

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
SEPTEMBER 18, 2013**

Chairman Arlene Liscinsky called the meeting to order at 5:11 p.m.

Pledge of Allegiance

In Attendance: Committee Members: Arlene Liscinsky, Tom Minotti, Win Oppel, Jim Orazietti, and Mark Holden, BOE Chairman

Absent: Michael Pacowta, and Jay Francino-Quinn.

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools; Judson Crawford, Board of A&T; and Kate Kutash,

Approval of the Agenda:

ACTION: Mark Holden 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 AUGUST 21, 2013

ACTION: Tom Minotti moved to approve the minutes of the Finance Committee Meeting of August 21, 2013.
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 2013-2014 School Year

The L2 detail (09/16/2013) and a narrative for 2013-2014 were distributed. (Copies may be obtained from the Finance Office).

Salaries—The grants are slow in coming in. There is every indication that the amounts for the IDEA grants may be adjusted downward. It is not possible to compare teacher's projected salaries with the budget for this reason. The same is true for tutors. 63.6 tutors are scheduled to earn \$1,276,000 compared with an available budget of \$906,000. This overage will be corrected when the IDEA and Title I grant are received. \$925,000 was received in the past. \$850,000 or less may be received this year.

Non-certified payroll is 17.8% committed vs. 16.5% at this time last year.

Benefits—Withholding for Health Insurance and FICA has been posted for August. Since the City and the BOE have become self-insured, Anthem's postings on the City side have not yet been posted to the GM306L and, therefore, do not show up in MUNIS. The City, the BOE and Smith Brothers continue to meet to establish processes and procedures for the new self-insured health plans. It has been observed that experience is higher in summer.

Instructional Materials—33.7% committed this year vs. 29.0% last year at this time. The elementary schools have used approximately 70.1% of their available budget, SIS approximately 58.2%, SHS approximately 34.9%, Special Education 50.2%, and Office of Instruction 1.8%.

Program Improvement & Staff Development—18.1% committed vs. 3.6% last year at this time. \$39,959 has been spent; \$14,743 of which were payments to outside agencies such as CES, Custom Computer, MUNIS and the University of Hartford for STEM training. \$23,218 went to BOE staff for summer curriculum work.

Tuition—Nothing to report.

Transportation—The busses encumbered after the October 1 census. Approximately \$102,602 has been paid for Special Education summer transportation. The busses are working well. There are more drivers than ever. Landmark has been doing what they said they would do. Mr. Burr indicated that there are fewer problems than ever and that positives far outweigh the negatives.

Administrative Expenses—Nothing to report.

Heat and Utilities—Two payments have been made to UI and one to Direct Energy. Through July and August 9.8% more electricity has been use than the five year average. This is for the summer air-conditioning and is expected to decline as the season moves on. The encumbrances are being reviewed and will be adjusted as appropriate.

Building and Equipment Services—46% of the budget is committed vs. 25.7% last year at this time. Service contracts and equipment rentals have been encumbered more quickly this year than in the past. Projects will be discussed under Old Business.

Support Services—Nothing to report.

Equipment—Nothing to report.

Other Items:

Audit: The auditors have finished routine tests of payroll and accounts payable. They plan to return in October to review the ED001 and do some “cleanup”.

The ED001 has been completed.

Athletic Account Balance as of 08/31/2013 was \$119,552.81.

Pay to Participate--\$89,325.00 has been collected from 376 SHS students and 3 SIS students. \$375.00 has been refunded for a net of \$88,950.00 as of last Friday.

ACTION: Mark Holden moved to approve the Object Summary (L2) for the 2013-1014 school year.
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

2. Check Registers and Cash Disbursement Journals

ACTION: Tom Minotti moved to approve the Check Registers and Cash Disbursement Journals for August 2, 2013 (2013-2014); August 13, 2013 (2013-2014); August 14, 2014 (2012-2013)(2013-2014); August 29, 2013 (2012-2013)(2013-2014)
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary for August was handed out for and reviewed. The Reconciliation to the City remains in progress.

IV. OLD BUSINESS

1. Review Year-to-Date Expenditures 2012-2013 and 2013-2014—discussed previously.

2. Student Transportation—Progress Report—No Report.

3. Report on Facilities Projects-detailed report handed out

a. Front entrance project at SHS—Steps completed and the railings were installed.

b. SHS chiller project—The chiller is on line and working and has been okayed for final acceptance and will be submitted to the Board for final approval. The oxygen depletion monitoring system has been installed and is operational.

PHS chiller project--Twelve out of 16 of the PHS compressors are working. The chiller is not large enough to cool the building and ice storage is a vital part of the operation. 80% ice storage has been achieved. They are striving toward 100%. It appears questionable whether the chiller will ever work.

c. Fire remediation—Of the 576 violations 410 have been completed. A new building committee has been appointed by the Board of Aldermen to address SHS code compliance and to get sprinklers into SHS. The work for the sprinklers is scheduled to start this week.

d. Al Cameron reviewed the status of several other maintenance projects that have been completed or are underway. Parking lot lines are completed. Booth Hill and ESS will be redone after the City repaves the lots. The photovoltaic project at ESS is on hold. Some documents have to be approved by the BOE Finance Office. Over 100 worn stairwell treads have been replaced at SHS. All the burned out bulbs have been replaced in the SIS auditorium. School Dude was resumed. 280 work orders are in the queue.

4. School Security Grant—\$168,000 is reimbursable from the Grant. The City is expected to pay \$298,000 for a total of \$466,000. Shelton's position as the State's 46th wealthiest city played a role in how much the City would receive. An ESS parent has offered to donate two state of the art cameras to

the school.

It was reported that Tom Marino made all the camera layouts. All schools do not need the same number of cameras. The schools will be monitored, inside and out, on a variety of computers.

5. Report on Technology Grant Application—No report.

V. NEW BUSINESS

ACTION: Mark Holden moved to add the proposed Budget Making Schedule to the agenda.

Win Oppel seconded the motion.

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

1. Report on play to participate—previously discussed.

2. Proposed Budget Making Schedule for the School Year 2014-2015 (handed out)

The committee reviewed the handout. They agreed that the November 15, 2013 special meeting should be moved to November 6, 2013. All Board members were encouraged to attend. Mr. Cameron will revise the schedule. Board members were asked to review and submit any requests for changes.

Mr. Minotti brought up the Ad Hoc Kindergarten meeting. He wanted to inform the Committee that an initial startup cost for all day kindergarten would be approximately 1 million dollars.

VI. ADJOURNMENT

ACTION: Mark Holden moved to adjourn the meeting.

Win Oppel seconded the motion.

A vote was taken with all in favor. The meeting adjourned at 6:47 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary