought up the fact that it mentions that windows are not included in this project. A discussion was had on the condition of windows in the various elementary schools.

Mr. Barone advised that there was a meeting with Solar City last week. They are proposing to put solar panels on four of our schools. This will save about \$40,000 to \$50,000 per year on energy costs. The four schools are ESS, Long Hill, Perry Hill and Sunnyside. The city has signed off on this project. The next step is for Solar City to bid for energy purchase. If they are awarded the projects then we will move forward. We should hear back on this in December.

SHS Fire Code Project – Dominic Barone is meeting with Joe Desanti the end of the week to try to move this along. The City is probably going to engage Mr. Desanti to help us get this registered with the state and also to help manage some of this project.

Mr. Burr stated that despite the press release, we have not, as of this date, received official notification that we have been funded in the second round of the security grants. Everyone is saying we received the money and it is showing up on a web page that we received the money but we have not received an award letter stating this and making it official.

There is nothing new to report on student transportation.

Sedexo is still in negotiations and Dominic will keep the board updated.

### New Business

Dominic Barone is proposing to restructure the finance department and he has a few things that he would like to do. One step is to create a new payroll assistant. This will be a professional position outside of the union to handle a lot of what is going on in payroll as well as assist in the accounting area. Dominic wants to line up the department and scope it correctly for the various types of tasks that are going to be required to do in the future. The first step is creating this new payroll assistant position. The second step is to reclassify the existing Finance/Payroll Secretary I to a Finance/Payroll Secretary II. Additionally, there is a School/Office Secretary I that will be reclassified to a Finance/Payroll Secretary I. The reason for the Finance/Payroll reclassification is that this particular individual is doing the finance/payroll secretary work currently and we need to get that in line with the type of work that this individual is doing on a daily basis. Mr. Barone would also like to advertise for the open Finance/Payroll Secretary I position that is currently vacant due to a transfer from central office to Long Hill School.

The reason for this restructuring is that the finance department's duties and responsibilities have evolved and the jobs have been expanding which require more time, effort and training.

It was suggested that the BOE Human Resources department make up a test rather than wait for the city. Carole Pannozzo advised that her staff can come up with their own merit test through research and software that they currently have available for the open position that is needed in the finance department.

Faith Hack asked if they would consider making the position an Accounting/Payroll Assistant instead of just a payroll assistant. Carole Pannozzo stated that she would consider it but right now she would like to see it kept as payroll assistant because we do have two people currently anchoring those two departments. Mr. Burr stated that down the road this may be something to look at but right now at this point he would concur with the recommendation that Dominic Barone and Carole Pannozzo made because it is consistent with the other departments right now. He is encouraging the finance committee to accept this restructuring as is with the understanding that we address these items in the future as they need to be addressed.

**Win Oppel moved to accept the reorganization of the finance department including the job descriptions as presented by the finance director. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.**

There was no further business to discuss.

The meeting was adjourned at 6:15 PM.

Respectfully submitted;

*Teresa Milyo*  
Recording Secretary