

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE SPECIAL MEETING
OCTOBER 17, 2012**

Arlene Liscinsky called the meeting to order at 5:04 p.m.

Pledge of Allegiance

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

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools; Carol Pannozzo, Director of Human Resources; Board Member, Kathy Yolish; 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 SEPTEMBER 26, 2012

ACTION: Win Oppel moved to approve the minutes of the Finance Committee Meeting of September 26, 2012.
Mark Holden seconded the motion.
A vote was taken with all in favor. Motion carried.

ACTION: Arlene Liscinsky moved to address **New Business item #2 Discussion and possible vote to approve compensation increases for non-union staff** at this time prior to other business.
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

A chart labeled 2012-2013 Proposed Raises for Non-Bargaining Unit Employees was handed out. It indicated an increase of 1.45% including a proposed 1% increase in cost sharing.

ACTION: Win Oppel moved to present the recommendations for raises for the non-bargaining unit employees to the full Board of Education for consideration.
Mark Holden seconded the motion.
A vote was taken with all in favor. Motion carried.

(Carol Pannozzo left the meeting.)

II. REVIEW AND APPROVAL OF FINANCIAL REPORTS

1. Object Summary (L2) for 2012-2013 School Year

Al Cameron proceeded to review L2 dated 10/17/2012.

Salaries: Salary journal entries were completed through September 2012. Certified salaries were 18.2% expended. This includes the VRIP payments to teachers who retired two years ago.

The non-cert payroll is 24.5% committed compared with 25.0% at this time last year.

Benefits: Health insurance and FICA have been posted through September. The BOE no longer has to wait to receive those charges from the City because of the new MUNIS payroll system. In the future all reported balances will be current. 25.7% of the budget has been expended. This does not include workers' comp that is paid by the City and may be charged to the BOE. Discussion followed regarding workers' comp. The State is opening up its insurance plan to municipalities. BOE is looking into the details to see if it would be worthwhile.

Instructional Materials: 46.4% of the budget has been committed vs. 30.1% last year. The elementary schools have expended 56.6% of their budgets, SIS 41.7%, SHS 43.7%, and Special Education 32.5%, and Office of Instruction 44.4%.

Program Improvement & Staff Development: 16.8% of the budget was committed vs. 75.3% last year. Included is the payment of \$21,977.28 for summer school curriculum work. Payment of \$13,350 was made in the first October payroll. Discussion followed regarding curriculum committee work and the presence of teachers in the classroom.

Tuition: Encumbering continues. \$1,691,156 is committed through September. These are primarily Special Education commitments. Approximately \$500,000 remains to be encumbered for VoAg, Aquaculture, ECA, RCA, Six to Six, etc. Rosters from schools are expected and will be posted in November. There were more outplacements reported.

Transportation: With the exception of a few expenditures for Special Ed and Summer School, there was nothing to report. The busses are encumbered after the October 1st student census for state reporting purposes. Two different scenarios for bus transportation have gone out to bid. One included an entire new fleet; the other included no bus over 5 years old. Discussion followed regarding the City purchasing busses and leasing them back to the bus company. Mr. Oppel wanted to know the number of students being bussed out of district. It was indicated that \$2.75 has been budgeted for bus fuel.

Administrative Expenses: 68.1% expended vs. 65.2% last year. Internet services have been encumbered. Phones are in progress. Some non-instructional supplies have been ordered. Most dues and fees have been paid for. The balance is encumbered throughout the year.

Heat and Utilities: Encumbrances were adjusted in September and are reflected in this report. SHS is still being heated with oil. Three months of electricity usage are included for each school.

Building and Equipment Services: 40.6% of the budget has been committed vs. 24.8% last year. Service contracts and equipment rentals are being encumbered. Projects included in the payments are repairs to the SHS tennis courts, dugouts at SHS softball fields, SHS bathroom renovations, parking lot striping and interior painting. Significant future projects include repair of the vandalized doors in the mini gym and installation of additional security cameras at SHS. The replacement cost of the rack body truck is \$40,000. Municipal lease would be \$7,800.00 per year for five years. Consideration should be giving to checking the state bid for leasing trucks and Xerox rentals. Ken LaCroix and Supt. Burr are working to prioritize a list to insure that major issues are resolved with the limited funding available.

Service contracts and equipment rentals are still being encumbered. \$12,000 in service contracts and \$60,000 in rentals have yet to be encumbered. A discussion of Perry Hill School copy machines followed. Apparently the large volume machine is being used beyond its intended capability. Service to the machine was also a problem.

Support Services: 40.6% committed vs. 61.7% last year. Legal fees for negotiations and fees for MUNIS implementation/training that ended are responsible for the expenses.

Equipment: 44.6% expended vs. 53.6% last year and 8.7% the year before. Most of the commitment is for network infrastructure equipment.

The auditors are expected back in October to review the ED001 and do some “clean up”.

Athletic Account Balance as of 10/17/12 was \$180,993.17. Mr. Niski in response a question asked last month informed Mr. Cameron that the funds from the sale of senior uniforms are deposited into the Student Activity Fund at SHS in accordance with the agreement reached with the BOE.

Parking Account Balance as of 10/17/12 was \$20,000.00.

Pay to Participate-\$98,006.25 has been collected from 346 SHS and 70 SIS students. \$5,150 has been refunded for a net of \$92,856.25. \$98,468.75 was collected last year by this time.

ACTION: Win Oppel moved to approve the Object Summary (L2) for the 2012-2013 school year.
Mark Holden 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 September 11, 2012 (2012-13); September 12, 2012 (2011-12)(2012-13); September 20, 2012 (2012-2013); and September 27, 2012 (2012-2013).
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary and Reconciliation to the City GM360L (10/12/2012) was handed out for review.

III. OLD BUSINESS

1. Review Year-to-Date Expenditures 2012-2013– Discussed previously.

IV. NEW BUSINESS

1. Discussion of possible vote on 2011-2012 Line Item Transfers.

A document entitled Line Item Transfers Proposed to the BOE Finance Committee at their October 17, 2012 Meeting was handed out for review and discussion. Discussion followed regarding Athletic transportation. Win Oppel suggested keeping an eye on printer service contracts indicating a possible savings in that area.

ACTION: Win Oppel moved to approve the line item transfers as shown in the document dated October 17, 2012 proposed to the Finance Committee at the October 17, 2012 meeting, and to include the document in the full Board of Education's packet for review and approval.
Mark Holden seconded the motion.
A vote was taken with all in favor. Motion carried.

2. Discussion of the approach to 2013 budget building and calendar.

The proposed meeting schedule for 2013 was handed out.

ACTION: Mark Holden moved to approve the 2013 meeting schedule.
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

A draft proposal for the 2013 Budget Building calendar was handed out for discussion and review.

The consensus was that the budget be adopted before Christmas. There is sufficient time to get the proposal together and adjustments can be made if necessary in January for the proposed February 15, 2013 deadline.

The Superintendent will look at his schedule and send out a proposed draft by Wednesday.

3. Allan Cameron mentioned that there was a new resolution concerning the chillers. The BOA wants the BOE to pay the \$30,000 for the one-year warranty. The BOE does not have the money to pay for it.

V. ADJOURNMENT

ACTION: Mark Holden moved to adjourn the meeting.
Win Oppel seconded the motion.
A vote was taken with all in favor. The meeting was adjourned at 6:29 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary