



Torrington Public Schools

JERRY DOMANICO
DIRECTOR OF BUSINESS SERVICES

DENISE L. CLEMONS
SUPERINTENDENT

Budget Committee Regular Meeting
Wednesday, March 8, 2017, 7:00PM
355 Migeon Avenue
Minutes

Committee Members: Ken Traub (Chair), Peter Vegaro, Joanne Brogis, Dan Thibault (alt)
Other Board Members Present: Fiona Cappabianca, Ellen Hoehne, Jessica Richardson,
Bill Knight
Teacher representative: Jason Lafreniere
Administration: Denise Clemons, Dave Bascetta, Jerry Domanico, Sue Lubomski,
LeTanya Lawrence

1. Call to Order-7:02PM
2. Roll Call
3. Approval of the Agenda- Dr. Brogis motion to approve revised agenda, Mr. Vegaro second
4. Public/Staff Participation-none
5. Discussion Items:
 - A. Monthly Financials-

Monthly Financials-Mr. Domanico reviewed the monitoring process, still within budget. Mr. Lafreniere cited another \$2,300 in OT or 246% over. This may impact staffing for next year. Mr. Domanico addressed tuition increases. He commented on the fluctuation of tuition. Postage. Overages on grants. They meet with grant writer on a monthly basis. Adjustments to earlier in the year. Still catching up on where the expenses actually are.
 - B. Budget Transfers- Mr. Domanico clarified the transfer requested from THS; NEASC budget transfer for Guidance Counselor work at the end of the year. Comp time for Guidance Counselors. Were there any days off during the school year? Mr. Domanico to ask Lynda. Mr. Domanico clarified 3 days. The proposal wasn't clear. Mr. Traub to ask superintendent to ask the current principal at THS to find out.
 - C. Student Activities Report - Mr. Domanico presented the report. The names have been redacted. Mr. Traub requested the schools be notified early that carryover must be requested by May 1st.
 - D. Revised Updated Staffing Report with Salaries 2/28/17 - Mr. Domanico stated all salary schedules were sent to be reviewed. The salary schedules should be accurate.
 - E. Bid Approval:

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- i. Webhosting RFP-Mr. Domanico reviewed the webhosting presentations: School Messenger, Qsend, School Desk. School Messenger was the recommended choice. Among the reasons were unlimited training and easiest to use.
 - ii. Status of Propane RFP-Mr. Domanico said there were 5 bids. He suggested we go back to bid. 1/5 followed the RFP specs. Only the current vendor, East River, followed the RFP directions. Mr. Bascetta followed up with the vendors to clarify the difficulty they may have had in completing the RFP. Question was asked if the RFP itself was clear? If so, have to go with the bids we have. Mr. Domanico had called East River who indicated they would reapply with the others if this is rebid.
- F. Food Service Management RFP - Mr. Domanico shared that the state shared the revised RFP. There were many of the same auto-fills as last year version. State is dictating that we publish the RFP by April 3rd. Once RFP is completed, we must send to state for approval and then we can publish. Mr. Traub asked what the term is, 1 year with option to renew up to 4 years. Mr. Traub asked what are the services we receive? Mr. Domanico reviewed the services completed by EdAdvance. 7 management employees Ms. Clemons requested that Mr. Domanico prepare and present this information at the next meeting. Mr. Traub asked if we could bring this in house. Mr. Domanico said we could if allowed by union contract. Employees are ours, café managers EdAdvance. Mr. Domanico - we may be able to contract all employees outside vs all inside. Mr. Vegaro requested all employee information on the pros and cons of this as well as the legalities.
- G. Presentation of Superintendent's 2017-2018 Budget - Ms. Clemons stated 4.65% increase. Lean as possible. 2% are contractual. 2% health insurance. Budget really is a .65% increase. Realign courses at TMS; declining student enrollment, keep services intact. Cuts printing and binding in schools. School district not a district of schools. One handbook and on-line. Limit non-instructional supplies, equitable based on enrollment. Sped trying to make equitable. SW at one building. Each school translation services available to each site, no admin. but realigning and redesigning to meet the needs of all of our students. Increases –licensing. No platform for teacher evaluation. School resource officer-50% increase, lean without impacting the classrooms, curriculum and supplies directly. No total budget in this packet. Monthly financial on the front. BOF likes to see three years. 2016-2017 and 3 more years. Transaction sheets? Corresponding staffing sheets, positions removed and positions added. Mr. Traub stated that in the city all other departments coming at a zero. Ms. Clemons stated that to get to a zero would be decimating to instructional programs. Mr. Traub requested the district prioritize by impact. Mr. Traub requested to have the transactions and the staffing show what is staying and what is being cut. Mr. Traub was asking for what would bring us to a zero percent. Mr. Traub recognized this was a very responsible staff. Ms. Clemons reviewed the large increases in step and wage increases. This budget includes Migeon closure. How many staff members are being cut? Looking at enrollment and looking at teacher contracts:
TMS-80 students
THS-80 students
Look at elementary as well on the numbers. Deploying needs and services based on districtwide Enrichment as well as academics - Ms. Clemons stated that all of the additions and all of the subtractions are a 4.65% increase. She would provide more

information in her weekly memo and we would post these budget documents on the website

H. Possible Hearing Dates - Mr. Traub indicated March 21-elementary schools and March 23-secondary schools as a possibility.

6. Action Items:

A. Monthly Financials - Dr. Brogis motion; Mr. Vegaro second. All in Favor.

B. Budget Transfers - superintendent to review and then bring back to committee.

C. Revised Updated Staffing Report with Salaries 2/28/17 - approved

D. Bid Approvals-Motion-separate two bids:

1-Webhosting of School Messenger-to full board - Dr. Brogis motion to approve and Mr. Vegaro second, All in Favor.

2-Propane-recommendation for rebid-hold for now.

E. Food Service Management RFP Dr. Brogis motion to approve and Mr. Vegaro second, All in Favor.

F. Approval of Hearing Dates -March 21 and 23 at 6:30PM, location TBD-Dr. Brogis motion to approve and Mr. Vegaro second, All in Favor.

7. Approval of Minutes-previous minutes not included in packet, to be voted on at next meeting.

8. Comments for the Good of the Order - Mr. Lafreniere check certifications. Ms. Cappabianca wants staff to be notified first before cuts presented to the board. Mr. Traub wanted the procedural binders for making contractual payments for monthly payments? Mr. Domanico to look for binders. Mr. Traub wants realistic cuts, not ones that get reversed.

9. Upcoming Agenda Items

A. Monthly Financials

B. Budget Transfers

C. Student Activities

D. Bids: Review of THS Oil Tank

E. Possible additional RFPs

10. Adjournment-8:23PM