

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
April 8, 2009**

Chairman Bernard Simons called the meeting to order at 5:35 p.m.

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

Also in Attendance: Allan Cameron, Director of Finance; Robin Willink, Superintendent of Schools; Chairman of the Board of Education Win Oppel, Board Member Timothy Walsh, Judson Crawford, Board of A & T.

I. APPROVAL OF THE AGENDA

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

II. MINUTES OF THE FINANCE COMMITTEE MEETING OF FEBRUARY 11, 2009.

ACTION: Arlene Liscinsky moved to approve the minutes of Finance Committee Meeting of March 18, 2009.
Tom Minotti seconded the motion.
A vote was taken with all in favor. Motion carried.

III. REVIEW AND APPROVAL OF FINANCIAL REPORTS

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

Salaries: The salary journal entries through March are complete. In certified salaries. 62.8% of the budget has been expended vs. 63.0% last year.

112.6% of the certified tutor account has been expended vs. 141.4% last year. Special Ed ECS Grant covers most of this expense.

In the Non-Certified payroll, 71.7% of the budget has been expended compared to 72.5% last year.

Benefits: All benefits have been posted through March. 67.3% of the budget is committed vs. 69.5% at this time last year. 69.4% of the health insurance budget has been expended. A detailed review finds the budgeted amount sufficient. The budget has been exceeded in unemployment compensation.

Instructional Materials: 75.7% of the budget has been expended compared with 96.2% at this time last year. The elementary schools have used 85% of their budget, Intermediate School and High School 76%. The Office of Instruction is 73% committed. They are piloting texts for purchase later this year.

Program Improvement & Staff Development: We have committed 78.5% this year compared with 81.4% last year at this time. Two of the three required staff development days have occurred. The third is encumbered. Staff Development and travel is up to 96.2% vs. last year at 96.4%.

Tuition: Over budget by \$622,500. Most of this overage is being driven by general education private school tuition. The expenses qualify for the ECS Grant.

Transportation: Regular Ed student transportation and Special Ed transportation are both over committed. The Special Ed overages are eligible for ECS Grant reimbursement.

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. 84.3% of the budget is committed vs. 86.3% at this time last year.

Heat & Utilities: The budgets have been encumbered. It is looking like the budgets will be adequate. SIS and SHS continue to use more electricity than the six-year average. SHS is 10% above last year at this time. SIS is 3% above last year. Fuel oil usage appears to be running 18% behind the six-average. The most recent price per gallon is \$1.52.

Building and Equip. Services: 85.9% of the budget has been committed vs. 84.0% last year.

There were no changes in projects or expenditures.

Support Services: 116.0% committed this year vs. 109.5% last year. Outsourced Special Ed OT/PT services are the main cause. These services qualify toward Special Education Excess Cost Reimbursement. The legal fees account is also over budget due to an unusually large number of legal issues involving regular education students.

Equipment: Committed 33.3% of the budget vs. 41.9% at this time last year. The purchase of the computers proposed last month is moving forward.

The balance in the bleacher account (March 31, 2009) is \$123,049.22.

The balance in the student parking fee account (March 31, 2009) is \$28,377.07.

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 March 17, 2009 (2008-2009), and March 31, 2009 (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.

IV. NEW BUSINESS

1. A draft of a report on health insurance renewal was handed out and discussed.

V. ADJOURNMENT

ACTION: Arlene Liscinsky moved to adjourn the meeting.
Tom Minotti seconded the motion.
A vote was taken with all in favor. Motion carried. The meeting adjourned at 6:17 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary