



Torrington Board of Education

HUGH W. POTTER
DIRECTOR OF BUSINESS SERVICES

LYNDA T. REITMAN
INTERIM SUPERINTENDENT

Budget Committee Regular Meeting **Wednesday, September 23, 2015** **355 Migeon Avenue**

MINUTES

Members Present: Fiona Cappabianca, Committee Chair; Daniel Thibault

Also Attending: Board of Education: John Kissko, Jim Lamoin

Administration: Paula LaChance, Interim Director of Student Services; Susan M. Lubomski, Asst. Superintendent; Hugh W. Potter, Director of Business Services; Lynda T. Reitman, Interim Superintendent

Absent: Jeremy Hinman

1. Ms. Cappabianca called the meeting to order at 6:30 p.m.
2. Roll Call was taken.
3. Mr. Thibault moved to approve the meeting agenda. The motion was seconded by Ms. Cappabianca. All in favor.
4. Mr. Thibault moved to approve the minutes of the meeting of June 3, 2015 with an amendment in the last paragraph of number 8 changing "Mr. Bascetta" to "Ms. Cappabianca." The motion was seconded by Ms. Cappabianca. All in favor.

Mr. Thibault moved to approve the minutes of the special meeting of June 15, 2015. The motion was seconded by Ms. Cappabianca. All in favor.

5. Monthly Budget Performance Report – July End of Year Balance: Director of Business Services Hugh Potter informed the committee that the City is in the process of closing and that Torrington Public Schools has a deficit of about \$150 thousand, perhaps caused by a mistake in calculating what would be gotten back in E-Rate contributions, that can be corrected with Medicaid funds. A final closing number will be coming shortly. Blum Shapiro is currently running an audit.

Ms. Cappabianca asked what would be left if Medicaid were to cover the deficit, and Mr. Potter said about \$260 thousand. Regarding that figure, Mr. Thibault inquired if Medicaid funds already allocated for other purposes had been taken into consideration, and Mr. Potter stated that they were.

Ms. Cappabianca asked if the federal Pre-K grant money had been received yet, and Mr. Potter said he did not believe so. Mr. Thibault stated if the grant money was not coming in, the program should be canceled as it would be a financial risk to the Board of Education members personally. Ms. Cappabianca asked if Medicaid money allocated for Pre-K was for existing Pre-K or Pre-K developed due to the grant, and Ms. Lubomski said that \$250 thousand of Medicaid money that the Board allocated for Pre-K was for existing programs and not the grant-funded programs. Mr. Potter agreed to find out what money if any has come in from the federal grant.

Ms. Cappabianca suggested it would not be useful for the committee to go into too much detailed analysis until the final report is delivered. She suggested that it might be useful, when the final report is available, to look at last year's budget report to see where there were overages in order to consider adjustments to this year's budget.

6. Review of report July 1 through August 31, 2015. Members pointed out and discussed areas that are already over budget. Mr. Lamoin pointed out Summer School (p. 60-61) \$10 thousand over. Ms. Reitman pointed out that perhaps several students were sent to summer school who did not need to be sent. Solutions were discussed.

Mr. Lamoin pointed out the pre-paid teacher item (p. 22) and \$3,000 over on credit recovery and tutors. Ms. Lubomski informed members that a rectification on salaries was currently in process.

Mr. Lamoin pointed out nurses (p. 70, item 5340), COTA (p. 61, item 5112), which was considered a line item error on the report, and Camp Moe (p. 57). Mr. Kissko pointed out legal/consulting fees (p. 69, item 5340.01). Mr. Thibault pointed out Camp Invention (p. 75, item 5111.54).

Mr. Thibault suggested tracking to find who authorized over-budget payments. Mr. Kissko pointed out that there had been to that point no budget transfer requests.

7. The payment of annuities was discussed. Ms. Cappabianca stated that full payouts at the beginning of the year are non-compliant and that payments should be made as earned.
8. Members discussed overtime that was accrued by a Central Office secretary. Administrators present said it was due to the learning curve of a new position and that additional duties have been given to secretaries due to the loss of a benefits secretary. The need for a benefits person was discussed as well as a need to have student activities covered. It was agreed that administration should and could get more assistance from their insurance broker.
9. Comments for the Good of the Order: Ms. Cappabianca noticed an extra day for paras on the district calendar, and members were informed that the Director of Human Resources is aware of that and working on a solution. Ms. Cappabianca suggested meeting regarding the year-end report before the next regular committee meeting. Mr. Thibault brought up that the Booster Club was running advertisements without required 501c3. Ms. Reitman said she had a meeting on the calendar to discuss that topic with the Director of Secondary Education and the Athletic Director.
10. Motion to adjourn was made by Mr. Thibault and seconded by Ms. Cappabianca. All in favor.
11. Meeting adjourned 7:43 p.m.