

**SHELTON BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
NOVEMBER 14, 2012**

Arlene Liscinsky called the meeting to order at 5:07 p.m.

**Pledge of Allegiance**

**In Attendance:** Committee Members: Arlene Liscinsky, Mark Holden, and Win Oppel (5:11).

**Also in Attendance:** Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools (5:12) (left 5:30); Board Members: Kathy Yolish (left 5:30), Jim Orazietti (left 5:30); and Judson Crawford, A&T.

**ACTION:** Mark Holden 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 SPECIAL MEETINGS OF OCTOBER 17, 2012 AND NOVEMBER 8, 2012**

**ACTION:** Win Oppel moved to approve the minutes of the Finance Committee Special Meetings of October 17, 2012 and November 8, 2012,  
Mark Holden 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 2012-2013 School Year**

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

**Salaries:** Salary journal entries were completed through October 2012. Certified salaries were 26.5% expended. This includes the VRIP payments to teachers who retired two years ago.

The non-cert payroll is 32.7% committed compared with 33.3% at this time last year.

**Benefits:** Health insurance and FICA have been posted through October. The balances are current because of the new MUNIS payroll system. 33.57% of the budget has been expended. This does not include workers' comp that is paid by the City that may be charged to the BOE. A crude projection reveals a possible budget overrun; however, there is a possibility of double booking that is being looked into. A meeting is to be planned with Paul Hiller and Robin Skowronski to look into ways to streamline procedures thus avoiding double postings. Workers Comp is still an issue. A meeting with Paul Hiller was proposed.

Arlene Liscinsky referred to an industry practice of a spousal surcharge for duplicate insurance coverage.

**Instructional Materials:** 41.1% of the budget has been committed vs. 34.7% last year. The elementary schools have expended 63.3% of their budgets, SIS 48.5%, SHS 48.1%, and Special Education 35.6%, and Office of Instruction 40.0%.

**Program Improvement & Staff Development:** 26.6% of the budget was committed vs. 90.7% last year. Included is the payment of \$21,977.28 for summer school curriculum work. Payment for in-house presenters of \$13,350 was made in the first October payroll. Discussion followed regarding teachers' participation in more than one committee. Continuity in the classroom was of utmost importance.

**Tuition:** Encumbering appears to be complete. \$2,374,674 has been committed through October 31<sup>st</sup> resulting in \$162,170 over budget. Kathy Hudak was thanked for going to after the schools to produce invoices so the tuitions could be encumbered.

**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 1<sup>st</sup> student census for state reporting purposes. Busses are still being encumbered. The delay was due to the hurricane and the nor'easter. The bids have been opened and look promising.

**Administrative Expenses:** 69.7% expended vs. 70.9% 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:** The encumbrances still do not reflect the conversion of SHS to natural gas. Forecasting has been made difficult by the fact that Direct Energy's billing is not up to date. The cleaning of the boilers is in progress. The BOE will provide the materials and Santa fuel will provide the welder for the I-beam installation. The gas conversion can take place after the boilers are cleaned. The tanks are full at SHS. Discussion followed regarding water ponding at the oil intake pipe and the possibility of a filtering system to keep the oil from spoiling.

**Building and Equipment Services:** 47.7% of the budget has been committed vs. 34.2% last year. Service contracts and equipment rentals are being encumbered. The replacement cost of the rack body truck is estimated to be \$40,000. Municipal lease would be \$7,800.00 per year for five years. The BOE is out to bid on the truck now. Bid opening is expected to be 11/29/2012.

Service contracts and equipment rentals are still being encumbered. \$12,000 in service contracts and \$60,000 in rentals have yet to be encumbered.

**Support Services:** 55.7% committed vs. 87.8% last year. Legal fees for negotiations continue to drive the expenses.

**Equipment:** 45.4% expended vs. 65.8% 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 11/14/12 was \$181,094.28.

**Parking Account Balance** as of 11/14/12 was \$22,250.00.

**Pay to Participate**-Fall season payments have been completed. \$103,493.75 has been collected from 346 SHS and 77 SIS students. \$5,450 has been refunded for a net of \$98,043.75. \$106,612.50 was collected last year by this time.

Fences and a backstop are to be installed on the baseball field. The City is expected to pay \$10,094.

The City voted to fund the Promethean boards with bond money. The lowest bid includes installation and training.

**ACTION:** Mark Holden moved to approve the Object Summary (L2) for the 2012-2013 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:** Mark Holden moved to approve the Check Registers and Cash Disbursement Journals for October 16, 2012 (2012-13); October 17, 2012 (2011-12)(2012-13); and October 31, 2012 (2012-2013) dated 11/1/12.  
Arlene Liscinsky seconded the motion.  
A vote was taken with all in favor. Motion carried.

Petty Cash summary (11/12/2012) was handed out for review.  
The Reconciliation to the City was not available at this time. The GM360L report was not available from the City.

## **III. OLD BUSINESS**

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

**IV. NEW BUSINESS**—None.

## **V. ADJOURNMENT**

**ACTION:** Arlene Liscinsky adjourned the meeting at 6:03 p.m.

Respectfully submitted,

Faith B. Hack  
Recording Secretary