

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE
REGULAR MEETING
November 18, 2009**

Chairman Arlene Liscinsky called the meeting to order at 5:05 p.m.

Pledge of Allegiance

Roll Call

In Attendance: Committee Members: Chairman Arlene Liscinsky, Win Oppel, and Michael Pacowta.

Also in Attendance: Allan Cameron, Director of Finance; Timothy Walsh, Board of Education Chairman, Board of Education Member, Kate Kutash, Freeman Burr, Superintendent of Schools (5:25 p.m.); and Judson Crawford, Board of A&T.

I. MINUTES OF THE FINANCE COMMITTEE MEETING OF OCTOBER 21, 2009.

ACTION: Arlene Liscinsky approved the minutes of the October 21, 2009 Finance Committee Regular Meeting.

II. REVIEW AND APPROVAL OF FINANCIAL REPORTS

1. Object Summary (L2) for 2009-2010 School Year

Allan Cameron explained the layout of the L2 report for the benefit of the new members. He commented that the Finance Committee could move funds between objects. Transfer of funds between families could only be done by the full BOE.

Salaries: The salary journal entries through October 2009 are complete. 25.2% of the certified salary budget has been expended compared with 24.3% last year. 46.6% of the Temporary Certified - Substitutes account has been expended vs. 35.9% last year. Temporary Certified-tutor account has been expended 54.7% this year vs. 49.4% last year. It was explained that in the past over expenditures in the substitute and tutor accounts would have been covered by under spending in the certified salary account and the Special Education Excess Cost Reimbursement. This is not likely to occur this year as the salary account does not have a surplus in it and the State has informed the BOE that Excess Cost Reimbursement will be reduced by approximately 25%.

In the Non-Certified payroll, 31.6% of the budget has been expended compared to 31.4% last year.

Benefits: October health insurance, FICA and Merit pension have been posted. 30.5% of the budget has been committed vs. 30.5% last year at this time. Appreciation was extended to City Hall for continuing to post these items promptly. Four payments equaling 1/3 of the total bill have been made. A surplus expected in this account will help offset overages in other areas.

Instructional Materials: 61.3% of the budget has been committed compared with 64.7% at this time last year. The elementary schools have used approximately 63% of their available budget, SIS approximately 89% and SHS approximately 63%. Special Ed has used approximately 40% of its budget. Office of Instruction has used approximately 38%.

Program Improvement & Staff Development: 44.0% has been committed to date vs. 61.9% at this time last year. The Program Improvement budget, decreased from last year, is 47.2% committed. This represents the first two professional development days. The third, scheduled for April, has not yet been encumbered.

Staff travel is 32.3% committed vs. 69.3% last year.

Tuition: \$2,359,817 has been committed. Tuition is over budget \$1,143,274. This is likely to exceed the Special Education Excess Cost Reimbursement. Opportunities to return some students to Shelton are being investigated. Special Education Excess Cost Reimbursements are going down.

Transportation: The buses have been encumbered based on the October 1 census. Special Ed transportation is over committed by \$512,657. The Special Ed Excess Cost reimbursement is not expected to cover these expenses. Opportunities are being investigated to return some students to Shelton thus minimizing special arrangements and reducing cost.

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 14.7% less than the 7-year average in July, August, and September yielding a year-to-date savings of \$36,479. No fuel has been delivered through October.

Building and Equip. Services: 46.4% of the budget has been committed vs. 61.5% last year.

Equipment Repairs are 46.3% committed vs. 41.3% at this time last year.

Building Repair and Maintenance has a revised budget of \$356,780 and is 29.5% committed.

Projects at the schools were available for review.

Service Contracts-39.6% committed vs. 38.6% last year.

Rentals-101.3% committed vs. 103.0% at this time last year. This is due to copy charges. New machines are being piloted to see what can be gained.

Custodial Supplies- 33.3% committed vs. 59.1% at this time last year.

Maintenance Supplies- 29.9% committed vs. 21.9 % at this time last year.

Support Services: 122.7% committed this year vs. 92.6% last year. Special Ed Services is over budget by \$137,045 due to outsourcing of OT, PT and speech therapy services. These expenses are likely to exceed the Special Ed Excess Cost Reimbursement. Opportunities are being investigated to provide these services more cost effectively.

Equipment: Committed 17.8% of the budget vs. 19.3% at this time last year.

Most of the routine audit tests have been completed. The Auditors are returning on November 19 to review the ED001.

The balance in the student parking account is \$23,545.00.

The balance in the bleacher account is \$180,281.17.

Title Grants have been received. The L2 regarding grants is incomplete.

ACTION: Win Oppel moved to approve the Object Summary (L2) for the 2009-2010 school year.
Mike Pacowta 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 14, 2009 (2008-2009)(2009-2010); October 26, 2009 (2009-2010); and October 29, 2009 (2008-2009)(2009-2010).
Mike Pacowta seconded the motion.
A vote was taken with all in favor. Motion carried.

The Petty Cash Summary and the Reconciliation to the City GM360L (2009-2010) were reviewed.

III. NEW BUSINESS

1. Discussion of 2009-2010 Budget Mitigation Strategies

“Strategies to Close the BOE Shortfall” was in the material handed out to the committee.

Discussion followed reviewing some of the 2009-2010 budget challenges. Superintendent Burr said he has sent out a letter indicating a freeze in spending. Overtime, hiring and purchasing has been stopped. Al Cameron’s strategies mitigated for \$1,299,157 of the potential shortfall. Additional measures and recommendations to close the remaining \$625,118 gap were discussed.

2. Discussion of Budget Building Calendar

The Committee discussed and approved the budget-building calendar.

ACTION: Win Oppel moved to approve the budget-building calendar
Mike Pacowta seconded the motion.
A vote was taken with all in favor. Motion carried.

IV. ADJOURNMENT

ACTION: Win Oppel moved to adjourn the meeting.
Mike Pacowta seconded the motion.
A vote was taken with all in favor. Motion carried. The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary