

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
February 27, 2008**

Chairman Win Oppel called the meeting to order at 5:40 p.m.

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

Also in Attendance: Allan Cameron, Director of Finance; Robin Willink, Superintendent of Schools (5:55 p.m.)

I. MINUTES OF THE FINANCE COMMITTEE MEETINGS OF JANUARY 30,2008

ACTION: Tom Minotti moved to approve the minutes of the January 30, 2008 Finance Committee Meeting.
Arlene Liscinsky seconded the motion
A vote was taken with all in favor.

II. REVIEW AND APPROVAL OF FINANCIAL REPORTS

1. Object Summary (L2) for 2007-2008 School Year

Al Cameron reviewed the narrative handed out for the Object Summary. The 1.4 million dollar ECS Grant has been received. A surplus in the substitute and health accounts is forecasted.

Salaries—Certified salary journal entries have been completed through January with 47.3% of the budget expended vs. 47.7% last year.

The tutors' budget is over expended by \$45,103 and is expected to continue over budget. A significant amount, if not all, will be covered by the Special Education Excess Cost Grant.

56.4% of the Non-certified budget has been expended vs. 57.0% at this time last year.

Benefits—Benefits have been posted through January with 53.7% of the budget expended vs. 54.0% last year. 55.4% of the health insurance budget has been expended vs. 54.6% last year.

Instructional Materials—92.2% committed compared with 78.3% last year and 65.1% the year before. The elementary schools have used 92.3% of their instructional supply budget, and 90.0% of their textbook budget. SIS has used 94.5% of their instructional supply budget and 93.9% of their textbook budget.

SHS has used 93.0% of their instructional supply budget and 83.5% of their textbook budget. The Office of Instruction is 99.0% committed. The Testing Account is showing a shortfall of approximately \$12,000. The areas to which these funds might be reallocated are being reviewed.

Program Improvement and Staff Development—77.6% committed vs. 66.1% last year. This year's figure includes an encumbrance for the March 28th staff development day that was not on the books last year. Conference and travel is 84.6% committed. Staff continues to be urged to encumber funds for those staff members who travel between buildings.

Tuition—174.8% of the budget has been encumbered vs. 147.9% last year. Both Special Ed private school and Regular Ed private schools tuitions are over budget. The overages are expected to be covered by the Excess Cost Grant.

VoAg tuition is over budget because of the increase in enrollment. Aquaculture is over budget because of a tuition increase.

Transportation—Regular Ed and Special Ed transportation are over budget. Regular Ed transportation is over budget largely due to transporting two students to Bullard Havens Tech. Laura and the Special Ed department are working to see if what can be done to bring expenses more in line with the budget. Rides are being combined with a student in Brookfield to save money. Special Ed overages will be used to establish a claim for the Excess Cost Grant.

Mr. Minotti said that we need to provide transportation, but questioned if the BOE might have some say in where the student goes. Research is under way to determine this.

Administrative Expenses—Telephone and Internet services have been encumbered. Non-instructional supplies have been ordered. Most of the dues and fees have been paid. 81.2% committed vs. 76.7% last year, and 102.6% the year before.

Heat & Utilities—Electricity and natural gas actuals appear to correspond to the budgeted amounts, and the budgeted amounts appear to be adequate.

Electrical usage is a concern at SHS and SIS. Bill Banfe and Ken LaCroix are looking into ways to curb usage. The question arose as to who is paying for electrical usage at the High School, the contractor or the BOE. This question is in the process of being answered.

A bid spec is being developed for a program to install more energy efficient lighting. Grant monies are available on a first come first served basis.

Fuel oil consumption is 6.6% more than the five-year average and may be an issue this year.

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Building and Equipment Services—72.2% committed vs. 72.8% last year and 66.6% the year before. The Committee reviewed the highlights of the projects by school. Service contracts, rentals, custodial supplies and maintenance supplies were also reviewed.

Support Services—105.1% is committed vs. 123.7% last year and 103.2% the year before. Only Special Ed is over budget. They have encumbered their outsourced OT/PT and other professional services. The overages will be used to establish a claim for the ECS grant.

Equipment—37.3% committed vs. 64.1% last year.

Audit

The Audit is over. Documents have been sent to the printer.

Balance in the Bleacher Account as of 01/31/08 is \$142,915.68

Parking account balance as of 01/31/08 is \$0.07. The Board of Ed has received a check for \$29,598 which has been applied to the Security Guard account,

ACTION: Arlene Liscinsky moved to approve the Object Summary for the 2007-2008 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: Arlene Liscinsky moved to approve the Check Registers and the Cash Disbursement Journals for January 8, 2008 (2007-2008); January 15, 2008 (2006-2007, 2007-2008); January 24, 2008 (2006-2007, 2007-2008); January 30, 2008 (2006-2007, 2007-2008); February 7, 2008 (2006-2007, 2007-2008).

Tom Minotti seconded the motion.

A vote was taken with all in favor. Motion carried.

The Petty Cash Summary was reviewed.

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III. NEW BUSINESS

Mrs. Willink brought up the fact that there are those looking into making a short film on BOE property. There would be enough money involved to make the project worthwhile. The Committee agreed that this should be considered.

Line Item transfers and Buildings and Grounds items were tabled.

IV. ADJOURNMENT

ACTION: Arlene Liscinsky moved to adjourn the meeting.
Tom Minotti seconded the motion.
A vote was taken with all in favor. Motion carried. The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary