Call to order: A special meeting of the Shelton Board of Education Committee was held on February 22, 2017. The meeting convened at 5:03 p.m., Chairman Win Oppel presiding.

Roll Call:
Members in attendance: Chairman Win Oppel via Skype, Vice Chairman Arlene Liscinsky, David Gioiello via Skype, Faith Hack, Mark Holden, Tom Minotti, Dr. Darlisa Ritter.
Guest in attendance: Kate Kutash (5:09 arrival), 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:
Tom Minotti MOVED to approve the agenda as presented, SECONDED by Arlene Liscinsky. A vote was taken with all in favor. Motion carried.

Approval of Minutes: Special Finance Committee Meeting of January 18, 2017.
Mark Holden MOVED to approve the minutes, SECONDED by Arlene Liscinsky. A vote was taken with all in favor. Motion carried.

Year-to-Date Object Summary, (L2) for 2016-2017 School Year through January (handout):

Salaries: Dominic Barone stated that salaries are on track.

Benefits: Dominic Barone stated that benefits were on track up until an unanticipated spike seen in January for health insurance. This will be monitored going forward.

Tuition and Transportation: Dominic Barone stated that it has been a tough year for tuition and transportation, our hope is that it doesn’t get any higher. We will try to address those costs with the state reimbursement, the Excess Cost Grant, and other savings. We will continue to look at opportunities to reduce some costs.

Heat and Utilities: Dominic Barone stated that we will have a better understanding of these costs once the heating season is over. The Fuel Cell is working at Shelton High School, but we do not know the effect that it will have on the budget at this time.

Building and Equipment Services: Dominic Barone stated that John Calhoun has been doing repairs and keeping things running.

Support Services: Dominic Barone stated that costs are higher this year because we have two nurses that we are paying as consultants for two very medically fragile students. It was not feasible for us to have our in-school nurses take on that responsibility, so we have a service for these students, driven by their IEPs.

Equipment: Dominic Barone stated that we are trying not to spend any equipment money. We are holding that back for any unforeseen items that may occur in the next four to five months. As things are required, we will get them.

Dominic Barone stated that he added the state and federal educational grants to the L2 so that they may be tracked.
Mark Holden MOVED to approve the Year-to-Date Object Summary, (L2) for 2016-2017 School Year through January as presented, SECONDED by Arlene Liscinsky. A vote was taken with all in favor. Motion carried.

Arlene Liscinsky MOVED to approve the Check Register & A/P Cash Disbursements Journal, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Old Business:

Finance Update:
Cafeteria Update: Dominic Barone stated that we have an agreement with Sodexo to modify the previous agreement and they will contribute $105,000 toward any loss. (The Sodexo Agreement was handed out.) This amendment is for the current and initial contract from 2016.
Superintendent Clouet asked Dominic Barone when he anticipated that we will go out to bid. Dominic Barone replied, as soon as a RFP (Request for Proposal) is released from the state Department of Nutrition via the USDA (United States Department of Agriculture).

Faith Hack MOVED to approve the recommendation to the full board for the amendment to our contract with Sodexo, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor. Motion Carried.

Report on Facilities:
Dominic Barone stated that the fire code compliance project at SHS is moving along well. It is expected that the first floor sprinklers should be finished this week, the second floor is almost done, and they are already working on the third floor. We are looking into the possibility of a microgrid over at Shelton Intermediate School. There is some grant money available to start that initiative to help with the utility bills. The fuel cell is up and running and we are currently looking into an issue with what the UI is reading from our meters. They’re billing us incorrectly, and we aren’t getting credit for our generation. We hope to resolve this issue within the next few days.
Dominic Barone stated that PHS and LHS solar projects are currently online and generating electricity.
Dominic Barone stated that the STEAM Lab room has been gutted and that project is moving forward.
John Calhoun replied that he hopes that it will be complete by the end of this fiscal year.
John Calhoun stated that they are working on an issue at the high school with the fuel cell company. He would like to be able to tie into certain panels in case the high school was ever needed as an emergency shelter. He is still working on bringing the new School Dude applications online. He is in the process now of bringing all of the training to all the staff members and schools.
Chairman Win Oppel suggested that John Calhoun look into funding that may be provided for emergency shelters.

New Business:

Educational Specifications for Elizabeth Shelton window project (handout given):
Dominic Barone stated that the city is interested in replacing the windows at ESS. The city has authorized us to file for a windows energy improvement upgrade. One of the things that we need to do is to approve these educational specifications for the state. We are still unable to file the full form with the state because the city has to authorize the money before the state will entertain the package. We
believe that the city is working with an architect now to come up with a cost for that project. Once that is completed we can work on getting the complete form to the state.
Arlene Liscinsky asked if there was a current estimate.
John Calhoun replied that it is too soon to give a proper estimate.
Dominic Barone stated that it would be good to review the plan before we finalize it.
Chairman Win Oppel suggested that we remove the second bullet point under Section 3 “The Project”, that reads, “Encapsulate all frames (of replaced windows) without disturbing the caulking jamb. Also, to change a sentence in Section 4, “Building Systems” from, “Replace exterior windows and encapsulate frames without disturbing the caulk or jamb”, to replace exterior windows.
Arlene Liscinsky suggested adding a second bullet point under “The Project” to add in the suggestion of including a screen option.
Dominic Barone stated that he would make suggested amendments to the Windows Energy Improvement Upgrade.
Chairman Win Oppel asked who we need to return the Windows Energy Improvement Upgrade to.
Dominic Barone stated that it was one of the many forms that we would bring to the state.

**Tom Minotti MOVED to approve the Educational Specifications for the Elizabeth Shelton window project as amended, SECONDED by DR. Darlisa Ritter. A vote was taken with all in favor. Motion carried.**

Chairman Oppel adjourned the meeting at 5:37 p.m.

Respectfully Submitted,

*Anita Smith*

Anita Smith
Recording Secretary
February 22, 2017