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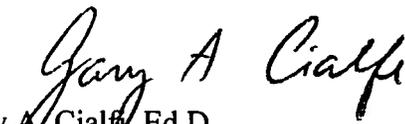
April 27, 2015

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 Wednesday, April 29, 2015 at 5:30 p.m.

Sincerely,


Gary A. Cialfi, Ed.D.
Superintendent

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Finance Committee
of the
Trumbull Board of Education

Long Hill Administration Building
Wednesday, April 29, 2015 – 5:30 p.m.

AGENDA

1. Approval of Minutes – March 18, 2015
2. Review of Monthly Financial Reports – thru March 2015
 - a.) Anticipated surplus update – Mr. O’Keefe
3. New Business
 - a.) Budget reductions to be considered in order to achieve the Town Council’s approved budget increase of 2.34%
4. Old Business
 - a.) Audit Committee Policy – update on Policy Cmte’s discussion of draft policy
 - b.) 1-to-1 comparison for teachers who have retired/resigned vs their replacements
Continuing Education deficit – Continue discussion from prior meeting
 - c.) THS Marching Band / Color Guard – update from Band on the accounting of their finances
 - d.) Elementary Band/Strings deficit – Continue discussion from prior meeting
 - e.) CT Public Sector Purchasing Coalition, Pharmacy Benefits
 - f.) investigating an insurance rider for students who travel abroad
 - g.) Checking with CRIMA for risk assessment for students/staff when traveling internationally

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

TRUMBULL PUBLIC SCHOOLS TRUMBULL, CONNECTICUT

Finance Committee of the Trumbull Board of Education

Minutes

Date of meeting:

March 18, 2015

Attendees:

Loretta Chory (Chair), Rosemary Seaman, Sean O'Keefe, Joe Peddle (by phone in latter half of meeting)

Invited Guests:

None

Other Attendees:

Susan LaFrance

Location:

Long Hill Administration Building

Start: 5:30 P.M.

End: 6:30 P.M.

The Chair called the meeting to order at 5:30 P.M.

The committee approved the minutes from February 25, 2015 by unanimous consent.

Mr. O'Keefe reviewed the February 2015 Financials Report with the committee. During the discussion, Mr. O'Keefe reviewed the status of the Technology-Classroom Equipment account (01421001-57310) which was showing an available amount of (\$174,810) in the detail expense report for February 2015. He stated that approximately \$140,000 of this amount was temporarily parked in this account pending finalization of the Security Grant budget update and would be transferred out to the grant in March and April (\$125,000 for radios, transmitters and repeaters for enhanced security for the district and \$15,000 for laptops for the new security guards in all schools). At that point, Mrs. Seaman inquired why the security guards were given laptops vs smaller hand-held devices. Mr. O'Keefe responded that most likely that surveillance on multiple cameras was best handled on a larger screen but would confirm with Mr. Hackett. (Mr. O'Keefe confirmed with Mr. Hackett on March 19 that smaller mobile devices would not be able to handle high resolution video accessing multiple cameras). Regarding the remaining amount of (\$35,000), Mr. O'Keefe advised that it was primarily driven by higher lease payments (\$24K) caused by additional requirements (vs what was estimated in October of 2013 when the budget was requested); and a lower recovery (\$9K) from e-Rate funds. Mrs. Chory requested for details of all expenses that have been covered this year e-Rate funds. Mr. O'Keefe then discussed that there will be an additional expense in this account in March of approximately \$20,000 for the purchase of a new firewall for the district. He explained that Mr. Hackett in Technology had received numerous complaints about the slowness of all web-related activity from many of the schools and had an expert come in who concluded that with all of the new equipment in use within Trumbull Public Schools, our current firewall could no longer handle the volume. The

firewall was installed on Friday, March 13 before the start of the SBAC testing and the performance is vastly improved. Mrs. Chory expressed concern that this was not budgeted, caused the equipment account to be further exposed and no transfer was submitted for approval by the Board of Education. Mr. O'Keefe responded that this was an expense that was mandatory and had to be done quickly using a state bid. Mrs. Chory stated that she would like to review the Finance Policy for purchases like this.

Mr. Peddle phoned into the meeting at this juncture.

The next item on the agenda was a draft of a policy establishing an Audit Committee. The draft was written by Mrs. Chory and based on a policy used by the Avon School District. Mrs. Chory asked Mr. O'Keefe to review it for suggestions and that it would be discussed at the next Policy Committee meeting.

Next item was a request from Mr. Peddle to conduct an updated savings analysis on recent retirees and backfills to determine if the reduction assumption in our 2014-15 and 2015-16 budgets are appropriate. (Mr. O'Keefe obtained the data on March 19 and will respond back to Mr. Peddle and the Finance Committee with other follow up questions).

Next on the agenda was a discussion related to International field trips which was requested by Mrs. Seaman. Mr. O'Keefe was asked to contact Attorney Dugas for some clarity with regard to contacting CIRMA. (Mr. O'Keefe did contact Attorney Dugas and he will be calling his contact at CIRMA for some formal guidance related to overnight international and domestic field trips). Also, Mr. O'Keefe will be contacting Bollinger Insurance (carrier for our Sports/Activities insurance) to inquire about their current offerings.

The final discussion items included updates on THS Marching Band, Continuing Ed, and Elementary Band/Strings. Mr. O'Keefe will contact Mr. Horton to request he present the latest financials with his new Treasurer. In addition, Mr. O'Keefe will contact the officers of the THS Marching Band 501c3 to obtain a copy of the audit that was scheduled to be performed after the news of the arrest of the former Treasurer back in December 2014. Related to the Continuing Ed deficit, Mr. O'Keefe will complete the financial analysis (by course for the last three years) including an allocation of indirect costs and will provide to the Finance Committee at the next meeting. Mrs. Chory and Mrs. Seaman also requested a list of other 501c3's associated with Trumbull Public Schools.

Meeting was adjourned at 6:30 P.M.