

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
DECEMBER 17, 2008**

Tom Minotti called the meeting to order at 5:00 p.m.

IN ATTENDANCE: Committee Members: Arlene Liscinsky, Tom Minotti, Chairman
Bernard Simons ((5:25).

Also in Attendance: Allan Cameron, Director of Finance; Robin Willink, Superintendent of
Schools (5:25), BOE Chairman Win Oppel (5:25); BOE Members
Timothy Walsh, Eugene Kierce, James Oraziotti, Francis Macilvain
(5:45); Director of Human Resources Rita McDougald-Campbell (6:00);
Ken LaCroix (6:00), and Bill Banfe (6:05)

**I. MINUTES OF THE FINANCE COMMITTEE SPECIAL MEETINGS OF
NOVEMBER 5, 2008, NOVEMBER 12, 2008, AND DECEMBER 4, 2008 AND THE
FINANCE COMMITTEE REGULAR MEETING OF NOVEMBER 17, 2008.**

ACTION: Tom Minotti moved to approve the minutes of Finance Committee Special
Meetings of November 5, 2008, November 12, 2008 and December 4,
2008 and the Finance Committee Regular meeting of November 17, 2008.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

II. REVIEW AND APPROVAL OF FINANCIAL REPORTS

1. Object Summary (L2) for 2008-2009 School Year

Salaries: The salary journal entries through November are complete. In certified salaries, we
have expended 32.2% of the budget vs. 31.9% last year.

In the Non-Certified payroll, we have expended 39.6% of the budget compared to 39.8% last
year.

Benefits: All benefits have been posted through November. Health insurance expenditures were
reviewed as part of the 09-10 budget building process and were found to be sufficient.

Instructional Materials: 67.0% of the budget has been expended compared with 85.5% at this
time last year. The elementary schools have used 73% of their budget, intermediate school, 69%
and High School 74%. The Office of Instruction is 58% committed.

Program Improvement & Staff Development: We have committed 70.3% this year compared
with 68.2% last year. Conference and travel expenses are up. The Program Improvement budget
was decreased compared with last year. Two of the three required staff development days have
occurred. The third is encumbered.

Tuition: Over budget by \$575,524. This overage is being driven by general education private schools. The expenses qualify for the ECS Grant.

Transportation: Buses have been encumbered in accordance with the October 1 student census. Special Ed transportation is over committed. The overages are eligible for ECS Grant reimbursement. A possible overage in bus fuel may help to defer some of the cost.

The transportation hearing was in favor of the district.

Administrative Expenses: Telephone and Internet services are encumbered. Non-instructional supplies have been ordered. Most dues and fees have been paid. The balance of the items in this category is encumbered throughout the year as needed. 73.5% of the budget is committed vs. 76.1% at this time last year.

Heat & Utilities: The budgets have been encumbered. It is looking like the budgets will be adequate. Electricity and fuel oil has fallen to below budgeted levels. SIS and SHS continue to use more electricity. The energy conservation project is in full swing at SHS and is expected to be completed by December vacation.

Building and Equip. Services: 64.9% of the budget has been committed vs. 62.6% last year.

Al Cameron reviewed the highlights of building repair and maintenance progress in the schools and the Administration Center and reviewed Service Contracts, Rentals Custodial Supplies and Maintenance Supplies.

Significant projects at SHS include emergency chiller rental, energy conservation and relighting project, floor replacement, repairs to the gates and installation of emergency chiller.

Support Services: 104.5% committed this year vs. 96.5% last year. OT/PT services are over budget.

Equipment: Committed 26.2% of the budget vs. 36.0% at this time last year.

The City has recently engaged Levitsky & Burney to provide auditing services. The audit has begun both at City Hall and the BOE. Two auditors were at the BOE for most of the first week of October. They are committed to having the work done by December 31st. They may consider asking for an extension.

The ED001 was filed on August 30, 2008. The desk audit was issued October 31st. All questions have been responded to. The ED001 has been audited.

The balance in the bleacher account (Nov. 30, 2008) is \$151,782.79.
The balance in the student parking fee account (Nov. 30, 2008) is \$25,162.07.

ACTION: Tom Minotti moved to approve the Object Summary for the 2008-2009 school year.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

2. Check Registers and Cash Disbursement Journals

ACTION: Arlene Liscinsky moved to approve the Check Registers and the Cash Disbursement Journals for November 14, 2008 (2007-2008)(2008-2009); November 18, 2008 (2008-2009); November 26, 2008 (2007-2008)(2008-2009), and November 24, 2008 (2008-2009)
Tom Minotti seconded the motion.
A vote was taken with all in favor. Motion carried.

The Petty Cash Summary and the Reconciliation to the City were reviewed.

III. NEW BUSINESS

1. Consideration of the addition of a stipended position “Assistant Hockey Coach”.

ACTION: Tom Minotti moved to approve the stipended position of assistant hockey coach.
Arlene Liscinsky seconded the motion.
Considerable discussion on the subject followed. A question arose regarding a hiring practice for coaches. Apparently there is nothing in writing. Mr. Oppel recommended that a procedure should be in place for hiring assistant coaches.
A vote was taken with all in favor. Motion carried.

2. Consideration of the proposed 2009-2010 Maintenance and Six Year Capital Improvement Budgets.

ACTION: Tom Minotti moved to include the 2009-2010 Maintenance and Six ear Capital Improvement budgets in the recommended BOE Budget.
Arlene Liscinsky seconded the motion.
Discussion followed resulting in the addition of roof top units and parking lot resurfacing to the list.
A vote was taken with all in favor. Motion carried.

3. **Consideration of a resolution to establish a Section 457 plan with MetLife.**

ACTION: Tom Minotti moved to approve the resolution to establish a Section 457 plan with MetLife.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

4. **Consideration of the Committee to Approve the 2009 Meeting Schedule.**

ACTION: Tom Minotti moved to approve the 2009 meeting schedule.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

IV. **ADJOURNMENT**

ACTION: Tom Minotti moved to adjourn the meeting.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried. The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary