Arlene Liscinsky called the meeting to order at 5:10 p.m.

**Pledge of Allegiance**

**Roll Call:**

**In Attendance:** Committee Members: Arlene Liscinsky and Win Oppel,

**Absent:** Kathy Yolish and Michael Pacowta.

**Also in Attendance:** Allan Cameron, Director of Finance; Freeman Burr Superintendent of Schools; Board of Education Member, Kate Kutash.

**Approval of Agenda**

**ACTION:** Win Oppel moved to approve the Agenda.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

I. **MINUTES OF THE FINANCE COMMITTEE REGULAR MEETING OF MARCH 23, 2011**

**ACTION:** Win Oppel moved to approve the minutes of the March 23, 2011 Finance Committee Regular Meeting.
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 2010-2011 School Year**

   Mr. Cameron proceeded to review the narrative for the L2. (electronic copy)

   **Salaries:** Our salary journal entries are complete through March. For Teachers and Administrators, we have spent 63.4% of our budget. Last year, and the year before, it was 63.6% and 62.8%. Compared with previous years, we continue to be in a better place this year because we are significantly behind previous years rates in expenditures for 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.

   On 04/13/10 the Board employed 25.0 Administrators. On 04/13/11 it employed 24.0, with two positions being filled by interim appointees and one position being filled by a consultant. On 04/13/10 the Board employed 415.4 teachers. On 04/13/11 the Board employed 381.5 teachers- 33.9 fewer than at this time last year.

   In the Non–Certified payroll, we have committed 73.9% of the budget, compared with 70.4% at this time last year, 71.7% 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 04/13/10 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 04/13/10 there were 63.0 Paraprofessionals; today there are 45.0, 18 fewer.

On 04/13/10 there were 20.0 Reading and Math Assistants, today there are none, 20 fewer.

On 04/13/10 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 March. Thanks again to an extra effort by Mrs. Hack, all of the expenditures reported by the City through March 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 $26,161.14 of that expense. By way of comparison, last year at this time, we had spent $296,342.45 or $270,181.31 more on dental insurance. As previously reported dental expenses 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 $416,649; $13,341 in March. It appears that the City has charged the $1.2MM reserve for the December, January, February and March payments to the state resulting from workers laid off last year.

**Workers’ Compensation:** as reported previously 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. 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.

**Instructional Materials:** 69.3% of the budget has been committed compared with 76.4% last year, 73.0% at this time the year before.

**Program Improvement & Staff Development:** 61.6% of the budget is committed this year vs. 62.4% last year, 78.5% the year before. There are plans to encumber the spring initiatives in the near future.

**Tuition:** $2,317,717 is committed this year compared with $2,419,707 at this time last year, $1,839,043 at this time the year before. A high cost student moved out of town last month, 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 $413,387, the year before by $615,660. Our expenses for Spec. Ed. transportation have continued to grow; they are $184,729 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 78.4% committed vs. 71.7% at this time last year, 84.6% at this time the year before.

**Heat & Utilities:** The budgets are encumbered. Our energy conservation projects at SHS and SIS are complete; we are meeting with U.I. and PPE next week to consider additional projects. 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 $89,364.

Through March we have received 135,410 gallons of fuel oil, approximately 34% less than the three year average through March of 206,281 gallons. This is fortunate as our most recent price per gallon was $3.15, $0.65 more per...
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gallon than was budgeted; normally at this time we have received approximately 80% of our total fuel oil deliveries for the year.

YTD, we have used 68,772 cu. ft. of natural gas, approximately 85% of the three year average; we did not receive a natural gas bill in March.

**Building and Equip. Services:** We have committed 86.7% of our budget vs. 69.6% last year and 83.8% the year before. 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.
- Sunny side – 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 118.0% committed vs. 70.4% 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. 109.0% at this time last year.

Custodial Supplies – we are 74.6% committed vs. 67.8% at this time last year.

Maintenance Supplies - we are 57.4% committed vs. 54.3% at this time last year.

**Support Services:** We have committed 102.6% of our budget this year, vs. 154.0% last year, 117.3% 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.

**Equipment:** Committed 35.2% this year vs. 23.9% last year and 36.9% the year before.

**Other Items**

The balance in the bleacher account, as of 03/31/11, is: $211,652.29.
The balance in the student parking account, as of 03/31/11 is $23,450.00.
The balance collected in “Pay-to-Participate” as of 03/23/11 is $279,273.31.

Blum Shapiro started work on two projects; the HRIS - Accounting software study and the balance Sheet project.

**ACTION:** Win Oppel moved to approve the Object Summary (L2) for the 2010-2011 school year.

Arlene Liscinsky seconded the motion.

A vote was taken with all in favor. Motion carried.
2. **Check Registers and Cash Disbursement Journals**

   **ACTION:** Win Oppel moved to approve the Check Registers and the
   Cash Disbursement Journals for March 14, 2011 (2010-2011) and March 30, 2011
   (2010-2011)
   Arlene Lisckinsky seconded the motion.
   A vote was taken with all in favor. Motion carried.

   The Petty Cash Summary was reviewed. The 2010-2011 Reconciliation to the City dated 4/4/11 was
   handed out.

**III. OLD BUSINESS**

1. **Update on 2011-12 Budget**

   Nothing at this time.

2. **Update on Unemployment Charges**

   Discussed previously under benefits.

**IV. NEW BUSINESS**

1. **Report on Balance Sheet and HRIS**

   Blum Shapiro is working on this.

2. **Consideration of other items which may appropriately be brought before this committee.**

   The Finance Committee agreed to pay $1,300 to Staples High School for hockey.

**V. ADJOURNMENT**

   **ACTION:** Win Oppel moved to adjourn the meeting.
   Arlene Liscinsky seconded the motion.
   A vote was taken with all in favor. Motion carried. The meeting was adjourned
   at 6:20 p.m.

   Respectfully submitted,

   Faith B. Hack
   Recording Secretary