Chairman Arlene Liscinsky called the meeting to order at 5:07 PM.

Pledge of Allegiance was recited.

**Roll Call:** Arlene Liscinsky took attendance.
**In Attendance:** Arlene Liscinsky, Chairperson, Winn Oppel, Vice Chairperson, Faith Hack, Mark Holden, Kate Kutash, Kathy Yolish.
**Also in Attendance:** Dominic Barone, Finance Director, Freeman Burr, Superintendent, Deb Keller, representing teachers union, and Judson Crawford, representing the Senior Citizens Commission.
**Absent:** Tom Minotti

Faith Hack moved to have New Business items moved to the beginning of the agenda after approval of minutes and check register’s. Winn Oppel seconded the motion. A vote was taken with all in favor. Motion carried.

Win Oppel moved to approve the minutes of the meeting of July 16, 2014. Mark Holden seconded the motion. A vote was taken with all in favor. Motion carried.

Win Oppel moved to approve the Check Register for 7/15/14, (13-14) 7/15/14 (14-15) & 7/31/14 (14-15) Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

Win Oppel moved to add a new item to New Business on the Agenda to discuss Hocon Fuel. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

**New Business**
Mr. Barone handed out a General Fund Budget Transfer Request. He advised that he would like to transfer funds totaling $125,000.00 out of the health budget into the four different objects to support the following items. A security position, a job coach position, Apple Computer equipment and PHS furniture. A discussion was had. Mr. Burr stated that he has advised the mayor the he expects to return $200,000 back to the city from last year’s budget.

Win Oppel moved to approve the transfer of funds as outlined on the document that was handed out, with the caveat that we watch very closely the medical insurance line. Faith Hack seconded the motion. A vote was carried with all in favor. Motion carried.

Weight Room Donation: John Niski submitted an estimate of $96,900 for the proposed equipment. He is including the floor repair, painting & service contract. Mr. Burr stressed that this is cost estimate only.

Hocon Fuel: (added item): Mr. Barone handed out a sheet with different cost options for Hocon Fuel for propane. Hocon is giving the BOE the ability of prepaying with a locked in rate. Under option 4 we can lock in at 1.875. Last year our total propane fuel consumption for the BOE was 238,009. We did not have a lock in rate last year. If we choose to prepay, we can prepay up to the $225,000 that we have budgeted for fuel this year and if we go over we can send the bills to the city. Winn Oppel suggested that we get in writing from Hocon Fuel what the rate will be if we go over 200,000 gallons. We will need to see what the City will do before we can decide which option we will go with, either option 3 or option 4.
Winn Oppel moved authorize the Superintendent and the Finance Director to inform the City and then negotiate with Hocon to enter into option 3 or 4 but not to exceed $225,000. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

Old Business

Athletic Account – No changes.

Student Parking Fees: Starting to come in.

Transportation: Mark Holden talked to Jim Burns and the bus runs have been uploaded. Parents with any problems or questions regarding the bus schedule should email Jim Burns and cc Freeman Burr at bus@sheltonpublicschools.org, the bus lists are being updated by Jim Burns every other day with new information.

Summary of Facilities Projects 2014-15: A summary of facilities Projects 2014-2015 was handed out and discussed. Projects were listed according to school. The items were reviewed by Mr. Barone.

Mr. Burr advised that security cameras are installed system wide. We are waiting for the emergency buttons that are connected with the police departments. Also, the contractor has to install another keyless entry in the back of the buildings for staff entrance. They only installed one in the front of the building. We will not pay any money until the project is complete.

The 3 school security projects are on hold for now due to the debate with the environmental consultant.

Fire Code compliance in all the elementary schools came back perfect.

Wire mesh project is almost complete and the security film is being installed in PHS, SHS and SIS in the large class areas.

Sodexo Contract – Waiting for the signed contract to come back from the state.

The L2 Narrative was distributed and discussed. A copy of which is attached.

Faith Hack moved to approve the L2 Summary. Mark Holden seconded the motion. A vote was taken with all in favor. Motion carried.

Arlene Liscinsky asked if the poles at the girl’s softball fields were ever looked at to see if they can be turned into lights for the field. Mr. Barone advised that he and Al Cameron did go over to look at them and they are too small and will not hold the weight.

Petty cash was reviewed.

Meeting was adjourned at 6:20 PM

Respectfully Submitted;

Teresa Milyo, Recording Secretary
Salaries: We have posted payroll through July 2014, and we have spent 1.0% of our budget; including the payment to teachers from the VRIP.

In the Non – Certified payroll, we have committed 5.99% of the budget, compared with 7.0% at this time last year, 6.2% at this time the year before.

Benefits: We have posted July’s health insurance (via MUNIS) and FICA payments; 6.9% of the budget is committed, compared with 1.9% last year. Increase is due to $620,000 paid into HSA accounts. The encumbrance was for an IRS fee for being self-insured. The health insurance will be reclassified into the Self-Insurance fund.

Instructional Materials: We are 37.67% committed compared with 29.9% last year, 19.2% at this time the year before. The elementary schools have used approximately 57.0% (64.0% last year) of their available budget,-the intermediate school approximately 68.3% (49.9% last year), the high school approximately 31.2% (28.9% last year), Spec. Ed. 36.3% (46.6% last year) and Office of Inst. 35.1% (4.3% last year).

Program Improvement & Staff Development: We have committed 6.19% vs. 7.7% last year, 6.19% the year before.

Tuition: We are beginning to encumber. Through July 31 we have expended $129,000 for Summer school programs and have encumbered $228,261. The process of encumbering funds usually continues through October.

Transportation: We normally encumber the buses after the October 1 student census; this allows us to correctly apportion the cost to the appropriate level. We have spent 0.90% of the budget and expect to be invoiced approximately $61,000 for Spec. Ed. Summer school transportation.

Administrative Expenses: We have encumbered our internet service and are working on our telephones. We have ordered non-instructional supplies for the offices and paid for some of the annual Dues & Fees. The balance of the items are encumbered through-out the year, as needed. We are 54.01% committed vs. 52.9% at this time last year, 44.7% at this time the year before.

Heat & Utilities: We have encumbered 79.58% of the utilities, as compared to 0.3% last year.

Building and Equip. Services: We have committed 29.28% of our budget vs.35.0% last year and 16.7% the year before; service contracts and equipment rentals have been encumbered more quickly than in the past. Projects will be discussed in the Facilities portion of the meeting.

Support Services: We have committed 25.12% of our budget this year, vs.5.5% last year, 12.9% the year before.

Equipment: No activity in July.
The audit has begun; the auditors have finished most of the routine tests of payroll and accounts payable. They have to come back in October to review the ED001 and do some “clean up”.

The ED001 was completed by Al Cameron and submitted 8/13/2014. We will revise based on audit.