



Colchester Board of Education Minutes Budget Committee

Date: Friday, September 4, 2009

Time: 7:30 AM

Place: BOE Conference Room

Members Present: Chairman Tim Lamp, Donald Kennedy

Administration Present: Karen Loiselle, Maggie Cosgrove, Katherine Shaughnessy

Others Present: Ronald Goldstein, Eva Gallupe

Absent: Mary Lynn Burke

1. Call to Order

Chairman Tim Lamp called the meeting to order at 7:35 AM

2. Citizen Comments

None

3. Approval of Minutes

Motion by: Donald Kennedy

To approve the minutes from June 5, 2009 meeting.

Seconded by: Tim Lamp

Vote: Unanimous

4. FY 2008-2009 Financial Reports

- **End of Year – Unaudited**

Ms. Cosgrove presented a detail review of the 2008-09 year-end financial report (without final year-end transfers) providing information regarding all over expended line items and significant under expended line items.

- **Budget Transfers**

None

- **Health Insurance Reserve**

Ms. Cosgrove indicated that the average monthly reserve for May and June was 2.35.

5. FY 2009-2010 Financial Reports

- **Monthly Budget Reports**

Ms. Cosgrove noted that as of August 31, 2009 the budget is 80.1% expended and encumbered. A brief explanation of the encumbrance process was also provided.

- **Budget Transfers**

None

- **Health Insurance Reserve**

Ms. Cosgrove informed the Committee that July and August 2009 claims were significantly higher than claims for July and August 2008 resulting in a need for a cash advance of the September monthly contribution. The Risk Management and Insurance Committee will be meeting on September 29, 2009 to discuss the status of the overall Health Insurance Reserve Fund and an analysis claims being prepared by Ovation Benefits.

- **Special Education**

Ms. Loiselle and Ms. Shaughnessy requested guidance on how to proceed on a Due Process case. After a general overview of the situation it was the consensus of the Committee to discuss this in Executive Session on September 15, 2009 and to invite our School Board Attorney to participate.

6. Old Business

- **Status of OCR Violations**

Ms. Loiselle informed the Committee that she has not had a response from the letter sent explaining the District's proposed plan of action to on the remaining items from the OCR violations.

After a detailed discussion Ms. Loiselle indicated that the Administration recommends that the Board of Education send a request to the Board of Finance for an appropriation of the unexpended balance from the FY 08/09 budget to the BOE Capital Reserve to fund the completion of the remaining items on the OCR list.

- **Federal Stimulus Grant Funds**

Ms. Loiselle and Ms. Cosgrove explained that the Federal Stimulus funds are part of the ECS funding and are separate from the ARRA – IDEA grant funding that was awarded in July, 2009. The main concern Ms. Cosgrove had is the requirement to separately report and track expenditures within the budget as being funded by ARRA.

7. New Business

- **Purchasing Policy**

Ms. Cosgrove made a strong recommendation to approve the proposed Purchasing Policy as is, indicating that it was unanimously approved by both the Board of Finance and Board of Selectmen.

It was the consensus of the Committee to move this as is to the Policy Committee for their next scheduled meeting.

Ron Goldstein left the meeting at 9:10 AM.

- **Gary Avery Letter**

The Committee reviewed the letter that was submitted containing comments regarding the Purchasing Policy and after a brief discussion decided that since the letter was addressed to the First Selectman, no further action was required by the Board or the Superintendent of Schools.

8. Adjournment

Motion by: Donald Kennedy

To adjourn the meeting.

Seconded by: Chairman Tim Lamp

Vote: Unanimous

Chairman Tim Lamp adjourned the meeting at 9:25 AM.

Respectfully submitted,

Eva Gallupe
Financial Administrator