

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE
SEPTEMBER 21, 2011**

Arlene Liscinsky called the meeting to order at 5:07 p.m.

Pledge of Allegiance

Roll Call: Committee Members: Arlene Liscinsky, and Kathy Yolish.

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools; Board of Education Member, Kate Kutash; Lorraine Rossner, Assistant Superintendent of Schools (5:12p.m.); James Brandt, Interim Director of Human Resources.

Absent: Michael Pacowta and Win Oppel.

Approval of Agenda

ACTION: Arlene Liscinsky moved to approve the Agenda.
Kathy Yolish seconded the motion.
A vote was taken with all in favor. Motion carried.

I. MINUTES OF THE FINANCE COMMITTEE MEETING OF AUGUST 17, 2011

ACTION: Arlene Liscinsky moved to approve the minutes of the July 21, 2011 Finance Committee Special Meeting.
Kathy Yolish seconded the motion.
A vote was taken with one abstention. 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 8/17/2011. He indicated that the Board of Education is going to return \$125 to the City. This number could increase if more encumbrances collapse.

Salaries: Salary journal entries are completed through August 2011. Teachers and administrators salaries are 5.2% expended compared with 5.3% in the previous two years.

The non-cert payroll was 12.4% committed vs. 13.7% at this time last year. This year significant payments were not made to retirees.

Benefits: Health insurance, FICA and merit pension have been posted for July and August. The City has charged \$26,279 of unemployment. Unemployment is a reconciling item.

Instructional Materials: 23.7% of the budget has been committed vs. 31.9% last year. The elementary schools expended 21.3% of their budgets, SIS 34.4%, SHS 36.8%, and Special Education 28.2%, and Office of Instruction 13.3%. Kathy Yolish requested the math purchases for grades 1 through 6.

Program Improvement & Staff Development: 59.6% of the budget was committed vs. 13.0% last year. Of the \$75,646 expended, \$54,000 of the expended budget went to 163 individuals who worked the curriculum writing committees.

Tuition: Encumbering of tuitions has begun and usually continues through October. \$538,985 has been encumbered, and \$365,663 has been expended through August 31st.

Transportation: Buses are encumbered after October 1st to apportion the cost to the appropriate level. \$212,000 has been encumbered for Special Education bus monitors for the year.

Administrative Expenses: 63.2% has been committed vs. 53.2% last year at this time. Internet services, some non-instructional supplies, and most of the dues and fees have been encumbered. Telephones are still being worked on.

Heat and Utilities: The fuel and water budgets have been encumbered and need to be adjusted. Natural gas and electricity are being worked on.

Building and Equipment Services: 18.2% of the budget has been committed vs. 11.7% last year. Service contracts and equipment rentals are still being encumbered. Projects included in the payments for this year include parking lot striping, carpet cleaning, and grease traps. Service contracts are still being worked on.

Support Services: 51.3% committed vs. 25.7% last year.

Equipment: 50.9% expended vs. 8.7% last year and 9.6% the year before. The purchases were mainly for furniture for the new computer labs that are being installed in each school. Additionally, there are furniture replacements based on a list prioritized by the school principals and the Superintendent of Schools.

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

The ED001, major summer project for the Finance Director, is due on September 1st and was completed and filed on time in spite of the hurricane.

Bleacher Account Balance as of 8/17/11 is \$168,134.83. An update was not available this month. \$95,025 has been collected for Pay to Participate.

It is expected to approach 1000 applications for "Free and Reduced" this year.

ACTION: Arlene Liscinsky 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: Kathy Yolish moved to approve the Check Registers and the Cash Disbursement Journals for August 12, 2011 (2011-2012); August 15, 2011 (2011-2012); August 23, 2011 (2010-2011, 2011-2012); August 29, 2011 (2010-2011, 2011-2012); August 30, 2011 (2010-2011, 2011-2012); September 16, 2011 (2010-2011); Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary was handed out. Reconciliations to the City GM360L dated 8/05/2011 and 9/16/11 were handed out for review

III. OLD BUSINESS -none



IV. NEW BUSINESS

1. Discussion of savings and proposals

Freeman Burr explained that a decrease of 0.17% in the poverty level resulted in a reduction of \$150,000 from the Title I award. Al Cameron reviewed a handout entitled 2010-2011 Savings in the Teacher Salary Account. (See Page 4 for complete details) The handout explains how the \$150,000 is to be made up and how the savings will be used to fund other necessary positions. It was suggested that the tutor costs may be off-boarded to IDEA to supplement Title I. The end of the grant application process is about one month away. It is possible there may be cuts in some of the other Title I areas.

2. Discussion of the 2012-2013 Budget Building Calendar

Al Cameron and Supt. Burr are to review the calendar and submit a draft to the BOE. The goal is to have the process completed before Christmas.

3. Consideration of other business that may appropriately come before this committee.

The Human Resources Committee agreed to give the 19 non-bargaining unit employees a total raise of \$21,000 to be distributed among the employees based on performance. The funds are budgeted and voted on by the full Board. The amount is under budget; therefore, there is no need for a committee vote.

SHELTON BOARD OF EDUCATION
 SAVINGS IN THE 2010 - 11 TEACHER SALARY ACCOUNT

| Status | Budgeted Salary | Loc. Code | School | Subject/Grade | Acct. No. | Replacement Salary |
|---|-----------------|-----------|-------------|---------------|-----------|--------------------|
| Res. | 96,424 | 61 | SHS | Science | 16131123 | \$ 87,018 |
| Res. | 59,167 | 8 | Long Hill | 4 | 10811202 | 47,381 |
| Res. | 53,787 | 61 | SHS | Science | 16131123 | 49,586 |
| Res. | 63,783 | 9 | Mohegan | Spec. Ed. | 10911202 | 81,744 |
| LOA | 68,964 | 51 | SIS | Science | 15121123 | 50,323 |
| LOA | 63,783 | 61 | SHS | W. Lang. | 16131117 | 46,605 |
| LOA | 73,659 | 11 | PHS | Spec. Ed. | 11111202 | 60,586 |
| Res. | 85,431 | 5 | E. Shelton | Spec. Ed. | 10511202 | 47,381 |
| Res. | 56,548 | 61 | SHS | English | 16131114 | 48,721 |
| Res. | 73,659 | 61 | SHS | F & C Sci. | 16131340 | 55,579 |
| Res. | 67,898 | 10 | Booth Hill | Art | 11011111 | 47,381 |
| Res. | 56,548 | 61 | SHS | Math. | 16131120 | 81,744 |
| Res. | 53,787 | 61 | SHS | Reading | 16131115 | 53,414 |
| Res. | 63,783 | 9 | Mohegan | 4 | 10911101 | 51,315 |
| Res. | 56,548 | 61 | SHS | W. Lang. | 16131117 | 46,605 |
| Ret. | 85,981 | 5 | E. Shelton | 4 | 10511101 | 53,414 |
| Ret. | 85,431 | 61 | SHS | Bus. | 16131113 | 48,721 |
| Ret. | 85,981 | 9 | Mohegan | 2 | 10911101 | 53,414 |
| Ret. | 82,933 | 5 | E. Shelton | Music | 10511121 | 48,932 |
| Ret. | 92,265 | 8 | Long Hill | Guidance | 10812120 | 67,898 |
| Ret. | 86,231 | 8 | Long Hill | Spec. Ed. | 10811202 | 48,932 |
| Ret. | 91,721 | 8 | Long Hill/B | 1 | 10811101 | 53,414 |
| Ret. | 86,231 | 61 | SHS | Soc. Stud. | 16131124 | 46,605 |
| Ret. | 98,995 | 51 | SIS | Psych. | 15122140 | 51,900 |
| 24.0 | \$ 1,789,538 | | | | | \$ 1,328,613 |
| Total Savings in Teacher Salary Account: | | | | | | \$ 460,925 |

Proposals:

| | |
|--|-------------------|
| Replace Lost Title 1 Money | \$ 150,000 |
| Increase Speech Therapist (Preschool) by .2 | 20,635 |
| Add: .5 Music @ SIS | 45,980 |
| Increase Elem. Media by .5 | 45,980 |
| Increase Elem. Library/Media by .2 (Joan Tichy idea) | 10,683 |
| Add: 1.0 Tutor to expand hours @ SHS Media Center | 25,578 |
| Add: 1.0 Enrichment Teacher @ SIS | 68,414 |
| Add: Two Part Time secretaries @ BHS and LHS: | 30,435 |
| Add: Pay Increase for Part Timers | 6,270 |
| Add: Communications Consultation & Support | 25,000 |
| Total Proposals: | \$ 428,974 |

A document entitled "Proposal - Perkins Grant Coordinator" was handed out. Superintendent of Schools, Lorraine Rossner explained that the position of Perkins Grant Coordinator had been done away with and she wished to have the position reinstated as a stipend position. The responsibilities are outlined in the handout. She explained the handout showing the 2009-2010 history. The stipend needs to be approved by the full board. The grant cannot pay the stipend, but will pay toward equipment, which far exceeds the cost of the stipend.

V. ADJOURNMENT

ACTION: Kathy Yolish 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 6:05 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary