Call to order: A regular meeting of the Shelton Board of Education Finance Committee was held on Wednesday, May 17, 2017. The meeting convened at 5:02 PM., Chairman Win Oppel presiding.

Roll Call:

Members in Attendance: Chairman Win Oppel, Vice Chairman Arlene Liscinsky, Faith Hack, Mark Holden, Tom Minotti, Dr. Darlisa Ritter, David Gioiello (phoned in).

Guests in Attendance: Kate Kutash, Board of Education Member; Kathleen Yolish, Board of Education Member (arrived at 5:10 PM); Dominic Barone, Director of Finance; Christopher Clouet, Superintendent; John Calhoun, Facilities Manager; Deborah Keller, President, Shelton Education Association; Judson Crawford, Shelton Senior Center Commission; Carol Pannozzo, Director of Human Resources; Gary Defillipo and Dean Petrucci.

The Pledge of Allegiance was recited.

Win Oppel suggested the board amend the order of business to allow the discussion of Elizabeth Shelton School Windows project and guests to do their presentation following the approval of the agenda. Mark Holden MOVED to approve the amended agenda, SECONDED by Faith Hack. A vote was taken with all in favor, Motion carried.

The discussion regarding Building Substitute Update was also amended in the agenda. Faith Hack MOVED to amend the agenda as presented, SECONDED by Dr. Darlisa Ritter.

New Business:

Carol Pannozzo attended the meeting to discuss The Building Substitute Update. She handed out an attendance report for the period of 8/30/16 through 5/10/17. The first page of the handout represents the Elementary Schools; the second page represents Perry Hill, Shelton Intermediate, and Shelton High School. One of the facts Carol pointed out is that we cannot hold our teachers responsible for Family and Medical Leave. This is a protected absence by Law. If the leave qualifies under the FMLA law, the district needs to grant that leave. Personal Days are an approved absence. There are two levels of approval, the first being the Administrator, the second being the Assistance Superintendent. Carol stated that Bereavement, Jury Duty, Professional Learning, and Field Trips are all approved absences. One category that they pay close attention to is Sick Leave, to be sure that teachers are not abusing sick time. The total number of absences for the time period of 8/30/16 to 5/10/17 is 5,295. Absences requiring a substitute are 4,130, or 78%. Absences not requiring a substitute are 1,165, or 22%. Carol stated the specific staff that would not require a substitute (social workers, school psychologists, speech and language pathologists), unless the staff are certified. Substitutes are also not provided for the Math and Reading Consultants. 22% of the 5,295 do not require substitutes. Carol discussed the means in which we are providing substitute teachers, those being building subs and school interns. The building subs covered a total of 2,108 absences, which the percent of absences covered is 51%, at a cost of $231,930. We had to employ 25 long term substitutes. Twenty-five long term substitutes covered 1,009 absences, totaling 24.4% of our total absences, at a total of $277,189. Carol stated the reason why this
amount is higher is because these are certified teachers, and we pay them at Bachelor Step 1, which is $269.58 per day.

The next category of substitutes is the School Interns. Our school interns come from Fairfield University, Sacred Heart University and The University of Bridgeport. Currently we have 16 school interns, and they have covered 772 absences, or 18.7%, and the total cost of $270,522. Depending on the time period that the intern is at a school, 12-16 weeks of that time is student teaching. The average cost for interns is $17,000. The district has a pool of daily subs, approximately 28. These 28 substitutes covered a total of 134 absences, or 3.2%, and a cost of $9,300. To date we have expended a total of $788,941 on substitutes. A question was asked regarding the difference in cost between building substitutes and Interns, being that the building subs are paid at a lower rate. Carol pointed out that there is a qualitative difference on the product that the district is getting. The school interns all have Bachelor’s Degrees and are pursuing their Master’s degrees, which is the goal of the program. They will be certified at the end of this process. Win Oppel pointed out that is 3 times more expensive right now to do the intern program as opposed to just having building substitutes. Win Oppel stated going into next year, this is a subject that should be looked at, as far as continuing with the intern program. It was also suggested that the decision cannot be made at this point until the budget comes in for the State of Connecticut. Dr. Clouet recommended that they keep this on the table as a potential source of savings, and then look at what the city and state are going to do for the town of Shelton. Win Oppel stated once they have an allocation from the city, they have a legal requirement to have a balanced budget by June 30th, 2017, at midnight.

Dean Petrucelli did a presentation for the Board on the Elizabeth Shelton School Windows Project. His company was retained in 2015 to do a window replacement project on three of the elementary schools. In the same year, they were also retained to do a roof replacement at two of the schools. The 2015 window project was put on hold because the fortification project for the three schools took precedent over the window replacement. They have awarded the Sunnyside roof project for this summer, and back in the winter of this year, the permanent building committee and the Mayor instructed his firm to proceed with 1 of the 3 elementary school windows, which was Elizabeth Shelton School. Since February of this year until now, the company has been preparing the documents for bidding of this project. This is a State funded project, so it has a State filed TMP number for reimbursement, and that requires that they go to the State for a review process, as they want to finalize their documents and their forms. That meeting was set up for last month, it was then delayed. At the moment, a new Plan Completion Review is not yet scheduled at the State, but their documents are ready for review by the State of Connecticut. They cannot go out to bid until the State of Connecticut reviews and approves the city to go out to bid. So as of May 17th, they have completed all of the documents, which consist of about 12 drawings, and the specification, which consists of about 250 pages of a full window replacement at Elizabeth Shelton School. Since February of this year until now, the company has been preparing the documents for bidding of this project. This is a State funded project, so it has a State filed TMP number for reimbursement, and that requires that they go to the State for a review process, as they want to finalize their documents and their forms. That meeting was set up for last month, it was then delayed. At the moment, a new Plan Completion Review is not yet scheduled at the State, but their documents are ready for review by the State of Connecticut. They cannot go out to bid until the State of Connecticut reviews and approves the city to go out to bid. So as of May 17th, they have completed all of the documents, which consist of about 12 drawings, and the specification, which consists of about 250 pages of a full window replacement at Elizabeth Shelton School. Since February of this year until now, the company has been preparing the documents for bidding of this project. This is a State funded project, so it has a State filed TMP number for reimbursement, and that requires that they go to the State for a review process, as they want to finalize their documents and their forms. That meeting was set up for last month, it was then delayed. At the moment, a new Plan Completion Review is not yet scheduled at the State, but their documents are ready for review by the State of Connecticut. They cannot go out to bid until the State of Connecticut reviews and approves the city to go out to bid. So as of May 17th, they have completed all of the documents, which consist of about 12 drawings, and the specification, which consists of about 250 pages of a full window replacement at Elizabeth Shelton School. Since February of this year until now, the company has been preparing the documents for bidding of this project. This is a State funded project, so it has a State filed TMP number for reimbursement, and that requires that they go to the State for a review process, as they want to finalize their documents and their forms. That meeting was set up for last month, it was then delayed. At the moment, a new Plan Completion Review is not yet scheduled at the State, but their documents are ready for review by the State of Connecticut. They cannot go out to bid until the State of Connecticut reviews and approves the city to go out to bid. So as of May 17th, they have completed all of the documents, which consist of about 12 drawings, and the specification, which consists of about 250 pages of a full window replacement at Elizabeth Shelton School. Since February of this year until now, the company has been preparing the documents for bidding of this project. This is a State funded project, so it has a State filed TMP number for reimbursement, and that requires that they go to the State for a review process, as they want to finalize their documents and their forms. That meeting was set up for last month, it was then delayed. At the moment, a new Plan Completion Review is not yet scheduled at the State, but their documents are ready for review by the State of Connecticut. They cannot go out to bid until the State of Connecticut reviews and approves the city to go out to bid. So as of May 17th, they have completed all of the documents, which consist of about 12 drawings, and the specification, which consists of about 250 pages of a full window replacement at Elizabeth Shelton School. Since February of this year until now, the company has been preparing the documents for bidding of this project. This is a State funded project, so it has a State filed TMP number for reimbursement, and that requires that they go to the State for a review process, as they want to finalize their documents and their forms. That meeting was set up for last month, it was then delayed. At the moment, a new Plan Completion Review is not yet scheduled at the State, but their documents are ready for review by the State of Connecticut. They cannot go out to bid until the State of Connecticut reviews and approves the city to go out to bid. So as of May 17th, they have completed all of the documents, which consist of about 12 drawings, and the specification, which consists of about 250 pages of a full window replacement at Elizabeth Shelton School. Since February of this year until now, the company has been preparing the documents for bidding of this project. This is a State funded project, so it has a State filed TMP number for reimbursement, and that requires that they go to the State for a review process, as they want to finalize their documents and their forms. That meeting was set up for last month, it was then delayed. At the moment, a new Plan Completion Review is not yet scheduled at the State, but their documents are ready for review by the State of Connecticut. They cannot go out to bid until the State of Connecticut reviews and approve...
PCB’s and treated as such. Dean stated the current caulking, which will not be disturbed during this project, will be protected by the new windows. Dr. Clouet asked about a time frame for this project. Dean stated at this point he is waiting for the city to redirect him of when the new PCR is. At this point in time, there is no set PCR, so this project is dormant at this moment. Dean stated at this time in the year, there is no way the project will be completed before the new school year begins. If the building is unoccupied, the project can be completed during the summer. If the building is occupied, it could take 3-12 months.

David Gioiello left the meeting.

Mark Holden MOVED to approve the agenda as presented, SECONDED by Faith Hack. A vote was taken with all in favor, Motion carried.

Arlene Liscinsky MOVED to approve the Minutes of the regular Finance Committee meeting from April 19, 2017, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor, Motion carried.

Old Business:

Year-To-Date Object Summary (L2):

Accounts are tracking similar to last month. The Tuition and Private Transportation accounts are high. The utilities are a little over on gas. They will know what they are getting from the State on the excess cost reimbursement by the end of this month. The question was asked if any accounts have been frozen. Dr. Clouet stated at the beginning of the year a few accounts were frozen, but nothing recently.

Tom Minotti MOVED to approve the Year-to-Date Summary (L2) for 2016-2017 School Year through April, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor, Motion carried.

Faith Hack MOVED to approve the Check Register and A/P Cash Disbursements Journal, SECONDED by Tom Minotti. A vote was taken with all in favor, Motion carried.

Cafeteria Update: Went out to bid on the 13th, it is due back by the 24th. We then have from the 24th until June 21st to select a potential vendor. There are four interested vendors.

Transportation Update: The transportation director put out a bid for private transportation for Special Education Services transportation. The bid is due June 1st.

Worker’s Compensation Update: Dominic gave a handout with analysis going back to 2013. This analysis states what our budget was, how much in claims were paid based on the worker’s comp trust, and also what he estimated as a recovery from the insurance company. If a claim goes over $500,000, it gets picked up by a re-insurer. Dominic stated over the past 5 years, there has been a surplus of about $140,000.

Overtime Analysis: Dominic gave a handout for Overtime Analysis through April. This handout states payroll analysis for overtime specific to IT, Custodial and Security. They have succeeded in reducing the overtime hours.
Athletic Account: There is $49,794 in the Athletic Account.

Student Parking Fees: There is $30,650 in the Student Parking Fees.

Report of Facilities Projects:

John Calhoun is making a presentation at the Board Meeting, so he will discuss his update then. A handout was given to the Finance Committee. A question was raised about putting ceiling fans in the Elementary school classrooms. John Calhoun stated it depends on how much funds are available.

Chairman Oppel adjourned the meeting at 6:10 PM. Mark Holden MOVED to approve, SECONDED by Faith Hack. A vote was taken with all in favor, Motion carried.

Respectfully Submitted,

Cheryl Rich
Recording Secretary
May 17, 2017