

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
August 19, 2009**

Bernard Simons called the meeting to order at 5:30 p.m.

Pledge of Allegiance

Roll Call

In Attendance: Committee Members: Bernard Simons and Arlene Liscinsky.

Absent: Tom Minotti

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools; Board Chairman, Win Oppel (5:51 p.m.); and Judson Crawford, Board of A&T.

Approval of the Agenda

ACTION: Arlene Liscinsky moved to approve the agenda.
Bernard Simons seconded the motion.
A vote was taken with all in favor. Motion carried.

I. MINUTES OF THE FINANCE COMMITTEE MEETING OF JULY 15, 2009.

ACTION: Arlene Liscinsky moved to approve the minutes of Finance Committee Meeting of July 15, 2009.
Bernard Simons 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 2008-2009 School Year

No change.

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

Salaries: The salary journal entries through July 2009 are complete. 1.0% of the certified salary budget has been expended.

In the Non-Certified payroll, 4.5% of the budget has been expended compared to 4.4% last year.

Benefits: July's health insurance, FICA and Merit pension has been posted. A sincere appreciation was extended to City Hall for posting these items promptly.

Instructional Materials: 37.5% of the budget has been committed compared with 46.1% at this time last year. The elementary schools have used approximately 50% of their budget, SIS approximately 79% and SHS approximately 42%.

Program Improvement & Staff Development: 13.6% has been committed to date vs. 39.5% at this time last year. This budget was decreased compared to last year.

Tuition: Encumbrances have just begun. \$661,113 (45.7% of the budget) has been encumbered through July 31st. This usually continues through October. Superintendent Freeman Burr expressed the desire to review a three-year profile of tuition based programs to determine if there might be a possibility to provide in-house solutions.

Transportation: In order to correctly apportion the appropriate costs, buses are normally encumbered after the October 1st student census. \$24,384 has been spent on Special Education transportation to summer school. It appears, initially, that there are no problems. Five drivers were in training, and two new drivers are to start next week. Most issues appear to be resolved.

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 are encumbered throughout the year as needed. 50.9% of the budget in this family of accounts is committed vs. 54.0% last year.

Heat & Utilities: The budgets have been encumbered.

Building and Equip. Services: 23.0% of the budget has been committed vs. 27.0% last year. Relatively inexpensive projects were undertaken over the summer.

Support Services: 26.7% committed this year vs. 7.4% last year.

Equipment: Committed 4.1% of the budget vs. 4.1% at this time last year.

The Audit has begun. Most of the routine tests have been completed. The Auditors will return in October to review the ED001, which is well on its way to completion.

ACTION: Arlene Liscinsky moved to approve the Object Summary for the 2008-2009 and the 2009-2010 school years.
Bernie Simons seconded the motion.
A vote was taken with all in favor. Motion carried.

3. Check Registers and Cash Disbursement Journals

ACTION: Arlene Liscinsky moved to approve the Check Registers and the Cash Disbursement Journals for July 2, 2009 (2008-2009); July 15, 2009 (2009-2010); July 17, 2009 (2009-2010); July 22, 2009 (2008-2009) (2009-2010); July 30, 2009 (2008-2009) (2009-2010).
Bernard Simons seconded the motion.
A vote was taken with all in favor. Motion carried.

The Petty Cash Summary and the Reconciliations (2008-2009) (2009-2010) to the City were reviewed.

ACTION: Arlene Liscinsky moved to go into executive session to discuss salary related issues.
Bernard Simons seconded the motion
A vote was taken with all in favor. The Committee moved into executive session.

The Committee returned from executive session at 6:25 p.m.

III. ADJOURNMENT

ACTION: Arlene Liscinsky moved to adjourn the meeting.
Bernard Simons seconded the motion.
A vote was taken with all in favor. Motion carried. The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary