



## Torrington Public Schools

JERRY DOMANICO  
DIRECTOR OF BUSINESS SERVICES

DENISE CLEMONS  
SUPERINTENDENT

### **Budget Committee Regular Meeting Wednesday, October 12, 2016 355 Migeon Avenue**

#### *MINUTES*

**Members Present:** Kenneth P. Traub, Committee Chair, Daniel Thibault

**Members Absent:** Peter Vergaro and Joanne Brogis

**Also Attending:** Board of Education: Ellen Hoehne, Jessica Richardson, Bill Knight

Administration: Jerry Domanico, Director of Business Services; David Bascetta,  
Director of Facilities

1. Mr. Traub called the meeting to order at 7:02 p.m.
2. Roll call
3. Public/Staff Participation  
There was one speaker.
4. Approval of Agenda
  - a. Mr. Thibault made a motion to approve the agenda with the following amendments:  
Add 4(a) Approval of the Agenda and 4(b) Approval of the Minutes. Mr. Traub seconded the motion. All in favor.
  - b. Mr. Thibault made a motion to approve the minutes of September 14, 2016. Mr. Traub seconded the motion. All in favor.
5. Discussion Items
  - a. Monthly Financials  
Mr. Domanico shared the monthly financials with nothing major to report.
  - b. Budget Transfers  
Mr. Domanico presented:
    - i. Tech Ed Transfer, TMS Middle School – for needed supplies. Requires Board approval.

- ii. On-Line Latin Courses, THS – to cover on-line registration for students taking Latin. Requires Board approval.
  - iii. Library Media, TMS – to cover student requests for additional titles. No Board approval needed, present for informational purposes.
  - iv. Districtwide Salary transfers – to cover salary needs for various accounts due to the movement of staff between buildings as well as the replacement of staff who have left the district after the budget had been approved. No Board approval needed, present for informational purposes. Mr. Traub commented that no explanation came with the list of transfers and that the list was misinterpreted by some on the Board of Finance. Requested that all information be sent to the committee at minimum of one week prior to the meeting date.
  - v. Mr. Domanico explained that per state statute any transfers between line items must go to the Board for approval, transfers within a line item only require approval by the Superintendent. Line items are based on the object code in the account structure. For example, anything listed as 51xx fall under the salary line item, 52xx benefits, etc.
- c. Reviewed projected increases due to labor contracts
- i. Contractual increases projected to be \$1.581 million. The non-certified contract is still to be negotiated so a 2% increase was used for calculation purposes.
  - ii. Mr. Traub explained that the report was supposed to be all contractual increases, not just staffing. Committee has been asking for it since August. Report was supposed to include contracts such as bussing, IT, Food Service, Insurance, Maintenance, etc. Would like to explore whether there is an opportunity to extend or renegotiate these contracts.
- d. Review of internal adjustments to fund non-budgeted Para-educator positions
- i. These transfers were done in conjunction with the full salary transfer adjustments. They were not done separately as it would not have been efficient to do so. The transfers were not simply from account A to account B. this was further complicated since building Administrators were given the ability to shift positions to cover areas of need and there were a significant number of staff moves which had occurred during the summer and at the start of the school year.
  - ii. The calculation of the unfunded amount was based on the salaries of the least senior para-educators as they would have been laid off if funds could not be identified to cover their salaries. The actual transfers, however, were based on the accounts that had insufficient fund to cover salaries.
  - iii. The sheet that was created was done with the purpose of providing transparency, in the future a more simplified sheet will be utilized so as not to create confusion.
- e. Student Use Policy update. Discussion of reporting for student activity accounts. Mr. Traub explained that Board policy dictates that the advisor of every

individual student activity is supposed to provide a monthly financial statement which is to be reported to the board. Due to the large number of groups, committee is interested in looking at doing this on a quarterly basis or other rotation. Per Board policy, they are supposed to reconcile their own accounts and submit it to the Business office monthly. Mr. Thibault will provide a copy of the report that was provided in the past for a reference.

- f. RFP Updates – there were no RFPs available for review at this time. It is anticipated that the ADA RFP may be available next month. The ADA RFP is much more complicated than expected and is require additional time to develop, also there may be an issue regarding reimbursement rates for the elevator project due to square footage issues. Committee is expecting to see the RFPs for Food Service, Web Hosting, IT Services next month and possible RFPs for Substitute Services (currently Kelly Services), Grounds Keeping and others. Mr. Domanico explained that it may be difficult to have all the requested RFPs completed for November as the committee has requested a great deal of information and the business office will have the auditors in district in October performing the annual audit.
  - g. Educational Specifications for THS Fuel Storage Replacement – specifications for replacing the in-ground storage tank at THS presented. It will be a similar type as was used at East School and would be either 8,000 or 10,000 capacity, depending on how RFP is developed. Mr. Bascetta is looking to move the process along and needs BOE approval so we can go to the State and apply for the grant. The total project is estimated to be around \$100,000.
6. Action Items
- a. Mr. Thibault motioned that the committee move the monthly financials to Board of Education. Mr. Traub seconded the motion. All in favor.
  - b. Mr. Thibault motioned that the committee move all budget transfers with the exception of the On-Line Learning transfer to the Board of Education. Mr. Traub seconded the motion. All in favor. The committee requested additional information for the OLL transfer.
  - c. Mr. Thibault motioned that the committee move the Educational Specifications for the THS Fuel Storage Project to the Board of Education. Mr. Traub seconded the motion. All in favor.
7. Comments for the Good of the Order
8. Topics for Future Meeting
- a. Monthly Financials
  - b. Budget Transfers, including OLL transfer and additional information
  - c. 2017-2018 Projections Updated – to include all Contracts (increase amounts as well as contract expiration dates)
  - d. RFP Updates – Food Service, Web Hosting, IT Services, ADA, THS Elevator

- e. Student Use Policy (3050) – update on Student Activity accounts
- f. Enrollment Projections;
- g. Update on Digital Back Office and Wi-Fi issues at THS

9. Adjournment

Mr. Thibault made a motion to adjourn. Mr. Traub seconded the motion. All in favor. The meeting was adjourned at 8:53 p.m.