

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
October 21, 2009**

Tom Minotti called the meeting to order at 5:45 p.m.

Pledge of Allegiance

Roll Call

In Attendance: Committee Members: Bernard Simons, Tom Minotti and Arlene Liscinsky.

Also in Attendance: Allan Cameron, Director of Finance; Timothy Walsh, Board of Education; Freeman Burr, Superintendent of Schools; and Judson Crawford, Board of A&T.

Approval of the Agenda

ACTION: Tom Minotti moved to approve the agenda.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

I. MINUTES OF THE FINANCE COMMITTEE MEETING OF SEPTEMBER 16, 2009.

ACTION: Tom Minotti moved to approve the minutes of Finance Committee Meeting of September 16, 2009.
Arlene Liscinsky 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 September 2009 are complete. 13.0% of the certified salary budget has been expended compared with 12.2% last year. 6.9% of the Temporary Certified -Substitutes account has been expended vs. 5.2% last year. Temporary Certified-tutor account has been expended 24.9% this year vs. 21.3% last year.

In the Non-Certified payroll, 19.0% of the budget has been expended compared to 19.0% last year.

Benefits: September health insurance, FICA and Merit pension have been posted. Appreciation was extended to City Hall for continuing to post these items promptly.

Instructional Materials: 57.7% of the budget has been committed compared with 66.5% at this time last year. The elementary schools have used approximately 63% of their budget, SIS approximately 88% and SHS approximately 62%. Special Ed has used approximately 40% of its budget. Office of Instruction has used approximately 37%.

Program Improvement & Staff Development: 36.7% has been committed to date vs. 58.5% at this time last year. This budget was decreased compared to last year.

Staff travel is 22.5% committed vs. 58.8% last year.

Tuition: \$2,092,932 has been committed. Tuition is over budget \$879,389. The two talented and gifted schools and Adult Education have not been encumbered.

Transportation: The buses have been encumbered based on preliminary allocations. Special Ed transportation is over committed by \$503,462. Regular education transportation is approximately \$23,481 over budget. Diesel fuel has yet to be encumbered.

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. 63.0% of the budget in this family of accounts is committed vs. 62.7% last year.

Heat & Utilities: The budgets have been encumbered. The CO₂ projects are authorized to move ahead. This involves occupancy sensors in SIS and SHS. The projects have significant grants and will pay for themselves in approximately 2.5 years.

Efforts to save electricity are paying off. SHS has used 16.2% less than the 7-year average in July and 9.4% less in August.

Building and Equip. Services: 35.7% of the budget has been committed vs. 43.0% last year.

Building Repair and Maintenance has a revised budget of \$356,780 and is 18.4% committed.

Projects at the schools were reviewed.

Service Contracts-33.8% committed vs. 34.9% last year.

Rentals-73.5% committed vs. 102.5% at this time last year.

Custodial Supplies- 26.7% committed vs. 51.3% at this time last year.

Maintenance Supplies- 23.9% committed vs. 14.2 % at this time last year.

Support Services: 87.6% committed this year vs. 82.8% last year. Payroll processing is over budget by \$15,943. Special Ed Services is over budget by \$76,251 due to outsourcing of OT, PT and speech therapy services.

Equipment: Committed 14.9% of the budget vs. 12.4% at this time last year.

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

The balance in the student parking account is \$21,745.00.
The balance in the bleacher account is \$182,480.74.

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

3. Check Registers and Cash Disbursement Journals

ACTION: Tom Minotti moved to approve the Check Registers and the Cash Disbursement Journals for September 15, 2009 (2008-2009)(2009-2010); September 28, 2009 (2008-2009)(2009-2010).
Arlene Liscinsky 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. NEW BUSINESS

1. Proposed line item transfers for 2008-2009 school year (hand out)

A summary of the 2008-2009 Budget Line Item Transfers was handed out and reviewed. (Document on file in Finance Office.)

ACTION: Tom Minotti moved to approve the recommended line item transfers.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

IV. ADJOURNMENT

ACTION: Arlene Liscinsky moved to adjourn the meeting.
Tom Minotti seconded the motion.
A vote was taken with all in favor. Motion carried. The meeting
adjourned at 7:05p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary