

**SHELTON BOARD OF EDUCATION  
FINANCE COMMITTEE SPECIAL MEETING  
JULY 18, 2012**

Arlene Liscinsky called the meeting to order at 5:00 p.m.

**Pledge of Allegiance**

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

**Also in Attendance:** Allan Cameron, Director of Finance; Kate Kutash, Former BOE member, and Judson Crawford, A&T.

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

**I. MINUTES OF THE FINANCE COMMITTEE MEETING OF JUNE 27, 2012**

**ACTION:** Mark Holden moved to approve the minutes of the Finance Committee Meeting of June 27, 2012.  
Arlene Liscinsky seconded the motion.  
A vote was taken with one abstention. Motion carried.

**II. REVIEW AND APPROVAL OF FINANCIAL REPORTS**

**1. Object Summary (L2) for 2011-2012 School Year**

Al Cameron proceeded to review L2 dated 06/29/2012.

**Salaries:** Salary journal entries were completed through June. Certified salaries were 96.9% expended compared with 97.0% at this time last year.

BOE is over budget in "Other payments-Certified" because the anticipated revenue from Pay-to-Participate has fallen short by \$63,000, and there was a posting error of \$78,000.

Substitute and tutor expenditures were also over budget. Approximately, \$397,000 has been charged to various grants including Title I and the Special Education Excess Cost Grant.

The non-cert payroll was 4.4% over budget or \$331,000. This overage is attributable to nurses, secretarial support in the schools, transportation, custodial overtime and payments to part-time custodians. The custodial situation is driven by the lack of available test and worker comp issues.

**Benefits:** Health, dental and life insurance and merit pension have been posted through June. As expected health insurance will end up below budget this year. No action has been taken regarding the internal service fund. The amount remains intact.

The City has charged the BOE \$247,817 for **unemployment**. BOE unemployment is budgeted in the City budget in the amount of \$250,000. These expenses are shown as a reconciling item on the reconciliation with the City. Enclosed in the committee's packets was a letter from Attorney Welch on this subject. Unemployment is under the City's EIN, and it is the City's obligation. The City's auditor has been notified of this reconciling item.

Through June 30<sup>th</sup>, the BOE was billed \$489,174.13 for **workers' compensation** by the City. This figure reflects actual expenses paid to BOE employees through December 22, 2011. The total from December 29, 2011 through May 10 is \$417,181.48. The total reported on the YTD is \$1,004,126; \$829,425 more than the budget. Approximately, \$32,500 will be added to the total as a result of a 7/3/12 posting. Further adjustments have to be made to salaries to compensate. Ways to reduce comp payouts are being actively pursued.

**Instructional Materials:** 83.0% of the budget has been committed vs. 122.2% last year. The elementary schools have expended 99.3% of their budgets, SIS 98.6%, SHS 93.4%, and Special Education 94.3%, and Office of Instruction 39.5%. Last year's excess went to technology.

**Program Improvement & Staff Development:** 135.7% of the budget was committed vs. 117.5% last year. Of the \$173,454 expended, approximately \$86,000 of the expended budget went to teachers who worked on the curriculum-writing committees required to align the curriculum with the common core. Conference and travel were under expended.

**Tuition:** \$2,101,983 has been expended. \$6,349 has been encumbered. Tuitions are over budget by \$224,000. Special Education private placements are over budget by \$375,000 and qualify for the Special Education Excess Cost Grant. \$238,000 has been applied to Special Education private tuitions, tutors, and transportation.

**Transportation:** Transportation ended the year \$157,635 over budget. Last month Special Education transportation was reported over budget by \$336,000 excluding diesel fuel. The Excess Cost Grant covered that overage. Athletic transportation is over budget by \$37,000. A \$25,000 credit is due from First Student to offset that amount. Regular education transportation ended the year \$44,000 over budget, and bus fuel exceeded the budget by \$85,000.

**Administrative Expenses:** This family of expenditures came in \$31,000 under budget. Cell phones were replaced this year.

**Heat and Utilities:** Year to date electricity cost totaled \$1,089,882 including 11-12 months. The bills are not received at the same time. Year-to-date kilowatt usage is 10.0% higher than the 3-year average because of PHS which uses electricity on a par with SHS not Lafayette school. Fuel oil deliveries are less than the three-year average. The average price per gallon for the year was \$3.40, \$0.90 more than the budgeted amount. Twelve invoices have been paid for gas through June. A mild winter continues to help with heat and utilities.

The question of solar energy was raised. The City was approached but no one has met with PPE. Win Oppel recommended that a proposal be put together showing the potential savings.

**Building and Equipment Services:** 102.4% of the budget has been committed vs. 95.5% last year. Projects include revamping 9 classrooms at SHS, revamping upper field, parking lot striping, boiler cleanups and tune-ups, carpet cleaning, grease trap installations, tree removal, bathroom repairs, and Admin Center hardscape. Scheduled for spring are improvement to softball fields, tennis court repairs, improvement to training room at Central Office and improvements to the front entrance to SHS. The over budget situation is due to purchase of batteries, parts and equipment for switches, and toner and printer services system-wide and software license renewals and service agreements. Al Cameron reviewed a list of vendors and dollar amounts that contributed to the expenses and overages.

**Support Services:** 183.5% committed vs. 116.6% last year. As previously reported the expense overages are related to transportation consultants and HRIS implementation. The HRIS project continues to achieve milestones. Questions regarding payroll have all but disappeared. The accruals for the 2011-2012 school year are in MUNIS. The focus is moving to time and attendance. Subfinder was discussed briefly as the next item to be implemented.

**Equipment:** 215.5% expended vs. 284.8% last year and 35.8% the year before. The overages are due primarily to computer and related technology and furniture expenditures.

**Athletic Account Balance** as of 06/18/12 was \$163,981.22. Payment was made for the football field. **Parking Account Balance** as of 05/30/12 was zero. \$23,500 was forwarded to the City for deposit in the BOE account to pay for security guards expense in the general fund.

**Pay to Participate** is finished. A check has been issued to the City for \$224,000 to offset stipends paid to coaches and others.

2012 is almost closed. The full \$913,490 of the Excess Cost Reimbursement will be credited to the BOE. Open encumbrances in July are \$189,022.90 (\$109,000 due to UI).

The audit is scheduled to begin July 24<sup>th</sup> at the BOE.

**ACTION:** Mark Holden moved to approve the Object Summary (L2) for the 2011-2012 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:** Mark Holden moved to approve the Check Registers and Cash Disbursement Journals for June 4, 2012, June 8, 2012, June 15, 2012, June 19, 2012, June 21, 2012, June 25, 2012, June 28, 2012, and June 29, 2012. (2011-2012).  
Win Oppel seconded the motion.  
A vote was taken with all in favor. Motion carried.

Petty Cash summary was handed out. Reconciliation to the City GM360L (06/28/12) was also handed out and reviewed.

**III. OLD BUSINESS**

1. **Review Year-to-Date Expenditures** – Discussed previously.

**IV. NEW BUSINESS**

1. **Consideration of the Committee to reschedule the September meeting from Wednesday, September 19<sup>th</sup> to Wednesday, September 12<sup>th</sup> or Wednesday, September 26<sup>th</sup> or both.**

The committee rejected September 12<sup>th</sup> in favor of changing the meeting to September 26<sup>th</sup>. The time is to be determined. They expect to discuss line item transfers.

**V. ADJOURNMENT**

**ACTION:** Arlene Liscinsky adjourned the meeting at 6:15

Respectfully submitted,

Faith B. Hack  
Recording Secretary