

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
Wednesday April 9, 2014**

Chairman Arlene Liscinsky called the meeting to order at 5:05 PM.

Pledge of Allegiance was recited

Roll Call: Allan Cameron took attendance.

In Attendance: Arlene Liscinsky, Chairman, Win Oppel, Vice Chairperson via Skype (5:20 PM), Faith Hack, Mark Holden, Kate Kutash, Tom Minotti.

Also in Attendance: Superintendent Freeman Burr, and Judson Crawford, representing the Senior Citizen Commission.

Absent: Jay Francino-Quinn.

Approval of Agenda

Mark Holden moved to approve the agenda. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

Approval of the Minutes of the Meeting of March 19, 2014.

Faith Hack moved to approve the minutes of the meeting of March 19, 2014. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.

Approval of Check Registers

Tom Minotti moved to approve the Check Registers and Cash Disbursements. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.

The Year to Date Object Summary (L2) Narrative for the 2013-2014 school year was distributed and Mr. Cameron proceeded to review it.

Salaries: 68.8% of the budget is expended compared with 70.6% at this time last year, 76.5% at this time the year before. However, through March 31 there were 17 payrolls this year for Certified Staff vs. 17 in the two previous years, so the comparisons are relevant.

Temporary Certified Substitutes are \$372K over budget; last year at this time they were over budget by \$172K, the year before \$169K. The overage is due to curriculum writing and required staff development; it is not due to unusual teacher illness.

Tutors: The office of Instruction and HR monitor tutors very carefully. YTD 83.3% of the budget is committed vs. 100.5% at this time last year and 125.7% at this time the year before.

A shortfall in the Certified Salary family of accounts is projected. The SPED Excess Cost Reimbursement will cover the shortfall in tutors; however, there will be a remaining shortfall due to unplanned expenditures in the Administrators account and the overage in certified substitutes.

In the Non-Certified payroll, 76.6% of the budget is committed compared with 75.8% at this time last year, 79.0% at this time the year before. The number of periods is comparable.

A slight shortfall may occur in this family of accounts, due to custodial and maintenance overtime necessitated by the inclement weather.

Benefits: Nothing new to report

Instructional Materials: Account is frozen. Otherwise nothing new to report.

Program Improvement & Staff Development: Still moving ahead with this which is basically curriculum writing. We are still under budget.

Tuition: We are \$106K over budget. Last year at this time we were \$141K over budget and the year before that \$205K.

Transportation: The busses are fully encumbered. We know about the short fall of propane so there is nothing new to report.

Administrative Expenses: Nothing new to report.

Heat & Utilities: Things are not looking as grim as they did last month. Utilization of electricity has fallen a little bit so now we are about 1.5 % over last year. Looks like we are going to be over by about \$56,000. Over on water by about \$22K.

YTD 249,607 CCF of natural gas have been used vs. 178,937 at this time last year, a 70.670 CCF increase compared with last year. Each school has used more. Projecting through the year end, we can expect to use approximately 30% more natural gas than last year.

With respect to fuel oil, 99,577 gallons have been dropped through March 31. Our five year average at this time is 79,217 gallons. We are using more and paying more. Last month we thought that we were going to be over budget in this area by about \$250,000 but now it looks like it will be over by about \$175,000.

Building & Equipment Services: The big driver here is the service contracts that we have talked about in the past. We have \$9,779 in our project account. This is the account where fire code compliance and security improvements are coming from.

Support Services: Of the \$285,320 spent this year, legal expenses account for a total of \$96,982. \$58,938 for Special Ed and \$23,537 for employment related matters and \$14,507 for other matters.

Equipment: This is also subject to the freeze.

- Would like to clarify that the Promethean Boards were not purchased by the BOE as was stated at the Board of Alderman meeting. They were purchased by the City for \$100K. They have been deployed at PHS, SIS and the elementary schools and are being used.
- The BOE received a \$256K technology grant. 750 ChromeBooks and carts have been purchased for the schools and they are all being used.

Approval of Year to Date Object Summary

Mark Holden moved to approve the YTD Object Summary (L2). Arlene Liscinsky seconded the motion. A vote was taken with all in favor. Motion carried.

Old Business

The balance in the Athletic Account as of 02/28/14 was \$124,363.84

The balance in the Parking Lot Account as of 02/28/14 was \$23,125.00

P2P collections are: Collected \$217,612.00 from 685 SHS students and 177 SIS students; refunded \$2,150.00 for a net collection of \$215,462.00. Last year at this time collections were \$221,570.37 the year before \$217,000.

Cafeteria: We received one bid from Sodexo. The proposal is different than the ones that they submitted in the past. We will need to read it carefully before we present it to the board.

Summary of Facilities Projects 2013-2014 - A summary of Facilities Projects 2013-2014 was handed out and discussed. Projects were listed according to school. Mr. Cameron reviewed the items. The report showed projects in progress as well as those completed. The report is available in the Finance office.

SHS Fire Code Remediation did not meet in April.

There are wiring issues with the security cameras at PHS. There is water in the electrical boxes and there are corroded connections.

Security Project Update: Film status hasn't changed. The only difference is that we have completed two schools with the mesh and we are working on SHS.

Cameras: All 5 schools have had the Cat5 wiring pulled. That part is finished. The electrician is due in next week. Once that is done they can start installing cameras. Camera project is on schedule.

2014-2015 budget hearing was held on 4/3/14.

Motion to Adjourn

Arlene Liscinsky made a motion to adjourn the meeting. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.

Arlene Liscinsky adjourned the meeting at 5:40 PM.

Respectfully Submitted;

Teresa Milyo

Teresa Milyo
Recording Secretary