Chairman Arlene Liscinsky called the meeting to order at 5:03 PM.

The Pledge of Allegiance was recited.

Roll Call: Allan Cameron took attendance. **In Attendance:** Arlene Liscinsky, Chairman Win Oppel, Vice Chairman via Skype, Faith Hack, Tom Minotti, Kate Kutash (5:05PM), Kathy Yolish (5:05PM). Jay Francino-Quinn arrived at 6:45 PM; Mark Holden arrived at 6:55 PM. 

Also in Attendance: Carole Pannozzo, Director of Human Resources, Superintendent Freeman Burr (arrived at 5:23PM), Deborah Keller, President of the Teachers Union.

Mr. Cameron also acknowledged that representing the public was Judson Crawford a member of the Senior Citizen Commission.

**Approval of the Agenda**

Tom Minotti moved to approve the agenda. Faith hack seconded the motion. A vote was taken with all in favor. Motion carried.

**Approval of Minutes of Meeting of January 15, 2014**

Tom Minotti moved to approve the minutes of the meeting of January 15, 2014. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

**Year to Date Object Summary, (L2) for 2013-2014**

The L2Narrative 02/26/14 was distributed.

**Salaries:** The salary journal entries are complete through January. 53.3% of the budget is expended; including the payment to teachers from the VRIP two years ago, compared with 50.7% at this time last year, 48.5% at this time the year before. However, through January 31st there were 13 payrolls this year for Certified Staff vs. 12 in the two previous years.

Temporary Certified Substitutes are $115K over budget; last year at this time they were below budget by $78K, the year before 63K. The overage is due to curriculum writing and required staff development; it is not due to unusual teacher illness.

**Tutors:** The Office of Instruction and HR Department continue to monitor tutors very carefully. YTD 65.3% of the budget is committed vs. 72.4% at this time last year and 82.9% at this time the year before.

In the Non-Certified payroll, 61.5% of the budget is committed compared with 56.97% at this time last year, 58.2% at this time the year before. The same situation applies as above; through January 31st there were 13 payrolls this year for Non-Certified Staff in the schools vs. 12 in the two previous years.

**Benefits:** The withholding for January health insurance and FICA payments have been posted. 47.9% of the budget is committed.

**Instructional Materials:** are 61.9% committed compared to 59.2% last year, 43.5% at this time the year before. The elementary schools have used approximately 88.9% of their available budgets, the Intermediate school approximately 72.1%, the high school approximately 67.7%, Special Education 98.6% and Office of Instruction 27.1%.

**Program Improvement & Staff Development:** 45.3% of the budget is committed this year vs. 44.5% last year, 112.9% the year before. The budget was increased in 2012-13 by $75,000 to accommodate the Common Core. Of the $74,666 spent YTD, $26,030 represents payments to outside agencies; i.e. CES, Custom Computer, Munis and the University of Hartford for STEM training. $48,636 has been payments to BOE staff for curriculum work.
Tuition: Encumbrances are complete. A review of the open purchase orders indicates that some reclassification is necessary. Through January 31st, $1,470,305 has been expended; $806,418 is encumbered. Encumbrances include the Aquaculture school and Special Education outplacements. As a point of reference, last year at this time the tuition account was $224K over budget, the year before $201K over; this family of accounts is $64K over budget this year.

Transportation: Based on the October 1st student census the buses are fully encumbered. YTD expenditures for Regular Ed, $605,998 are based on 74 days of service; projecting forward at the per diem rate, it appears that the Regular Ed budget may be under spent by 27K. $605,998 has been expended on Special Ed Transportation. Approximately $183,000 was for summer school; $423,000 is for other Special Ed Transportation through January. Based on existing encumbrances, a shortfall in the Special Education Transportation is projected at $47,267.

Due to increases in the contract amounts, Athletic Transportation and Student Field Trips are running at higher levels of expense than they have been in the past. Athletic Transportation will go over budget in February; money will be transferred from Student Field Trips.

The bus fuel expense is running significantly higher than anticipated. $191,317 has been expended based on 75 days of school; the daily rate if $2,550 for a projected total cost after 181 day 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, AFTER the $0.50 excise tax rebate is $1.96. A $235,634 budget overrun is projected.

The BOE has applied to register as an Alternative Fuel Dispenser with the IRS. That is the first step in applying for the excise tax credit. The plan is to claim the credit for August through December.

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 due and fees. The balance of the items are encumbered throughout the year, as needed. 76.3% of the budget is committed vs. 80.0% at this time last year, 80.1% at this time the year before.

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

Seven payments have been made to UI and Direct Energy for electricity. Through January, 6.0% more electricity has been used that the three year average; and 64.5% of the budget has been spent with only 58% of the year gone. It is projected that this account will be over budget at the year-end by $140,000.

After two billing cycles (the Board is billed quarterly), $48,555 has been paid for water vs. a budget of $60,936. This will also require investigation.

We are still in the heating season. YTD 190,742 CCF of natural gas have been used vs. 122,052 at this time last year, a 68,990 CCF or 56% increase compared with last year. Each school has used more; although SHS has used 52,670 CCF more.

With respect to fuel oil, 74,930 gallons have been dropped through January 31st. This is 13% more than the average YTD numbers at this time over the past five years. The most recent price per gallon $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 seem appropriate; this position may have to be revised in light of increased electricity usage, increased electricity usage, increased natural gas usage and the increase in the water bill.

Building and Equipment Services: 99.3% of the budget is committed vs. 92.5% last year and 78.2% the year before. Expenditures for Service Contracts are over budget by $114,120 and $179,612 is encumbered resulting in a total over budget situation of $293,076. This was investigated in detail previously and reported on. It has been reinvestigated and the numbers are correct. The drivers are software support contracts. Part of the overage in Service Contracts will be offset in “Rentals”. At the end of the year, this family will likely be over budget.
It is important to note that approximately halfway through the school year, a balance of only $13,108 remains in the "project accounts." This is the place in the budget where fire code compliance and security improvements are coming from.

**Support Services:** 75.1% of the budget this year, vs. 92.7% last year, 129.1% the year before. Of the $156,341 spent this year, legal expenses account for a total of $74,842; $43,865 for Special Education, $20,392 for employment related matters and $10,585 for other matters.

**Equipment:** Committed 165.5% this year vs. 62.0% last year and 80.9% the year before. The increase vs. last month are the ChromeBooks, which are 100% funded by a grant from the State DOE, were incorrectly charged to the BOE Budget. When they are taken out (which has already happened) 53.5% of the budget will be committed. Will show up in February.

Outside of the BOE budget:
- $100K for Promethean Boards paid for by the City. In the last two weeks they were deployed at PHS and SIS. They will be installed at the elementary schools this weekend.
- The BOE received a 256K technology grant. 750 ChromeBooks and ChromeBook carts have been purchased. They have all been received and are being commissioned now.

**Approval of Year to Date Object Summary**

*Win Oppel moved to approve the YTD Object Summary (L2). Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.*

**Approval of Check Registers**

*Tom Minotti moved to approve the Check Registers and Cash Disbursements. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.*

**Old Business:**

The balance in the Athletic Account as of 1/31/14 was $116,484.15.
The balance in the Parking Lot Account as of 1/31/14 was $23,125.00.

Pay to Participate:
Collected $164,962 from 533 SHS students and 131 SIS students.
Refunded $2,150.
Net Collection: $162,812.50. Last year at this time collections were $153,542.75, the year before, $164,999.00.

**Cafeteria:** On 2/27/14 the BOE will be hosting prospective bidders for the cafeteria contract. It will be held in the BOE room at 9:00 AM.

**Summary of Facilities Projects 2013-2014**

-A summary of Facilities Projects 2013-2014 was handed out and discussed. Projects were listed according to school. Mr. Cameron reviewed the items. The report showed projects in progress as well as those completed. The report is available in the Finance Office. It was also reported that the SHS Code Compliance Building Committee is recommending hiring Bruce Spiewak and Fletcher Thompson to go forward.

**School Security Grant-Update:**
- The contract for the cameras will be awarded to the vendor on 2/27/14.
- Ballistic mesh bid will also be awarded as well.
- The Alderman approved the contract with Silver Petrucelli for fortifying the entryways, windows and doors at ESS, MOH & LHS.

**Report on Technology Grant:** Already discussed earlier in the meeting.

**Report on 2014-15 Budget:** Went to the Mayor on time. It was sent over to the high school to get published at the Special Ed Department. It will go on the website this weekend.
New Business

Review the Finance Director job description & discussion of the timeline for replacement: Carole Pannozzo handed out a draft of the new job description for the Director of Finance position. Carole also handed out a salary schedule as well as DRG report. She reviewed these handouts and a discussion was had. The job will be posted on 3/17/14. Mr. Burr stated that more than likely the new Finance Director will not be able to start until after June 30th so we need to be prepared to have some reporting done before that time and we will need to have Allan Cameron assist us with some of that if he is available. Mr. Cameron advised that he will help in any way he can.

Healthy Foods Certification:

Approval of Healthy Foods Certification

Tom Minotti moved to approve that we will continue with the Healthy Foods Certification again next year as we did this year. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

Approval to bring up a new item for New Business on the Agenda

Tom Minotti moved to add a new item for New Business on the Agenda to discuss the Voluntary Retirement Incentive Plan. Faith Hack seconded the motion. A vote was taken with everyone in favor. Motion carried.

Voluntary Retirement Incentive Plan: Carole Pannozzo advised that after they presented the retirement incentive at the special meeting for the Finance Committee the teacher’s union asked that the Board consider their counter proposal which Carole passed out to everyone. A discussion was had.

Approval to accept the SEA Voluntary Incentive counter proposal for review by the BOE

Tom Minotti moved to accept the SEA counter proposal for the Voluntary Retirement Incentive Plan and recommended it go to the full board for approval. Faith Hack seconded the motion. A vote was taken with all in favor. Motion Carried.

Motion to Adjourn

Tom Minotti made a motion to adjourn the meeting. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

Arlene Liscinsky adjourned the meeting at 7:05 PM.

Respectfully Submitted;

Teresa Milyo
Recording Secretary