

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
January 21, 2009**

Bernard Simons called the meeting to order at 5:40 p.m.

IN ATTENDANCE: Committee Members: Arlene Liscinsky, Tom Minotti, Chairman Bernard Simons.

Also in Attendance: Allan Cameron, Director of Finance; Robin Willink, Superintendent of Schools; and Judson Crawford, A&T.

I. MINUTES OF THE FINANCE COMMITTEE MEETING OF DECEMBER 17, 2008.

ACTION: Tom Minotti moved to approve the minutes of Finance Committee Meeting of December 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 December are complete. In certified salaries. 40.1% of the budget has been expended vs. 39.7% last year.

84.5% of the certified tutor account has been expended. Special Ed ECS Grant covers this expense.

In the Non-Certified payroll, 47.6% of the budget has been expended compared to 48.1% last year.

Benefits: All benefits have been posted through December. 46.8% of the budget is committed vs. 45.2% at this time last year. A detailed review finds the budgeted amount sufficient. The budget has been exceeded in unemployment compensation. This is being looked into.

Instructional Materials: 68.6% of the budget has been expended compared with 88.2% at this time last year. The elementary schools have used 80% of their budget, Intermediate School, 75% and High School 75%. The Office of Instruction is 58% committed. They are piloting texts for next year and expect to be fully expended.

Program Improvement & Staff Development: We have committed 72.1% this year compared with 73.4% 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. Staff Development and travel is up.

Tuition: Over budget by \$627,007. 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. Diesel fuel is under budget.

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. 76.1% of the budget is committed vs. 77.2 % 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 than the six-year average. SHS is 12% above last year at this time. SIS is 4% above last year. The energy conservation project at SHS was delayed because of the fire, but is about to be completed.

We are running 68% ahead of last year in fuel oil usage.

Building and Equip. Services: 70.3% of the budget has been committed vs. 67.1% 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. Service Contracts, Rentals, and Custodial and Maintenance Supplies were reviewed.

Support Services: 108.0% committed this year vs. 101.4% last year. OT/PT services are over budget. Regular education legal expenses are over budget.

Equipment: Committed 30.0% of the budget vs. 37.0% at this time last year.

The audit is complete. Copies are available to anyone who requests one. The BOE Finance office has not yet received the management letter.

The balance in the bleacher account (Dec. 31, 2008) is \$156,296.73

The balance in the student parking fee account (Dec. 31, 2008) is \$26,152.07.

ACTION: Arlene Liscinsky moved to approve the Object Summary for the 2008-2009 school year.
Tom Minotti 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 December 1, 2008 (2007-2008); December 15, 2008 (2008-2009); December 22, 2009 (2008-2008). 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. Report on Clerical Error Resulting in out of Sequence Checks

Al Cameron gave a brief report on the error. A brief discussion followed.

2. Chairman Bernard Simons brought up the subject of all BOE committee requests for money coming before the Finance Committee. Discussion followed.

ACTION: Tom Minotti moved to have any committee requests for money submitted in writing to the Finance Committee a minimum of two weeks prior to the Finance Committee meeting containing the request, the rationale, cost estimate and the requesting Committee's vote for and against the proposal. 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 6:45 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary

