

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE SPECIAL MEETING
MAY 9, 2012**

Arlene Liscinsky called the meeting to order at 6:00 p.m.

Pledge of Allegiance

In Attendance: Committee Members: Arlene Liscinsky, Mark Holden, and Win Oppel.

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools; Board of Education Members: Kathy Yolish, and Jay Francino-Quinn; Former BOE Member, Kate Kutash; Deb Keller, SEA President; and Judson Crawford, A&T.

ACTION: Win Oppel moved to approve the agenda.
Mark Holden seconded the motion.
A vote was taken with all in favor. Motion carried.

I. MINUTES OF THE FINANCE COMMITTEE MEETING OF APRIL 18, 2012

ACTION: Win Oppel moved to approve the minutes of the Finance Committee Meeting of April 18, 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 2011-2012 School Year

Al Cameron proceeded to review L2 dated 04/18/2012.

Salaries: Salary journal entries were completed through April. Teachers and administrators salaries were 74.7% expended compared with 73.6% at this time last year.

BOE is over budget by \$200,891. "Other payments-Certified" is over budget at this time because the revenue from Pay-to-Participate has not yet been posted. The collection season ended on April 18th so a deposit will soon be made.

Substitute and tutor expenditures 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, a portion of the tutor expense can be charged to IDEA and Title I. The Excess Cost reimbursement request has been sent to the City.

The non-cert payroll was 87.1% committed vs. 86.2% at this time last year.

A check for \$2,233,299.54 is being sent to the City to reimburse for summer school, enrichment, stipends (\$224,000), cafeteria (\$1,902.84), and \$42,500 for the turf field (one payment left).

Overrun costs for part-time custodians are due to the fact full time custodial positions had not been filled. Two Positions have been filled for next year.

Benefits: Health, dental and life insurance and merit pension have been posted through April. It is expected that health insurance will end up below budget this year. Year to date dental insurance expense is \$190,000. FICA (except for November) and Medicare payments have been posted through April.

Arlene Liscinsky brought up HSA as a possibility of reducing costs and suggested this should be looked into.

The City has charged the BOE \$219,723 for **unemployment** vs. a budget of \$32,738. BOE unemployment is budgeted in the City budget. Like last year the BOE unemployment was budgeted in the City Budget. There is correspondence between the BOE and Corporation Counsel to get the expense reallocated from the BOE to the City where the funds reside.

As reported last month the BOE was billed \$489,174.13 for **workers' compensation** by the City. This figure reflects actual expenses paid to BOE employees. It is estimated that the figure for next year will be twice that amount due to pending surgeries and an anticipated settlement. The BOE budgeted amount is \$174,000. With this excessive figure the BOE is considering revisiting the insurance option.

These unanticipated expenses are putting the BOE over budget by \$486,000 year-to-date. Projection to year-end puts an unexpected deficit at \$1,000,000.

Instructional Materials: 56.5% of the budget has been committed vs. 72.9% last year. The elementary schools have expended 81.5% of their budgets, SIS 74.1%, SHS 65.0%, and Special Education 76.9%, and Office of Instruction 23.9%.

Program Improvement & Staff Development: 130.1% of the budget was committed vs. 72.0% last year. Of the \$159,076 expended, approximately \$86,000 of the expended budget went to teachers who worked on the curriculum-writing committees required to align the curriculum with the common core. Three professional development days have been scheduled; and most of the expenditures have been made.

Tuition: \$2,136,449 has been expended through April 30th. \$318,634 has been encumbered. All student outplacements have been encumbered. Tuitions are over budget by \$242,000. Special Education private placements are over budget by \$393,000 and may qualify for the Special Education Excess Cost Grant. The Special Education Excess cost reimbursement has been requested from the City.

Transportation: A spring and fall census has been completed. The billing is being reviewed. Special Education transportation is over budget by \$320,000. These expenditures qualify for the Special Education Excess Cost Grant.

Administrative Expenses: 88.3% has been committed vs. 84.1 % last year at this time. Some non-instructional supplies have been ordered, and most of the dues and fees have been paid.

Heat and Utilities: Year to date electricity cost totaled \$781,131 for 8 to 9 months. The bills are not received at the same time. Year-to-date kilowatt usage is 10.0% higher than the 3-year average because of PHS which uses electricity on a par with SHS not Lafayette school. Electricity looks to be under budget by \$60,000.

Fuel oil deliveries are less than the three-year average. The average price per gallon in March was \$3.38. No information as yet for April.

Ten invoices have been paid for gas. A mild winter continues to help with gas usage. Gas looks to be under budget.

Building and Equipment Services: 102.4% of the budget has been committed vs. 95.5% last year. Spring projects include tennis court repairs, improvement to softball fields, training room at Central Office and improvements to the front entrance to SHS. New wiring for technology is also scheduled.

Support Services: 171.2% committed vs. 108.5% last year. The expense overages are related to transportation consultants and HRIS implementation. The HRIS project continues to achieve milestones. The focus is moving to the HR portion of the project: time and attendance and accruals.

Equipment: 93.5% expended vs. 37.1% last year and 24.0% the year before. \$5,000 is left.

Athletic Account Balance as of 05/08/12 was \$155,731.01. One payment is left for the football field.

Parking Account Balance as of 05/08/12 was zero. The funds are being used to offset the security guard expense in the general fund.

Pay to Participate is almost finished. A check has been issued to the City for \$224,000 to offset stipends paid to coaches and club advisors. The BOE funds any expenses over this amount.

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: Mark Holden moved to approve the Check Registers and Cash Disbursement Journals for April 3, 2012 (2011-2012); April 19, 2012 (2010-2011); April 19, 2012 (2011-2012); and April 27, 2012.
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary was handed out. Reconciliation to the City GM360L (5/3/12) was also handed out and reviewed.

III. OLD BUSINESS

1. **Review Year-to-Date Expenditures** – Discussed previously.
2. **Report on Workers Comp charges** – Discussed previously.

IV. NEW BUSINESS

Mrs. Yolish asked if the teachers were being offered an early retirement incentive. The answer was yes. All of bargaining units would be asked to commit to a minimum number of retirees before a package would be considered.

The Finance Committee meeting for May 23rd was cancelled. A Special Meeting of the Finance Committee will be scheduled for May 22nd at 5:00 p.m.

V. ADJOURNMENT

ACTION: Mark Holden moved to adjourn the meeting.
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried. The meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary