

**SHELTON BOARD OF EDUCATION  
FINANCE COMMITTEE SPECIAL MEETING  
DECEMBER 14, 2011**

Arlene Liscinsky called the meeting to order at 5:04 p.m.

**Pledge of Allegiance**

**Roll Call:** Committee Members: Arlene Liscinsky, Win Oppel, and Mark Holden.

**Also in Attendance:** Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools (5:18 p.m.); Board of Education Members, Tom Menotti, Kathy Yolish (5:15 p.m.) and Jay Francino-Quinn (5:18 p.m.); Michael Pacowta (5:20 p.m.); and Jimmy Oraziotti (5:30 p.m.); Lou Marusic, Director of Finance, City of Shelton; and Judson Crawford, Board of A & T.

**I. MINUTES OF THE FINANCE COMMITTEE MEETING OF NOVEMBER 16, 2011**

**ACTION:** Win Oppel moved to approve the minutes of the Finance Committee Meeting of November 16, 2011.  
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 2011-2012 School Year**

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

**Salaries:** Salary journal entries were completed through November 2011. Teachers and administrators salaries were 32.6% expended compared with 32.1% at this time last year. "Other payments-Certified" is over budget at this time because the revenue from Pay-to-Participate has not yet been posted. Tutor expenditures appear over budget; however, none of the tutors have been booked off to the Title I or IDEA grants 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 41.9% committed vs. 42.1% at this time last year.

**Benefits:** Health insurance, FICA and merit pension have been posted for November. It is expected that health insurance will end up very close to budget this year, within \$15,000 of the budgeted amount. The City has charged the BOE \$133,821 for unemployment. Dental expenses are running approximately \$30,000 per month vs. \$33,000 as previously billed by Assurant.

**Instructional Materials:** 31.9% of the budget has been committed vs. 53.8% last year. The elementary schools expended 41.9% of their budgets, SIS 55.6%, SHS 54.7%, and Special Education 51.0%, and Office of Instruction 26.1%.

**Program Improvement & Staff Development:** 110.0% of the budget was committed vs. 42.1% last year. Of the \$127,398 expended, approximately \$86,000 of the expended budget went to teachers who worked on the curriculum-writing committees. Three professional development days have been scheduled; therefore, most of the expenditures have been made.

**Tuition:** \$944,476 has been expended through November 30. \$1,126,468 has been encumbered. The Special Education Dept. has reported that all student outplacements with the exception of 2 have been encumbered. Tuitions for VoAg, Aquaculture, ECA and RCA were encumbered in December. Tuitions are over budget by \$166,000. \$36,000 for the 2 newest outplacements plus transportation costs is not yet posted. Special Education private placements have the potential to qualify for the Special Education Excess Cost Grant.

**Transportation:** Buses are normally encumbered after October 1<sup>st</sup> 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. Special Education transportation is overcommitted by \$255,456. The commitments have to be reviewed to determine if, in fact, they are over budget. If so, the excess may qualify for the Special Education Excess Cost Grant.

**Administrative Expenses:** 72.9% has been committed vs. 68.1% 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 all need to be adjusted because they were copied over from last year. Oil has been delivered at \$3.22/gallon. \$2.50 has been budgeted. Utility bills are 20% less YTD than last year.

**Building and Equipment Services:** 45.8% of the budget has been committed vs. 72.6% 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, boiler cleaning, grease trap installations, tree removal and Administration Center hardscape.

**Support Services:** 101.8% committed vs. 70.1% last year. Transportation consultants and HRIS implementation has driven the overage in this category.

**Equipment:** 67.9% expended vs. 25.3% last year and 19.0% 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. These types of expenditures are usually not made until the end of the year, but need was essential.

The 2010-2011 audit is nearly completed. The auditors have finished of the routine tests in payroll and accounts payable and have reviewed the student activity accounts. They are working on the ED001. Last month an unspent balance of \$19,650 was reported. The auditor disallowed expenditures of \$27,938.61. The annual audit will report that the BOE ended 2010-2011 with a surplus of \$54,029.

**Athletic Account Balance** as of 12/12/11 was \$191,495.07.

**Parking Account Balance** as of 12/12/11 was \$21,300.00.

**Pay to Participate** billed a total \$166,440.00 as of 12/14/2011. After refunds, a net of \$150,376.00 has been billed. 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:** Mark Holden moved to approve the Object Summary (L2) for the 2011-2012 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:** Win Oppel moved to approve the Check Registers and the Cash Disbursement Journals for November 4, 2011 (2010-2011); November 15, 2011 (2011-2012); (2010-2011); and November 29, 2011 (2011-2012).  
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 12/14/2011 was handed out for review.

## **III. OLD BUSINESS**

### **1. Review Year-to-Date Expenditures**

Previously discussed

### **2. Report on audit, ED001 and 2010-11**

Previously discussed.

### **3. Discussion of the proposed 2012-2013 BOE budget estimate**

Superintendent Freeman Burr handed out the “Shelton Board of Education 2012-2013 Proposed Budget Estimate” Budget Workshop #3 dated 12/14/11. The handout was essentially a slide presentation including two previous budget presentations: Budget Presentation #1 dated Wednesday, November 30, 2011 and Budget Presentation #2 dated Wednesday, December 7, 2011. Both presentations were re-reviewed in detail with discussion relating to goals, yearly progress benchmarks, district profile and interventions for Title I Schools identified as in need of improvement. Both presentations addressed staffing request and program requests. The first preliminary budget recommended a 1.55% increase with \$984,740 new dollars needed. The second budget took into account a reduction in the health insurance requirement and made several other adjustments resulting in a 1.0% increase or an additional requirement of \$636,129.

Budget Presentation #3 reviewed other potential cost savings that included reduction of instructional supplies, reduction of administrative costs, reduction of guidance counselors and the elimination of a cluster at SIS. The impact of the reduction guidance counselors and a cluster at SIS were discussed in detail. Mr. Burr expressed that these changes would bring the budget increase to less than 1% and he in no way could support less than a 1% increase. He indicated it would have a negative effect on the educational core of the Intermediate School and be totally irresponsible. His final budget request was for a 1% increase or \$636,129 new dollars. Further discussion indicated that to eliminate Pay-to-Participate would require a 1.275 % increase in the budget.

Arlene Liscinsky asked the Committee and those Board members present for a consensus of opinion on whether they would support a 1.0% or 1.275% increase. The consensus was for 1%.

**ACTION:** Win Oppel moved to forward the Superintendent’s Recommended 2012-2013 Budget for a 1% increase to the full Board for a vote.  
Arlene Liscinsky seconded the motion.  
A vote was taken with all in favor. Motion carried.

#### **IV. NEW BUSINESS**

None.

#### **V. ADJOURNMENT**

**ACTION:** Win Oppel moved to adjourn the meeting.  
Arlene Liscinsky seconded the motion.  
A vote was taken with all in favor. Motion carried. The meeting was adjourned at 7.08 p.m.

Respectfully submitted,

Faith B. Hack  
Recording Secretary