

MINUTES
FINANCE SUBCOMMITTEE
GUILFORD BOARD OF EDUCATION
DECEMBER 14, 2009

IN ATTENDANCE:

BOARD OF EDUCATION MEMBERS: Alan Meyers, Mary Beeman, Barbara Dudley, John Ireland, Chris Moore and Susan Renner. Keith Bishop, William Bloss and Ted Zuse joined the meeting in progress.

BOARD OF EDUCATION STAFF: Thomas Forcella, Andrew Potochney and Linda Trudeau. Cliff Gurnham joined the meeting in progress.

ALSO PRESENT: Members of the Unite Here! Local 217 Union

Dr. Meyers called the meeting to order at 6:06 pm.

Dr. Meyers noted that due to the lack of a quorum that the meeting would start with item #5, discussion of Amendment to 403b plan. Mr. Potochney stated that the Internal Revenue Service made a change that would allow all employees to participate in a 403b plan through the District.

Mrs. Trudeau discussed the two Guilford Fund for Education Grants that are on the Board's agenda for approval. One is for the Guilford High School World Language program for Speaking in Tongues for \$1,750.05. The grant will aid the 800 students in the program with their speaking practice and will aid the teachers in their assessment. The second grant is for Baldwin Middle School for the Fifth grade math program for \$2,312.00. The grant will allow students to use real-world application problems and technology to encourage enthusiasm for math concepts. Mrs. Trudeau noted that an additional grant was accepted by Dr. Forcella for the Guilford High School Yale Model United Nations Conference for \$1,000.00.

Mr. Potochney stated that, as was previously discussed with the Board, an RFQ for Legal Services was drafted. Mrs. Trudeau stated that the RFQ has been reviewed by Mr. Bloss and the Insurance Consultant. Mrs. Trudeau noted that options were included in the RFQ for fee proposals.

Mrs. Trudeau stated that there was only one vendor that submitted a bid for the reading software. The vendor, Learning Foundations, would provide Lexia Reading Software for \$50,000.00 for 100 user licenses. Mrs. Trudeau noted that two elementary schools in the district are using this software.

Mr. Gurnham stated that the chimney at Jones must be removed as it is a hazard and it is not being used. Mr. Gurnham also stated that the oil tank at Cox failed testing and must be removed. Mr. Gurnham added that he is researching connecting Cox School to natural gas. Mr. Gurnham updated the committee that the truck that was to be purchased has been sold to someone else and that he is currently looking at a different truck that is available. The arsenic at the playgrounds was discussed. Potential bonding projects for 2010-11 were discussed. It was noted that the roof replacement at Lakes is under design with the Standing Building Committee. The replacement of the fire alarm systems was discussed. Mr. Gurnham noted that the current systems are failing and parts are no longer available to repair them.

The election of a chairperson was tabled to the next meeting as the committee appointments would not be done until the regular Board meeting.

Dr. Forcella stated that contracting with an outside Food Management company is being considered. Mr. Potochney stated that in the last nineteen years the Food Services has had a loss in twelve of the years and when medical expenses are included every year has incurred a loss. Mr. Potochney stated that he has spoken with two firms and that the District would have to go out to bid for the management services. Mr. Potochney added that the management company would provide more choices for lunches, training to employees, volume for food purchases, and investment in equipment. Mr. Potochney noted that there is a template for the RFP that he hoped to issue in January and have to a recommendation to the Board in March.

An orientation for the new Board members was discussed. Mr. Potochney stated that he would propose some dates in the first week of January to hold the orientation.

Mr. Zuse reviewed the Financial Reports for November 2009 noting that there was nothing unusual. Mr. Potochney stated that the projection for the Excess Cost Grant is that the District would receive approximately \$300,000.00 less than expected. A discussion of Special Education costs and Medical was held.

The RFQ for Schematics for the High School was discussed. A discussion regarding the process for issuing, awarding and funding the RFQ was held.

Upon a motion made by Mr. Zuse and seconded by Dr. Meyers the Board unanimously voted to adjourn the meeting at 7:33 p.m.

Respectfully submitted,

Linda Trudeau