

**CITY OF NORWALK  
BOARD OF EDUCATION  
FINANCE COMMITTEE  
NOVEMBER 10, 2016**

**ATTENDANCE:** Brian Meek, Chair; Erik Anderson, Mike Barbis, Heidi Keyes

**STAFF:** Ralph Valenzeisi, NPS Information Technology Director; Kristen Karczmit, NPS Budget Director; Bill Hodel, Norwalk NPS Facilities Management Director.

**OTHERS:** Joe Giandurco, NFT Vice President

**CALL TO ORDER**

Mr. Meek called the meeting to order at 6:04 p.m. A quorum was present.

**APPROVAL OF THE MINUTES.**

**September 28, 2016**

**\*\* MR. ANDERSON MOVED THE MINUTES OF THE SEPTEMBER 28, 2016 MEETING.**

**\*\* THE MOTION PASSED WITH THREE IN FAVOR (MEEK, ANDERSON AND BARBIS) AND ONE ABSTENTION (KEYES).**

**Review FY 2016-17 Financial Report**

Ms. Karczmit presented her report and reviewed the highlights with the Committee members.

Ms. Keyes asked about power washing the school buildings. Mr. Hodel said that they would be looking into this at the end of the fiscal year. Mr. Barbis said that the Science wing of NHS had been wrapped in aluminum sheathing and that has mitigated the issue of power washing for that section of the building. Mr. Barbis reminded everyone that NHS had not been included in the most recent facility study. Discussion followed.

Ms. Karczmit indicated that the Special Education Out of District costs were currently lower than expected but that was because the billing is behind. She said that she expected the number to spike soon.

Mr. Valenzeisi said that the increases in the software had to do with instructional software.

Mr. Anderson asked why there was an increase in the substitute teachers' budget. Ms. Karczmit said that she would look into this.

**FY 2016-17 Budget transfers.**

Ms. Karczmit said that there were only two items over \$10,000. One was for the NHS Band staff and the second one involved moving some extra funding from Jefferson to an account to three other schools for lunch room aides. A short discussion followed about best practices for the lunch room periods.

**\*\* MR. ANDERSON MOVED TO FORWARD THE 11/09/16 TRANSFERS AS PRESENTED TO THE FULL BOARD OF EDUCATION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**FY 2017-18 Budget Calendar and Meeting Schedule**

Ms. Karczmit reviewed the proposed calendar with the Committee members. Mr. Meek said that he did not want devote a Finance Committee meeting to this and would like to set up a special meeting.

Mr. Meek was asked by Mr. Giandurco, the NFT Vice President, if they had factored in unexpected Septembers enrollments. Ms. Karczmit said that they were working on this. Mr. Barbis said that the enrollment over the last few years has increased by 1,000 students, but the City had not acknowledged this.

**Authorized the Superintendent to execute a 5 -year Installment Payment Agreement with ePus Group, Inc. to provide the District with a Cisco Meraki Cloud License Solution. Total Solution price is \$161,594.82 with an estimated first year payment of \$36,311.98.**

**\*\* MR. ANDERSON MOVED THE ITEM.**

Mr. Valenzeisi said that Meraki was a Cloud based system and this was a price lock for the next five years. This would be a savings. The software is updated regularly and manages the computer traffic on WiFi. There are two filters and firewalls. This is required for federal funding.

Mr. Anderson asked for more information on the fluctuations in the price. Mr. Valenzeisi said that this was the best price that they could expect and the fact that the software is continually updated. The District is licensed for over 800 access points.

Mr. Meek asked about adding new hardware. Mr. Valenzeisi said that if the District built a new school, the company would create a separate contract that would cover the additional access points for the remaining length of time left on the original contracts.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**STATUS UPDATES AND UPCOMING PROJECTS/REQUESTS**

**Food Service Options** --Ms. Karczmit said that Mr. Hamilton had contacted some outside resources but had not had the chance to meet with them yet. Mr. Barbis said that it would be important to move forward on this and there was less than six months to make a decision.

**Mailroom Options** - Ms. Karczmit said that it would be revisited in the spring and potential outsourced to a new vendor.

**Electrical Upgrades** - This was in reference to Cranbury, Mr. Hodel said because it has a greater need. Mr. Hodel said the service coming in is antiquated and Eversource suggested taking the overhead wiring down and running a trench with the electrical lines in it. Discussion followed about the cost. Mr. Barbis said that he did not think that the District could go to the City and add all these projects on. He said that air conditioning was not even touched on in the study, but other items have been such as additional fire escapes, etc. There are issues at Fox Run, also.

Mr. Hodel explained that he had heard informally that there was not enough power for the Chromebooks, but nothing formal had come across his desk. Mr. Meek said that the building was constructed in the 1950s. Mr. Anderson said that he thought that maybe the staff had gotten used to work arounds, such as limiting Chromebook usage or bringing in a generator for special events like the pancake breakfast. Mr. Meek said that the staff have frequently to restart the generators. Mr. Hodel said that there were some window air conditioners in certain classrooms because there were some students who have doctors' notes requiring them. When the students advance to new classes, the AC units are moved to the new classroom. Discussion followed.

Mr. Barbis suggested that Mr. Hodel include this in the Capital Budget for next year. Mr. Anderson asked if there was a way to find out how many amps each school has. Mr. Hodel replied that the low electric supply was identified in the facilities study. Mr. Anderson asked Mr. Hodel if he could create a report that would address the issues at Cranbury. Mr. Hodel made a note of this.

**\*\* MR. BARBIS MOVED TO REQUEST THE FACILITIES MANAGER  
CREATE A REPORT REGARDING THE ELECTRICAL POWER AMPERE  
AVAILABLE AT EACH OF THE SCHOOLS.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**Bus Depot** - No update.

**Other upcoming projects** – No additional project to consider at this time.

**INTERNAL CONTROL PROJECTS.**

**Organizational chart** – This project is moving forward.

**MUNIS Position Control System** - Ms. Karczmit said that this project has been moving forward and the assignment of the PCN number to the various positions and the number will remain with the position, not the employee. She said that the District was working on having paperless sign-offs on different positions.

Mr. Anderson asked for information for a cost comparison on the Chromebooks if the District leased the units versus purchasing the units.

Ms. Karczmit said that there had been some Heath Insurance figures received earlier in the day. It appears that there is a 16% increase in claims. She said that she would look into more details about this.

**ADJOURNMENT.**

**\*\* MR. ANDERSON MOVED TO ADJOURN.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 6:57 p.m.

Respectfully submitted,

S. L. Soltes  
Telesco Secretarial Services