

**SHELTON BOARD OF EDUCATION  
REGULAR MEETING OF THE BOE FINANCE COMMITTEE  
WEDNESDAY, AUGUST 15, 2012**

Chairman Arlene Liscinsky called the meeting to order at 5:07 p.m.

**Pledge of Allegiance**

**Roll Call**

**In Attendance:** Arlene Liscinsky, Win Oppel, Mark Holden  
James Oraziotti; Kathy Yolish, Kate Kutash  
Judson Crawford, A&T, Deb Keller, Catherine Araujo,  
Dana Urban

**Also in Attendance:** Allan Cameron, Director of Finance; Freeman Burr,  
Superintendent of Schools

**Approval of the Agenda:**

**ACTION:** Mark Holden moved to approve the agenda with the  
addition of Pay to Play discussion at the start of the meeting  
Win Oppel seconded the motion.  
A vote was taken with all in favor. Motion carried.

**REVIEW AND APPROVAL OF FINANCIAL REPORTS**

**Minutes of the Finance Committee Meeting of July 18, 2012**

**ACTION:** Win Opel moved to approved the Minutes of the  
Finance Committee of July 18, 2012.  
Mark Holden seconded the motion.  
A vote was taken with all in favor. Motion carried.

Al Cameron proceeded to review the L2 dated August 15, 2012-13.

**Salaries:** We have completed our salary Journal Entries through July '12, and we have spent  
2.2% of our budget; the payment to teachers was for the VRIP from two years ago.

In the Non – Certified payroll, we have committed 6.2% of the budget, compared with 5.4% at  
this time last year, 7.1% at this time the year before.

Benefits: Thanks to our new Payroll/HRIS system, we have posted July's health insurance and FICA payments; we are no longer dependent on receiving those charges from the City - the balances reported in the future will be current.

Instructional Materials: We are 19.2% committed compared with 17.8% last year, 30.2% at this time the year before. The elementary schools have used approximately 34.8% of their available budget, the intermediate school approximately 25.7%, the high school approximately 21.9%, Spec. Ed. 5.7% and Office of Inst. 17.5%.

Program Improvement & Staff Development: We have committed 1.57% vs. 41.7% last year, 7.2% the year before.

Tuition: We are beginning to encumber. Through July 31 we have expended \$95,932 for Spec. Summer school programs and have encumbered \$104,256. The process of encumbering funds usually continues through October.

Transportation: We normally encumber the buses after the October 1 student census; that allows us to correctly apportion the cost to the appropriate level. We estimate that we will soon be invoiced approximately \$60,000 for Spec. Ed. Summer school transportation.

Administrative Expenses: We have encumbered our internet service and are working on our telephones. We have ordered some non-instructional supplies and paid for some of our Dues & Fees. The balance of the items are encumbered throughout the year, as needed. We are 44.7% committed vs. 45.4% at this time last year, 50.7% at this time the year before.

Heat & Utilities: To pay the bills we have encumbered electricity, gas, water and fuel oil. The encumbrances do not reflect our expectations; i.e. they do not reflect the conversion of SHS to natural gas. They need to be adjusted.

Building and Equip. Services: We have committed 16.7% of our budget vs.12.4% last year and 7.9% the year before; service contracts and equipment rentals are still being encumbered. Projects included in the payments YTD are repairs to the SHS tennis courts, the dugouts at the SHS softball fields, parking lot striping and interior painting.

Support Services: We have committed 12.9% of our budget this year, vs.36.4% last year, 23.9% the year before.

Equipment: Committed 22.9% this year vs. 6.3% last year and 4.1% the year before. Most of the commitment this year is for network infrastructure equipment.

#### The Audit, ED001 and Athletics

The audit has begun; the auditors have finished most of the routine tests of payroll and accounts payable. They plan to come back in October to review the ED001 and do some "clean up".

The ED001 is the major summer project for the Finance Director; it is due on Sept. 1 and it is well on the way to completion.

The balance in the Athletic Account as of 08/14 is \$163,981.22. We have just begun to collect payments for P2P; we have collected \$10,375 on behalf of 38 students in 6 activities. Last night we were open until 6:00PM to accept payments; we will be open tomorrow night until 6:00 and

**ACTION:** Arlene Liscinsky moved to approve the Object Summary (L2) for 2012-13.

Win Opel seconded the motion.

A vote was taken with all in favor. Motion carried.

### **Check Registers and Cash Disbursement Journals**

**ACTION:** Mark Holden moved to approve the Check Registers and Cash Disbursement Journals for: July 16, 2012, July 16, 2012, July 18, 2012, July 30, 2012, and July 20, 2012.

Win Opel seconded the motion.

A vote was taken with all in favor. Motion carried.

Petty Cash Summary and Reconciliation to the City GM360L dated 8/18/12 was also handed out and reviewed.

### **NEW BUSINESS:**

Report on condition of BOE rack-body truck:

We are preparing to go out to bid for a new truck

### **ADJOURNMENT:**

Chairman Mark Holden adjourned the meeting at 6:10 p.m.

Respectfully submitted,

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Joanne M. McCullough