
TRUMBULL PUBLIC SCHOOLS TRUMBULL, CONNECTICUT

Finance Committee of the Trumbull Board of Education

Regular Meeting Minutes

Date of meeting:

Thursday, August 22, 2019

Attendees: Loretta Chory (Chair), Jackie Norcel, Kathleen Fearon, Sean O'Keefe

Additional Attendees: Dr. Jonathan Budd

Location: Long Hill Administration Building

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

The committee approved the minutes from June 24, 2019 by unanimous consent (there was no meeting scheduled in July 2019).

Dr. Budd reviewed with the Committee the current Budget Transfer Policy (#3160) and a draft of a revision. The purpose of the revision is to tighten up the language and authorization levels as it relates to budget transfers under emergency and non-emergency circumstances. In addition, the policy was updated to differentiate guidelines for non-emergency mandatory vs discretionary budget transfers. It was recommended that it be added to the August 27 Board of Education agenda for approval. Note: Attached is the final version which was approved by the Board of education at its meeting on August 27, 2019.

Next on the agenda was a follow up discussion of the yearend 2018-19 financial reports that had been approved and accepted by the Board of education at its meeting on August 13, 2019. Mr. O'Keefe was asked to prepare a list of all the year-end adjustments for review by the Finance Committee at its next meeting.

Mr. O'Keefe then discussed the outcome of the Freedom of Information Act request and appeal hearing that he participated in on July 22, 2019 in Hartford. As a result of the appeal process, Bridgeport Public Schools finally agreed to provide class size information related to Special Education classes that were held at the Fairchild Wheeler Magnet Schools prior to 2017-18. The data will be used to confirm Trumbull Public Schools' contention that the district was being charged the full cost of one-on-one Special Education sessions when in fact they were conducted in groups of between 6 and 13 students. The Finance Committee will review the data and make a recommendation to the Board of Education regarding next steps.

The Committee also discussed the FCW/Discovery Magnet tuition issue which continues to be litigated at the appellate level and Bridgeport's refusal to pay for their participation in the Agriscience program. It was recommended that Dr.Cialfi contact the town attorney on the AgriScience matter since the payment goes directly to the town, not to the BOE.

Finally, there was a brief discussion regarding the recent approval of the 2019-20 budget and the timing of the issuance of the schools and department-based budgets.

The meeting was adjourned at 6:50 P.M.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Finance Committee
of the
Trumbull Board of Education

Long Hill Administration Building
Thursday, August 22, 2019
5:45 pm

REGULAR MEETING AGENDA

1. Approval of Minutes of June 24, 2019 Meeting
2. New Business
 - a.) Discussion of Budget Transfer Policy and Other Policies with Financial Impact
 - b.) Review of Yearend 2018-19 Financials
 - c.) Discussion of SPED Services FOI and Next Steps
 - d.) Discussion of 2019-20 Budget
3. Old Business
 - a.) Update on Bridgeport billing issues

Note: Items may be added to the agenda under New Business with a 2/3 vote of the members.

3160/Budget Transfer

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 3000
CATEGORY: Business & Non-
Instructional Operations
POLICY CODE: 3160/Budget Transfer

BUDGET TRANSFER

Policy Statement

In accordance with Connecticut General Statutes §10-222, the money appropriated by the Town of Trumbull for the maintenance of its public schools shall be expended by and in the discretion of the Trumbull Board of Education. The Board may transfer any unexpended or uncontracted- for portion of any appropriation for school purposes to any other items of such itemized estimate.

The purpose of this Budget Transfer Policy and the Regulations hereunder is to set guidelines for the transfer of funds between budget object codes, and to give the Board of Education an opportunity to review deviations from the budget originally approved by the Trumbull Board of Education.

The Board of Education looks to the Superintendent and the Business Manager to inform it of potential line item budget over-runs. This communication should promote a positive relationship among the Administration, the Board of Education, and Town Boards related to how moneys are effectively being spent.

Adopted: 6/4/1996
Revised: 6/2/1998, 6/6/2000,
5/17/2005, 1/8/2009, 10/20/2015,
8/27/2019

References

- Connecticut Public Act 13-60
- Connecticut General Statutes §10-222

Regulations

During a fiscal year, the Board of Education may need to transfer funds from one budget line item to another.

The Board of Education may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other line item. Total expenditures shall not exceed the total appropriation made by the Town of Trumbull combined with such funding as may be received from other sources (e.g., grants, Pay to Participate fees, etc.) for school purposes.

The approval of such transfers shall be based upon need, emergencies, and/or circumstances that were unforeseen at the time of the adoption of the budget, or a reordering of priorities during the fiscal year.

1. Budget Transfers under Emergency Circumstances

- The Superintendent, in conjunction with the Business Manager, is authorized to make budget transfers under emergency circumstances (such as, but not limited to, safety, security, health, physical plant, logistics, and/or transportation) if the need for the transfer prevents the Board from meeting in a timely fashion to consider such transfer. The Superintendent shall notify Board of Education members of such a budget transfer within two business days. Discussion of the transfer, and whether a supplemental request to the Board of Finance is necessary, shall be added to the agenda of the next Finance Committee and/or the next Board of Education meeting. A written explanation of such a transfer shall be provided to the Board of Finance, the Trumbull Town Council, and the First Selectman.

2. Budget Transfers under Non-Emergency Circumstances

The Board establishes the following criteria for authorization of non-emergency transfers:

- Under non-emergency circumstances, the Superintendent and the Business Manager have the authority to transfer funds between any budget object codes in an amount not to exceed \$25,000.
 - All non-emergency transfers over \$25,000 shall be reviewed by the Superintendent and the Business Manager to determine if the expenditures that would require such transfer are of a mandatory or discretionary nature.
 - Mandatory non-emergency transfers include, but are not limited to, those related to expenditures required by State statute, such as IEP or due process expenditures. The Superintendent or the Business Manager may authorize any mandatory non-emergency transfer over \$25,000, but shall provide a detailed report on any such transfer at the next Regular Meeting of the Board of Education.
 - All discretionary non-emergency transfers over \$25,000 require prior authorization from the Board of Education.
3. All transfers, identifying the budget object code increased and the budget object code reduced, will be reviewed at each Regular meeting of the Finance Committee and then at the subsequent meeting of the full Board of Education.