



Torrington Board of Education

JERRY DOMANICO
DIRECTOR OF BUSINESS SERVICES

DENISE L. CLEMONS
SUPERINTENDENT

Budget Committee Meeting Wednesday, December 14, 2016 Minutes

Committee Members: Mr. Traub (chair), PJ Vegaro, Dr. Brogis, Mr. Thibault-(alternate)-absent
Teacher Representative: Jason LaFreniere
Administrators: Mr. Bascetta, Mr. Domanico, Ms. Lubomski
Parent: Ms. Fritch

1. **Call to Order** - 7:00PM
2. **Roll Call**
3. **Approval of Agenda:** Mr. Vegaro made a motion, Mr. Traub seconded the motion. All in favor.
4. **Public/Staff Participation:** Mr. LaFreniere expressed concern about grade 5-7 model and limited funds this and next year. He wanted a reinstatement of the team model. Parent, Ms. Fritch, suggested that a newsletter go out to stakeholders on district news and events.
5. **Discussion:**
 - a. Monthly Financials-Mr. Domanico reviewed the highlights: grants and Medicaid. Medicaid. \$396,000 of carryover in Medicaid this year.
 - b. Budget Transfers-Mr. Domanico reviewed transfers. Forbes, East, and THS.
 - c. Student Activities Report-Mr. Domanico presented October's report.
 - d. 2017-2018 Capital Budget: Mr. Bascetta reviewed the Capital Plan. Mr. Winzler and Ms. Clemons met with Mr. Bascetta and Ms. Lubomski to discuss the plan. A possible move from Migeon and East School renovations were discussed. Mr. Bascetta noted the solar project. The district will ask the city to hold those funds again. Ms. Lubomski discussed the Capital Technology. She highlighted the 5 year cycle of desktops and 1:1 devices. Mr. Traub requested a BOE discussion on the vision of a 1:1 device plan. Ms. Lubomski emphasized the educational need for 1:1 devices to enhance instruction as well as computer skills. Mr. LaFreniere requested mouse devices for TMS students, especially special education students.
 - e. RPF Food Service-Mr. Domanico presented the RFP state template. Mr. Traub suggested this RFP go out to bid, but Mr. Domanico said we were missing the state 2017 template. Mr. Traub requested we go forward regardless, in the interest of time. Mr. Domanico will verify with CSDE Child Nutrition Program to see if we are allowed.

- f. RFP Web Hosting-Mr. Domanico requested board input on the length of the contract, possibly a 3 year, with 2 additional years as an option. Mr. Vegaro proposed a 3 year contract. Mr. Domanico said most districts use a 3 year with a 2 year option; migration of information and seamless transition is important. Mr. Traub and Dr. Brogis agreed to a 3 year contract as well. Mr. LaFreniere noted that staff training is necessary. Training is included in the RFP and vendors must outline the training they will provide in their bids. Mr. Traub suggested to add the word “annually”, regarding training.
 - g. RFP IT Support Services-Auditors reviewed policies and procedures. They had input into the RFP. The new RFP includes IT Support services and maintenance, not just maintenance. Mr. Domanico said support is defined by the needs of the district and must include all IT related needs. Mr. LaFreniere referred to the need for AT support, asking if the new IT structure could provide this support. Mr. Domanico indicated that we are budgeting out of the special education funds for AT. AT would not be included in the services provided by a new contract as it is mainly an educational support. Mr. Domanico reviewed that the IT structure was under question: in-house support or an outside vendor. Ms. Lubomski stated that Ms. Clemons requested that the IT RFP be tabled until she could be a part of the discussion. In the interest of time, Mr. Traub stated that the board should still move this RFP forward. Mr. Traub suggested it might be better to extend the current contract for another year. Mr. Vegaro suggested having the RFP be moved to the full board for discussion of whether or not the RFP would be put out to bid. Dr. Brogis agreed.
 - h. RFP Propane Fuel-Mr. Domanico discussed the different types of services. All-Star has provided us with propane in emergency situations at no extra cost to the district. This will now be included as part of the propane contract. Mr. Domanico emphasized the importance of locking in prices and developing a strategy for doing so. This contract runs September to August.
 - i. Snow Plowing Amendment-The attorney crafted this language. Mr. Domanico said the original contract was a three year contract and this would extend the contract for two years keeping prices fixed at current levels.
 - j. Unofficial Budget Estimate 2017-2018-Mr. Domanico established this for the 2017-2018 school year. Staff increases for non-certified were based on 2%, as an estimate. Employee benefits at 110%. A premium increase of 20%. Mr. Vegaro reminded everyone that the city has to come in at 2.5%. The citywide increase can only be \$3.2Million. Even this would impact the mill rate.
6. **Move to the Full Board:**
- a. Monthly Financial Report-Motion Mr. Vegaro, seconded by Dr. Brogis. All in favor.
 - b. Unofficial Budget- Motion Mr. Vegaro, seconded by Dr. Brogis. All in favor. A possible Action item was suggested with this topic.
 - c. RFP for propane- Motion Mr. Vegaro, seconded by Dr. Brogis. All in favor.
 - d. RFP Webhosting- Motion Mr. Vegaro, seconded by Dr. Brogis. All in favor.
 - e. Motion was made to amend the agenda to include moving the RFP IT Support Services to the full board. Motion Mr. Vegaro, seconded by Dr. Brogis. All in favor.
 - f. RFP IT Support Services- Motion Mr. Vegaro, seconded by Dr. Brogis. All in favor.
 - g. Snow Plowing- Motion Mr. Vegaro, seconded by Dr. Brogis. All in favor.
7. **Approval of Minutes** – October 12th meeting, Since Ken and Dan were the only members present, the minutes cannot be approved at this time and will be tabled until the next meeting.

8. **Comments for the Good of the order** - Mr. Vegaro expressed concern about 2.5% cap and the mill rate. Mr. Vegaro asked, “How can fundraising and advertising to raise the amount of money that can come in?” Mr. Traub wanted the paraprofessional audit added to the agenda at the next meeting: What was budgeted, funded, audited, (positions) added, and how they were paid for?
9. **Topics for Future meetings** - para audit summary; monthly financials; budget transfers; student activities; appeal to start an alumni fund or endowment fund; RFP Food Services
10. **Adjournment** - 8:26PM. Motion Mr. Vegaro, seconded by Dr. Brogis. All in favor.