

Guilford Board of Education
Finance Subcommittee Meeting
Guilford High School, 605 New England Road, Guilford, CT
Monday, April 5, 2010

BOE Members Present: Bill Bloss, Keith Bishop, Barbara Dudley, John Ireland, Alan Meyers,
Chris Moore, Susan Renner, and Ted Zuse

BOE Staff Present: Tom Forcella, Andy Potochney, and Linda Trudeau

The meeting was called to order at 6:33 p.m. by Dr. Meyers.

1. Review of Monthly Reports

Mr. Ireland reviewed the March financial reports noting the total monthly expenses of \$4,230,193.30. He also told the subcommittee that the district is anticipating an ARRA reimbursement of \$436,410. Mr. Ireland asked Mrs. Trudeau to investigate a few expenses, which she will report on next month.

The subcommittee discussed if there were any known additional capital improvements remaining this year. Mr. Potochney added that he and Mr. Gurnham will be meeting tomorrow to discuss future site improvements. Dr. Forcella told the subcommittee that principals had been notified the budget freeze was lifted and they have been submitting purchase orders which were previously on hold.

2. Receive Annual Audit Report

Mrs. Trudeau reported that the district audit is completed and that each Board member should have received said audit report in their most recent packet. She noted the audit went well as the auditors had no reason to issue a management letter to the Town. The subcommittee discussed how the District shares the audit cost with the Town at approximately \$23,000 each.

3. Review Grants from GFFE

The subcommittee decided that since so many smaller grants/donations are being received by the District that Dr. Forcella's office will continue to send a personal thank you letter to the benefactor and issue the BOE a monthly listing of donations.

4. Preliminary Discussion: Future Budgets

Dr. Meyers told the subcommittee that both Mrs. Renner and Mr. Zuse have expressed an interest in commencing an earlier than usual discussion regarding the 2010 – 1011 budget. Mr. Zuse suggested that administrators begin reviewing their building budgets during the summer and that such a process could allow the District to get back on track regarding future budgets.

Mr. Zuse also expressed a desire to inventory the District's current assets including property, facilities, and equipment (movable items such as desks, music instruments, kitchen equipment, etc.). The subcommittee discussed that this type of information can be useful not only in case of loss, but also to aid in replacement of assets. Mr. Zuse will look for a model and report back to the subcommittee at a future date.

5. Old Business and 6. New Business

There was no old or new business discussed.

The meeting adjourned at 7:30 p.m.

Respectfully submitted,
Jill Del Gobbo

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