

SHELTON BOARD OF EDUCATION FINANCE COMMITTEE REGULAR MEETING

Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on April 19, 2017. The meeting convened at 5:04 p.m., Chairman Win Oppel presiding.

Roll Call:

Members in attendance: Chairman Win Oppel via Skype , Vice Chairman Arlene Liscinsky, David Gioiello, Faith Hack, Mark Holden, Dr. Darlisa Ritter.

Guest in attendance: Kate Kutash , Board of Education Member, Kathleen Yolish (5:06 p.m.), Board of Education Member, Dominic Barone, Director of Finance, Christopher Clouet, Superintendent, Judson Crawford, Shelton Senior Center Commission.

Excused: Tom Minotti

The Pledge of Allegiance was recited.

Approval of Agenda:

Arlene Liscinsky MOVED to approve the agenda as presented, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor. Motion carried.

Approval of Minutes: Special Finance Committee Meeting of March 22, 2017.

Dr. Darlisa Ritter MOVED to approve the minutes with the correction to the header to state that it was a “Special” meeting and not a “Regular” meeting, SECONDED by Arlene Liscinsky. A vote was taken with one abstention. Motion carried.

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

Dominic Barone stated that the certified salaries are tracking as expected; the substitutes are a little over budget, but that is typical around this time of year. We will look to fund this cost through savings in the insurance account. The support staff salaries are tracking as projected. The benefits are that we are tracking well and we are expecting some decent savings from the insurance. These savings will help supplement some of our overages. Chairman Oppel asked if we were at least breaking even with the cost for adding building substitutes. Dominic Barone answered; the goal was really to provide stability to our schools. From an operational perspective this method has worked really well. A daily substitute does cost a little less, but does not provide the stability that was needed. Superintendent Clouet asked if it was possible to get a comparison that would show each year side by side. Chairman Oppel made a suggestion to check with Human Resources to see how many open positions there would've been from the beginning of the school year until the end of March. Arlene Liscinsky mentioned that in previous discussions about substitutes we agreed that we shouldn't spend much more of the budget on substitutes. Dominic Barone stated that one of the previous concerns was the cost of insurance for the building substitutes, but that hasn't proved to be a problem. Holding back on the instructional materials, software, teaching supplies, and textbooks seems to be working. The tuition is a big concern, but it has been there all year. We have outplaced several students in January and later months. The cost for special education has risen this month because we just received bills for certain student services. We are going to utilize the Excess Cost Grant and savings from insurance to offset the tuition and the transportation deficits. The Adult Education numbers will be back under budget once the grant comes in

from the state. Dr. Darlisa Ritter asked why the cost for program improvement went up. Superintendent Clouet responded the biggest change in expense was that the state started the next generation professional development seminars. These sessions require us to send a team of five staff members for multiple days. We have to pay for the travel expenses and the building substitutes used to cover staff absences. Superintendent Clouet suggested that if the professional development continues in this manner and the funding doesn't change, we may need to take a year off from attending these sessions. Dominic Barone stated that historically, Special Education transportation expenses have always been over budget. Additionally, we have prepaid our portion of the propane auto gas for the school buses. The city is responsible for any amount over \$120,000. Administrative costs are projecting as anticipated. Our postage cost has gone up; we have been mailing a lot more. However, this cost is not a significant number in our budget. We are holding back on purchasing non instructional supplies based on previous meetings and this is now tracking okay. In regard to heat and utilities, the gas looks like it will be over budget, but the electricity looks as if it will be under budget and they should offset each other. The water company has changed over to monthly billing. This year we will pay 13 or 14 water utility bills. Once we get through the next fiscal period we should be back to paying 12 water utility bills per year. Building and equipment services are tracking well. We are watching the service contracts. We tend to see a lot of activity with our service contracts so we need to make sure that it stays under budget. Professional technical services are over budget and that is driven by a lot of special testing and services that we are using for special education. We plan to use some Medicaid reimbursements to offset these costs. The equipment is tracking okay. It looks like this is going to be a very tight year with our budget and there might not be much of a surplus based on where we are and where we are going to go in the next two months. Arlene Liscinsky asked if the city is in a deficit for workman's compensation and if so, how much of that cost is ours. Chairman Oppel asked if there was a way that we can determine how much is being paid out of the workman's compensation fund for the Board of Education employees in this fiscal year in order to only pay this amount back to the city. Dominic Barone stated that Workman's Compensation Trust, the company we use to manage our workman's compensation claims should give us some more information on this soon. Kathleen Yolish asked if we know how many people are out on currently on workman's compensation claims. Dominic Barone stated that he would report back on this inquiry.

Arlene Liscinsky MOVED to approve the Year-to-Date Object Summary, (L2) for 2016-2017 School Year through March as presented, SECONDED by Mark Holden. A vote was taken with all in favor. Motion carried.

Faith Hack 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 the food service contract is out to bid. It is out for 30 days by State requirement. There's a vendor conference on Tuesday April 25, 2017 for potential bidders. We will need

to form a committee to review the results. The middle of July is when the contract needs to be in to the state. After the 30 days given to the companies we will review and vet the proposals and come up with a preferred solution. Chairman Oppel asked if we are asking for any equipment or upgraded equipment to be included. Dominic Barone answered that equipment is optional. They will be allowed to offer that and we will weigh the value of whether or not we would like to include the equipment.

Athletic Account:

Balance listed on the L2 Narrative.

Student Parking Fees:

Balance listed on the L2 Narrative.

Report on Facilities Projects:

Dominic Barone stated that the Sunnyside ES Roof part two went out to bid at the beginning of the month. Elizabeth Shelton's Media Center furniture will be purchased by the city. We utilized the pricing from the Sunnyside bid. ESS window replacement's funding was approved by the Board of Alderman. There will be two phases. Phase one will deal with the old windows and phase two will deal with the newer and fixed windows. Within that there will be an option for a screen. Now that we have the funding in place we can go to the state and begin the bidding process. We are looking at some other energy efficient solutions. At Sunnyside we had company come out to look at converting us to LED lighting. The next step would be a more formal commitment into this conversion. David Gioiello asked if we could get a copy of the OSHA report related to Perry Hill School. Dominic Barone stated that he would talk to the facilities manager about getting that report. Mark Holden inquired about the tarp that's on the roof of Sunnyside School. Dominic Barone stated that he believed that there's a metal piece there that will be fixed during phase two at Sunnyside School.

New Business:

Kathleen Yolish asked how many teacher retirees we have. Superintendent Clouet replied 12. Chairman Oppel asked if we have one administrative retiree and if we have to fill that spot. Superintendent Clouet replied that we are looking into various options including not filling that spot so that we are able to reduce our staffing by eight teachers and one administrator; which is what we built into the budget. We would like to look at all of the pieces to see what the state and the city will do. Then we will analyze all of the pieces to make sure that we have a credible and quality staff that will meet the needs of the students.

Chairman Oppel adjourned the meeting at 5:52 p.m.

Respectfully Submitted,

Anita Smith

**Anita Smith
Recording Secretary
April 21, 2017**