



## Torrington Board of Education

JERRY DOMANICO  
DIRECTOR OF BUSINESS SERVICES

MARK L. WINZLER  
INTERIM SUPERINTENDENT

### **Budget Committee Regular Meeting** **Wednesday, September 14, 2016** **355 Migeon Avenue**

#### *MINUTES*

**Members Present:** Kenneth P. Traub, Committee Chair, Peter Vergaro, Joanne Brogis, Jason LaFreniere

**Members Absent:** None

**Also Attending:** Board of Education: Fiona Cappabianca, Ellen Hoehne, Jessica Richardson

Administration: Jerry Domanico, Director of Business Services; Susan M. Lubomski, Assistant Superintendent; David Bascetta, Director of Facilities

1. Mr. Traub called the meeting to order at 6:55 p.m.
2. Roll call
3. Public/Staff Participation

Ms. Bastiance Fritch offered her support and expressed her desire to stay informed.

4. Approval of Minutes

Mr. Vegaro made a motion to approve the minutes of August 10, 2016 with the following amendments:

- a. Comments for the Good of the Order: Change Mr. Traub's comment to "Aggressive in getting answers, not toward people."
- b. Correct the spelling of Mr. Lafreniere's name
- c. Mrs. Lubomski and Mr. Bascetta were also present at this meeting

Mr. Traub seconded the motion. All in favor. Dr. Brogis abstained.

Mr. Vergaro made a motion to amend the agenda to include item (5) approval of agenda and to approve the agenda. Dr. Brogis seconded the motion. All in favor.

5. Discussion Items

a. Monthly Financials

Mr. Domanico shared that the district is continuing to encumber what can be encumbered, such as electricity; streamlining approval process; special education is receiving tuition costs, so we will have more accurate numbers on cost

Mr. Domanico will review all encumbrances midyear and in April and in May, it is business office's responsibility to ensure accuracy of POs and that they reflect accurate balances. The district still cannot encumber salary with current system

Mr. Traub questioned "is there a need for a repair to the piano at THS?" There was a "Go Fund Me" Account established by a teacher at THS. Mr. Domanico wants to establish a protocol to address this type of funding. Policy Committee is also looking at establishing a fundraising policy. The board members agreed that a piano is a curriculum necessity. Mr. Domanico agree that it is the district's responsibility to repair the piano.

b. Budget Transfers

- i. NESDEC contract for superintendent search, using the funds to contracted services from the Superintendent's salary since he is part-time. Account established and funds are available.
- ii. NEASC-put all funding into supplies. NEASC conference. December conference-2 people to travel to the conference in Boston. \$10,000 in total budgeted for NEASC self-study but it was all placed into supplies. Looking to move \$1,562 to cover conference expenses. Mr. Domanico will be requesting a breakdown of all possible expenses for the self-study.
- iii. Mr. Domanico is revising the budget transfer form to a fillable PDF form. Old form didn't require a site admin signature. New form will require signature; signature of BOE Chair or signature of Superintendent. Mr. Domanico said BOE Chair needs to approve transfers to another line item. Anything within a line item transfer requires the Superintendent's signature, and the BOE is made aware of the in-account transfer at the next scheduled meeting.

c. ED001

Mr. Domanico confirmed that the report was certified and filed 9/1/16, 4:10PM. He explained that auditors will provide the edits the district needs to address.

The state generates questions: explain why there were changes in spending as compared to the previous year. By December 31<sup>st</sup>, all edits and questions need to be submitted on-line to the state and certified.

d. Year End Update

- i. Mr. Domanico stated that the unused portion of general fund is:  
\$430,476.97
- ii. Capital: Funds for Softball field were transferred to a city fund for the Board's use. \$17.50 left in capital budget
- iii. Café fund: balance of \$ 2,771.81-met all obligations
- iv. Medicaid: \$460,158 spent; appears overspent for the year as the report does not include prior year balances. Available Medicare funds includes prior year balances along with unanticipated revenue of approximately \$160,000, giving the district a balance of approximately \$390,000 for 2016-2017 use. Was not made aware of final payments until the very end of June.
- v. Grants: All one year grants were spent down to zero. Some of the 2 year grants have carryover balances.
- vi. Building Use Fund: Balance: \$441.64, specifically used for custodial overtime wages for events held in the buildings by outside organizations

Mr. Traub asked for a collation of files in whatever order they will be presented.

e. Staffing Update

Mr. Domanico said the staffing report reflects approximately 90% - 95% of the salary schedule completed, although there are still some changes being made.

“Open’ and “vacant” is the same: these positions are budgeted, but the district has yet to hire. Mr. Lafreniere asked if positions were being filled as quickly as possible. Mr. Domanico assured him they were.

Mr. Traub requested staffing as a Quarterly report: December, March, June, September.

f. 2016-2017 Capital Projects to add back with Potential Surplus

\$452,648 For the TF project. \$359,814 for solar at TF. Capital already has \$92,834 in current budget.

Mr. Lafreniere was concerned about windows at TMS. Mr. Bascetta stated this was an expense for the future. They took the handles off of the windows, and they are screwed shut. The windows were replaced in 1990. Mr. Bascetta said the frame is being replaced, not the windows. The chillers are working more efficiently, so there is less of a need to open the windows.

Mr. Bascetta would apply to the state for a grant. Cost would be: \$370,000. The district would get 255,000 back on that investment. Mr. Traub asked Mr. Bascetta to advocate to the City for the \$255,000. Mr. Domanico said \$210,000 as an expected reimbursement was more realistic. Mr. Bascetta and Mr. Domanico based this estimate on the reimbursement received for Forbes.

Mr. Traub recommended that they put forward the solar and windows, no tech. Mr. Bascetta said the solar would have to be planned for next summer. The state would have to approve this plan. The district has to start applying in November.

g. Student Use Policy-Users and Protocol-(amendment: "Student Activity Fund-#3050)

Mr. Traub is concerned about the Booster Clubs' 501c3 status. They don't report their finances to the district, but they need to. This has been a chronic problem. The funds they raise could support sports program in the future. This organization is using the site copiers and distributing information to students to bring home. This is in contrast to how the PTOs are required to operate.

Mr. Domanico stated that if they are using the districts' tax ID number, then yes, they have to abide by the districts' guidelines. If they are not, the district does need to take action to rectify the issue.

Mrs. Hoehne stated that Policy #3050 states this cannot occur based on the district policy. This policy was established in 2006.

Mr. Traub requested that Mr. Domanico to take these concerns to the Interim Superintendent to discuss that the Policy #3050 is not being followed.

- h. RFP Update
  - i. ADA-potentially, next month
  - ii. Food Service-November/December
  - iii. Website-November/December
  - iv. Technology-November/December
- 6. Action Items
  - a. Dr. Brogis made a to move the monthly financials to the full BOE. Mr. Vergaro seconded the motion. All in favor.
  - b. Dr. Brogis made a motion to move budget transfers to the full BOE. Mr. Vergaro seconded the motion. All in favor.
  - c. Dr. Brogis made a motion to move year-end to the full BOE. Mr. Vergaro seconded the motion. All in favor.
  - d. Dr. Brogis made a motion to move staffing to the full BOE. Mr. Vegaro seconded the motion. All in favor.
  - e. Dr. Brogis made a motion to move capital projects (solar and VW windows-not to exceed our surplus) to the full BOE. Mr. Vergaro seconded the motion. All in favor.
- 7. Comments for the Good of the Order

Dr. Brogis-follow-up on Booster Club in weekly updates from Superintendent.

Mr. Vegaro-IT RFP-wants enough time to evaluate RFPs

Mr. Lafreniere stated that the budget cuts are already being felt.

- 8. Topics for Future meetings
  - a. Monthly Financials
  - b. Budget Transfers
  - c. Budget with Contractual increases
  - d. RFP Update
  - e. Food Services-November
  - f. Website-November
  - g. IT November/December
  - h. Mr. Bascetta-ADA site project at THS-change orders: Open POs 2014-2015; POs that need to be moved into a Capital Fund that the City holds for us to be able to finish the final project-\$71,646. Mr. Domanico explained it is an accounting issue.
- 9. Dr. Brogis made a motion to adjourn. Mr. Vergaro seconded the motion. All in favor. Meeting adjourned at 9:00 pm.