

Guilford Board of Education  
Finance Subcommittee Meeting  
Guilford High School, 605 New England Road, Guilford, CT  
Monday, April 11, 2011

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

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

Chris Moore and Ted Zuse joined the meeting in progress.

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

**1. Act on Minutes of 3/14/11 Finance Subcommittee Meeting**

Mrs. Renner made a motion which was seconded by Mr. Bishop to accept the March 14, 2011, Minutes.

**2. Review of Monthly Reports**

Mr. Bishop was the reviewer for March. He made note of the following expenses: an unused cell phone, telephone number ending in 0347; a public address system repair at A.W. Cox; some minimal unemployment claims as well as some boiler repairs. Mr. Bishop asked about a fire inspection charge for a kitchen hood wondering why this type of charge isn't covered under food service. Mrs. Trudeau explained that Mr. Gurnham takes responsibility for this inspection and therefore, it comes from his facility budget. A discussion was had regarding limiting printed pieces in the future, such as course catalogs and State of the Schools brochures.

Mrs. Renner asked Mr. Potochney how we looked for year-end. He said that after some account transfers, he thought we'd end the year within budget.

**3. Review Medical Benefits Account**

Mrs. Trudeau reported that March was even better than February as the deficit continues to reduce.

**4. Review of Food Service Financials**

Mrs. Trudeau stated that February was a good month, especially considering the snow days. Mrs. Trudeau added that she, Mr. Potochney and Dr. Forcella will meet with the food service consultant on Wednesday for a status update.

**5. Discuss Special Education Audit**

Mrs. Trudeau discussed the districts she's spoken with regarding their previous sped audits, as well CREC with regard to the scope of the audits they perform. This type of audit can cost in the neighborhood of \$15,000 to \$50,000. She will email the Board the reports she has for Norwalk and Ashford. She also added that once the budget passes, more in depth work will begin for the RFP. The subcommittee also noted that our administrative structure and the use of paras should be something the audit reviews.

**6. Discuss Anticipated Bids for Roof Snow Removal**

Mr. Zuse will ask for roof snow removal to be added to the Facility Subcommittee agenda for later this month and then report to this subcommittee regarding the scope of the RFP, etc.

**7. Old Business**

Old business was not discussed.

**8. New Business**

There was no new business to discuss.

A motion was made by Mr. Zuse and seconded by Mrs. Renner to adjourn the meeting at 7:20 p.m.

Respectfully submitted,  
Jill Del Gobbo