Arlene Liscinsky called the meeting to order at 5:06 p.m.

Pledge of Allegiance

Roll Call:

In Attendance: Committee Members: Arlene Liscinsky, Win Oppel, Kathy Yolish and Michael Pacowta (5:15p.m.).

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools; Board of Education Member, Kate Kutash; and Debbie Keller, SEA President.

Approval of Agenda

ACTION: Win Oppel moved to approve the agenda. Kathy Yolish seconded the motion. A vote was taken with all in favor. Motion carried.

I. MINUTES OF THE FINANCE COMMITTEE SPECIAL MEETINGS OF DECEMBER 15, 2010

ACTION: Kathy Yolish moved to approve the minutes of the December 15, 2010 and Special Meeting of the Finance Committee. Win Oppel 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 2010-2011 School Year

Mr. Cameron proceeded to review the narrative for the L2.

Salaries: Journal entries for the Certified payroll are completed through December 31, 2010. In the teachers and administrator budgets 39.9% has been spent vs. 40.5% last year at this time. Last year’s overage was in the tutor account. This year appears to be better.

Non-certified payroll is 50.0% committed, compared with 47.5% at this time last year. Overage is due to payments made to retirees who left on June 30, 2010.

The Board of Education employs 86.7 fewer people now than at this time last year.

The Board requested a copy of the unemployment roster.
Benefits: Health Insurance and FICA have been posted through December. The health insurance expenditures appear to be understated. There have been only 3 charges for dental claims payout so far this year. The program is now self-insured, and a mechanism has not yet been developed to fund an Internal Services Fund.

Although it has slowed down, the City is continuing to charge the Board of Education for Unemployment expenses. To date the Board has been charged with $380,002; $13,011 in December, which was not the full amount of the December bill.

Instructional Materials: 63.2% committed vs. 73.2% last year. The elementary schools have used approximately 74.3% of their budget, SIS approximately 61.0%, SHS approximately 55.5%, Special Education approximately 34.6% and Office of Instruction approximately 74.7%.

Program Improvement & Staff Development: 53.1% of the budget has been committed vs. 58.9% last year. There are plans to encumber an additional $23,000 for Lit Life.

Tuition: $2,157,399 has been committed so far this year compared to $2,436,137 last year at this time. The account is under budget by $55,105 with $28,360 to be encumbered. This account is in a much better place than in previous years.

Transportation: The buses are encumbered after the October 1 student census. This account is anticipated to be over budget by $94,637. Special Education transportation expenses continue to be greater than last year.

Administrative Expenses: 68.1% of the budget has been committed vs. 68.1% last year. Telephone and Internet services are encumbered. Non-instructional supplies have been ordered. Most of the dues and fees have been paid. The remainder of the items will be encumbered throughout the year as needed.

Heat and Utilities: The budgets have been encumbered. Two conservation projects are halfway through to completion.

The most recent price for fuel oil was $2.63 per gallon.

Building and Equipment Services: 77.5% of the budget has been committed vs. 58.5% last year. Spending is at or below the normal levels in all accounts except equipment repair, about $2,000 over, and service contracts, about $83,000 over. Service Contracts are over because of the purchase of service contracts and software license renewals the were initially funded by the BOE Technology Building Committee.

Support Services: 79.9% of the budget has been committed vs. 142.2% last year. At this point, there are to be no major encumbrances in the future. This is a significant change from the past.

Equipment: 27.9% of the budget has been committed vs. 19.6% last year at this time.
The audit is finished. The auditors have reported an Unreserved Fund Balance of $4,324,097. (hand out page 7 of the audit) They returned in December to review the ED001. $9,884.74 was returned to the City.

As of 12/31/2010 the bleacher account balance was $194,900.22. The parking account balance was $22,150.00. The balance in the Pay-to-Participate account was $187,605.75.

A letter to Al Cameron from Thomas Taylor, Administrative Assistant, dated September 15, 2008 (the date should have said 2010; it was received in 2010) regarding Board of Education Workers’ Compensation Deficit was handed out. Discussion followed.

**ACTIONS:**
Win Oppel moved to approve the Object Summary (L2) for the 2010-2011 school year.
Kathy Yolish seconded the motion.
A vote was taken with all in favor. Motion carried.

2. **Check Registers and Cash Disbursement Journals**

**ACTIONS:**
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

The Petty Cash Summary and the 2010-2011 Reconciliation to the City were handed out for review.

**III. OLD BUSINESS**

1. **Continued Discussion of proposed Budget Alternatives:**
   a. A draft of the proposed budget book was distributed to the Finance Committee members; they were asked for their thoughts and any corrections they may have before the budget is posted on the internet.

2. **Update on Unemployment Charges:**
   a. Nothing further to add; discussed under benefits.

3. **Update on Pay-to-Participate:**
   a. It was reported that the AD thinks the program is going as well as was expected.

4. **Report on Auditors Report to the Board of Aldermen:**
   a. The Finance Director attended the meeting; the auditor reported on the undesignated fund balance and BOE year end encumbrances. The Finance Director is waiting to review the minutes to determine if a response is appropriate.
IV. ADJOURNMENT

**ACTION:** Kathy Yolish moved to adjourn the meeting. Win Oppel seconded the motion. A vote was taken with all in favor. Motion carried. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary