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

September 2015

Respectfully submitted by Todd Bendtsen, Business Manager

Business Report

Roof Inspection Report for Center School: Attached is a copy of the Semi-annual roof condition report for Center School. I will check with Ken Koval on the status of repairing the hole on section L of the roof, repairing the flashing on section R of the auditorium roof and scheduling some warranty work that needs to be done.

Heating Oil for 2016-2017: Thomaston, Plymouth and Wolcott went out to bid for #2 heating oil and Dime Oil was the low bidder with a mark-up price of .1697. Currently the price would be \$1.88 if we locked in today. We need to decide a “strike price”, a price that we want to lock in at when the market reaches that point.

Health Inspection Report: Black Rock received a grade of 100 on a Health inspection report completed on October 7 by the State of Connecticut Department of Public Health. Carmen and his staff should be commended for a job well-done. Attached is a copy of the report for your review.

Ken Koval Memorandum

Thomaston Center School Semi-Annual Roof Condition Report

TOWN OF THOMASTON SEMI-ANNUAL ROOF CONDITION REPORT

This report should be completed in the spring and fall to ascertain the condition of the buildings roof and to take any corrective action/repair needed.

Building Name: Thomaston Center School Prepared by: George Newsome Date: 10/1/15

CONDITION ANALYSIS

- 1) Roof & drains cleaned of any debris see drawing Yes No
- 2) Roof flashing & membrane condition Good Fair Poor
- 3) Metal roof & wall panel condition Good Fair Poor
- 4) Metal edge & Gravel stop condition Good Fair Poor
- 5) Vent pipe(s) condition Good Fair Poor
- 6) Flashings condition Good Fair Poor
- 7) Drains condition Good Fair Poor
- 8) Roof top equipment condition Good Fair Poor

Please provide a brief explanation of any corrective action taken

Hole in Metal Roof section "L" on drawing. Located 10 feet up 2nd hole.
 *Flashing needs repair on section "R" and North side of A and roof.

Please detail any concerns you have concerning the condition of the roof

WARRANTY WORK ON SECTION R @ K HAVE BEEN MARKED ON THESE ROOFS BUT WORK HAS NOT BEEN SCHEDULED AS OF 10/1/15.

Please provide any other comments you deem appropriate

Roof needs to be inspected more than 2 times a year as reported before.

PLEASE NOTE GUIDELINES ON BACK OF FORM FOR CONDITION DETAIL.

Completed forms should be distributed as follows:
 School Buildings: Copies to School Superintendent, Principal, Town Hall Maint. Coord.
 All other town buildings: Copy to Town hall maintenance record folder

MEMORANDUM

TO: RALPH GILNACK (THS)
 GEORGE NEWSOME (TCS)
 CRAIG LEFEBVRE (BRS)

FROM: KEN KOVAL

RE: SEMI-ANNUAL ROOF INSPECTIONS

DATE: SEPTEMBER 28, 2015

As you know, we instituted a semi-annual roof maintenance and inspection procedure to be completed in the spring and fall.

It is now time to complete the fall inspections and reports.

I have attached a copy of the report form for your use. Please complete the inspection and report for your building and forward a copy to Ken Hopkins and me by October 23, 2015.

Once we receive your reports we have been instructed forward a complete package to the Board of Selectmen and the Capital Expenditure Committee.

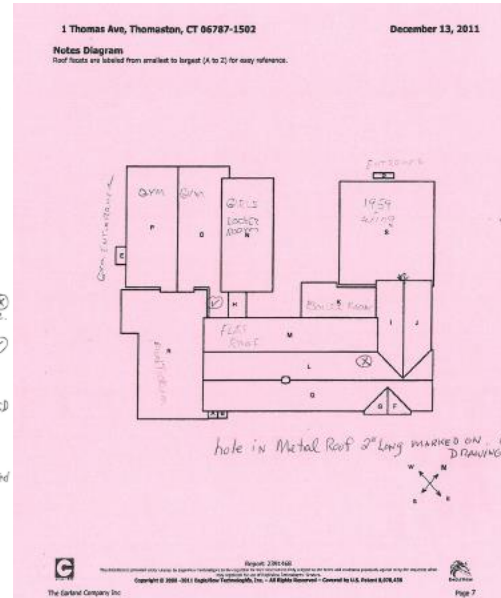
Your assistance in this process is greatly appreciated.

Thank you.

Ken

cc: F. Cross
 T. Bendison
 J. Perrucci
 J. Kozlak
 K. Bernier
 E. Mone

encl.



Black Rock School Health Inspection Report

048-1000a, 11/05 INSPECTION REPORT STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH
 FOOD SERVICE ESTABLISHMENTS 413 Capitol Avenue, 06108, Hartford, CT 06103

ESTABLISHMENT: Black Rock School
 TOWN: Thomaston
 INSPECTION DATE AND TIME: 10/7/15 10:00

Based on an inspection this day, the items marked below identify the violations in operation or facilities which must be corrected by the date specified below.

SOURCES OF FOOD	EQUIPMENT & UTENSILS: CLEANLINESS	VERMIN CONTROL
1. Approved sources, wholesome, unadulterated 4	21. Uncovered, unspiced, covered, dusted 1	43. Presence of insecticides 2
2. Display container properly labeled 1	22. Wash water clean, proper temperature 1	43.1. (over wrap) protected against entrance of insects/rodents
3. Display container properly stored 1	23. Accurate thermometer present, date tested, fused 1	
4. Display container properly covered 1	24. Sanitation logs for water, chemical 1	
5. Display container properly labeled 1	25. Clean wiping cloths 1	
6. Display container properly covered 1	26. Food contact surfaces of utensils & equipment clean 1	
7. Display container properly covered 1	27. Nonfood contact surfaces of utensils & equipment clean 1	
8. Display container properly covered 1	28. Equipment/sinks, storage handling 1	
9. Display container properly covered 1	29. Display container properly covered 1	
10. Display container properly covered 1	30. Display container properly covered 1	
11. Display container properly covered 1	31. Beverage dispenser approved 4	
12. Display container properly covered 1	32. Proper disposal of waste water 1	
13. Display container properly covered 1	33. Plumbing 1	
14. Display container properly covered 1	34. No cross connection back siphonage, backflow 4	
15. Display container properly covered 1	35. Toilet facilities 1	
16. Display container properly covered 1	36. Adequate, convenient, accessible, assigned, attended 4	
17. Display container properly covered 1	37. Toilet rooms enclosed with self-closing door 1	
18. Display container properly covered 1	38. Proper fixtures provided, good repair, clean 1	
19. Display container properly covered 1	39. Handwashing facilities 1	
20. Display container properly covered 1	40. Sinks for handwashing, hot water, soap, paper towels, hand sanitizer 1	
21. Display container properly covered 1	41. Clean, sanitized, stored, protected 1	
22. Display container properly covered 1	42. Clean, sanitized, stored, protected 1	
23. Display container properly covered 1	43. Clean, sanitized, stored, protected 1	
24. Display container properly covered 1	44. Clean, sanitized, stored, protected 1	
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74. Display container properly covered 1	94. Clean, sanitized, stored, protected 1	
75. Display container properly covered 1	95. Clean, sanitized, stored, protected 1	
76. Display container properly covered 1	96. Clean, sanitized, stored, protected 1	
77. Display container properly covered 1	97. Clean, sanitized, stored, protected 1	
78. Display container properly covered 1	98. Clean, sanitized, stored, protected 1	
79. Display container properly covered 1	99. Clean, sanitized, stored, protected 1	
80. Display container properly covered 1	100. Clean, sanitized, stored, protected 1	

DEMERIT SCORE: 0

TOTAL: 100 RATING: A Self-Corrections Due: 0

Signature of Person in Charge: [Signature]

DATE: 10/7/15

DESCRIBE DEFICIENCIES ON CONTINUATION SHEETS

DISTRIBUTION: 1 - White - Health Department 2 - Yellow - Owner/Operator

2015-2016 Budget Table without Encumbrances

The 2015-2016 Budget Table without Encumbrances shows the budget expended 17.08%. 2015-2016 budget expenditures paid in September 2015 are **\$1,347,585.85**.

Object and Description	Original Budget	Transfers	Adjusted Appropriation	Year-to-Date (YTD) Expended	Year-to-Date Percent Expended
111 CERTIFIED PERSONNEL	\$6,292,992.00	(\$3,700.00)	\$6,289,292.00	\$659,604.43	10.49%
112 NON-CERTIFIED PERSONNEL	\$1,594,962.00		\$1,594,962.00	\$311,585.74	19.54%
200 EMPLOYEE BENEFITS	\$2,810,176.00		\$2,810,176.00	\$948,936.88	33.77%
300 OTHER PROF TECH SERVICE	\$628,260.00	(\$4500.00)	\$623,760.00	\$69,950.12	11.21%
400 PROPERTY SERVICE	\$727,667.00	\$1714.35	\$729,381.35	\$95,347.51	13.07%
510 PUPIL TRANSPORTATION	\$806,668.00		\$806,668.00	\$52,612.79	6.52%
521 LIABILITY INSURANCE	\$375.00		\$375.00		0.00%
560 TUITION	\$554,031.00		\$554,031.00	\$47,789.95	8.63%
563 SPECIAL EDU NON PUBLIC	\$222,593.00		\$222,593.00	\$22,055.99	9.91%
590 OTHER PURCHASED SERVICE	\$125,108.00		\$125,108.00	\$36,481.88	29.16%
611 INSTRUCTIONAL SUPPLIES	\$156,265.00	(\$414.35)	\$155,850.65	\$71,555.50	45.91%
641 TEXT BOOKS	\$70,059.00	\$2,250.00	\$72,309.00	\$37,007.17	51.18%
642 LIBRARY BOOKS & PER	\$20,530.00		\$20,530.00	\$6,723.39	32.75%
690 OTHER SUPPLIES & MATER	\$206,812.00	(\$5,880.00)	\$200,932.00	\$71,353.65	35.51%
730 INSTRUCT EQUIPMENT	\$42,557.00	\$15,650.00	\$58,207.00	\$27,092.08	46.54%
735 TECHNOLOGY SOFTWARE	\$21,300.00		\$21,300.00	\$8,056.35	37.82%
739 OTHER EQUIPMENT	\$323,256.00	\$880.00	\$324,136.00	\$15,541.35	4.79%
810 DUES AND FEES	\$150.00	\$6000.00	\$5,850.00	\$0.00	0.00%
890 OTHER OBJECTS	\$192,989.00		\$192,989.00	\$44,925.41	23.28%
TOTAL:	\$14,796,750.00	\$0.00	\$14,796,750.00	\$2,526,620.19	17.08%

2015-2016 Budget Table with Encumbrances

The 2015-2016 Budget Table with Encumbrances shows the budget expended 23.96%.

Object and Description	Original Budget	Transfers	Adjusted Appropriation	Encumbered	Year-to-Date (YTD) Expended	Year-to-Date Percent Expended
111 CERTIFIED PERSONNEL	\$6,292,992.00	(\$3,700.00)	\$6,289,292.00		\$659,604.43	10.49%
112 NON-CERTIFIED PERSONNEL	\$1,594,962.00		\$1,594,962.00		\$311,585.74	19.54%
200 EMPLOYEE BENEFITS	\$2,810,176.00		\$2,810,176.00		\$948,936.88	33.77%
300 OTHER PROF TECH SERVICE	\$628,260.00	(\$4500.00)	\$623,760.00	\$322,205.47	\$69,950.12	62.87%
400 PROPERTY SERVICE	\$727,667.00	\$1714.35	\$729,381.35	\$109,964.12	\$95,347.51	28.15%
510 PUPIL TRANSPORTATION	\$806,668.00		\$806,668.00	\$3,111.28	\$52,612.79	6.91%
521 LIABILITY INSURANCE	\$375.00		\$375.00	\$233.00		62.13%
560 TUITION	\$554,031.00		\$554,031.00	\$258,971.90	\$47,789.95	55.37%
563 SPECIAL EDU NON PUBLIC	\$222,593.00		\$222,593.00	\$198,946.77	\$22,055.99	99.29%
590 OTHER PURCHASED SERVICE	\$125,108.00		\$125,108.00	\$7,709.50	\$36,481.88	35.32%
611 INSTRUCTIONAL SUPPLIES	\$156,265.00	(\$414.35)	\$155,850.65	\$27,652.64	\$71,555.50	63.66%
641 TEXTBOOKS	\$70,059.00	\$2,250.00	\$72,309.00	20,026.48	\$37,007.17	78.87%
642 LIBRARY BOOKS & PER	\$20,530.00		\$20,530.00	3,293.62	\$6,723.39	48.79%
690 OTHER SUPPLIES & MATER	\$206,812.00	(\$5,880.00)	\$200,932.00	\$7,939.80	\$71,353.65	39.46%
730 INSTRUCT EQUIPMENT	\$42,557.00	\$15,650.00	\$58,207.00	\$6,997.78	\$27,092.08	58.57%
735 TECHNOLOGY SOFTWARE	\$21,300.00		\$21,300.00	2,000.00	\$8,056.35	47.21%
739 OTHER EQUIPMENT	\$323,256.00	\$880.00	\$324,136.00	\$22,223.53	\$15,541.35	11.65%
810 DUES AND FEES	\$150.00	\$6000.00	\$5,850.00	\$150.00	\$0.00	-2.56%
890 OTHER OBJECTS	\$192,989.00		\$192,989.00	\$26,638.12	\$44,925.41	37.08%
TOTAL:	\$14,796,750.00	\$0.00	\$14,796,750.00	\$1,018,064.01	\$2,526,620.19	23.96%

2015-2017 Grant Report:

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

Grant Fiscal Year End	Grant Name/Description	Original Budget	Transfers	Adjusted Appropriation	Year-to-Date Expended	Percent Expended
2015-2016	School Readiness	\$131,502.00	\$0.00	\$131,502.00	\$16,132.50	12.27%
2015-2016	Adult Education	\$15,429.00	\$0.00	\$15,429.00	\$0.00	0.00%
2015-2016	Title I	\$9,502.09	\$0.00	\$9,502.09	\$536.94	5.65%
2015-2016	Title IIA	\$30,369.00	\$0.00	\$30,369.00	\$50.00	0.16%
2015-2016	IDEA Section 611	\$40,826.66	\$0.00	\$40,826.66	\$2,196.98	5.38%
2015-2016	IDEA Section 619	\$1,494.50	\$0.00	\$1,494.50	\$114.92	7.69%
SUBTOTAL		\$229,123.25	\$0.00	\$229,123.25	\$19,031.34	8.31%
2016-2017	Title I	\$96,088.00	\$0.00	\$96,088.00	\$7,430.64	7.73%
2016-2017	Title IIA	\$30,369.00	\$0.00	\$30,369.00	\$0.00	0.00%
2016-2017	IDEA Section 611	\$224,268.00	\$0.00	\$224,268.00	\$16,124.66	7.19%
2016-2017	IDEA Section 619	\$18,759.00	\$0.00	\$18,759.00	\$481.60	2.57%
SUBTOTAL		\$369,484.00	\$0.00	\$369,484.00	\$24,036.90	\$0.17
GRAND TOTAL		\$598,607.25	\$0.00	\$598,607.25	\$43,068.24	7.19%

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 because some of these grant funds were available in the 2014-2015 fiscal year and some will be available through the 2016-2017 fiscal year. As of the end of September, 7.19% of total available grant funds have been expended and 8.31% of grants that end in June 30, 2016 have been expended.

2015-2016 Transfers for August 2015:

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 2015-2016 Transfer Table shows all transfers occurring in September 2015 up to the aforementioned limit. The transfers total is \$5,880.00.

2015-2016 Transfer Table

Account Number	Transfer Type	Transfer Date	Transfer Description	Transfer Amount	Type
1-00-00650-04-2600-690	From	09/17/2015	CUSTODIAL SUPPLIES	(\$880.00)	SUPERINTENDENT APPROVED TRANSFERS
1-00-01245-04-2600-739	To	09/17/2015	MAINTENANCE EQUIPMENT.	\$880.00	SUPERINTENDENT APPROVED TRANSFERS
1-00-00650-04-2600-690	From	09/17/2015	CUSTODIAL SUPPLIES	\$(5,000.00)	SUPERINTENDENT APPROVED TRANSFERS
1-00-00721-04-2600-400	To	08/3/2015	UPKEEP FIELD/GROUNDS	\$5,000.00	SUPERINTENDENT APPROVED TRANSFERS
Total:				\$5,880.00	