



Torrington Board of Education

HUGH W. POTTER
DIRECTOR OF BUSINESS SERVICES

LYNDA T. REITMAN
INTERIM SUPERINTENDENT

Budget Committee Regular Meeting **Monday, November 16, 2015** **Postponed from November 11, 2015** **355 Migeon Avenue**

MINUTES

Members Present: Fiona Cappabianca, Committee Chair; Daniel Thibault

Members Absent: Jeremy Hinman

Also Attending: Board of Education: Ellen Hoehne, John Kissko, Jim Lamoin, Jessica Richardson, Kenneth P. Traub

Administration: David Bascetta, Director of Facilities; Paula LaChance, Interim Director of Student Services; Susan M. Lubomski, Assistant Superintendent; Lynda T. Reitman, Interim Superintendent

1. Ms. Cappabianca called the meeting to order at 7:00 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 October 14, 2015 meeting. The motion was seconded by Ms. Cappabianca. All in favor.
5. Ms. Reitman began a presentation of monthly financials. As many adjustments had been made, this report as of November 13, 2015 was presented rather than numbers for the month of October. Ms. Reitman shared a table of special education tuition expenditures for outplaced students from July 1, 2015 to the present. Ms. Cappabianca asked if a report that showed not only tuition but additional costs minus reimbursements could be provided, and Ms. Reitman said that it could.
6. Ms. Reitman reviewed a report on the 2015-16 adjusted budget, which highlighted salary adjustments to differentiate them from other adjustments. A discussion was had on the best way to sift out of the report the line-item transfers that would require Board approval and the best method of streamlining the approval process of these same line-item transfers. Ms. Cappabianca inquired if there is way to report from where the items were transferred, and a report with journal entries was requested.

Ms. Cappabianca called a special meeting of the committee for 7:00 p.m. November 30, 2015 to further consider the report and the transfer process before the reports would be sent to the full Board for approval.

7. Mr. Bascetta told the committee that funds were needed for the ADA compliance project at the high school and inquired if funds could be gotten via a line-item transfer from non-allocated contingency funds at Vogel-Wetmore School or if a simple change order is required. The committee asked for final numbers to be presented at the special meeting on November 30.
8. Mr. Bascetta requested that the committee send to the full Board a request for approval that a 2002 plow/sander/truck currently owned by the district would be put out for bid. Mr. Thibault moved that an item be sent to the full Board allowing Mr. Bascetta to put a classified ad out for a bid on the equipment. Ms. Cappabianca seconded the motion. All in favor.
9. Ms. Cappabianca asked the superintendent for a copy of last year's audit report and information that may exist of this year's audit. Ms. Reitman said there was nothing yet for this year, but if there is anything by the meeting on November 30, she would provide it to the committee. Ms. Cappabianca pointed out that the committee has never seen last year's audit report.
10. Ms. Reitman described a status report that has been developed for site managers, and this report will show reports on each sites budget. The report automatically calculates where the site should be percentagewise regarding the budget, and it asks for explanations if any area is above or below ten percent.

Authorization forms used in Human Resources require various signatures and the process is too slow, and that is being fixed. More information is being sent to the superintendent's attention in order that budget issues can be tracked and monitored, and that salaries that get moved are being done so correctly and that salary schedules are updated. Payroll process alternatives are also being considered; processes that are more efficient and improve accuracy in that they populate other databases so that double entries are never required.

Ms. Reitman reported that New World system training has been set up for Business Office personnel in December followed by training for administrators who are responsible for budgets and should at least be able to run reports and get analytics. Ms. Cappabianca asked if there was any complimentary training being provided by New World, and Ms. Reitman said that the free training had been used up before the district inquired about training.

11. Ms. Cappabianca pointed out that the Board has not seen reports from student activity accounts since March and that they will have to be submitted monthly for student activity groups to continue operating. She pointed out that it is appropriate that each site be responsible for reporting to Central Office on these accounts.
12. Comments for the Good of the Order: Ms. Cappabianca stressed the import of the committee being in good shape by settling these budget issues before beginning the budget creation process for next year and that she appreciates the work and results that the administration has been providing.
13. Motion to adjourn was made by Mr. Thibault and seconded by Ms. Cappabianca. All in favor.
14. Meeting adjourned 8:34 p.m.