

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
March 19, 2008**

Tom Minotti called the meeting to order at 5:45 p.m.

IN ATTENDANCE: Committee Members: Arlene Liscinsky, Tom Minotti, and Win Oppel (5:58 p.m.)

Also in Attendance: Allan Cameron, Director of Finance; Lorraine Rossner, Assistant Superintendent of Schools; Robin Willink, Superintendent of Schools (5:58 p.m.); BOE Members Eugene Kierce (5:55 p.m.), Tim Walsh (5:58 p.m.), and Paula Ellis (6:07 p.m.).

I. MINUTES OF THE FINANCE COMMITTEE MEETINGS OF FEBRUARY 27, 2008

ACTION: Tom Minotti moved to approve the minutes of the February 27, 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.

Salaries—Certified salary journal entries have been completed through February with 55.4% of the budget expended vs. 55.4% last year.

The tutors' budget is over expended by \$196,274 and is expected to continue over budget. A significant amount, if not all, will be covered by the Special Education Excess Cost Grant.

64.7% of the Non-certified budget has been expended vs. 65.3% at this time last year. It was forecasted that this account would finish at budget or slightly below.

Benefits—Benefits have been posted through February with 60.1% of the budget expended vs. 60.6% last year. 63.4% of the health insurance budget has been expended vs. 62.5% last year. A surplus is expected in Health Insurance.

Instructional Materials—95.4% committed compared with 80.9% last year and 66.8% the year before. The elementary schools have used 97.9% of their instructional supply budget, and 94.0% of their textbook budget. SIS has used 99.8% of their instructional supply budget and 94.0% of their textbook budget.

SHS has used 84.7% of their instructional supply budget and 97.0% of their textbook budget. The Office of Instruction is 99.0% committed. The Board of Education's initiative to have the money spent at a time when the students would benefit is working. Principals have been asked to look at their plans for the remainder of the year.

Program Improvement and Staff Development—79.5% committed vs. 66.7% 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 87.6% committed. Staff continues to be urged to encumber funds for those staff members who travel between buildings. The Committee discussed creating an internal policy requiring expenses to be submitted within 60 days or at the end of each quarter or lose reimbursement. They suggested implementing this policy next year.

Tuition—175.9% of the budget has been encumbered vs. 145.9% 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. Win Oppel requested the number of students involved to determine what is driving the cost.

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. Special Ed overages will be used to establish a claim for the Excess Cost Grant. Laura Dempsey, in reviewing the situation with Special Ed, realized some savings by ride sharing.

Administrative Expenses—Telephone and Internet services have been encumbered. Non-instructional supplies have been ordered. Most of the dues and fees are slightly over budget. 84.0% committed vs. 78.1% last year, and 105.5% the year before. The forecast predicts this family of accounts to be okay.

Heat & Utilities—Electricity and natural gas actuals appear to correspond to the budgeted amounts, and the budgeted amounts appear to be adequate. No new information since the last report.

Win Oppel suggested that the Board of Education bill the SHS building committee for the excessive increase in electrical usage at SHS. Al Cameron is to provide the appropriate figures. Mr. Oppel said that the boilers at SIS are a problem and the BOE should accept nothing less than brand new.

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 through January is 6.6% more than the five-year average and may be an issue this year.

Building and Equipment Services—80.1% committed vs. 73.9% last year and 72.4% 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. 112.5% last year and 108.5% 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—39.6% committed vs. 71.9% last year. Cut backs were made here to assure the ability to offset other accounts if necessary.

Balance in the Bleacher Account as of 02/29/08 is \$150,843.24.
Parking account balance as of 02/29/08 is \$100.07.
The City will be billing for the field.

ACTION: Tom Minotti moved to approve the Object Summary for the 2007-2008 school year.
Arlene Liscinsky 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 February 7, 2008 (2006-2007, 2007-2008); and February 28, 2008 (2006-2007, 2007-2008).
Tom Minotti seconded the motion.
A vote was taken with all in favor. Motion carried.

The Petty Cash Summary and the Reconciliation to the City were reviewed.

III. NEW BUSINESS

1. Consideration of potential cost saving actions as a result of higher than anticipated Special Education and energy expenses.

Win Oppel reviewed the reasons for needing to close the budget gap for next year. It was anticipated that \$300,000 could be saved.

ACTION: Tom Minotti moved to empower the Superintendent in conjunction with the Chairman of the Board of Education to develop and implement an action plan as soon as April 19, 2008 to change the hours of operation of the school buildings with particular emphasis on closing earlier to non-school sponsored activities and non-contractual obligations in an effort to achieve savings in labor and energy costs and to demonstrate the feasibility of this approach as a cost saving measure for full implementation in 2008-2009 fiscal year.

Arlene Liscinsky seconded the motion.

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

IV. ADJOURNMENT

ACTION: Tom Minotti moved to adjourn the meeting.
Arlene Liscinsky seconded the motion.
A vote was taken with all in favor. Motion carried. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary