

Guilford Board of Education  
Finance Subcommittee Meeting  
Guilford High School, 605 New England Road, Guilford, CT  
Monday, June 13, 2011

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

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

Keith Bishop 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 5/9/11 Finance Subcommittee Meeting**

Since a quorum wasn't reached until after the meeting began, the previous month's minutes were approved after the completion of Item 2, at which time Mr. Bishop's motion for approval was seconded by Mrs. Renner, approving the May 9, 2011, minutes with the following revision regarding last month's "status quo" line: ECS funding is level and the construction grant is status quo regarding funding levels.

**2. Review of Monthly Reports**

Mrs. Dudley noted nothing unusual in this month's report which included such line items as salaries, employee benefits, special services, snow removal and tuition. It was also noted that the \$80,601 payment to Middletown BOE on the 5/11/11 warrant was voided and reissued on the 5/25/11 warrant. The CAPT breakfast and Guilford Pediatrics annual fee were also discussed.

**3. Review End of Year Projections and Transfers**

Mr. Potochney explained the current transfers required after reviewing the current projections using May's figures. Some of the specifics he mentioned were the salary account requiring additional funds and tuition only needing around \$130,000 instead of the originally noted \$175,000. He also noted that the current projection shows that we will end the year with \$50,000 unexpended.

**4. Discuss "Mission Statement" for Finance Subcommittee**

Dr. Meyers discussed his work with Mrs. Renner in creating a draft mission statement. After sharing their version, the subcommittee concluded that a revision including a line about public hearings for budgets will be added to the statement.

**5. Discuss Special Education RFP and Recommend Vendor to BOE**

Mr. Bishop told the subcommittee about his reference check for CREC. He spoke with four references including superintendents in Meriden, and a State Department of Education representative. He said CREC received raving reviews from each district he spoke with. He felt CREC was a good choice based on his findings. Dr. Meyers also told the subcommittee that he phoned Dr. McDonald regarding a possible conflict of interest and she confirmed that although CREC does have dealings with Guilford, there would be no conflict.

Mrs. Renner reported on Futures Education and said she spoke with three of their references, who all gave rave reviews, noting their Futures Education representative was very knowledgeable.

Dr. Meyers reported that his charge was to check on PCG, who he learned were very analytical in their reporting.

Mr. Zuse told the subcommittee that American Education Consultants out of Ohio noted approximately 25% of their fee as travel expenses and another \$5,000 for a "regional specialist."

Mr. Bloss reported that DMC came highly recommended, although they were more than three times the price of the lowest bid received.

The subcommittee agreed to interview the top two firms, Futures Education and CREC, as soon as possible.

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**6. Discuss Tuition for Educational Center for the Arts**

Dr. Forcella informed the subcommittee about notification he recently received from the State informing all school districts that their participation in ECA will go from paying \$1,000 per student (Guilford has 14 such students) to \$3,800 per student and that districts could not decrease the number of participating students to save money. He noted that CAFE is challenging this new rule.

**7. Receive Food Service and Medical Benefit Financials**

Mr. Potochney told the subcommittee that he's waiting for the Town to supply him with the medical benefit financials and will forward the documentation once it's received. Mrs. Trudeau distributed the current food service report noting year to year comparison figures are still off due to the 6 snow days last winter.

**8. Old Business**

Old business was not discussed.

**9. New Business**

New business was not discussed.

A motion was made by Mrs. Renner and seconded by Mr. Bishop to adjourn the meeting at 7:30 p.m.

Respectfully submitted,  
Jill Del Gobbo