



Torrington Board of Education

HUGH W. POTTER
DIRECTOR OF BUSINESS SERVICES

CHERYL F. KLOCZKO
SUPERINTENDENT

Budget Committee Meeting

Wednesday, June 3, 2015

355 Migeon Avenue

MINUTES

Members Present: Fiona Cappabianca, Committee Chair; Jeremy Hinman; Daniel Thibault

Also Present: Board of Education: Ellen Hoehne, Jim Lamoin

Administration: Evette Aird, Eric Baim, David Bascetta, Cheryl F. Kloczko,
Susan Lubomski, Jamie Veronesi

1. Ms. Cappabianca called the meeting to order at 7:40 p.m.
2. Roll Call was taken.
3. Mr. Thibault made a motion to amend the agenda from #5 down to include no more than 10 minutes of comments prior to the beginning of the remaining agenda items. Mr. Hinman seconded the motion. All in favor.
4. Mr. Thibault moved that the minutes of the Budget Committee Regular Meeting of May 13, 2015 be approved. Mr. Hinman seconded the motion. All in favor.
5. Public Comments: Drama students spoke in reference to fall, winter and spring drama productions, and proposed that if there are three sports seasons, drama should have the same. The Halo Awards are based on the winter performances. TPS received 12 Halo nominations and received two awards. Ms. Cappabianca clarified that at this point, nothing has been cut from next year's budget. She requested copies of the presentation and thanked the students.
6. Monthly Budget Performance Report – May: The committee focused on analysis for end of the year reporting. Mr. Potter noted the overages. Ms. Cappabianca reiterated that the district needs to stay within budget. The actuarial report by Hooker and Holcomb was requested by Ms. Cappabianca. (Document #2) The committee requested clarification in the different types of tutoring and the total cost for each. (Document #3)

The following line items were questioned:

- a. 5122 – paras subs; 5342, p. 3. Double entered in our 2015-2016 school year? (No, # 5341 = Sub SVCS TE; #5342 = Sub SVCS Para)
- b. 5320 – Professional Services (Document #8)
- c. 5340 – Other Professional Services (Document #8)

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org • (860) 489-2327 • fax (860) 489-0726

The Torrington Board of Education does not discriminate in any of its programs, activities or employment practices on the basis of any protected class status.

- d. 5520 – Insurance. Mr. Potter said the insurance was paid out of the wrong account. (Athletic Insurance paid out of wrong account and is being transferred; many claims against LAP policy deductible drove excess cost.)
- e. 5530 – Communications-GAIN communication-expenditures. They deferred this discussion until later.
- f. Instructional tech supply – 5650 toner (Document # 7)
- g. Dues and fees: overage 5650, under 5810

Mr. Hinman requested mandated costs, services and state statutes for the next budget season. (Connecticut State Statute / FAPE Free & Appropriate Public Education – Pages 437 – 459)

Mr. Potter was going to check on E-rate with Ian. (Document #5)

Ms. Cappabianca questioned why bus fuel was over if we no longer had midday kindergarten runs. (7 Pre-K vans for 7 mid-day runs were added, and as children were added to the program, the routes had to be expanded. Additionally, temporary wheelchairs and special requests grew after September where there were only a few SPED issues. By April there were over 20 special needs requests. This fluctuated through the year but definitely drove the fuel costs.)

Mr. Bascetta stated that the Vogel-Wetmore Capital project in the amount of \$187,356 could go back into the budget for next year. Mr. Bascetta couldn't guarantee when any new work could be done on the high school. Possibly painting could happen this summer but not any concrete work. He also added there will be no additional ADA project money from now until the end of the year.

The committee agreed that THS needs improvements such as painting, the canopy, front doors fixed. Mr. Bascetta shared that the loading zones will be improved and the auditorium entrance are going to be fixed this year.

Mr. Bascetta reviewed the upgrades to the softball field. Plans will be ready in 2-3 weeks.

Mr. Thibault made a motion to send the capital line item of \$187,356 to the full the Board not to exceed 1%. Mr. Hinman seconded the motion. All in favor.

Budget Review: Year End Projections will be discussed on June 11 at 6:30PM.

- 7. Budget Line Transfers: Mr. Potter presented budget transfers for athletic insurance and para subs. Mr. Thibault made a motion to approve and send to BOE. Mr. Hinman seconded the motion. All in favor. Ms. Cappabianca requested that Mr. Potter bring all transfers to the June 11, 2015 meeting so they could be cleaned up. There was also a request for a summary page reflecting what the district has expended in the last week or so.
- 8. Review of Protected Harbor Outsourcing Contract and invoices for 2014-15: Ms. Lubomski clarified that invoices with these numbers signified these accounts: 5100-operational, 5101-capital, 6000-grants. Mr. Potter stated that Protected Harbor has provided a stable platform and reliable phone system. Their contract was approved by the BOE, but there is no signed contract for this year. There is only a draft of the June 11, 2014 contract. Ms. Cappabianca wanted to know who Gain Communications was. Mr. Potter clarified that they had been in charge of the phone system since Richard Luna (Protected Harbor) came on board. Ms. Cappabianca asked if this went to RFP? If so, when? It was requested that Mr. Potter bring confirmation of this RFP and Board approval. An RFP was never put out. Mr. Potter was told that the phone system was proprietary software, much like controls for building mechanicals can be, and that the district would lose the warranty on the

equipment should another telecom vendor support the equipment. Gain was brought in after Valley Communication stopped working within district.

Ms. Kloczko said the district had to do the Gain contract, because the phone system was in dire straights. It was an emergency situation. Mr. Thibault confirmed that the system was a mess. All phone lines previously went through the internet system. Mr. Potter explained that Mr. Luna became the contact for Gain Communications. All of the work regarding Gain Communications was approved by Mr. Luna. Neither the district nor Mr. Potter has ever had any input, although the district pays for the services. Mr. Lamoin, Ms. Cappabianca, Mr. Hinman and Ms. Hoehne stated this should change immediately. All requests for services should go through Mr. Potter.

Mr. Potter cited the problem with the ticket system. The ticket system is part of Protected Harbor's system. Mr. Potter requested that Mr. Luna give him access to the system so he could review the requests and decide what the district could afford to address. Mr. Lamoin, Ms. Cappabianca, Mr. Hinman and Ms. Hoehne agreed Mr. Potter needed access to the ticket system.

Ms. Cappabianca brought up the "out of state" labor charges from Gain Communications. Mr. Lamoin suggested a flat fee. Ms. Cappabianca questioned the built in tech hours, 200 hours per year, when these hours are used, and when the district begins to be invoiced for extra services. The hours were used in August according to the invoices.

Ms. Cappabianca asked about NetMagic Systems. Mr. Thibault clarified that Mr. Luna was licensed under Protected Harbor in Connecticut. In New Jersey, his company is NetMagic Systems.

Ms. Cappabianca asked why there was a charge for \$200 for a set-up per computer and an additional \$75 per hour per computer? Ms. Hoehne asked Mr. Lamoin how long it took for him to do an installation at his job. Mr. Lamoin shared that it did not take an hour and a half to do an install per computer. He shared an efficient way is to have one person open the box, the other person lay out the computer, and another person do the install of all the computers all at once.

There were questions about what was in the contract. Mr. Thibault shared that he had written the RFP and that it was typical of other contracts he had written for other companies. Mr. Lamoin stated the 24/7 services needed to be included in the contract.

Based on the contract presented, there were questions about the calculations of Protected Harbor's fees based on the October 1 enrollment.

Mr. Lamoin and Ms. Cappabianca thought that Protected Harbor had already been overpaid by \$115,600.

9. Review of Special Education Out-of-District Transportation RFP: Mr. Hinman moved that this item be sent to the full Board for approval. Mr. Thibault seconded the motion. All in favor.
10. Review of Mowing and Grounds Care Contract for 2015-16: The Committee agreed the changes would include:
 - a. removing "June 17, 2015" on page 1
 - b. Term change: Year one of the contract will begin July 1, 2015 and continue until November 30, 2015
 - c. Mr. Potter needed to change the site number included back to 9 sites to include Southeast School on page 2.

- d. The wording on personnel on p.3 should be changed to “criminal record checks on all personnel” and results of all such criminal record checks should be reported to the Director of Facilities.
- e. Mr. Bascetta clarified that the legal name of the contracting firm is Tim McDonagh Contracting.

Mr. Thibault moved that the contract be sent to the full Board for approval. Mr. Hinman seconded the motion. All in favor.

- 11. Student Activities: Mr. Baim handed out the student activities information to the committee. He reviewed: 10000 accounts-clubs, 20000-athletics, 30000-other. Ms. Cappabianca questioned the 42,000 carryover which was now athletics. Mr. Baim clarified that money was building up over time. He contacted all people on the list. Every Booster Club has been notified they have to spend their money. He added pole vault pit (“pads” need to be added to the athletic expenditures).
- 12. Review Waiver, Hold Harmless Agreement suggested by CIRMA for School Field Trips: Mr. Hinman moved to send this policy to the full Board for approval. Mr. Hinman seconded the motion. All in favor.
- 13. Comments for the Good of the Order – None.
- 14. Topics for Future Meetings – 2015-16 Budget
- 15. Motion to adjourn was made by Mr. Thibault and seconded by Mr. Hinman. Motion carried all in favor.
- 16. Meeting was adjourned at 8:53 p.m.

Submitted by Hugh W. Potter