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SUPERINTENDENT

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November 19, 2015

Mrs. Suzanne Burr Monaco
Town Clerk
Town of Trumbull

Dear Mrs. Burr Monaco:

The Finance Sub-Committee of the Board of Education is scheduled to convene at Long Hill Administration Building for a meeting on Tuesday, November 24, 2015, at 5:30 p.m.

Sincerely,

A handwritten signature in black ink that reads "Gary A. Cialfi". The signature is written in a cursive, flowing style.

Gary A. Cialfi, Ed.D.
Superintendent

**TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT**

**Finance Committee
of the
Trumbull Board of Education**

**Long Hill Administration Building
Tuesday, November 24, 2015 – 5:30 p.m.**

AGENDA

- 1. Approval of Minutes – October 30, 2015 meeting**
- 2. New Business**
 - a.) REACH/REAL Program Status – Pauline Smith, TPS PPS Director**
- 3. Business Manager Report – Sean O’Keefe**
 - a.) Financial Reports thru October 2015**
 - b.) Transfers**
- 4. Old Business**
 - a.) Continuing Education Audit, status update – Mr. O’Keefe**

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

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TRUMBULL, CONNECTICUT

Finance Committee of the Trumbull Board of Education

Minutes

October 28, 2015, 5:30 p.m.

The Finance Committee met at the Long Hill Administration Building on October 28, 2015. Members present: Loretta Chory (Chair), Sean O'Keefe, Rosemary Seaman. Absent: Joe Peddle

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

1. The committee approved the minutes from the September 30, 2015 meeting by unanimous consent.

2. New Business

a.) Mark Deming (Director of Facilities) presented the 2016 Five Year Capital Plan Review. The proposal included capital funding for items such as paving, window replacement etc. In addition, there was a discussion of funds required for additional Energy Efficiency projects (via Performance Contracting) that could be funded either by bonding or through lease financing as was done recently for the Hillcrest Energy project. A portion of the bonding request also involved THS Athletics and that discussion was led by Mike King (Athletic Director). Mrs. Chory and Mrs. Seaman made the recommendation to move forward to the Board of Education on November 10 but felt that it would be beneficial to have these proposals reviewed by Mr. Donofrio and Mr. Peddle who are on the Building Committee. (Mr. O'Keefe has scheduled a meeting with Mr. Donofrio and Mr. Peddle for November 6).

b.) REACH/REAL Program Status- A motion was made by (L. Chory) seconded (R. Seaman) to table the REACH/REAL program review to a later meeting.
Vote: All in favor.

3. Old Business

a.) Audit Policy Committee-Therese Keegan (Town of Trumbull, Internal Auditor) gave a presentation on risk assessment and how to utilize proper channels to limit risk that encompassed examples of various fiscal strategies that impact

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efficiency in operations. At the suggestion of Mr. O'Keefe, a motion was made by (R. Seaman) and seconded by (L. Chory) to engage the town's internal auditor to assist the Business Office in performing a review of Continuing Education and related accounts, Summer School, Driver's Education, GED, Adult Education. Vote: All in favor. This request will be sent to the full board for approval at their next meeting.

b.) 2016-17 Budget- Sean O'Keefe gave a brief status update on the preparations for the upcoming budget review with the Board of Education in December.

4. Business Manager Report-The Chair tabled the review of the July – September financials until the next meeting.

The Board will extend an invitation to Pauline Smith, (PPS Director) to attend the next meeting to discuss an overview of the REACH and REAL programs and will be asked to provide related materials in advance so the committee members will have time to review them prior to the meeting.

The meeting was adjourned at 7:15 p.m.