Chairman Arlene Liscinsky called the Regular Meeting of the Shelton Board of Education Finance Committee to order at 5:02 p.m.

The Pledge of Allegiance was recited.

**Roll Call:**

**In Attendance:** Arlene Liscinsky, Chairperson, Win Oppel, Vice Chairperson (5:02 to 5:58 p.m.), Faith Hack, Tom Minotti.

**Absent (Unexecused):** Jay Francino-Quinn.

**Quorum:** 4 members present from 5:02 to 5:58 p.m. 3 members from 5:58 to 6:22 p.m.

**Also in Attendance:** Mark Holden, Kathy Yolish, Dominic Barone-Director of Finance, Carole Pannozzo-Director of Human Resources (5:02 to 5:44 p.m.), Deborah Keller-Shelton Education Association President, and Judson Crawford, Shelton Senior Center Commission.

Tom Minotti MOVED to approve the agenda, SECONDED by Faith Hack. A vote was taken with all in favor. Motion carried.

Faith Hack MOVED to approve the minutes of the regular meeting of June 17, 2015 and special meeting of June 24, 2015, SECONDED by Win Oppel. A vote was taken with all in favor. Motion carried.

Chairman Liscinsky asked for a motion to move the items under New Business as the next topic of discussion, to include SEA Stipends and Merit/Non Bargaining Staff Increases 2015-2016, to include a possible Executive Session.

Win Oppel MOVED to amend the agenda to move New Business as the next item, SECONDED by Faith Hack. A vote was taken with all in favor. Motion carried.

**New Business:**

SEA Stipends: Chairman Liscinsky turned the meeting over to Carole Pannozzo, Director of Human Resources. Ms. Pannozzo stated that after meeting with the Shelton Education Association, the Board has been requested to fund four new stipend positions. The Superintendent authorized Ms. Pannozzo to bring forward two of the stipend positions for the Finance Board’s consideration tonight. One of the stipends is the “Junior Statesmen of America” Advisor. The advisor currently leading the team attended a BOE meeting with the group, which is involved in debating involved in current events, politics, etc. The program has been successful. The advisor attends three overnight field trips with the team during the season, including Washington, D.C. and Boston and spends at least two hours per week working with the program, along with the time incurred during the field trips. The advisor receives no compensation and does this work outside of the daily teaching schedule. The SEA is requesting the Board fund this stipend, which will be effective from August through June, in the amount of $2,034.

The other stipend the SEA is requesting tonight is the funding of robotics advisors at the 7-8 and 5-6 grade levels. Ms. Pannozzo said there are four paid advisors for the Shelton High robotics club, and the SEA would like to replicate this at the lower levels, where teachers currently participate unpaid. Four
Win Oppel MOVED to recommend to the full Board of Education to amend the Teacher’s contract to include two new stipend position (titles) – Junior Statesmen of America Advisor at Shelton High School and Robotics Advisors at Perry Hill and Shelton Intermediate Schools, at the stipend amounts outlined by the Director of Human Resources, SECONDED by Tom Minotti. A vote was taken with all in favor. Motion carried.

Chairman Liscinsky stated the Finance Committee will make this recommendation at next week’s Board meeting.

Faith Hack MOVED to enter into Executive Session for the purpose of discussing the Merit/Non Bargaining Staff Increases 2015-2016, SECONDED by Win Oppel. A vote was taken with all in favor. Motion carried.

Executive Session began at 5:16 p.m. Remaining in the conference room were all present Board of Education members, Human Resources Director, Carole Pannozzo, and Finance Director, Dominic Barone.

Win Oppel MOVED to come out of Executive Session, SECONDED by Faith Hack. A vote was taken with all in favor. Motion carried.

Regular Session resumed at 5:44 p.m. No votes were taken in Executive Session.

Win Oppel MOVED to recommend to the full Board the schedule that was prepared for the increases in salary for the non bargaining unit employees, SECONDED by Tom Minotti. A vote was taken with all in favor. Motion carried.

Discussion of L2 Narrative:
Dominic Barone distributed the year-to-date report for FY 2015 and narrative. He noted the following:
The report shows an approximate $364,000 surplus, subject to final insurance numbers, which are still coming in. There are still some regular bills coming in that need to be recorded in the correct year. Some of the expenditure families were highlighted. It was noted the sub line was way out of whack this year and will be adjusted for next year.
Benefits – as history is built for health insurance, the tracking will be better. Groups are still being moved to the HDHP.
Salaries – Upon a question from Faith Hack, Mr. Barone will research the Administrators’ salaries and send a response to the committee. It was again noted the sub line is significantly over-expended.
Tuition – Some of the purchase orders were cancelled, bringing this number down.
Transportation – This number is also slightly down. We paid our share of the fuel.
The internet expenses have been over budget all year.
Postage is high due in part to the need to send certified/return receipt letters, resubmit documents to state agencies, etc.
Support Services - Liability insurance is way over. We thought it was adjusted. Mr. Barone said we received notice the student insurance was cancelled due to a lot of claims incurred the year before last.
We need a new policy and carrier. It is anticipated this cost will increase between $10,000 and $15,000 for next year. This is a necessary item.

Grants – We are waiting for the auditors to finalize.

Vice Chairman Win Oppel left the meeting at 5:58 p.m., reducing the quorum to three.

The Supervisor of Facilities vacancy has been posted. There is activity on the posting.

Next year’s budget – A budget was adopted with the expectation of the City allocating an additional $125,000 to the BOE budget. This additional allocation has not been formalized. The BOE has to request it from the City and come to a resolution. If the money does not materialize, the budget will need to be revisited in order to balance the budget.

Tom Minotti MOVED to authorize the Director of Finance and Superintendent of Schools to send a letter to the City (Board of Aldermen President John Anglace and Mayor Lauretti) to request when the money should be in expected in our account as we need that for September 1st as a deadline, SECONDED by Mark Holden. Discussion ensued, with the consensus that an earlier deadline is needed. This money is for salaried staff (i.e., Pre-K, where another instructor is needed to fulfill enrollment). A vote was taken with all in favor.

Mark Holden MOVED to amend the previous motion to request the deadline of August 14 to have the information prior to the Finance Meeting of August 19, SECONDED by Faith Hack. A vote was taken with all in favor. Motion carried.

Food Service – Mr. Barone said the State has invalidated the RFPs, and there is a conference call with the State tomorrow (7/16). This affects multiple communities.

Tom Minotti MOVED to accept the Check Registers dated June 4, June 5, June 11, June 17, June 18, June 25 (3), June 26, June 29, and June 30, 2015 (2), SECONDED by Faith Hack. A vote was taken with all in favor. Motion carried.

Facilities: Mr. Barone distributed the spreadsheet and reported on the following:

Dual Fuel: There are still problems at Mohegan with the erosion and tanks showing. The Board of Education is asking the City for it to be fixed. Ben Trabka is working on it. The poles are still down at Booth Hill. The BOE is considering writing letters to the Public Improvement Building Committee. Chairman Liscinsky suggested that she will try to attend the next PIBC meeting to share the Finance Committee’s concerns on these issues.

Solar City: The solar projects are cancelled at Elizabeth Shelton and Sunnyside. Solar City did a study and concluded each roof is unable to sustain the additional weight of the solar panels.

Sunnyside Roof: A walk through was held at Sunnyside for the new roof. Mr. Barone was in attendance and noted that approximately ten companies showed up. There is movement on the roof but Dominic is not optimistic it will be done this summer.

SHS Code Compliance: A third authorization was sent to the State addressing language concerning the appropriation. The state requested additional documentation related to the authorization. The additional documentation was sent today. Dominic will follow up with the State in a few days. The appropriation has been the issue at the State all along.

Mohegan: One of the regulators on the propane tank went bad. The leak has been fixed.
Perry Hill: There’s a push to get this project closed out. Dominic sent a close out list to Joe DeSanti, the construction consultant. Joe DeSanti will compile costs and review the close out items with the Board. Once the Board agrees on what those are, Mr. DeSanti will then go to the building committee with these items and can complete the ED 049F. Chairman Liscinsky noted there are issues with accepting the building with respect to the amount of money related to the outstanding items, as the Board doesn’t have the resources to get them completed, nor was the Board responsible for them in the first place. Dominic Barone noted there’s a catch 22. There needs to be some agreements in place on what needs to be done, and the City needs to agree to the remediation. In order for the City to get the money, the building needs to be accepted so the project can be closed out. If we don’t accept the building, there is no money to get the items fixed. Chairman Liscinsky expressed concern about accepting the building and not getting the money to fix the problems. Dominic said the high school will have some of the same issues prior to close out.

Parking Fees (SHS): When asked by Mr. Barone if the money collected for parking could be used to purchase security equipment, Chairman Liscinsky said the intent of the Board was for the fees collected to pay for additional security personnel.

New Scoreboards: Dominic said we have the new scoreboards for the baseball fields. He questioned putting them up before the winter or waiting until the spring season. It was noted they should be put up and tested during the warranty period.

Tom Minotti MOVED to adjourn the meeting, SECONDED by Faith Hack.

Chairman Liscinsky adjourned the meeting at 6:22 p.m.

Respectfully Submitted,

Eileen Victoria

Eileen Victoria, Recording Secretary
July 17, 2015

One (1) Tape on file in the Finance Office.