

**SHELTON BOARD OF EDUCATION  
FINANCE COMMITTEE  
AUGUST 17, 2011**

Arlene Liscinsky called the meeting to order at 5:19 p.m.

**Pledge of Allegiance**

**Roll Call:** Committee Members: Arlene Liscinsky, Win Oppel, Michael Pacowta and Kathy Yolish.

**Also in Attendance:** Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools (5:21 p.m.); Board of Education Member, Kate Kutash; Deb Keller, SEA President, and Judson Crawford, A&T.

**Approval of Agenda**

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

**I. MINUTES OF THE FINANCE COMMITTEE SPECIAL MEETING OF JULY 21, 2011**

**ACTION:** Win Oppel moved to approve the minutes of the July 21, 2011 Finance Committee Special Meeting.  
Kathy Yolish seconded the motion.  
A vote was taken with one abstention. Motion carried.

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

**1. Object Summary (L2) for 2010-2011 School Year – no report  
Object Summary (L2) for 2011-2012 School Year**

Al Cameron proceeded to review L2 dated 8/17/2011.

**Salaries:** Salary journal entries are completed through July 2011. Teachers and administrators salaries are 1.0% expended.

The non-cert payroll was 5.4% committed vs. 7.1% at this time last year. Last year payments were made for employee cost shares and retiree benefits.

**Benefits:** Health insurance, FICA and merit pension have not been posted for July. The City has not posted those charges. There has not been a bill for unemployment for July.

**Instructional Materials:** 17.8% of the budget has been committed vs. 30.2% last year. The elementary schools expended 21.0% of their budgets, SIS 34.4%, SHS 14.8%, and Special Education 23.0%, and Office of Instruction 11.9%. Al Cameron emphatically mentioned that teachers should go to building principals if materials are needed. No one should be or would be denied.

**Program Improvement & Staff Development:** 41.7% of the budget was committed vs. 7.2% last year. \$54,000 of the expended budget went to 163 individuals who worked for the curriculum writing committees.

**Tuition:** Encumbering of tuitions has begun and will continue through October. \$20,246 has been expended for Special Ed Summer School programs. \$198,012 has been encumbered

**Transportation:** Buses are encumbered after October 1<sup>st</sup> to apportion the cost to the appropriate level. \$222,821 has been encumbered for Special Education bus monitors for the year.

**Administrative Expenses:** 45.4% has been committed vs. 50.7% last year at this time. Internet services, some non-instructional supplies, and most of the dues and fees have been encumbered. Telephones are still being worked on.

**Heat and Utilities:** The fuel and water budgets have been encumbered and need to be adjusted. Natural gas and electricity are being worked on.

**Building and Equipment Services:** 12.4% of the budget has been committed vs. 7.9% last year. Service contracts and equipment rentals are still being worked on. Projects included in the payments for this year include parking lot striping and carpet cleaning.

**Support Services:** 36.4% committed vs. 23.9% last year. Negotiations and the bus consultant account for the higher expenses over last year.

**Equipment:** 6.3% expended vs. 4.1% last year.

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

The ED001, major summer project for the Finance Director, is due on September 1<sup>st</sup> and is well on its way to completion.

Bleacher Account Balance as of 8/17/11 is \$168,134.83. \$8,425 has been collected for Pay to Participate. This represents 33 students in 15 activities.

The Committee discussed drafting a policy or letter to Booster clubs explaining the legal reasons behind Title 9 equity is that booster funds go into a single fund for equitable distribution. The change is targeted to those clubs who have not come before the board or have given the board their finance report.

**ACTION:** Win Oppel moved to approve the Object Summary (L2) for the 2011-2012 school year.  
Kathy Yolish 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 July 15, 2011 (2010-2011, 2011-2012); July 28, 2011 (2010-2011, 2011-2012); August 12, 2011 (2010-2011); August 15, 2011 (2010-2011). Kathy Yolish seconded the motion.  
A vote was taken with all in favor. Motion carried.

Petty Cash summary was handed out. Reconciliation to the City GM360L dated 8/05/2011 was handed out. Last year's reconciliation needs more work.

## **III. OLD BUSINESS**

### **1. Discussion concerning SHS endowment**

Mr. Oppel felt the Board should thank the estate of Mr. Clark for the generous bequest to the SHS Science Dept. Discussion followed regarding a motion to be made at the next Board meeting.

## **IV. NEW BUSINESS**

### **1. Consideration of other business that may appropriately come before the committee.**

Miss Keller asked the Committee if there was any possibility of hiring additional support staff. Mr. Burr responded that additional clerical help was being considered.

## **V. ADJOURNMENT**

**ACTION:** Kathy Yolish moved to adjourn the meeting.  
Win Oppel seconded the motion.  
A vote was taken with all in favor. Motion carried. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Faith B. Hack  
Recording Secretary