

**Guilford Board of Education
Finance Subcommittee Meeting
Guilford High School, 605 New England Rd. Guilford CT
Monday September 12, 2011 6:30PM**

BOE Members Present: Keith Bishop, Sue Renner, Bill Bloss, Barbara Dudley. Ted Zuse joined the meeting already in progress.

BOE Staff Present: Linda Trudeau, Anne Keene, Andy Potochney.

Food Service: Diane Stockmann and Sandy White

The meeting was called to order at 6:35 by Keith Bishop.

1. Act on minutes of August 8, 2011 Finance Subcommittee Meeting

Mr. Bishop made a motion, seconded by Mr. Zuse, to approve the minutes with the following amendments:

- 3.) Correction to read "Day Pitney is the legal services reviewer of the technology lease." Under names present, Linda Stockmann has been changed to Diane. Add "of reducing cost of time requirements." after "Mrs. Trudeau has been working with Day Pitney on improving the cost"
- 6.) Change final sentence to read "A recommendation will be made to the full Board of Education for approval of transfers"

2. Review of Monthly Reports- Bill Bloss reviewer of month

Mr. Bloss was the reviewer for the month and made note of the following expenses:

Contracted Services is mainly for special services, including a summer reading program at the Learning House.

Under tuition/private school, the \$180,000 to AIND/Giant Steps is for ½ year tuition and a summer program for 3 students. Under property insurance, Mr. Bloss explained that CIRMA is for liability property insurance.

LD/SN Supplies to Guilford High Schools is for the Life Skills program where the students get a stipend to learn to work with money.

Woodwinds will reimburse the district for the rental agreement since the professional development was not held due to the hurricane.

Husse Seating Company is for inspection and renovation of seating at three schools.

Legal expense is to cover negotiations for three bargaining units and general legal expenses.

On page 7, Mystic Air Quality is for Asbestos abatement and site monitoring at Cox in July. Mr. Bishop asked if the complete list of prior year's encumbrances could be sent to the Board of Education members and Board of Finance.

3. Review Proposed 2012 -13 Budget timeline (exhibit)

Linda Trudeau reviewed the timeline stating that it is much the same as last year. The appropriate dates will be published for the public.

Dr. Keene will share the dates with incoming Superintendent Paul Freeman.

4. Update on Student Activity Fund

Mr. Potochney distributed a summary of the student activity fund. Most of the activity is at the high school in six categories: athletic activities, clubs, music, scholarships, class funds, and yearbook. In middle schools, the main activities are in music programs and field trips.

The athletics additions were explained as coming from BOE, referees, and gate receipts, boys and girls ice hockey.

Mrs. Renner questioned the balances on several funds. Mr. Potochney felt this is legitimate but should be monitored so the balances don't get too high.

5. Update on Annual Audit

The audit was started last week and should be complete in one more day. There have been no major issues raised; only procedural questions and background documentation were requested.

Mr. Zuse requested an accurate inventory of district owned items for the purposes of assessing if the technology leasing program is appropriate. Mrs. Trudeau will generate a list.

6. Update on Negotiations:

Clerical/Paraprofessionals – There is one open issue; legal counsel is reviewing the contract.

Custodial-The custodial contract is on the agenda for Sept.26 Board of Education meeting for board ratification.

Food Service- The negotiating team is working on scheduling another meeting date.

7. Update on Medical Account

Mr. Potochney distributed a medical benefits account projection for FY 2011-2012. It is very early to look at the report since timing changes the report. Mr.Zuse asked for a percentage increase on the cost of service to help determine if our increases are caused by utilization or rate of charge increase. Mr. Potochney will look into this.

8. Old Business

No old business was discussed

9. New Business

Mr. Zuse asked for clarification on who is eligible for enrollment in GPS. Dr. Keene explained the McKinney-Vento Act. Dr. Keene is the district homeless liaison and evaluates each situation. Final decisions are made by the Board of Education.

The hurricane expenses are being reviewed and the district is seeking assistance from FEMA this week.

A motion was made by Mr. Bishop and seconded by Mrs. Renner to adjourn the meeting at 7:28PM.

Respectfully submitted,

Sarah Cooper