

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Finance Committee
of the
Trumbull Board of Education

Long Hill Administration Building
Wednesday, October 28, 2015 – 5:30 p.m.

AGENDA

1. Approval of Minutes – September 30, 2015 meeting
2. New Business
 - a.) 2016 Five Year Capital plan review - Mark Deming
 - b.) REACH/REAL Program Status – Deb McGrath, Victor Alfandre
3. Old Business
 - a.) Audit Committee Policy – Therese Keegan (Town of Trumbull, Internal Auditor)
 - b.) 2016-17 Budget, status update - Sean O’Keefe
4. Business Manager Report – Sean O’Keefe
 - a.) Financial Reports thru September 2015
 - b.) Transfers
 - c.) Status of 2016-17 Budget

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

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Finance Committee of the Trumbull Board of Education

Minutes

September 30, 2015, 5:30 p.m.

The Finance Committee met at the Long Hill Administration Building on September 30, 2015. Members present: Loretta Chory (Chair), Sean O'Keefe, Rosemary Seaman, Joe Peddle. Invited guests: Peter Horton and Scot Kerr (THSGEMB), Mark Deming (Director of Facilities)

The Chair called the meeting to order at 5:30 p.m.

1. The Committee approved the minutes from the August 5, 2015 meeting by unanimous consent.

2. New Business

- a) Scot Kerr (THSGEMB) presented an overview that included financial and operational updates. Mr. Kerr reported great progress in all financial areas since May 2015. The budget has been revised to include: an increase in fundraising revenue, the receipt of a gift donation, tightening of spending controls, vendor competitive pricing, reduced Band Camp expenses, and fees collected from the Band Classic and the Delaware trip. Improvements in operations include: more timely collection of fees and greater transparency to membership and the Board of Education. The presentation concluded with a budget forecast, staffing update and the upcoming band schedule.
- b) A motion was made by L. Chory seconded J. Peddle to table 2016 Five Year Capital plan review to a later meeting. Vote: All in favor.
- c) Mr. Mark Deming, Director of Facilities briefly discussed the success of the Middlebrook Building Project and the financing related to Performance Contracting.
- d) The Committee will extend an invitation to Therese Keegan, Internal Auditor from Trumbull Town Hall to discuss Audit/Risk Assessment Policy at the next meeting.

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- e) Mrs. Seaman gave a status update on the revisions being made to the Budget Transfer Policy that allow the Superintendent to make emergency transfers.

- f) Mr. O'Keefe presented data for the funds needed to cover the hiring of additional teachers/paras. (Document attached). A motion was made by J. Peddle and seconded R. Seaman to approve the transfer of funds to cover the additional salaries. Vote: All in favor.

- g) Mr. O'Keefe summarized the 2016-17 Budget using MUNIS, the preferred platform.

3. Review of Monthly Financial Reports – Sean O'Keefe

- a) Mr. O'Keefe recapped the 2014-2015 year end financials.

The Committee will extend an invitation to Deb McGrath, (Reach Coordinator) and Victor Alfandre (REAL Coordinator) to attend the next meeting to discuss an overview of the programs. REACH is an alternative educational program that is offered at Madison Middle School for Trumbull and Monroe students. REAL is a substance abuse program offered in Monroe for Trumbull and Monroe students.

The meeting was adjourned at 7:00 p.m.