

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE REGULAR MEETING
DECEMBER 19, 2012**

Arlene Liscinsky called the meeting to order at 5:00 p.m.

Pledge of Allegiance

In Attendance: Committee Members: Arlene Liscinsky, Mark Holden, and Win Oppel.

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools (5:10 p.m.); Lorraine Rossner, Assistant Superintendent of Schools (5:40 p.m.); Carol Pannozzo, Director of Human Resources; Kathy Bender, Exec Director Curriculum and Support Services; Board Members: Tom Minotti, Kathy Yolish (5:05 p.m.), and Jim Oraziatti; and Judson Crawford, A&T.

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

I. MINUTES OF THE FINANCE COMMITTEE MEETING OF NOVEMBER 14, 2012

ACTION: Mark Holden moved to approve the minutes of the Finance Committee Meeting of November 14, 2012.
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

II. REVIEW AND APPROVAL OF FINANCIAL REPORTS

1. Object Summary (L2) for 2012-2013 School Year

All Cameron proceeded to review L2 dated 10/17/2012.

Salaries: Salary journal entries were completed through November 2012. Certified salaries were 34.6% expended. This includes the VRIP payments to teachers who retired two years ago.

The non-cert payroll is 40.8% committed compared with 41.9% at this time last year.

Benefits: Health insurance and FICA have been posted through November. The balances are current because of the new MUNIS payroll system. 41.0% of the budget has been expended. This does not include workers' comp that is paid by the City that may be charged to the BOE. A crude projection reveals a possible budget overrun. A meeting was held with Paul Hiller and Robin Skowronski. The investigation continues.

A meeting was held with Attorney Kevin Blake regarding Workers' Comp. It was recommended that settlements be made. Mrs. Pannozzo has not seen anything move forward on this yet.

Instructional Materials: 46.7% of the budget has been committed vs. 39.1% last year. The elementary schools have expended 66.1% of their budgets, SIS 50.2%, SHS 60.6%, and Special Education 50.9%, and Office of Instruction 22.3%.

Program Improvement & Staff Development: 39.1% of the budget was committed vs. 110.0% last year. Included is the payment of \$38,385 for curriculum work. Payment for external vendors was \$25,943. There has been regrouping on curriculum writing. Continued discussion regarding when teachers participate and how many hours are involved. Arlene Liscinsky suggested this might be a topic for the Teaching and Learning Committee.

Tuition: Encumbering appears to be complete. \$2,40,518 has been committed through November 30th resulting in \$188,014 over budget. The overage is in Special Education and is expected to be covered by the Excess Cost Grant.

Transportation: The busses are encumbered after the October 1st student census for state reporting purposes. Encumbering of the busses has been completed recently. The delay was due to the hurricane and the nor'easter. Bus fuel, athletic transportation, and field trips need to be encumbered. It is expected that the BOE will be over budget by \$128,620 because of Special Ed. The overage is expected to be covered by the Excess Cost Grant.

Superintendent Burr received a letter from Paul Vallas, Superintendent of Schools in Bridgeport, indicating that Bridgeport plans to bill the Shelton BOE for transportation for 13 Shelton students that attend their Discovery Magnet School. The matter has been referred to legal counsel. Mr. Cameron thinks the Excess Cost Grant will cover it. Mr. Burr is looking into seeing if the parents can be charged for this.

Administrative Expenses: 70.6% expended vs. 72.9% last year. Internet services and telephones have been encumbered. Some non-instructional supplies have been ordered. Most dues and fees have been paid for. The balance is encumbered throughout the year.

Heat and Utilities: Last month it was reported that in order to pay bills electricity, gas, water and fuel oil were encumbered. The encumbrances did not reflect the SHS conversion to natural gas. The encumbrances need further adjustment. Four months of UI electricity usage for each school, but only 2 or 3 months of Direct Energy makes forecasting difficult. There is nothing to report for natural gas or fuel oil, as the heating season has not yet started. SHS will now be heated with natural gas.

PPE, the Board's energy efficiency contractor has offered several proposals: Photovoltaic Cells at LHS, ESS and PHS; EMS and Lighting at Sunnyside. (See New Business item 2 for further discussion.)

Building and Equipment Services: 80.3% of the budget has been committed vs. 45.8% last year. A number of repair projects previously mentioned have been completed. Several new projects are expected for next year including repair to vandalized doors, interior doors in the interior classrooms, and possible installation of additional security cameras at SHS. The City has purchased the rack body truck for \$40,462. Delivery is expected on January 10th.

The prioritized list of repairs continues to be reviewed to make sure that major issues are resolved with the limited available funding. Security related issues continue to be reviewed with the Police Chief, building inspector and the Fire Marshall.

Other issues: Fuel oil tank at BHS cleaned out yielding a variety of strange debris. Other items: Additional lockers at PHS cost \$11,000. City will demolish front porch at SHS. BOE will pay for the concrete and a crew of masons to do the renovation at a cost of approximately \$25,000.

Service contracts and equipment rentals are encumbered. They are approximately \$155,000 over budget licensing and server software and support.

Support Services: 70.6% committed vs. 101.8% last year. Legal fees for negotiations continue to drive the expenses.

Equipment: 47.5% expended vs. 67.9% last year and 25.3% the year before. Most of the commitment is for network infrastructure equipment. Mr. Cameron reported that the City has purchased 50 Promethean Boards, 30 for SHS, 10 for SIS and 10 for PHS.

The auditors have reviewed the ED001 and the BOE's final statements. The total expenditures for 2011-2012 were \$63,692,666, leaving a final available budget of \$7,334. The only issue was the \$177,000 in health insurance that was charged to 2012-2013.

Athletic Account Balance as of 12/19/12 was \$186,790.07.

Parking Account Balance as of 12/19/12 was \$23,950.00.

Pay to Participate-Fall season payments have been completed. \$156,049.25 has been collected from 495 SHS and 99 SIS students. \$6,400 has been refunded for a net of \$149,649.25. \$150,375.25 was collected last year by this time.

ACTION: Mark Holden moved to approve the Object Summary (L2) for the 2012-2013 school year.
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

2. Check Registers and Cash Disbursement Journals

ACTION: Mark Holden moved to approve the Check Registers and Cash Disbursement Journals for November 1, 2012 (2012-2013); November 8, 2012 (2012-2013); November 13, 2012 (2012-2013); November 14, 2012 (2011-2012) (2012-2013); November 19, 2012 (2012-2013); November 20, 2012 (2012-2013); and November 29, 2012 (2011-2012) (2012-2013).
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary (12/14/2012) was handed out for review.

The Reconciliation to the City was not available at this time. The GM360L report was not available from the City.

III. OLD BUSINESS

1. **Review Year-to-Date Expenditures 2012-2013**– Discussed previously.
2. **Consideration of the Committee to Recommend that the Board of Education approve the Superintendent’s Recommended Budget**

A document entitled “Consideration by the Board of Education to Approve the Superintendent’s Recommended Budget Estimate for the School Year 2-13-2014 as Summarized” was handed out.

ACTION: Win Oppel moved to recommend approval of the Superintendent’s Recommended Budget Estimate in the amount of \$67,240,073.00 to the full Board of Education. Mark Holden seconded the motion.

Discussion followed regarding Health Insurance and transportation. It was important to consider that these two items are subject to change. The Health Insurance was budgeted at a 10% increase that is subject to change. An extension of the present bus contract is being considered. Another meeting in January would be needed to address the contract and the experience information Mr. Burr and Mr. Cameron are expecting from Anthem as well as information from CT partnership.

A vote was taken with all in favor. Motion carried.

IV. NEW BUSINESS

1. **Consideration of the committee to Recommend to the Board a Contract with CompuClaim to Pursue Medicare/Medicaid Reimbursements on Behalf of the District.**

Al Cameron reported that he and Lorraine Rossner met with a representative of CompuClaim who offer a commission based service (they only get paid for what they collect for the BOE) that may be able to recover Medicaid reimbursements for OT and PT services provided to Medicaid eligible students. He noted that CompuClaim is on the state bid. The company gets 6% of whatever is collected. He wanted to move ahead with a one-year agreement. The BOE buys the service. CompuClaim provides the program. The BOE would get the money.

3. **Consideration of the Committee to Recommend that the Board Approve a Contract with Power Point Energy to Complete Energy Saving Initiatives at ESS, LHS, PHS (Photovoltaic) and Sunnyside (EMS/Lighting)**

A 2-part PowerPoint document was handed out. The first part dealt with a Conservation Upgrade for Sunnyside School. The second part reviewed Renewable Energy Opportunity for ESS, LHS and PHS.

Mr. Cameron provided an overview with the intent of either going forward or dropping the item. This item was brought up under Finance, as there would no longer be a Building and Grounds Committee.

He mentioned that the BOE could get free financing through UI. There would be a commitment to pay the electric bill for 3 years service on year 4. Description followed regarding price structure.

Arlene Liscinsky asked the Committee to go ahead with a non-binding letter of intent. Mr. Holden considered Sunnyside School a no brainer. The BOE would not be out-of-pocket. It was felt that as long as the roofs would not be an issue, the plan for Sunnyside would be okay.

Mr. Burr recommended there be a special meeting of the BOE and someone be contacted to come and discuss Phase II with the entire board. Mr. Cameron was asked to secure a date for a meeting.

Phase I for Sunnyside was recommended to go for a vote before the full Board tonight.

V. ADJOURNMENT

ACTION: Arlene Liscinsky adjourned the meeting at 6:27 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary