



Torrington Board of Education

SUSAN M. LUBOMSKI
ASSISTANT SUPERINTENDENT

DENISE L. CLEMONS
SUPERINTENDENT

Budget Committee Meeting Wednesday, October 18, 2017, 7:00 p.m. 355 Migeon Avenue

1. Call to Order – 7:00PM
 2. Roll Call – Mr. Traub (chair), Dr. Brogis, Mr. Vegaro, Ms. Cappabianca
Teacher Representative – Mr. LaFreniere
District Personnel – Ms. Clemons (via phone), Mr. Bascetta, Ms. Bradshaw-Hill, Ms. Lawrence, Ms. Lubomski, Mr. Manley, Mr. Michelson
Teachers – Ms. Whaley, Ms. Cassidy, Ms. Gelormino
 3. Approval of Agenda – Dr. Brogis made the motion, seconded by Mr. Vegaro. All in favor.
 4. Public Comment – None
 5. Discussion Items:
 - a. Monthly Financials – Line items that are over budget: Liability Insurance and Workers' Comp is over by 102%
Mr. Lafreniere asked if the paper rationing at TMS was worth the trouble. Copiers are breaking, because teachers put their allotted amount of paper in and out of the copy machine. Ms. Clemons said the staff would need to ask the site administrators in order to resolve this issue. Dr. Brogis suggested having copy codes.
 - b. Budget Transfers – none
 - c. Student Use List – Student Use Policy: Everyone who uses the district tax identification number needs to account for their funds. Ms. Clemons said each PTO's account will be on one spreadsheet.
 - d. RFP – Ms. Lawrence presented an RFP draft combining speech and occupational therapy services. The City helped to write the draft. Mr. Traub was concerned with the timeline. Ms. Lawrence said this would allow the budget sub-committee the month to review the draft.
 - e. Capital Projects – Mr. Bascetta presented the status report listing all current Capital Projects. The Department of Administrative Services letter stated the state allowed for 20%. Mr. Alacata and construction contractor are working together to get more compensation for the district. Mr. Bascetta requested that the board bring the final request for payment to close out.
- Updates:

These minutes were approved by the Torrington Board of Education on November 29, 2017.

Next month: request for the budget committee to close out the Oil Tank project. Elevator Project: the state has to approve.

Winter Project: Mr. Bascetta is trying to consolidate change orders, so there is less to present to the state. Each change order will increase the cost.

- f. 2017/2018 Budget Adjustments to Address Revenue Reduction – Ms. Cappabianca requested that the committee start to brainstorm ideas. Mr. Vegaro and Dr. Brogis said it might be better to wait until we know what we need to cut rather than panicking the community. Ms. Cappabianca reminded the sub-committee that the district plan would need to be established by December 1st, if there is no state budget or if there are cuts to the City as a result of the approved state budget.
 - g. Enrollment Numbers By School and Grade – This information was just for reference. There was a request that outplaced students be separated from site enrollments. This request was to be presented to the full board.
 - h. Vogel-Wetmore Student Activity Accounts – Mr. Traub clarified that these documents are to help the district do their job more efficiently. Ms. Cappabianca stated that the board wants the all student activity funds to be used by the students in the years when the funds were raised. Mr. Traub said not to include the names of people who got reimbursed in the Student Activity Account report.
 - i. Microsoft Renewal – Mr. Manley reviewed the renewal status. Currently, we are renting. When we renew, the district cannot lock this rate for three more years or lock it in for one more year. The renewal date is October 30th. Mr. Traub requested the quote for next year be moved forward. Propriety Services are excluded from the \$10,000 policy of going out to bid. Mr. Traub requested that the board have this clarification.
6. Action Items:
- a. Monthly Financials – Dr. Brogis made the motion, seconded by Mr. Vegaro. All in favor.
 - b. Budget Transfer – none
 - c. RFPs – none
 - d. Capital Projects – Dr. Brogis made the motion, seconded by Mr. Vegaro. All in favor. Closing of ADA project and status reports to full board, reference 143-0073CV.
 - e. Microsoft Renewal – Dr. Brogis made the motion, seconded by Mr. Vegaro. All in favor.
7. Approval of Minutes:
- a. September 13, 2017 – Dr. Brogis made the motion, seconded by Mr. Vegaro. All in favor.
8. Comments for the Good of the Order – Mr. Vegaro asked for suggestions from the public on cuts. What would hurt the least in impacting the classroom? Dr. Brogis: Asked for the date when a budget plan would have to be created, if a state budget was not passed. Ms. Bradshaw-Hill stated this would need to be done by November 1st. Mr. Traub said they may need to schedule an emergency budget meeting.
9. Upcoming Agenda Items
- a. Monthly Financials
 - b. Budget Transfers
 - c. Student Activity Account Use List
 - d. Capital Projects
 - e. RFPs
10. Adjournment – Dr. Brogis made the motion, seconded by Mr. Vegaro. All in favor. Meeting adjourned at 8:06PM.