

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE
REGULAR MEETING
January 17, 2007**

Chairman Win Oppel called the meeting to order at 6:17 p.m.

IN ATTENDANCE: Committee Members: Arlene Liscinsky, Tom Minotti, Paula Ellis, and Win Oppel.

Also in Attendance: Allan Cameron, Director of Finance; Board of Education Chairman Tim Walsh; Robin Willink, Superintendent of Schools; Lorraine Rossner, Assistant Superintendent of Schools; and Board of Education Member, Carla Sullivan (6:29)

I. FINANCE COMMITTEE MINUTES OF DECEMBER 20, 2006 REGULAR MEETING

ACTION: Paula Ellis moved to approve the minutes of the December 20, 2006 meeting as corrected.
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 2006-2007 School Year

All Cameron reviewed the L2 for 2006-2007 and the narrative dated 01/17/07

Salaries—Journal entries have been completed through December. 40.2% of the Certified Salaries budget has been expended vs. 39.5% last year. 48.5% of the Non-Certified Salary budget has been expended vs. 49.8% at this time last year. It is expected that the expenditures in both accounts will fall below budgeted amount at year-end.

Benefits—Health, Dental, Life Insurance, Social Security, Medicare and Merit retirement have been posted through December.

Instructional Materials—74.3% of the budget has been committed vs. 63.4% last year at this time. The elementary schools have expended approximately 96% of their textbook money and 92% of their instructional supply money. SIS and SHS have expended approximately 63% of their textbook money and 90% and 83% of their respective instructional supply budgets. Toner and paper expenses have increased because of increased technology.

Software needs continue to be reviewed. \$6,500 was recently spent for Gael Winds. A reserve is being held for the new technology coming from the BOE Technology Building Committee. 90 computers were recently approved for purchase for SHS. 500 computers are being specified to be purchased in Spring 2007 for deployment before the start of the 2007 school year. A draft of the bid specs was handed out. The specs were estimated to go out to bid by the end of January. The first computers are expected to be put in place starting April vacation through summer.

Approximately \$115,000 is being held in the Director of Instructor's textbook and instructional supplies accounts while materials are being piloted in various educational areas. Purchases will be made when the pilots are complete. Transfer of funds has been made from the Director of Instruction's funds to supplement elementary school budgets as required.

Program Improvement & Staff Development—55.7% is committed vs. 81.3% at this time last year. \$53,535 was expended on Curriculum Committees last year. To date only \$26,870.88 has been spent.

Conference and travel is up because the administrators were asked to encumber funds for staff members who travel regularly.

Tuition—Tuitions are encumbered. We are over \$219,260 budget due to a number of Special Education students who are being served by CES and ACES. VO-AG is \$21,207 over budget due to the increased number of students.

Private school tuition for regular education students is \$245,805 over budget. The Special Ed Director reviews all of these placements before they are made.

The Special Ed Excess Cost Grant Reimbursement will cover the \$453,873 shortfall in this account.

Transportation—Regular education transportation and special education transportation are over budget \$175,474 and \$62,797 respectively. As previously discussed this is due to the cost of shifting students who were previously on special ed vehicles and sharing a bus and aides onto regular buses to achieve inclusion. Cathy Araujo has done an exhaustive study, and the details are available for anyone who would like to see them. The ECS Grant is expected to cover a significant portion of the overage.

Administrative Expenses—Telephone and Internet services have been encumbered. The balance will be encumbered as needed. 72.4% of the budget is committed vs. 100.1% at this time last year.

Heat & Utilities—The budgets are encumbered. The BOE is continuing to work with the City to investigate a consortium for the purchase of fuel oil, diesel fuel, and electric generation. The reduction of usage continues to be investigated. We have joined the electricity purchasing consortium. There is nothing to report.

Building and Equipment Services—Nothing new to report.

Support Services—118.0% committed vs. 85.5% last year at this time. Large commitments not yet expended by Special Ed are the reason for this. The ECS Grant will offset the overage.

Equipment—50.7% of the budget is committed vs. 52.5% at this time last year.

The audit is over. Copies are available

Athletic Account Balance (12/31/06) \$190,548/38

SHS 2005-2006 Parking Lot Account Balance (12/31/06) is \$22,998.07.
SHS 2006-2007 Parking Lot Account Balance (12/31/06) is \$29,200.00.

ACTION: Paula Ellis moved to approve the Object Summary for the 2006-2007 school year.
Tom Minotti seconded the motion.
A vote was taken with all in favor. Motion carried.

2. Check Registers and Cash Disbursement Journals

ACTION: Tom Minotti moved to approve the Check Registers and Cash Disbursement Journals for December 1, 2006 (2005-2006)(2006-2007); December 14, 2006 (2005-2006)(2006-2007); and December 21, 2006 (2005-2006)(2006-2007).
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried.

The Petty Cash summary was handed out and reviewed

The Reconciliation to the City was handed out and reviewed.

III. NEW BUSINESS

1. Consideration of the Addition of a Freshman Lacrosse Coach

Mrs. Willink suggested that the club outline money that is to be spent for one-time purchases. She felt that the club should not pay coaches' salaries. Mr. Oppel objected to the club paying for basic equipment. Mrs. Ellis felt the Policy Committee should be addressed.

2. Discussion of Initiatives to Reduce Energy Expenditures

Wilson Energy Consultants offered to save the BOE money on gas, electric, fuel and possibly diesel. More information pending. It was also mentioned that a company sponsored by UI could change out light fixtures, a venture that would pay for itself in two years.

IV. ADJOURNMENT

ACTION: Paula Ellis moved to adjourn the meeting.
Tom Minotti seconded the motion.
A vote was taken with all in favor. The meeting adjourned at 7:04 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary