

MINUTES
FINANCE SUBCOMMITTEE
GUILFORD BOARD OF EDUCATION
SEPTEMBER 21, 2009

IN ATTENDANCE:

BOARD OF EDUCATION MEMBERS: Alan Meyers, William Bloss, Barbara Dudley and Kathy Nolan. Keith Bishop joined the meeting in progress.

BOARD OF EDUCATION STAFF: Thomas Forcella, Andrew Potochney and Linda Trudeau. Anne Keene and Kevin Mitchill joined the meeting in progress.

Dr. Meyers called the meeting to order at 6:00 pm.

Dr. Meyers stated that the Student activity Fund at Guilford High School had a starting balance for the 08-09 school year of \$248,500 and an ending balance of \$305,836. Mr. Potochney stated that part of the increase in the ending balance was due to the yearbook which was not paid until July. Mr. Potochney stated that the Finance Office does receive monthly reports including bank account reconciliations from the High School. Mr. Potochney added that any payments over \$5,000 are sent to the Finance office for approval prior to the check being issued. A discussion of how the funds in the Student activity account could be used was held. The Athletics account of the Student Activity fund was discussed.

Mr. Potochney reviewed the timeline for the 2010-2011 Budget. Mr. Potochney noted that the schedule is the same as in prior years. Mr. Potochney added that the dates at the end of the schedule are blank because they are set by the Town. Dr. Forcella discussed the alternative program that is being evaluated and the impact it would have on the budget. The Excess Cost Grant was discussed.

Dr. Keene discussed the request to waive the bidding procedure to purchase software to track teacher certifications and Continuing Education Units (CEU's). Mr. Mitchill stated that two companies were reviewed and that it was determined that ProTraxx would best meet the needs of the District. Mr. Mitchill stated that ProTraxx will import historical data and that the Technology Department will compile the data so that the cost for the conversion will be less than quoted.

Mrs. Sanacora reviewed the expenditures for August, 2009. Mrs. Sanacora reviewed the prior year expenditures which included payments to Arrow Line Painting, Discovery Channel and Crucial Technology. Expenditures for the Granite Group, Lafata & Sons and School Dude were also discussed.

Mrs. Trudeau stated that the District received 20 bids for the purchasing laptops and mobile carts. Mrs. Trudeau noted that the bids ranged from \$160,000 to \$585,288.72 and that the low bid was received from Stewart Staffing Support Services. Mr. Mitchill stated that just prior to the meeting he obtained specifications regarding the laptop model that was included in the bid. A discussion of the previous bids received from Stewart Staffing was held. The Board decided to table awarding of the bid until the October 13, 2009 meeting.

Dr. Forcella provided an update on recess at Baldwin. Dr. Forcella noted that changes have been made to keep students together during the lunch waves. Dr. Forcella added that the students are getting through the lunch line with plenty of time to eat prior to going out for recess.

Upon a motion made by Mrs. Nolan and seconded by Mrs. Dudley the Board unanimously voted to adjourn the meeting at 6:52 p.m.

Respectfully submitted,

Linda Trudeau