

Guilford Board of Education
Finance Subcommittee Meeting
Guilford High School, 605 New England Road, Guilford, CT
Monday, May 10, 2010

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

Ted Zuse joined the meeting in progress.

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

The meeting was called to order at 6:30 p.m. by Dr. Meyers.

1. Review of Monthly Reports

Dr. Moore was this month's reviewer. He asked for clarification regarding a charge from the Water's Edge Resort in Westbrook. Dr. Forcella explained that this charge is a deposit to hold a block of rooms for the NEASC accreditation process this coming October. Water's Edge was the only local venue which could accommodate NEASC's requirements, one of which was the use of a conference room with internet wireless access. Dr. Forcella told the subcommittee that a group of about 20 NEASC representatives will spend their days at the high school and their evenings at the Water's Edge conference room to write reports, etc. When the accreditation visit is complete, the chair person consolidates all of the reports to submit to the district. Mrs. Trudeau will verify the nightly rate at Water's Edge.

Mr. Gurnham was questioned about the lead testing recently performed at A.W. Cox. He reported that the soil test was negative and he will share the exact findings at the next subcommittee meeting.

Dr. Moore told the subcommittee that this was the first time he performed the monthly review of accounts, and he found it to be challenging. Mr. Bishop explained that the report is summarized by school making comparisons difficult. Mr. Potochney added that the report can be reformatted if the Board so desires.

Dr. Meyers asked what Project Genesis was. It was explained that this is special education transitional training. Mrs. Trudeau will report next month regarding the 'future's planning' invoice. Mrs. Trudeau reviewed the services that the district places out to bid.

Mrs. Renner asked about the tuition account. Mrs. Trudeau explained that most bills for tuition will come in at the end of the year and at this time they expect to be about \$200,000 over budget. It was noted that the mid-year reduction by the State of Connecticut to the Excess Cost Grant affected this budget item.

The subcommittee approved Dr. Meyers request to discuss Item 4 next since there were 3 representatives from the school lunch program present.

4. Discuss School Lunch Program

Dr. Forcella explained that he, Mrs. Trudeau, and Mr. Potochney met with a consultant who evaluates school lunch programs. This consultant simply evaluates the program without recommending vendors and therefore is an unbiased opinion. He told the subcommittee that an evaluation will cost between \$5,000 and \$7,000. The subcommittee discussed how the cost of medical benefit amounts isn't shown in the lunch program budget and therefore, that account runs short about \$200,000 a year.

The subcommittee agreed that Dr. Forcella should move forward with an RFQ for an evaluation of our school lunch program.

2. Receive Annual Audit Report

Dr. Meyers suggested the subcommittee review and bring questions to the next meeting or contact the Business Office.

3. Discuss Legal Services RFQ

The district has received several proposals. Mr. Bloss will schedule a meeting to review them with Mrs. Renner and Dr. Meyers.

5. Discuss Contracting for Services

This item was removed from the agenda.

6. Snow Plowing Update

Mr. Potochney reported that after a review of the numbers, it appears to be more cost effective to out source our snow plowing. He asked to have one more winter in order to accurately evaluate the costs. He plans to track the hours that plowing took place during a regular work day. Mr. Potochney told the subcommittee that last year's overtime for snow plowing was approximately \$7,200. Mr. Zuse suggested the BOE inquire into the possibility of the Town taking over our plowing needs.

7. Update on Bids

Mrs. Trudeau reported that special education transportation, trash, boiler tuning/cleaning, septic pump out/grease removal, and duct cleaning all go out to bid. She also told the subcommittee that they're looking into bidding out the inspection of the gym and playground equipment. She explained that the pricing we get from the state consortium for office supplies is very competitive and therefore won't be bid.

8. Discuss Capital Funds

It was suggested that the BOE meet with the Town to avoid duplication of efforts. Dr. Meyers added that the town has approximately \$25,000 in a fund at this time. Mr. Potochney noted that the Town will have ultimate control of this money. Dr. Forcella will talk with Mr. Mazza regarding the status of the capital fund.

9. Old Business

There was no old business to discuss.

10. New Business

There was no new business to discuss.

The meeting adjourned at 7:30 p.m.

Respectfully submitted,
Jill Del Gobbo