

**SHELTON BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
September 16, 2009**

Tom Minotti called the meeting to order at 5:40 p.m.

**Pledge of Allegiance**

**Roll Call**

**In Attendance:** Committee Members: Bernard Simons (5:55 p.m.), Tom Minotti and Arlene Liscinsky.

**Also in Attendance:** Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools (5:45 p.m.); Board Chairman, Win Oppel (6:40 p.m.); and Judson Crawford, Board of A&T.

**Approval of the Agenda**

**ACTION:** Arlene Liscinsky 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 MEETING OF JULY 15, 2009.**

**ACTION:** Arlene Liscinsky moved to approve the minutes of Finance Committee Meeting of August 19, 2009.  
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 2008-2009 School Year**

No change.

**2. Object Summary (L2) for 2009-2010 School Year**

**Salaries:** The salary journal entries through August 2009 are complete. 5.3% of the certified salary budget has been expended compared with 4.7% last year. 14.5% of the Temporary Certified salary account has been expended vs. 10.7% last year.

In the Non-Certified payroll, 11.0% of the budget has been expended compared to 10.9% last year.

**Benefits:** July and August health insurance, FICA and Merit pension has been posted. Appreciation was extended to City Hall for posting these items promptly.

**Instructional Materials:** 48.7% of the budget has been committed compared with 59.6% at this time last year. The elementary schools have used approximately 56% of their budget, SIS approximately 85% and SHS approximately 60%. Special Ed and Office of Instruction have used approximately 40% of their budgets.

**Program Improvement & Staff Development:** 18.1% has been committed to date vs. 45.9% at this time last year. This budget was decreased compared to last year. Staff development is in-house.

**Tuition:** Encumbrances have just begun. The account is over budget \$423,085. Vo. Ag., Aquaculture, Six-to-Six Magnet and the talented and gifted programs have not yet been encumbered.

**Transportation:** The buses have been encumbered based on preliminary allocations. Special Ed transportation has been over committed by \$50,460. Regular education transportation is approximately \$19,000 under budget.

**Administrative Expenses:** Telephone and Internet services have been encumbered. Non-instructional supplies have been ordered. Most dues and fees have been paid. The balance of the items is encumbered throughout the year as needed. 61.5% of the budget in this family of accounts is committed vs. 59.8% last year.

**Heat & Utilities:** The budgets have been encumbered. The CO<sub>2</sub> projects will soon be authorized to move ahead. The projects have significant grants and will pay for themselves in approximately 2.5 years.

**Building and Equip. Services:** 30.8% of the budget has been committed vs. 34.2% last year. Relatively inexpensive projects were undertaken over the summer.

**Support Services:** 62.7% committed this year vs. 72.3% last year. Overages in this account are historically attributed to outsourcing OT, PT and speech therapy services. The Special Ed department has not finished encumbering for this year.

**Equipment:** Committed 10.6% of the budget vs. 9.61% at this time last year.

The Audit has begun. Most of the routine tests have been completed. The Auditors will return in October to review the ED001.

The balance in the student parking account is \$65.00.  
The balance in the bleacher account is \$168,838.09.

Discussion followed relating to what was to be done with the field. The Athletic Committee is reviewing maintenance of the track.

**ACTION:** Tom Minotti moved to approve the Object Summary for the 2009-2010 school year.  
Arlene Liscinsky seconded the motion.  
A vote was taken with all in favor. Motion carried.

**3. Check Registers and Cash Disbursement Journals**

**ACTION:** Arlene Liscinsky moved to approve the Check Registers and the Cash Disbursement Journals for August 4, 2009 (2009-2010); August 7, 2009 (2009-2010); August 12, 2009 (2008-2009); August 13, 2009 (2009-2010); August 21, 2009 (2009-2010); August 27, 2009 (2008-2009)(2009-2010).  
Tom Minotti seconded the motion.  
A vote was taken with all in favor. Motion carried.

The Petty Cash Summary and the Reconciliation to the City (2009-2010) were reviewed.

**III. ADJOURNMENT**

**ACTION:** Tom Minotti moved to adjourn the meeting.  
Arlene Liscinsky seconded the motion.  
A vote was taken with all in favor. Motion carried. The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Faith B. Hack  
Recording Secretary