SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
DECEMBER 18, 2013

CLERK’S NOTE: It was observed during the discussion of the Report on Facilities Projects that the tape recorder was not working. There is no tape for this meeting.

Chairman Arlene Liscinsky called the meeting to order at 5:05 p.m.

The Pledge of Allegiance was recited.

Roll Call: Allan Cameron took attendance.
Committee members in attendance: Arlene Liscinsky, Chairman; Win Oppel, Vice Chairman (via Skype); Faith Hack; and Thomas Minotti.
Absent: Committee Member Jay Francino-Quinn.
Also in attendance:
Board of Education: Mark Holden, Chairman, Kate Kutash, and Kathy Yolish (5:07 p.m.).
Superintendent Freeman Burr arrived at 5:10 p.m.
Allan Cameron acknowledged that Eileen Victoria was serving as the Recording Secretary for the evening, and that Judson Crawford was in the audience.

Approval of the Agenda:

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

Review and approval of Reports: Motions to approve the Year to Date Object Summary (L2) and Check Registers and A/P Cash Disbursements Journals were made at the end of New Business discussion.

Minutes of the Finance Committee Meeting of November 20, 2013:

ACTION: Tom Minotti moved to approve the Finance Committee Meeting Minutes of November 20, 2013.
          Arlene Liscinsky seconded the motion.
          Discussion: Faith Hack stated the minutes appear to be correct with the exception of the introductory sentence preceding the four motions. The corrections should be as follows:

          “Mark Holden asked for a motion to approve the Agenda. “ Tom Minotti moved to approve, Win Oppel seconded the motion. A vote was taken with all in favor. Motion carried.”
          “Mark Holden asked for a motion to approve the Minutes of the Meeting of October 16, 2013.” Tom Minotti moved to approve. Win Oppel seconded the motion. A vote was taken with all in favor. Motion carried.
          “Mark Holden asked for a motion to approve the YTD Object Summary.” Win Oppel moved to approve. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.
          “Faith Hack asked for a motion to approve the check register.” Mark Holden moved to approve. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.
Faith Hack stated that the other item that does not appear in this set of minutes under New Business is discussion of the meeting that occurred with regard to the Security Vehicle. The minutes will reflect these corrections noted. A vote was taken with all in favor of the minutes as amended by Mrs. Hack’s recommendations. Motion carried.

Year to Date Object Summary, (L2) for 2013-14 school year
The L2 Narrative (12/18/13) was distributed. In the interest of time, Allan Cameron asked the Committee to bypass the line item review and focus on the areas of concern in the Object Summary.

Contingency Funds: $150,000 had been put aside in contingencies. Of that amount, $100,000 has been committed to the salaries and benefits of the new security staff.

Transportation: There are potential shortfalls in athletic and student field trip transportation and possibly in Special Education transportation costs. There are concerns about propane costs and usage. We have to register with the IRS to get the $.50 per gallon excess tax rebate. Even after claiming the excise tax credit, the numbers will still be over budget. The credit may not be received until after the end of the fiscal year.

Heat and Utilities: The electricity bills finally got synchronized. Through November, 8.6% more electricity has been used than the five year average; and 48.7% of the budget has been spent year to date. This situation will require further investigation. Superintendent Freeman Burr noted that we are still receiving electric bills for the portables at Perry Hill School. Both Freeman Burr and Allan Cameron thought that the Board voted to turn them back over to the City, but no vote was recorded in the minutes. It was suggested that the tapes holding that discussion be reviewed. Billing for natural gas is 53% more year to date than this time last year. Santa Buckley is still doing the conversion. They did not have access to the boilers. The percentage looks like an anomaly. After two billing cycles, $48,555 has been paid for water out of a budget of $60,936. This will require investigation.

Service Contracts: These are over budget but offset by rentals. A detailed analysis is being done.

Old Business:
1. Pay- to-Participate: Net funds in the amount $142,075.00 have been collected to date.
2. Student Parking Fees: $20,925 in the account as of 12/10/13.
3. Report of 2012-13 expenditures, audit and ED001: The audit is not over yet. We are awaiting word from the auditors that it is complete.
4. Student Transportation:
   a. Bus Yard Trailer - Discussion ensued regarding the trailer at the bus yard. Landmark upgraded the Pink Elephant to include office space and a driver’s room. Nobody is using the trailer. The Board of Education has no use for it. It is not suitable for storage. The process the City’s Purchasing Agent will follow to sell the surplus item was discussed. The Finance Committee declared a consensus to bring the matter forward to the full Board of Education for consideration to declare the bus yard trailer “surplus” and request the City Purchasing Agent to offer it for sale.
   b. Landmark Revenue Issue – Landmark is not getting the volume of business they anticipated. Extra staff is needed for the propane buses. The BOE Administration wanted to see if there is anything that can be done to help them with the revenue issue and has suggested taking a look at the special
education runs that are currently outsourced to vendors to see if the students could be put on unused buses, as well as shortening the lengthier bus runs. Win Oppel noted there would be more propane costs to use additional buses.

Allan Cameron commented that Landmark is a new vendor that is doing a tremendous job. Freeman Burr added that the BOE is not looking to spend money out of pocket, but they are looking at two bus runs in particular that are longer runs. He was hoping to have some recommendations for the Finance Committee. Allan Cameron said this item is still being reviewed with the hope the BOE can collaborate with Landmark.

5. Cafeteria: Work has begun on the bid specification for cafeteria services for next year. Input from the committee is welcome. It was noted the USDA has a strict process that has to be followed. The Board of Education has already started by putting healthy foods in place.

6. Report on Facilities Projects (Summary of Facilities Project handout):
   a. Report on inspection of SHS for Fire Code Compliance – The report from the State Fire Marshall’s Office was received on 12/18/13. A first review indicates that some of the items that were thought to be resolved were not (i.e., fire caulking and tape for gypsum). The newly formed Fire Sprinkler Building Committee hired Bruce Spiwack (code specialist), who indicated that if the entire building had sprinklers, than 70% of the violations would be corrected. It appears the other 30% falls under design work. The work that was completed this past summer by maintenance personnel must be verified, and the foam that was installed must be removed. Freeman Burr noted that the Board of Education has done all it can do with staff being reallocated from School Dude projects to work on this project. The code specialist’s expertise is needed to help get the school to 100% compliance.

7. School Security Grant – Update: The grant arrived last week. The specifications are out to bid for ballistic film and screens. A walkthrough is scheduled for early January, 2014. Five elementary schools will be completed. A prototype for the wire mesh was installed at Sunnyside School. Freeman Burr and Allan Cameron will visit the school this week to inspect it.
   a. Other security activities: Three architectural firms interviewed with Mayor Lauretti, Freeman Burr, Ken LaCroix, Joe DeSanti, and Public Improvement Building Committee Chairman Bernie Simons regarding exterior door change outs and possible window abatement for Long Hill, Elizabeth Shelton, and Mohegan Schools. Mayor Lauretti has invited one of the firms to present a proposal for all three schools. Freeman Burr noted the Mayor recognized the urgency and committed to getting the process done by the end of the recess. The next step is to do a bid waiver for the company who is selected. It was agreed the windows should be done and noted that PCB and asbestos abatement costs are higher than for the actual window replacement. The state reimbursement is 40%.

8. Report on Technology Grant – Activity: We were able to get the whole grant. The requisition has been written and forwarded to the City. The purchase order should be ready. Chrome books are on the way.

9. Report on Status of Security Vehicle: Allan Cameron said that we were looking for a security vehicle. A suitable vehicle in the amount of $3,500 was found and acquired via State auction. It will be detailed with a light bar installed on the top of the vehicle and signage put on the side.

10. Report of 2014-15 Budget Building: Freeman Burr is working on the material. He sent information on the high deductible H.S.A. to the Board members. Diane Pierpont’s information is not yet available. Arlene Liscinsky noted the next budget meeting is scheduled for January 15th, and she suggested meeting prior to 1/15. The committee agreed to schedule a budget meeting for the full Board on January 6, 2014 at 6:00 p.m. immediately following the ad hoc meeting scheduled for 4:30 p.m.
New Business:
1. Consideration of the BOE Finance Committee to recommend that the Board of Education award a contract to ChimeNet, Inc., the low bidder and current provider, for WAN services - Allan Cameron stated that two bids were received for Wide Area Network services – one from ChimeNet – the current provider, and the other from Mega. ChimeNet – the low bidder - proposed a 10-year service for $800,000. The Board of Education is happy with ChimeNet, and asked the Finance Committee to recommend awarding the Wide Area Network service to ChimeNet.

   ACTION: Mark Holden moved to recommend the award of WAN Services to the low bidder, ChimeNet, Inc.
   Faith Hack seconded the motion.
   A vote was taken with all in favor. Motion carried.

Approval of Financial Reports:
1. Motion for Approval of Check Registers:

   Win Oppel seconded the motion.
   A vote was taken with all in favor. Motion carried.

2. Motion for Approval of the Year to Date Object Summary (L2) for 2013-14 school year:

   ACTION: Faith Hack moved to approve the Year to Date Object Summary (L2) for 2013-14 school year.
   Mark Holden seconded the motion.
   A vote was taken with all in favor. Motion carried.

Chairman Arlene Liscinsky adjourned the meeting at 6:18 p.m.

Respectfully Submitted:

Eileen Victoria

Eileen Victoria
Recording Secretary
December 20, 2013