SHELTON BOARD OF EDUCATION  
REGULAR MEETING OF THE FINANCE COMMITTEE  
WEDNESDAY, March 19, 2014

The meeting was called to order at 5:10 PM.

Pledge of Allegiance

**Roll Call:** Attendance taken by Allan Cameron  
Present: Arlene Liscinsky, Chairperson; Win Oppel, Vice Chairperson via Skype, Faith Hack, Mark Holden. Kate Kutash, SBOE member. Tom Minotti and Jay Francino-Quinn, Committee members absent.  
**Also Present:** Superintendent Burr, Deborah Keller, President of the SEA, and Judson Crawford, representing the Senior Citizen Commission  

Faith Hack made a motion to accept the agenda of the regular meeting of March 19, 2014, seconded by Mark Holden, vote 5-0, motion carried.

Win Oppel made a motion to approve the minutes of the special meeting of February 26, 2014, seconded by Faith Hack, vote 5-0, motion carried.

The L2 Narrative was distributed, and Mr. Cameron proceeded to review the Year to Date Object Summary, (L2) for 2013-2014 school year.

**Salaries:** The salary Journal Entries are complete through February. 61.3% of the budget is expended; including the payment to teachers from the VRIP two years ago, compared with 59.1% at this time last year, 55.4% at this time the year before. However, through January 31 there were 15 payrolls this year for Certified Staff vs. 14 in the two previous years.

Temporary Certified Substitutes are $267K over budget; last year at this time they were over budget by $87K, the year before $60K. The overage is due to curriculum writing and required staff development; it is not due to unusual teacher illness. A discussion as to the reason for curriculum writing took place with Win Oppel suggesting this is an item that should be within our control, perhaps delaying the curriculum writing to the next year. Allan Cameron responded that at this time curriculum must be adapted and aligned to the Common Core standard and Deborah Keller added that some electives at the high school needed curriculum as mandated by NEASC.

Tutors: The Office of Instruction and HR Dept. monitor tutors very carefully. YTD 74.4% of the budget is committed vs. 86.6% at this time last year and 100.0% at this time the year before.

A shortfall in the Certified Salary family of accounts is projected. The Spec. Ed. Excess Cost Reimbursement will cover the shortfall in tutors; however there will be a residual due to unplanned expenditures in the Administrators account and the overage on certified substitutes.

In the Non-Certified payroll, 69.0% of the budget is committed compared with 64.9% at this time last year, 66.3% at this time the year before. The same situation applies as above; through February 28 there were 15 payrolls this year for Non-Certified Staff in the schools vs. 14 in the two previous years. A slight shortfall may occur in this family of accounts, due to custodial and maintenance overtime necessitated by the inclement weather.

**Benefits:** The withholding for February health insurance and FICA payments have been posted. 63.6% of the budget is committed. Since the City and BOE have become self-insured for health insurance, Anthem’s “drafts” on
the City have not been posted to the GM360L; therefore, they have not been posted in MUNIS. We continue to meet with the City, the auditors and representatives of Smith Brothers to establish the processes and procedures for the new self-insured health plans; we are making progress in working out the logistics of setting up self-insurance funds within MUNIS that will appropriately track revenues and expenditures. This has proven to be a tedious and time consuming process; we are working it.

As part of the reconciliation process we have posted all of the charges that have been posted by the City. Charges for Worker’s Comp. and City paid unemployment have not been posted yet. According to the Workers Comp. Trust, the BOE has committed $330K to W/C YTD; however, there are some settlements that are pending.

**Instructional Materials:** Are 62.2% committed compared with 59.2% last year, 46.2% at this time the year before. The elementary schools have used approximately 89.7% of their available budgets, the intermediate school approximately 72.2%, the high school approximately 63.5%, Spec. Ed. 102.6% and Office of Instruction 27.1%. At this time, the instructional materials line item is frozen.

**Program Improvement & Staff Development:** 47.7% of the budget is committed this year vs. 45.6% last year, 117.9% the year before. The budget was increased in 2012-13 by $75,000 to accommodate the Common Core. Of the $77,184 spent YTD, $28,072 represents payments to outside agencies; i.e. CES, Custom Computer, Munis and the University of Hartford for STEM training. $49,112 has been payments to BOE staff for curriculum work. Mr. Cameron repeated that some needs had been outsourced to get some relief and help.

**Tuition:** Encumbrances are complete. A review of the open purchase orders indicates that some reclassification is necessary. Through February 28, $1,963,569 has been expended; $353,866 is encumbered. Encumbrances include the Aquaculture school and Spec. Ed. outplacements. As a point of reference, last year at this time the tuition account was $227K over budget, the year before $201K over; this family of accounts is $105K over budget this year. We have checked with Spec. Ed. – everything is encumbered and there are no move ins that we know of.

**Transportation:** The buses are fully encumbered. YTD expenditures for Regular Ed, $886,007 are based on 72 days of service; projecting forward at the per diem rate, it appears that the regular ed. budget may be overspent by $11K.

$706,491 has been expended on Spec. Ed Transportation. Approximately $183,000 was for summer school; $523,000 is for other Spec. Ed Trans through February. Based on existing encumbrances, a shortfall in the Spec. Ed. Trans is projected at $39K.

Due to increases in the contract amounts, Athletic Transportation and Student Field Trips are running at higher levels than they have been in the past. Athletic Trans. is over budget by $8,852 and Field Trips, which have been used to augment Athletic Trans, are over by $15,912; It is expected that these accounts will show a $50K shortfall because the spring sports season, which is the most transportation intensive, have not started yet.

The bus fuel expense is running significantly higher than anticipated; $191,317 has been expended based on 75 days of school; the daily rate is $2,551 for a projected total cost after 181 days of $461,550. Through the end of December, the fleet was using an average of 1,288 gallons of propane per day; projecting forward, the fleet will be expected to use 233,244 gallons; 65,898 more than anticipated. Even after claiming the $0.50 per gallon excise tax rebate, this budget line will be over budget. The Budgeted cost per gallon of propane is $1.35; the actual price that we have paid recently is $2.47 per gallon; AFTER the $0.50 excise tax rebate is $1.96. A $235,634 budget overrun is projected.
We have filed the paperwork to claim the excise tax credit; preliminary indications are that, because we are tax exempt, it may not be available until after the fiscal year is over. The BOE has applied to register as an alternative fuel dispenser; that is the first step in applying for the excise tax credit. Our application has been rejected; a number of issues need to be resolved before we can be granted status as an alternative fuel dispenser. Mr. Holden reminded the committee that this budget was generated before we knew we would have City owned buses. Additional discussion took place regarding fuel costs, and Mr. Cameron elaborated on the reasons for the higher fuel costs particularly propane costs coming in higher than budgeted due to the following factors; extremely cold winter, Midwest farmers using propane to heat crops, increasing demand. While we currently pay pipe head prices from Selkirk, NY plus delivery charges and not locking in to a price. We are not realizing the savings now, but can expect to over time. Mr. Oppel asked if Finance had converted the data points into next year’s budget so the year request does not start behind. While this has not yet been done, it will be within the next two weeks.

**Administrative Expenses:** Internet and telephone services have been encumbered. We have ordered non-instructional supplies for the offices and paid for most of the annual Dues & Fees. The balance of the items are encumbered throughout the year, as needed. 79.1% of the budget is committed vs. 81.7% at this time last year, 83.3% at this time the year before.

**Heat & Utilities:** This continues to be an area of concern in the budget.

Eight payments have been made to UI and Direct Energy for electricity. Through February, 2.5% more electricity has been used than the three year average; and 71.5% of the budget has been spent with two thirds of the year gone. A crude forecast, (i.e. YTD expenditures divided by 8 * 12) $951,785 / 8 *12 =$1,427,775 projects this account to be over budget at the year-end by approximately $96K.

After three billing cycles (the Board is billed quarterly) $66,174 has been paid for water vs. a budget of $60,936; the final billing cycle is estimated to cost $22K.

We are still very much in the heating season. YTD 249,607 CCF of natural gas have been used vs.178,937 at this time last year – a 70,670 CCF increase compared with last year. Each school has used more; projecting through the year end, we can expect to use approximately 37% more natural gas than last year.

With respect to fuel oil, 88,506 gallons have been dropped through February 28. Last year our total usage was 85,375 gallons. Projecting ahead, approximately 126,450 gallons will be dropped; a 34% increase over the five year average. The most recent price per gallon was $3.27; the budgeted price is $2.54.

As part of the budget building process all of these accounts have been reviewed; while some adjustments will be required, in general the budgeted amounts and projected expenditures seemed appropriate – this position may have to be revised in light of increased electricity usage, increased natural gas usage, and the increase in the water bill. However, at this time, it is estimated that this family of accounts will exceed the budget by approximately $250K. Mr. Cameron added that at the rate we are using electricity, water, natural gas, and fuel – having just examined the four schools that use oil (Elizabeth Shelton School, Mohegan School, Long Hill School, and Booth Hill School) to date, he can project they will use 35% more fuel oil in an average of the previous five years. He said he did not feel the overages are inflated or inappropriate.

Mr. Cameron continued to explain that the BOE has applied to register as an alternative fuel dispenser; that is the first step in applying for the excise tax credit. The application has been rejected due to a number of issues that
need to be resolved prior to being granted status as an alternative fuel dispenser. Those issues are being addressed.

**Building and Equip. Services:** 104.3% of the budget is committed vs. 98.1% last year and 79.0% the year before. Expenditures for Service Contracts are over budget by $129,310 and $175,247 is encumbered resulting in a total over budget situation of $304,858. This was investigated in detail previously and reported on; it has been reinvestigated and the numbers are correct; the drivers are software support contracts. Of the $175K in encumbrances, $153 is associated with technology. Part of the overage in Service Contracts will be offset in “Rentals”. At the end of the year, this family will very likely be over budget.

It is important to note that approximately half way through the school year a balance of only $13,108 remains in the “project account”- this is the place in the budget where fire code compliance and security improvements are coming from.

**Support Services:** 78.9% of the budget this year, vs. 97.1% last year, 134.8% the year before. Of the $242,533 spent this year, legal expenses account for a total $88,087; $52,230 for Spec. Ed., $22,530 for employment related matters and $13,342 for other matters. Mr. Cameron stated that they SBOE had recently committed to a Futures Study which is a great idea since the last study did produce money saving strategies.

**Equipment:** The incorrect posting last month was corrected; 59.3% is committed this year vs. 65.8% last year and 85.7% the year before. The decrease compared with last month is that the Chrome Books, which are 100% funded by a grant from the State DOE, were incorrectly charged to the BOE Budget - they have been removed and transferred to a grant budget. Outside of the BOE budget:

- Promethean Boards - paid for by the City $100K. They have been received and deployed at PHS, SIS and the elementary schools. They are being used! Superintendent Burr added that the Promethean Boards have been deployed through Grade 4 (starting at the high school 9-12).
- The BOE received a $256K technology grant; 750 chrome books, carts have been purchased. They have all been received and are being commissioned now.

**Other:**

The balance in the Athletic Account as of 02/28/14 was $116,484.15.

The balance in the Parking Lot Account as of 02/28/14 was: $23,125.00.

P2P collections are: Collected $170,562.50 from 542 SHS students and 133 SIS students; refunded $2,150.00 for a net collection of $168,412.50. Last year at this time collections were $153,542.75 the year before $164,999.00.

**Arlene Liscinsky made a motion to accept the YTD object summary as presented, seconded by Win Oppel, vote 4-0, motion carried.** (Mr. Holden excused himself from the room to attend another meeting being held at SBOE at the same time).

**Faith Hack made a motion to accept the check registers and cash disbursements, seconded by Arlene Liscinsky, vote 4-0, motion carried.**

**Cafeteria:** Mr. Cameron shared with the committee that the bids for the cafeteria will be opened on Thursday, March 20, 2014 at 3:30 PM at City Hall, and he expected to be present.
**Report of Facilities Projects:** A summary of Facilities Projects 2013-2014 was distributed and discussed. Projects are listed according to school, and the summary is available in the Finance Office. Mr. Cameron reviewed each item with discussion from committee members.

Mr. Cameron stated that the Shelton High School Code Compliance Committee met and recommended hiring Bruce Spiewak as Code Compliance Consultant. CCC Chairman Sheehy also informed Mr. Cameron that Fletcher Thompson Architects will serve as the Architect of Record for the project. The Board of Alderman also met last week and approved Mr. Spiewak’s contract, established the funding, and authorized the Mayor’s signature. Mr. Cameron stated he is a member of the Code Compliance Committee.

Sprinkler Committee: Aquarian will be conducting the flow testing in the next few days.

Doors: The doors on the back corridor near the café have been replaced and magnetic closures have been installed. The locks on three storage areas off that corridor have been removed and replaced with code compliant locks. The classroom that opens into that corridor has also had a replacement door installed which is fire compliant.

Cameras: After meeting with the vendor, it is expected that all schools will be finished by June 30, 2014.

Ballistic Film: Currently on hold.

Fortification/Windows Project: Silver Petrucelli is approved for this project. This project is currently on hold as Dean Petrucelli (Silver Petrucelli) cannot proceed until he meets with an environmental consultant who was to be appointed by the City. The consultant has not yet been appointed.

Code Compliance SHS: The Contract to Mr. Spiewak was signed by the Mayor and sent to Mr. Speiwak, not yet returned. Mrs. Liscinsky suggested creating a timeline for each project to document the process.

**New Business:**

- The Special Education Department raised money several years ago through a fundraiser to purchase a van. The van was purchased in 1998. Mr. Cameron reported that there is still $22,000 left in this account. It has been requested by Special Education Department to purchase a new van. This van is used to transport our students to their work program which currently has 40 employers who employ students from our life skills classes. This would need to go out to bid.
- Former BOE member Michael Pacowta emailed Mr. Cameron to inform him that he is working for the CT Council for Economic Education. This council serves teachers and students of Connecticut by helping to provide financial and economic education state-wide. He is hopeful to encourage volunteers from Shelton.

**Arlene Liscinsky made a motion to adjourn the meeting, seconded by Faith Hack, vote 5-0, motion carried.**

Meeting adjourned at 6:35 PM.

Respectfully submitted,

Patricia Lilling, Substitute Recording Secretary