



Torrington Board of Education

HUGH W. POTTER
DIRECTOR OF BUSINESS SERVICES

CHERYL F. KLOCZKO
SUPERINTENDENT

Budget Committee Meeting **Wednesday, May 13, 2015** **355 Migeon Avenue**

MINUTES

Members Present: Fiona Cappabianca, Committee Chair; Jeremy Hinman; Daniel Thibault
Also Present: Board of Education: Ellen Hoehne, John Kissko, Bill Knight, Jessica Richardson
Administration: Cheryl F. Kloczko, Superintendent; Susan M. Lubomski, Asst. Superintendent; Hugh Potter, Dir. of Business Services; Evette Aird, Dir. of Student Services; David Bascetta, Director of Facilities

1. Call to order at 6:50 p.m.
2. Roll Call.
3. The minutes of Budget Committee Meeting of March 11, 2015, the minutes of Budget Committee Special Meeting of March 19, 2015, and Budget Committee Special Meeting of March 23, 2015 were approved.
4. April 2015 Financials
 - a. Mr. Potter presented April 2015 Expense Budget Performance Report with the general consensus being that the budget process for the upcoming fiscal year will be more focused on account over runs.
 - b. For 2016 Mr. Lamoin suggested that Hugh reach out to WB Mason and ask that separate accounts be set up at each school and that purchasing be done through one person designated to purchase for the principal. This would enable us to do our purchasing once each week rather than multiple times and better track these costs.
 - c. It was requested that the Business Services office conduct a process review/workflow analysis to see where redundancy of effort is taking place, or to streamline the purchasing, payroll, onboarding processes, etc.
5. Student Activity Account Review
 - a. After reviewing the Student Activity Accounts, Ms. Cappabianca asked why certain schools actually reflect a negative balance on a couple of the accounts? She also wanted to know if there were any defunct accounts that were still being represented in these reports. Additionally, Ms. Cappabianca noted that if any Student Activity Account is in excess of \$5,000 the Board must be notified in writing of the intentions for these funds by the end of April for each school year in accordance with Policy 3050.
 - b. Ms. Cappabianca asked whether donations were being spent on specific items and how this was being tracked by the schools.

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- c. Ms. Hoehne noted that there needed to be consistency in reporting and that these bookkeeping entries needed to be cash basis only.
 - d. The Board wants to know the Principal's Start Up balances for next year.
 - e. The Board is going to submit a detailed list of questions, and they are going to invite Eric Baim, Director of Secondary Education, to speak at the next regular Board of Education meeting.
6. Summer Program: A request was made by the Superintendent to change the summer hours for one summer custodian so that costs might remain low for the program as these costs are paid out of the Federal pre-school grant. The board did not agree that this was necessary as the cost for the camp could be raised ever so slightly to make up for the overtime cost of the custodian.
 7. Pre-School Grant Update: Ms. Richardson pointed out an article in the local paper that was misleading in that it implied that there were unlimited slots available for this program, which in fact there are only a limited number of open slots. Torrington Public Schools is locked in for the number of students they can service with this program, so it was suggested that perhaps a follow up article should be placed in the same paper to clear up any misconceptions.
 8. Comments for the Good of the Order: None.
 9. Topics for Future Meetings: None.
 10. Motion to adjourn was made by Mr. Knight and seconded by Ms. Hoehne. All in favor.
 11. Meeting was adjourned at 9:10 p.m.

Submitted by Hugh W. Potter