
Agenda

Thomaston Board of Education Budget Committee Meeting

Thomaston Town Hall
Superintendent's Office
Monday, October 20, 2014
5:00P.M.

Budget Committee Members:

Alexander Lee, Budget Committee Chairperson and Board of Education Treasurer
Roxy Fainer, Board of Education Chairperson
Kathleen Freimuth, Board of Education Vice Chairperson
Rebecca Guay
Francine Coss, Superintendent
Todd Bendtsen, Business Manager

I. Call to Order:

The meeting was called to order at 5:00P.M. by Alexander Lee, Budget Committee Chairperson and Board of Education Treasurer.

Committee Members in attendance:

Alexander Lee, Roxy Fainer, Kathleen Freimuth, Rebecca Guay, Francine Coss, and Todd Bendtsen.

Others in attendance:

John Perrucci (Thomaston High School Principal) and Aimee Turner (Director of Pupil-Personnel Services).

II. Business and Finance – September 2014:

A. Todd Bendtsen presented the September 2014 Business Report (see attached report for details):

- Branch Road Crossing
- Thomaston High School Driveway
- InfoSnap Registration Module

- Education Connection
- Black Rock School Roof Project
- Special Education Budget

B. Todd Bendtsen presented the September 2014 Finance Report (see attached report for details):

- 2013-2014 Budget
- 2014-2015 Budget
- Expenditures – September 2014
- Transfers – September 2014
- 2012 - 2016 Grant Report

C. Discussion:

- Policy 5139 – Participation Fees for School Activities
 - John Perrucci presented an oral proposal on the use of participation fees collected for athletics, specifically, for the use of securing an athletic trainer for Thomaston Public Schools Connecticut Interscholastic Athletic Conference (CIAC) teams. Alternative options for the use of participation fees were team uniforms and team transportation. A discussion about the original proposal and alternative options followed with no final recommendation. The Chromebook participation fee was also discussed. A projection of \$6,000 was discussed regarding the collection of Chromebook participation fees. Francine Coss reminded the committee of the plan for Chromebook participation fees, specifically, that all Chromebook participation fees collected shall be placed in a separate account and used to offset the cost of Chromebook repair and replacement not covered under the warranty.
- Policy 9270(a) – Conflict of Interest
- Policy 9250 – Remuneration and Reimbursement
 - Francine Coss identified policies 9270(a) and 9250 as recently reviewed bylaws by the Policy Committee. During the September 29, 2014 review of these bylaws, a Board member informed the committee of payment received from the district for work completed during a Thomaston Public Schools athletic event which was in direct conflict with these bylaws. Francine Coss informed Policy Committee members that the Board member receiving payment from the district had returned the payment in full and was no longer in conflict with these bylaws.

III. Adjourn:

The meeting adjourned at 5:32P.M.

**Thomaston Board of Education
Business and Financial Report**

September 2014

Respectfully submitted by Todd Bendtsen, Business Manager

Business Report

Branch Road Crossing: Superintendent Cross and Police Chief Campbell met to share information on the proposed change in street signs for the BRS crosswalks. The lighted signs proposed last month have been deemed cost prohibitive and an alternate plan has been proposed (see attachment I).

High School Driveway: The cost of the driveway paving project at Thomaston High School was approved at a Town Meeting. All associated costs shall be billed to the Board of Education, i.e. striping/lines back filling curb gap area, engineering study of quality of new pavement. It is the Town's intention to deduct any of the above-listed associated costs if it is determined that said costs were a result of the paving company's negligence.

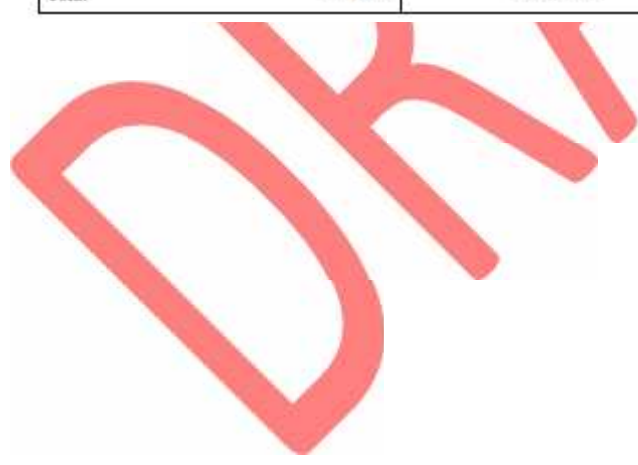
InfoSnap: During the budget Committee meeting, members requested references from other districts using InfoSnap. An email with this information was sent soon after the Budget Committee meeting, I have also included it in this report (see attachment II).

Education Connection: We received a letter from Education Connection stating that as thirty days from the date of the letter, they will no longer be providing food service management for us (see attachment III). After a meeting with them, it was determined that Friday October 31st was a better day for separation. All the financial information will be loaded on our Phoenix system and will reside with us instead of Education Connection.

Black Rock School Roof Project: Included for your review is a letter from the Office of School Facilities concerning the Black Rock School Roof Project (see attachment IV). I will be meeting with Tracy Decker and Ken Koval to review this letter.

Special Education Budget Update: The Special Education budget update is as follows:

Expenditure Type	Budgeted Costs	Anticipated Costs	Anticipated Revenue or In-Budget Transfer	Difference
Tuition	\$221,533	\$958,620.89		
Transportation	\$353,305	\$907,093.30		
Total	\$574,838	\$1,865,714.2	\$129,000 (In-Budget Transfer)	\$333,206.20



Financials: 2013-2014 Budget

Thomaston Board of Education financial information is presented in two ways: (1) without encumbrances and (2) with encumbrances. For 2013-2014 there are no outstanding encumbrances because the budget year is over. In the 2013-2014 Budget Table without Encumbrances, 100.00% of the budget has been spent. This includes \$338,157 in excess cost revenue being credited to the 560 Tuition Account.

2013-2014 Budget Table without Encumbrances

Object and Description	Original Budget	Transfers	Adjusted Appropriation	Year-to-Date (YTD) Expended	Year-to-Date Percent Expended
111 CERTIFIED PERSONNEL	\$6,766,262.00	(\$6,287.39)	\$6,759,974.61	\$6,700,541.17	99.27%
112 NON-CERTIFIED PERSONNEL	\$1,598,771.00	(\$10,310.05)	\$1,588,460.95	\$1,601,547.68	100.95%
200 EMPLOYEE BENEFITS	\$2,963,152.00	(\$23,298.00)	\$2,939,854.00	\$2,551,531.03	86.79%
300 OTHER PROF TECH SERVICE	\$233,192.00	\$880.90	\$234,072.90	\$181,990.95	77.75%
400 PROPERTY SERVICE	\$686,214.00	\$55,972.80	\$742,186.80	\$851,880.06	114.78%
510 PUPIL TRANSPORTATION	\$721,931.00	(\$3676.00)	\$718,255.00	\$759,064.30	105.68%
521 LIABILITY INSURANCE	\$325.00	\$8.00	\$333.00	\$324.00	97.30%
560 TUITION	\$247,832.00	(\$40,811.47)	\$207,020.53	\$235,469.86	113.74%
563 SPECIAL EDU NON PUBLIC	\$341,395.00	\$0.00	\$341,395.00	\$562,513.95	164.77%
590 OTHER PURCHASED SERVICE	\$139,358.00	\$8,366.36	\$147,724.36	\$186,920.87	126.53%
611 INSTRUCTIONAL SUPPLIES	\$149,072.00	(\$7,230.00)	\$141,842.00	\$129,416.63	91.24%
641 TEXTBOOKS	\$97,060.00	(\$2,499.33)	\$94,560.67	\$59,330.65	61.00%
642 LIBRARY BOOKS & PER	\$15,095.00	\$11,343.73	\$26,438.73	\$21,537.82	81.45%
690 OTHER SUPPLIES & MATER	\$168,731.00	(\$15,864.58)	\$152,866.42	\$150,175.17	98.23%
730 INSTRUCT EQUIPMENT	\$31,400.00	\$25,218.18	\$56,618.18	\$64,304.75	113.58%
735 TECHNOLOGY SOFTWARE	\$13,000.00	(\$2,000.00)	\$11,000.00	\$9,643.27	87.67%



739 OTHER EQUIPMENT	\$156,743.00	\$416.85	\$160,833.85	\$184,715.80	114.83%
810 DUES AND FEES	\$150.00		\$150.00	\$0.00	0.00%
890 OTHER OBJECTS	\$112,967.00	\$6,088.00	\$119,055.00	\$149,772.26	125.80%
TOTAL:	\$14,410,693.00	\$0.00	\$14,410,693.00	\$14,410,689.22	100.00%

2014-2015 Budget Table without Encumbrances

The 2014-2015 Budget Table without Encumbrances shows the budget expended 20.38%. Expenditures for September 2014 for the 2014-2015 fiscal year are \$921,381.36.

Object and Description	Original Budget	Transfers	Adjusted Appropriation	Year-to-Date (YTD) Expended	Year-to-Date Percent Expended
111 CERTIFIED PERSONNEL	\$7,071,648.00	\$0.00	\$7,071,648.00	\$861,932.51	12.19%
112 NON-CERTIFIED PERSONNEL	\$1,630,476.00	\$0.00	\$1,630,476.00	\$358,709.34	22.00%
200 EMPLOYEE BENEFITS	\$2,752,922.00	\$0.00	\$2,752,922.00	\$843,956.40	30.66%
300 OTHER PROF TECH SERVICE	\$154,231.00	\$0.00	\$154,231.00	\$25,593.18	16.59%
400 PROPERTY SERVICE	\$756,235.00	\$0.00	\$756,235.00	\$152,465.76	20.16%
510 PUPIL TRANSPORTATION	\$641,610.00	\$0.00	\$641,610.00	\$353,270.24	55.06%
521 LIABILITY INSURANCE	\$375.00	\$0.00	\$375.00	\$0.00	0.00%
560 TUITION	\$347,173.00	\$0.00	\$347,173.00	\$33,990.13	14.04%
563 SPECIAL EDU NON PUBLIC	\$126,533.00	\$0.00	\$126,533.00	\$20,424.28	16.14%
590 OTHER PURCHASED SERVICE	\$134,697.00	\$0.00	\$134,697.00	\$13,535.97	10.06%
611 INSTRUCTIONAL SUPPLIES	\$168,407.00	\$0.00	\$168,407.00	\$51,010.39	30.29%
641 TEXTBOOKS	\$46,846.00	\$0.00	\$46,846.00	\$26,806.11	57.22%
642 LIBRARY BOOKS & PER	\$25,070.00	\$0.00	\$25,070.00	\$12,349.94	50.06%
690 OTHER SUPPLIES & MATER	\$171,184.00	\$0.00	\$171,184.00	\$95,074.07	55.54%
730 INSTRUCT EQUIPMENT	\$181,001.00	\$0.00	\$181,001.00	\$16,701.76	9.23%
735 TECHNOLOGY SOFTWARE	\$38,000.00	\$0.00	\$38,000.00	\$4,556.00	10.93%

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890 OTHER OBJECTS	\$127,267.00	\$34,933.00	\$162,200.00	\$5,130.99	\$26,534.23	19.52%
TOTAL:	814,466,784.00	80.00	814,466,784.00	\$1,330,358.79	\$2,948,816.33	31.10%

There is an estimated deficit in the tuition line of \$389,460. There is approximately \$100,000 surplus in other budget line items and grant budgets are being reviewed to try to offset this deficit.

2014-2015 Transfers for September 2014:

Policy 3160 (Business/Non-Instructional Operations-Transfers of Funds Between Categories) states, "The Superintendent, or their designee, may transfer any unexpended or not contracted portion of any appropriation for school purposes to any other line item of such itemized estimate up to a limit of \$5,000 for any one occurrence." The 2014-2015 Transfer Table shows all transfers occurring in July 2014 up to the aforementioned limit. The transfers total is \$6,544.73 for September.

2014-2015 Transfer Table

Account Number	Transfer Type	Transfer Date	Transfer Description	Transfer Amount	Type
1-00-00240-05-1200-511	FROM	9/17/2014	TEACHING SUPPLIES	(\$677.00)	SUPERINTENDENT APPROVED TRANSFERS
1-00-00235-05-2200-511	To	9/17/2014	VIDEO TAPES-COMP SOFTWARE	\$677.00	SUPERINTENDENT APPROVED TRANSFERS
1-00-00240-05-1200-511	From	9/17/2014	TEACHING SUPPLIES	(\$2,439.00)	SUPERINTENDENT APPROVED TRANSFERS
1-00-00238-05-1200-511	To	9/17/2014	TESTING MATERIALS	\$2,439.00	SUPERINTENDENT APPROVED TRANSFERS
1-00-00650-04-0500-690	From	9/17/2014	CUSTODIAL SUPPLIES	(\$3,428.73)	SUPERINTENDENT APPROVED TRANSFERS
1-00-00630-04-2500-690	To	9/17/2014	FUEL	\$3,428.73	SUPERINTENDENT APPROVED TRANSFERS
Total:				(\$6,544.73)	

2013-2016 Grant Report:

All grant funds on record are shown below. The table below shows all available grant appropriations and expenditures.

Grant Duration	Grant Name/Description	Original Budget	Transfers	Adjusted Appropriation	Year-to-Date Expended	Percent Expended
2014-2015	School Readiness	\$128,835.00	\$0.00	\$128,835.00	\$30,073.33	23.34%
2014-2015	Adult Education	\$15,429.00	\$0.00	\$15,429.00	\$0.00	100.00%
2014-2015	Discovery/Graustein	\$10,000.00	\$0.00	\$10,000.00	\$3,075.67	30.76%
2013-2015	Title I	\$18,201.74	\$0.00	\$18,201.74	\$3,340.96	18.36%
2014-2016	Title I	\$96,433.00	\$0.00	\$96,433.00	\$13,843.64	14.36%
2013-2015	Title II A	\$30,416.00	\$0.00	\$30,416.00	\$1,815.00	5.97%
2014-2016	Title II A	\$30,416.00	\$0.00	\$30,416.00	\$0.00	0.00%
2013-2015	IDEA Section 611	\$16,340.76	\$0.00	\$16,340.76	\$7,026.50	43.00%
2014-2016	IDEA Section 611	\$222,154.00	\$0.00	\$222,154.00	\$27,972.20	12.59%
2013-2015	IDEA Section 619	\$7,199.42	\$0.00	\$7,199.42	\$1,423.20	19.80%
2014-2016	IDEA Section 619	\$18,779.00	\$0.00	\$18,779.00	\$2,655.64	14.14%
2014-2015	CT Community Foundation	\$8,700.00	\$0.00	\$8,700.00	\$0.00	\$0.00
Grand Total for Report		\$602,903.92	\$0.00	\$602,903.92	\$91,828.41	15.23%

Unlike the comparison that can be made between the percent expended and the percent completed of the fiscal year, the percent expended for grants cannot be compared as simply. Some of these grant funds were available in the 2013-2014 fiscal year and some will be available through the 2015-2016 fiscal year.