
**TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT**

Finance Committee of the Trumbull Board of Education

Regular Meeting Minutes

Date of meeting:

Thursday, March 21, 2019

Attendees: Jackie Norcel, Kathleen Fearon, Sean O'Keefe

Absent – Loretta Chory

Location: Long Hill Administration Building

The meeting was called to order at 5:45 P.M.

The committee approved the minutes from March 7, 2019 by unanimous consent.

Mr. O'Keefe reviewed the Financials thru February, 2019. Overall, YTD February spending is \$58.1M which is 56.1% of the approved 2018-19 budget. This compares with 59.9% average attainment from the previous two years and 58.1% from the 2017-18 school year. Mr. O'Keefe described a number of timing issues to reconcile the current year to the prior year. The timing issues will self-correct by year end. However, he mentioned that when factoring in current encumbrances, there is likely a significant exposure which he addressed in detail at the March 7, 2019 BOE Finance Committee meeting. The exposures are primarily related to higher than budgeted accounts related to Special Education. In addition to reviewing the YTD February results, he also provided some feedback related to questions from the March 7 meeting.

Mr. O'Keefe then briefly reviewed a summary of the proposed Food Services that was presented at the last meeting as Mrs. Norcel was absent. All agreed that the next step was to finalize the timing of the proposed increase and present to the Board of Education for review and approval.

Next on the agenda was an update on the Breakfast Pilot Program at Frenchtown and Middlebrook Elementary Schools. Since the program began on January 7, 2019, a total of 3,049 breakfast meals have been served, an average of 82 per day. The most popular day in terms of sales activity is Friday with 805 meals served. The next most popular day is Wednesday (694) and the day with the lowest activity is Thursday. Food Services Director will be looking at the menu for Thursday to determine if there is a reason for the lower level of sales relative to Friday. In terms of the split between paid and free/reduced sales, paid sales account for one-third and free/reduced for two-thirds. Based on the results so far, the Finance Committee will be making a determination on whether to extend the program to the other Elementary Schools and the two Middle Schools at the beginning of the next school year.

As mentioned earlier, Mr. O'Keefe addressed the status of the 2018-19 budget during the February Financials and re-confirmed the potential exposure to the budget due to higher than expected spending in Special Education related accounts. Mr. O'Keefe again reviewed the

action plan to mitigate the exposure including the dependency on receiving from the Town the 2018-19 Excess Cost Grant (\$1,247,576) and Excess Cost Grant Prior Year Adjustment (\$264,436). Both of these amounts have been requested to the First Selectman and Director of Finance on March 12, 2019.

The final agenda item was a brief discussion regarding potential actions that would be needed to achieve the First Selectman's \$2.4M reduction to the Board of Education's year-to-year budget request of +4.30%. Mr. O'Keefe stated that achieving a +2.00% budget will be a challenge and will certainly require some very difficult choices.

The meeting was adjourned at 6:40 P.M.

Trumbull Board of Education - 2018-19 Budget Risks & Opportunities

Projected Risks

	<u>\$</u>
Special Education "Controllable" (incl approx \$200K unknown exps)	\$1,300,000
Special Ed Transportation	\$230,000
SPED Legal	\$30,000
Health (4%+ higher participation)	\$300,000
Electricity	\$100,000
Other	<u>TBD</u>
Total	\$1,960,000

Risk Mitigation Opportunities

2018-19 Excess Cost Grant	(\$1,247,576)
Prior Year Excess Cost Adj (added to ECS Grant)	(\$264,436)
Interns	(\$30,000)
Operational Challenge	(\$300,000)
e-Rate Funds (205)	(\$100,000)
Other	<u>TBD</u>
Total	(\$1,942,012)

BOE Finance Committee - Impact of 2019-20 Budget Reductions

March 7, 2019

Contractual & Mandatory Obligations

	<u>% of Budget</u>
Contractual: Salary & Benefits	83.57%
Transportation	5.28%
Tuition	<u>3.95%</u>
Total Contractual	92.80%
Mandatory: Energy & Utilities	1.97%
Total Contractual & Mandatory	94.77%

The following items are examples of the 2019-20 Budget Impact:

- 1). Programs, including co-curricular connections to school
- 2). Instructional support staff
- 3). Transportation policy including late buses
- 4). Use and service fees including Pay to Play activities, student parking, use of building
- 5). Professional Development and Curriculum Development funding
- 6). School Operational budgets
- 7). Security overtime