Chairman 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 (5:09 p.m.), Michael Pacowta (5:14 p.m.)

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools
Board of Education Members: Tom Minotti, Kate Kutash (5:14), Jay-Francisco Quinn (5:22 p.m.)
James Brant, Interim Human Resource Director, Catherine Araujo, Assistant to Director of Finance, Dana Urban, Director of Technology

Approval of the 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 FEBRUARY 9, 2011

ACTION: Win Oppel moved to approve the minutes of the February 9, 2011 Finance Committee Regular Meeting, as corrected
Kathy Yolish 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

Allan Cameron reviewed the narrative for the L2.

Salaries: Our salary journal entries are complete through February 2011. In the Teachers’ and Administrators’ budgets, we have spent 55.4% of our budget. Last year, and the year before, it was 56.5%, driven primarily by overages in the tutor account. We continue to be in a better place this year because we are significantly behind previous years in substitutes and tutors. We will also be in a slightly better place when we transfer money from the “Pay-to-Participate” fund to cover the stipends paid to coaches through February.
Object Summary (L2) cont…

On 03/16/10 the Board employed 25.0 Administrators. On 03/16/11 it employed 24.0, with two positions being filled by interim appointees and one position being filled by a consultant. On 03/16/10 the Board employed 415.4 teachers. On 03/16/11 the Board employed 381.5 teachers- 33.9 fewer than at this time last year.

In the Non–Certified payroll, we have committed 65.9% of the budget, compared with 62.9% at this time last year, 63.7% at this time the year before. As reported previously, the overage is due to payments made to retirees after they left our employ on June 30, 2010.

On 03/16/10 there were 62.0 Tutors; today there are 55.0; 7.0 fewer – all of the additions have been in response to service requirements embedded in IEPs.
On 03/16/10 there were 63.0 Paraprofessionals; today there are 45.0, 18 fewer.
On 03/16/10 there were 20.0 Reading and Math Assistants, today there are none, 20 fewer.
On 03/16/10 there were 44.75 Secretaries, today there are 39.0 with two open positions; there are 3.75 fewer.

There is one less security guard.

In summary, today the Board employs 84.7 fewer people today than at this time last year.

Benefits: Health Insurance and other payments, except FICA have been posted through February. Thanks again to an extra effort by Mrs. Hack, all of the expenditures reported by the City through February have been posted.

Health Insurance expenditures continue to be understated; there have only been four charges for dental claim payouts so far this year, totaling $87,177. Employee Cost sharing has offset all but $30,701.23 of that expense. By way of comparison, last year at this time, we had spent $264,249.00 or $233,829 more on dental insurance. As previously reported, this is because the program is now self-insured and a mechanism has not been implemented to fund an Internal Service Fund. According to Lou Marusic, the City’s Finance Director, the City does not plan to establish an Internal Service Fund for these expenses, they will be handled on a “pay as you go” basis.

We continue to be charged for Unemployment Expense although at a slower rate. Year-to-Date we have been charged $403,308; $9,634 in February. It appears that the City has charged the $1.2MM reserve for the December, January and February payments to the state resulting from workers laid off last year.

Workers’ Compensation: as reported last month, on February 1 we received an e-mail from Tom Taylor, the City’s Administrative Assistant. He was reviewing the recommended budget amount for Workers’ Compensation for this year and next year. The budgeted amount is $174,701. He believes the Board should revise its budget estimate upward by $825,299 to $1.0MM. Supt. Burr has discussed this with Mayor Lauretti and it was also discussed at the public hearing with the Boards of Aldermen and A&T. Supt. Burr, HR Director Brant and I met with Mayor Lauretti, Tom Taylor, representatives from
the Workers’ Compensation Trust (the City’s third party administrator) and the Miller Agency. The purpose of the meeting was to get an update on where we are with Compensation and what might be done to reduce the expense.

We are working with the Miller Agency to get quotes; several applications have been submitted to insurers, we have not heard yet and are not likely to hear for a couple of months.

A hand out was distributed.

Instructional Materials: 65.3% of the budget has been committed compared with 74.9% last year, 72.2% at this time the year before. The elementary schools have committed approximately 75.8% of their available budget, the intermediate school approximately 68.0% and the high school approximately 61.2%. Spec. Ed has used 38.2% of their budget while the Office of Instruction has used 73.3% of its budget.

Program Improvement & Staff Development: 59.9% of the budget is committed this year vs. 61.2% last year, 77.9% the year before. There are plans to encumber the spring initiatives in the near future.

Tuition: $2,329,795 is committed this year compared with $2,419,707 at this time last year, $1,847,755 at this time the year before. A high cost student moved out of town, reducing the total expected over budget amount.

Transportation: We anticipate being over budget by a total of $123,527; $26,328 over in regular ed. transportation and $99,664 over in Special Ed. Last year at this time, we were over budget by $417,327, the year before by $575,287. Our expenses for Spec. Ed. transportation have continued to grow; they are $178,153 greater than at this time last year; however, the reallocation of the budget put the money in the correct places.

Administrative Expenses: We have encumbered our telephone and internet services, ordered Non-instructional supplies, and paid most of our Dues & Fees. The remainder of the items are encumbered throughout the year, as needed. The budget is 77.2% committed vs. 70.7% at this time last year, 81.4% at this time the year before.

Heat & Utilities: The budgets are encumbered. Our energy conservation projects at SHS and SIS are complete. YTD, system wide we have used 9.0% less electricity than in the three year base period before the energy conservation programs, resulting in a savings of $75,000.
Object Summery (L2) cont…

Through February we have received 119,301 gallons of fuel oil, approximately 30% less than the three year average through February of 174,704 gallons. This is fortunate as our most recent price per gallon was $3.15, $0.65 more per gallon than was budgeted.

YTD, we have used 68,772 cu. ft. of natural gas, approximately 85% of the three year average.

Building and Equip. Services: We have committed 84.5% of our budget vs. 64.2% last year and 80.4% the year before – this is largely due to the fact that we substantially reduced this portion of the budget so that we could hire teachers.

E. Shelton – committed $19,137.91 for lock repairs, carpet cleaning, landscaping materials, oil tank cleanup, boiler cleaning, flag pole repair, snow removal and roof leak repairs.
Sunnyside – committed $2,473 for septic pumping and boiler cleaning.
Long Hill – committed $1,712 for carpet cleaning and boiler cleaning.
Mohegan – committed $17,622 for carpet cleaning, boiler cleaning, glass and lock repairs, painting and gym floor resurfacing.
Booth Hill - committed $3,879 for carpet cleaning, boiler cleaning, and HVAC.
Perry Hill – committed $6,147 for hydrant repair and painting.
Admin. Center – committed $1,599 for plumbing, electrical and HVAC repair, lock and door repair.
Shelton Intermediate School – committed $9,047 for carpet cleaning, glass replacement, and HVAC repairs.
Shelton High School – committed $8,973. Projects include carpet cleaning, glass replacement, lock and key replacement, roof repairs and painting.

Service Contracts – we are 123.4% committed vs. 63.6% at this time last year. As previously reported the higher than normal amount represents the purchase of service contracts/software license renewals for the Infinite Campus, Microsoft, Citrix and others.
Rentals – we are 102.2% committed vs. 106.7% at this time last year.
Custodial Supplies – we are 66.7% committed vs. 60.4% at this time last year.
Maintenance Supplies - we are 51.2% committed vs. 48.1% at this time last year.

The expenses for private contractors involved in snow removal efforts will come from this family of accounts; we incurred an additional $37,000, including contractors and overtime for our own staff for this work. Read CASBO’s comparisons.

Support Services: We have committed 95.5% of our budget this year, vs. 144.3% last year, 114.9% the year before. To the best of our knowledge, there are no major encumbrances ahead of us; this is a significant change from the past. In all of the major areas, our expenditures in this family are below budget except in negotiations; in that area we have expended $95,716 YTD against a budget of $26,000.

Equipment: Committed 31.5% this year vs.23.0% last year and 33.3% the year before.
The balance in the bleacher account, as of 02/28/11, is: $218,026.89.
The balance in the student parking account, as of 02/07/11 is $22,800.00.
The balance collected in “Pay-to-Participate” ads of 03/23/11 is $249,600.81.

The voluntary Academic Review & Support Program (ARS) that we conducted at each of the schools, (except SHS) during the February vacation cost a total of $37,649.94; $4,868.00 of which was charged to Title 1, $32,781.94 to the BOE.

**ACTION:** 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**

**ACTION:** Tom Minotti moved to approve the Check Registers and the Cash Disbursement Journals for February 11, 2011 (2010-2011); February 11, 2011 (2010-2011); February 24, 2011 (2010-2011); February 25, 2011 (2010-11); March 4, 2011 (2010-2011); March 11, 2011 (2010-2011).
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

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

**III. OLD BUSINESS**

1. **Update on 2011-2012 Budget**

   There will be a Public Hearing on April 26, 2011.

   The Board of Aldermen will make their decision on the Budget on May 12, 2011.

2. **Unemployment Charges** were discussed under Benefits.

3. **Pay-to-Participate** is below the anticipated amount.
4. **Report on Auditor’s Report to the Board of Aldermen**

Mr. Cameron handed out a copy of his rebuttal letter regarding the Auditors’ public comments during the Board of Aldermen Finance Committee Meeting on January 11, 2011. The letter was read during the public portion of the March 11th Board of Aldermen meeting.

### IV. NEW BUSINESS

1. **Copier leases**

Catherine Araujo made a presentation regarding the replacement of copy machines. Ikon leases have expired, Xerox machines have performed poorly and Xerox service has been unacceptable. Mrs. Araujo has received proposals from Ikon, Xerox and Canon. Canon made the lowest proposal and we will accept it.

### V. ADJOURNMENT

**ACTION:** Win Oppel moved to adjourn the meeting.
Kathy Yolish seconded the motion.
A vote was taken with all in favor. Motion carried. The meeting adjourned at 6:07 p.m.

Respectfully submitted,

Joanne McCullough,
Recording Secretary