

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE
NOVEMBER 16, 2011**

Arlene Liscinsky called the meeting to order at 5:03 p.m.

Pledge of Allegiance

Roll Call: Committee Members: Arlene Liscinsky, Win Oppel, Kathy Yolish (5:07), and Michael Pacowta (5:29).

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools; Jim Brandt, Interim Director of Human Resources; Board of Education Members, Tom Menotti, Kate Kutash, and Jay Francino-Quinn, and Mark Holden, A & T.

Approval of Agenda

ACTION: Win Oppel 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 21, 2011

ACTION: Win Oppel moved to approve the minutes of the Finance Committee Meetings of October 19, 2011 and October 26, 2011.
Arlene Liscinsky seconded the motion.
A vote was taken with two abstentions. Motion carried.

II. REVIEW AND APPROVAL OF FINANCIAL REPORTS

**1. Object Summary (L2) for 2010-2011 School Year – no change
Object Summary (L2) for 2011-2012 School Year**

Al Cameron proceeded to review L2 dated 11/12/2011.

Salaries: Salary journal entries were completed through October 2011. Teachers and administrators salaries were 24.5% expended compared with 25.0% at this time last year. Tutor expenditure appears over budget; however, none of the tutors have been booked off to the IDEA grant yet. Twelve per cent of the students are Special Education; therefore, approximately \$200,000 of tutor expense can be charged to IDEA.

The non-cert payroll was 33.3% committed vs. 33.1% at this time last year.

Benefits: Health insurance, FICA and merit pension have not been posted for October. The existing postings reflect through September. The City has charged \$59,428 for unemployment. The report from City Hall has not been received. 99 weeks unemployment is expected to run out in February.

Instructional Materials: 34.7% of the budget has been committed vs. 45.2% last year. The elementary schools expended 33.9% of their budgets, SIS 52.5%, SHS 46.8%, and Special Education 52.1%, and Office of Instruction 24.4%.

Program Improvement & Staff Development: 90.7% of the budget was committed vs. 33.1% last year. Of the \$111,862 expended, approximately \$54,000 of the expended budget went to 163 individuals who worked on the curriculum writing committees. Three professional development days have been scheduled; therefore, most of the expenditures have been made.

Tuition: \$832,026 has been expended through October 31. \$1,043,175.40 has been encumbered. The Special Education Dept. has reported that all known student outplacements have been encumbered. Tuitions for VoAg, Aquaculture, ECA and RCA need to be encumbered.

Transportation: Buses are normally encumbered after October 1st to apportion the cost to the appropriate level. The encumbrances on the books presently have been rolled over from last year to allow the bills to be paid and will need to be adjusted for this year's rates and the October 1 census due to the absence of the Transportation Coordinator. Some discussion followed regarding the addition of 2 busses.

Administrative Expenses: 70.9% has been committed vs. 63.5% last year at this time. Some non-instructional supplies have been ordered, and most of the dues and fees have been paid. The balance of the items is encumbered throughout the year. The budget for this family of accounts was adjusted downward by \$49,479 because of the closing of Lafayette School and the SHS accreditation process.

Heat and Utilities: The fuel and water budgets have been encumbered and need to be adjusted. Oil has not been purchased yet. The tanks were topped up at the end of last year.

Building and Equipment Services: 34.2% of the budget has been committed vs. 45.4% last year. Service contracts and equipment rentals are still being encumbered. Projects included in the payments for this year include revamping 9 classrooms at SHS, parking lot striping, carpet cleaning, and grease trap installations, tree removal and Administration Center hardscape.

Support Services: 87.8% committed vs. 31.2% last year. The liability premium has increased significantly. Mr. Burr indicated that Dave Marchitto was exploring an applied behavior analysis program that even if implemented could not create a program that would be able to serve all autistic children. There will always be students who will need to be outplaced.

Equipment: 65.8% expended vs. 18.4% last year and 17.8% the year before. The purchases were mainly for furniture for the new computer labs that are being installed in each school. Additionally, there were furniture replacements based on a list prioritized by the school principals and the Assistant Superintendent of Schools.

The audit has begun. The auditors have finished most of the routine tests in payroll and accounts payable. They plan to return in the next few days to review the ED001 and do some "clean up".

A reconciliation recently e-mailed to the City reported YTD cash disbursements of \$63,073,909.35 plus open purchase orders of \$6,439.72 leaving an unspent balance of \$19,650.33.

Athletic Account Balance as of 11/14/11 was \$182,205.31.

Parking Account Balance as of 11/14/11 was \$17,650.00.

Pay to Participate receipts total \$112,543,75 as of 11/16/2011. 26 refunds have been made totaling \$5,931.25 for a balance of \$106,612.50. Total adjustments for "Free and Reduced" amount to \$12,281.25. Over 1000 applications have been processed for "Free and Reduced Lunch" this year, an increase of 4% over last year.

The conversion from ADP to MINUS is well underway. January 6, 2012 is the first payroll scheduled to be in the new system.

ACTION: Win Oppel moved to approve the Object Summary (L2) for the 2011-2012 school year.
Kathy Yolish seconded the motion.
A vote was taken with all in favor. Motion carried.

2. Check Registers and Cash Disbursement Journals

ACTION: Win Oppel moved to approve the Check Registers and the Cash Disbursement Journals for October 5, 2011 (2010-2011)(2011-2012); October 13, 2011 (2010-2011); October 17, 2011 (2010-2011); October 21, 2011 (2010-2011); October 27, 2011 (2010-2011)(2011-2012); and October 28, 2011 (2010-2011).
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary was handed out. Reconciliation to the City GM360L dated 11/14/2011 was handed out for review.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

1. Review of Five-Year Expenditure History

Al Cameron explained that normally the 5-year history would be reviewed over a period of three meetings; however, since the budget has been relatively flat it could be covered in a shorter time. A handout entitled Shelton BOE Budget Building for 2012-13 – Five Year Expenditure History, by Object and Preliminary Rollover Budget Estimate was provided.

Mr. Cameron reviewed the salaries by group explaining that the teachers are to receive a 1% general wage increase and a 1.9% step increase by arbitration. There are 382.5 teaching positions. Assuming that the same number of people are in the budget next year, an additional \$30,308.00 will be required. The tutor account is expected to be over budget, but can be helped by IDEA. The salary group was further reviewed. As a place to start 2% was added to the non-certified budget.

Benefits were expected to increase by 10%.

It expected the last early retirement incentive payments will be made and the obligation will go away.

Unemployment was rolled forward from last year and is not expected to be to the same extent.

It is not known where Workers Compensation is headed. Right now the City is self-insured.

Mr. Cameron further briefly discussed expected reduction in support services and this year's reduction in heat and utilities because of the newly installed cost savings initiatives.

2. **Consideration of the Regular Meeting Schedule for 2012**

ACTION: Arlene Liscinsky moved to approve the proposed Finance Committee Meeting Schedule for the 2012 calendar year.
Michael Pacowta seconded the motion.
A vote was taken with all in favor. Motion carried.

V. **ADJOURNMENT**

ACTION: Michael Pacowta moved to adjourn the meeting.
Kathy Yolish seconded the motion.
A vote was taken with all in favor. Motion carried. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary