

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING**

Chairman Arlene Liscinsky called the meeting to order at 5:15 p.m.

Pledge of Allegiance

In Attendance: Committee Members: Arlene Liscinsky, Tom Minotti, and Win Oppel.

Absent: Jim Orazietti, Michael Pacowta, and Jay Francino-Quinn

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools; and two members of the public.

Approval of the Agenda

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

I. MINUTES OF THE FINANCE COMMITTEE SPECIAL MEETING OF MARCH 20, 2013

ACTION: Tom Minotti moved to approve the minutes of the Finance Committee Special Meeting of March 20, 2013.
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 2012-2013 School Year

Mr. Cameron reviewed the L2 dated 04/06/2013. A narrative and the L2 detail were distributed.

Salaries: Journal entries have been completed through March 29th. 70.6% of the budget has been expended. "Other Payments—Certified" are significantly over budget because Pay-to-Participate collections have not been posted. When the spring season collections are over at the end of April, the postings will be made; thus, significantly reducing the overage. Overages in the substitute and tutor accounts will be covered by grants and the Excess Cost Grant. Support Staff salaries are 79.0% committed vs. 73.9% at this time last year.

Benefits: Health insurance is still a concern. The balances reported in the L2 are current with the exception of Workers' Comp. 72.7% of the budget has been committed through March not including Workers' Comp.

Questions are still being resolved with Robin Skowronski. The issues appear to have to do with the way the BOE pays for Health Insurance vs. the way it is charged to the payroll. This is a transition issue from ADP to MUNIS and the changes in personnel in the Finance Dept. at City Hall.

Posting of Worker's Comp is progress. It is expected the budget will be fully expended but not exceeded.

Instructional Materials: 68.8% committed vs. 49.5% last year at this time. The elementary schools have used approximately 90.3% of their budget, SIS approximately 63.6%, SHS approximately 89.1%, Special Education approximately 59.4% and the Office of Instruction approximately 35.1%.

Program Improvement & Staff Development: 49.4% committed vs. 126.0% last year. Included are payments for curriculum work and outside vendors. Next month's numbers will reflect the fact that curriculum work has resumed. Conference and Travel have increased due to arrangements being made for staff to attend a MUNIS users conference in Boston and will be fully expended.

Tuition: Tuition is over budget by \$141,544, an improvement over last month. Encumbering is finished with the exception of two April outplacements. The overage is in Special Education and is expected to be covered by the Excess Cost Grant. The City has received a check from the State for \$765,524. The BOE will be requesting those funds shortly. Further discussion. The administration is working to get students to return. Teachers are needed at SHS in order to save money in the Special Ed program in the coming years and shift the savings to regular education.

Transportation: Over budget driven primarily by Special Ed. It is expected the Excess Cost Grant will cover.

Assistant Superintendent of Schools, Lorraine Rossner, has informed Superintendent Villas, Superintendent of Bridgeport Public Schools, that due to budget constraints Shelton will not be in a position to fund magnet school transportation.

Administrative Expenses: 84.0% committed vs. 87.0% at this time last year.

Heat and Utilities: The March report includes 9 months of UI and 9 months of Direct Energy usage indicating that things are back on track in the electricity account. The usage has grown by less than 0.75% compared with the 3 year average. A surplus in this account is expected.

79,802 gallons of #2 heating oil have been delivered compared with a three-year average (excluding SHS) of 83,956 gallons. Last invoice charged \$3.1039 per gallon. It doesn't appear that as much fuel is being used in the grammar schools. Mr. Oppel suggested it might be due to the new roofs.

SHS is being heated with gas at this time.

The BOE will be going out to bid for natural gas (excluding SHS) and electricity. The contract expires at the end of November. CCM advises going out to bid in the Spring or Fall. Mr. Cameron suggests testing the market in the Spring to see what is available. The BOE may need to give its approval for Mr. Burr to act on its behalf.

Building and Equipment Services: 104.6% of the budget has been committed vs. 85.0% last year.

Projects in progress include the repair of vandalized doors in the mini gym and in the area of the gym and the girl's locker room. Twelve passage doors in the old interior classrooms were completed.

New front door locks and mullion assemblies have been purchased for SIS. A new card entry system is being installed at SIS compatible with systems at SHS and Central Office. The fire suppression system and the hood in the kitchen at SIS was replaced. The chiller project at SHS is in its final stages.

Service contracts are approximately \$155,000 over budget. Infinite Campus, Microsoft and Adobe licensing along with XENAPP server software and support are the drivers for the overage.

Support Services: 110.0% of the budget is committed vs. 161.4% last year. The overage continues to be legal fees for negotiations and the fees for MUNIS implementation and training. The MUNIS expenses are complete.

CompuClaim training is complete. Third party billing is in place for children who have special needs served through Medicare and Medicaid. BOE gets reimbursed for eligible expenses.

Equipment: 85.8% of the budget has been committed vs. 91.3% last year. Most of the commitment is for network infrastructure equipment. The recent increase is due to \$40,000 purchase of equipment for Allison Pianka's room.

Athletic Account Balance as of 04/09/13 was \$178,051.98.

Parking Account Balance as of 04/02/13 was \$25,750.00.

Pay to Participate-Fall and winter season collections have been completed. \$234,182.87 has been collected through April 9th from 669 SHS and 171 SIS students. \$12,612.50 has been refunded for a net of \$221,570.37. Collections for the Spring season continue. Collections YTD exceed the \$217.00 collected last year.

ACTION: Win Oppel moved to approve the Object Summary (L2) for the 2012-2013 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: Tom Minotti moved to approve the Check Registers and Cash Disbursement Journals for March 13, 2013 (2012-2013); and March 28, 2013 (2012-2013).
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary (03/18/2013 was handed out for review. The Reconciliation to the City was not finished yet.

III. OLD BUSINESS

1. **Review Year-to-Date Expenditures 2012-2013**—completed previously.
2. **Update on Items Pertinent to 2013-2014 BOE Approved Budget**
 - a. **Health Insurance**—Updated at the BOA/A&T meeting held last night.

IV. NEW BUSINESS

1. **Consideration of the Committee to select a student transportation provider and recommend the provider to the full board.**

It was suggested by Mr. Burr that this be tabled for now. The final 2 components were not ready. The committee discussed scheduling a Special Finance Meeting to be held next week possibly on April 18th.

V. ADJOURNMENT

ACTION: Arlene Liscinsky adjourned the meeting at 6:06 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary