

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
NOVEMBER 20, 2013**

Conference Room C, 2nd Floor, BOE Admin. Offices

Chairman Arlene Liscinsky called the meeting to order at 5:10 PM

Pledge of Allegiance

In Attendance: Arlene Liscinsky, Tom Minotti, Win Oppel, Mark Holden, Kate Kutash, Faith Hack, Jay Francino-Quinn (arrived @ 5:30), Tim Walsh (arrived @ 5:57), Kathy Yolish, (arrived @6:03).

Also in Attendance: Allan Cameron, Director of Finance, Freeman Burr, Superintendent of Schools, Carole Pannozzo, Director of Human Resources (5:57)

From the public: Judson Crawford.

Mark Holden made a motion to approve the Agenda. Tom Minotti moved to approve, Win Oppel seconded the motion. A vote was taken with all in favor. Motion carried.

Mark Holden made a motion to approve the Minutes of the Meeting of October 16, 2013. Tom Minotti moved to approve. Win Oppel seconded the motion. A vote was taken with all in favor. Motion carried.

Mr. Cameron handed out a document entitled Shelton Board of Education YTD Object Summary 2013-2014 and proceeded to review those items.

Salaries: The salary Journal Entries are complete through October 31st. 25.4% of the budget is expended; including the payment to teachers from the VRIP two years ago, compared with 26.5 at this time last year, 24.5% at this time the year before.

In the Non-Certified payroll, 33.8% of the budget is committed compared with 32.7% at this time last year, 33.3% at this time the year before.

Benefits: The withholding for October's health insurance and FICA payments have been posted. 23.9% of the budget is committed. Since the City and BOE have become self-insured for health insurance, Anthem's "drafts" on the City have not posted to the GM360L; therefore, they have not been posted in MUNIS. We continue to meet with the City, the auditors and representative of Smith Brothers to establish the processes and procedures for the new self-insured health plans; we are making progress. We are working out the logistics of setting up self-insurance funds within MUNIS that approximately track revenues and expenditures.

Instructional Materials: They are 51.3% committed compared with 41.1 % last year, 34.7% at this time the year before. The elementary schools have used approximately 63.4% of their available budgets, the Intermediate school, approximately 48.5%, the high school approximately 48.1%, Spec. Ed. 35.6% and Office of Instruction 13.2%.

Program Improvement & Staff Development: 26.7% of the budget is committed vs. 16.8% last year, 75.3% the year before. Of the \$52,457. spent YTD, \$15,043. represents payments to outside agencies; i.e. CES, Custom Computer, Munis and the University of Hartford for STEM training. \$37,414. has been payments to BOE staff for summer curriculum work.

Tuition: Encumbrances are complete. A review of the open purchase orders indicates that some reclassification is necessary. Through October 31st, we have expended \$989,457. primarily for summer school and Spec. Ed. Programs; \$1,167,463. is encumbered. Encumbrances include the Aquaculture School, Trumbull Vo. Ag., etc. They will be broken out next month.

Transportation: The buses are normally encumbered after the October 1st student census. This approach allows the costs to be correctly allocated to the various programs and levels. Approximately \$102,602. has been paid for Sped. Ed. Summer School, \$420,097. for other Spec. Ed. Transportation. The agreement with Landmark provided that the BOE would withhold payment of the September and October regular ed. runs until the end of the year. November has been paid.

Administrative Expenses: Internet and telephone services have been encumbered. We have ordered non-instructional supplies for the offices and paid for some of the annual Dues & Fees. The balance of the items are encumbered throughout the year as needed. We are 70.8% committed vs. 69.7% at this time last year, 70.9% at this time the year before. Last month we conducted a bid for WAN services. For the next ten years the annual charge will be \$96,000. ChimeNet, who is the existing vendor, won the bid.

Heat & Utilities: We have made four payments to UI for electricity, three to Direct Energy. Through October we have used 5.85% more electricity than the five year average; however, the bills we are paying now are for the summer air-conditioning season. The bills are expected to moderate as the season goes along. Just a month ago usage was almost 10% above the average.

The encumbrances look a little askew. They will be reviewed and adjusted as appropriate. As part of the budget building process all of these accounts have been reviewed. While some adjustments will be required, in general the budgeted amounts and projected expenditures seem appropriate.

No fuel oil drop yet from Santa Buckley.

Building and Equipment Services: 54.0% of the budget is committed vs. 36.3% last year and 24.8% the year before. Service contracts and equipment rentals have been encumbered more quickly than in the past. Service contracts were encumbered quite quickly because of a number of software maintenance contracts that were due in early July. YTD 60.0% of the budget has been spent on Technology, 17.5% on Security, 14.0% on building services and 8.5% on copiers. During November we discovered that Infinite Campus fees had been encumbered twice. They have been cancelled in November. The maintenance projects and project budget will be discussed in the facilities portion of the meeting.

Support Services: 38.3% of the budget this year, vs. 55.7% last year, 87.8% the year before. YTD legal expenses total \$42,615.; \$5,941. for Spec. Ed., \$33,702. for employment related matters and \$2,972. for other matters.

Equipment: Committed 36.8% this year vs. 45.4% last year and 65.8% the year before. Most of the commitment this year is for network infrastructure equipment. Outside of the BOE budget:

- \$100K for Promethean Boards from the city
- \$256K Technology Grant; 800 Chrome books, carts, etc.

Mark Holden made a motion to approve the YTD Object Summary. Win Oppel moved to approve. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.

The Audit, ED001 and Athletics

The audit is nearly complete. The auditors have finished most of the routine tests of payroll and accounts payable - they were here for two days last week. They plan to come back in December to review the ED001 and do some "clean up".

The balance in the Athletic Account as of 11/11/13 was \$128,318.30.
The Balance in the Parking Lot Account as of 11/11/13 was \$19,525.00.

P2P collections are; Collected \$104,718.75 from 384 SHS students and 88 SIS students; refunded \$1,575.00 for a net collection of \$103,143.75. Last year at this time collections were \$98,043.75. the year before \$106,612.50.

Petty Cash summary was handed out for review. BOE Central Office project-to-date Expenditures summary was handed out. Allan Cameron gave an oral report on the Reconciliation to the City.

A summary of Facilities Projects 2013-2014 was handed out and discussed. Projects were listed according to school. Mr. Cameron reviewed the items. The report

showed projects in progress as well as those completed. The report is available in the Finance Office.

School Security Improvements and Overview: Mr. Cameron handed out a report on this. The report was discussed. A copy of the report is available in the Finance Office.

School Security Improvement Grant: A report was handed out by Mr. Cameron outlining the grant award. The Grant award is \$168,537. The Local match is \$298,703; the total project is estimated to be \$462,240. This is a Reimbursement Grant. A copy of the report is available in the Finance Office.

Faith Hack made a motion to approve the check register. Mark Holden moved to approve. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.

Arlene Liscinsky adjourned the meeting at 6:22 PM.

Respectfully Submitted,

Teresa S. Milyo
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Recording Secretary