



Colchester Board of Education Minutes Budget Committee

Date: Friday, October 9, 2009

Time: 7:30 AM

Place: BOE Conference Room

Members Present: Chairman Tim Lamp, Mary Lynn Burke, Donald Kennedy

Administration Present: Karen Loiselle, Maggie Cosgrove, Katherine Shaughnessy, Greg Plunkett

Others Present: Ronald Goldstein

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 the September 4, 2009 meeting.

Seconded by: Mary Lynn Burke

Discussion: Don Kennedy noted that Item 5 Health Insurance Reserve report should indicate that July & August 2009 claims were significantly higher than July & August 2008 (minutes read 2009 in both places). Karen Loiselle noted that the word "participate" was incorrectly spelled at the end of the report on Special Education it Item 5.

Vote: Minutes were approved with corrections as noted – Mary Lynn Burke abstained as she was absent from the meeting.

4. FY 2008-2009 Financial Reports

- **End of Year – Unaudited**

Ms. Cosgrove noted that the unaudited 2008-09 year-end financial report (without final year-end transfers) was presented and discussed at the last meeting. The report was included in the meeting packet as a reference for discussing the end of year budget transfers.

- **Budget Transfers**

Ms. Cosgrove presented several end of year budget transfers, indicating that additional transfers will be forthcoming. Discussion focused on the cleaning of the HVAC system at JJIS, and the

additional Advanced Placement (AP) class opportunities due to Project Opening Doors. Copies of the budget transfer forms are included with the minutes.

5. **FY 2009-2010 Financial Reports**

- **Monthly Budget Reports**

Ms. Cosgrove presented the financial report as of September 30, explaining the revisions made to the report format in order to present the impact of the State Stabilization funds received as part of the American Recovery and Reinvestment Act (ARRA) federal stimulus funding. There was significant discussion of the accounting, financial reporting and budget presentation issues resulting from receipt of these funds.

- **Budget Transfers**

Ms. Cosgrove presented budget transfers for the current fiscal year with discussion focusing on the transfer of funds from the Curriculum budget to continue the full-day kindergarten program. It was requested that a footnote explanation of this transfer be added to the monthly report. Copies of the budget transfer forms are included with the minutes.

- **Health Insurance Reserve**

Ms. Cosgrove presented the July and August 2009 claims explaining the need for cash advances of the September and October monthly contributions. There was significant discussion of the information presented at the Risk Management and Insurance Advisory Committee meeting on September 29, 2009 regarding the status of the overall Health Insurance Reserve Fund, the analysis of large claims prepared by Ovation Benefits, Anthem reporting issues, and Anthem's failure to track a claim in excess of the stop loss limits. Options for further action included requesting an audit of Anthem claims processing and case management and meeting directly with Anthem officials to discuss the concerns.

- **Special Education**

Ms. Shaughnessy reviewed the excess cost report, noting changes that were made to the format to reflect the impact of the additional IDEA-ARRA grant funding used for tuition. Suggestions were made regarding the format to clarify the report presentation.

6. **Old Business**

- **Status of OCR Violations**

Nothing further to report at this time.

- **Federal Stimulus Grant Funds**

Ms. Loiselle and Ms. Cosgrove reported that the State of CT will continue to flat fund the ECS grant in FY 2010-2011 by using the second half of the State Stabilization funds received by the State as

part of the ARRA Federal stimulus funding. This will have an impact on the development and presentation of the Board of Education budget as the funds must be accounted for, and reported separately as a grant fund.

7. **New Business**

- **Support for Director of Pupil Services**

Ms. Loiselle reported that the Director of Pupil Services/Special Education has had to spend increasing amounts of time on out of district student case management in addition to her program administration responsibilities. Ms. Shaughnessy explained the requirements, process, and out of district travel and time commitment involved in managing the caseload. There was discussion on whether teleconferencing could be used as a method to attend PPT meetings to reduce the travel and time out of district. Ms. Loiselle would like to request that additional funds from the excess cost reimbursements be directed to the BOE to fund an additional position to handle some of the student case management responsibilities. Ms. Cosgrove indicated that using the excess cost reimbursement would have the same ultimate impact on the taxpayer.

- **FY 2010-2011 Budget Development**

Ms. Loiselle noted that FY 2010-2011 budget development would be the main focus of the Principal/Directors meeting scheduled for Wednesday, October 14.

- **Energystar Benchmarking Plan**

Mr. Plunkett presented an energy benchmarking analysis for the school facilities along with the initial plans for pursuing energy cost savings, noting that there were potential grant opportunities available to fund the plan.

8. **Adjournment**

Motion by: Donald Kennedy

To adjourn the meeting.

Seconded by: Mary Lynn Burke

Vote: Unanimous

Chairman Tim Lamp adjourned the meeting at 9:15 AM.

Respectfully submitted,



N. Maggie Cosgrove
Chief Financial Officer

Colchester Public Schools
 Budget Transfer - Greater than \$5,000
 Superintendent Recommendation & BOE Approval

School/Department: Bacon Academy

Reason for Request:

Replacement of bassoon for BA Music program - instrument could not be repaired

Reason for Available Funds:

Implementation of budget freeze - held 30% of expenditures for supplies due to concerns regarding high cost of heating oil and diesel fuel at beginning of fiscal year, increased enrollment at magnet schools, and increased need for pupil services determined by student PPTS

From:

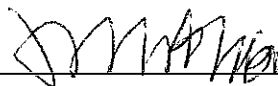
Account Number	Account Name	Amount
100504-42611	BA - Music - Instructional Supplies	5,200

To:

100504-48730	BA - Music - Instructional Equipment	5,200

06-22-2009

Date Requested


 School Principal, Program Director or Supervisor

10/2/09

Date Reviewed


 Chief Financial Officer

10/6/09
 Date

Recommended


 Superintendent of Schools

10/13/09

Date Approved

Board of Education Clerk

Colchester Public Schools
 Budget Transfer - Greater than \$5,000
 Superintendent Recommendation & BOE Approval


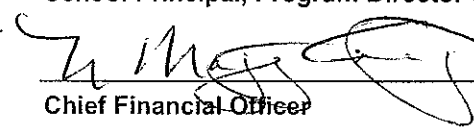
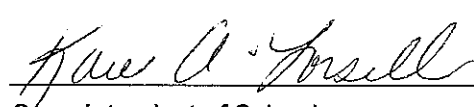
School/Department: Jack Jackter Intermediate School

Reason for Request: Purchase poly propylene glycol to clean HVAC system @ JJIS - improve system operating efficiency

Reason for Available Funds: implementation of budget freeze - held 30% of expenditures for supplies due to concerns regarding high cost of heating oil and diesel fuel at beginning of fiscal year, increased enrollment at magnet schools, and increased need for pupil services determined by student PPTs

From:	Account Number	Account Name	Amount
	260002-42690	JJIS - Custodial Supplies	3,147
	260003-42690	WJMS - Custodial Supplies	3,591

To:	Account Number	Account Name	Amount
	260002-42613	JJIS - Maintenance Supplies	6,738

06-23-2009	
Date Requested	School Principal, Program Director or Supervisor
10/6/09	
Date Reviewed	Chief Financial Officer
10/6/09	
Date Recommended	Superintendent of Schools
10/13/09	_____
Date Approved	Board of Education Clerk

Colchester Public Schools
 Budget Transfer - Less than \$5,000
 Superintendent Approval

School/Department: Bacon Academy

Reason for Request: AP literature requires a style manual for writing as well as a literature text. Project Opening Doors mandates that the district purchase the necessary texts.

Reason for Available Funds: Textbook account was frozen.

From:	Account Number	Account Name	Amount	
	100904 42641	World Language textbook	1,897 1751	BY
To:	100804 42641	English textbook required for AP English	1,897 1751	BY

(free shipping)

6/16/2009
Date Requested

J. M. ...
School Principal, Program Director or Supervisor

4/26/09
Date Reviewed

[Signature]
Chief Financial Officer

6/26/09
Date Approved

[Signature]
Superintendent of Schools

10/13/09
Date Notified

Board of Education Clerk

Colchester Public Schools
 Budget Transfer - Less than \$5,000
 Superintendent Approval

School/Department: Bacon Academy

Reason for Request: We are in need of a new text for AP English composition. Project Opening Doors requires the district purchase required texts.

Reason for Available Funds: Textbook account was frozen.

From:	Account Number	Account Name	Amount
	100904 42641	World Language textbook	1,880
To:	100804 42641	Text for AP English composition	1,880

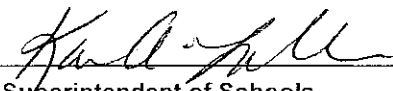
Jun 16, 2009
Date Requested


School Principal, Program Director or Supervisor

6/26/09
Date Reviewed


Chief Financial Officer

6/26/09
Date Approved


Superintendent of Schools

10/13/09
Date Notified

Board of Education Clerk

Colchester Public Schools
 Budget Transfer - Less than \$5,000
 Superintendent Approval

School/Department: Bacon Academy

Reason for Request:

Enrollment in AP Chemistry has gone up and texts are needed.

Reason for Available Funds:

Remainder of funds in these accounts were not used due to savings on shipping.

From:	Account Number	Account Name	Amount
	101204 42641	Social Studies textbook	206
	101404 42641	Health Textbook	162
	100704 42641	Business textbook	36
To:	101104 42641	Science textbook	404

6/17/09
Date Requested

JM
School Principal, Program Director or Supervisor

6/22/09
Date Reviewed

[Signature]
Chief Financial Officer

6/26/09
Date Approved

[Signature]
Superintendent of Schools

10/13/09
Date Notified

Board of Education Clerk

Colchester Public Schools
 Budget Transfer - Less than \$5,000
 Superintendent Approval

School/Department: Bacon Academy

Reason for Request: Books used in AP biology are outdated and need to be replaced with texts that have a technology component. This will meet the requirements of Project Opening Doors..

Reason for Available Funds: Textbook account was frozen.

From:	Account Number	Account Name	Amount
	100904 42641	World Language textbook	4,103
To:	101104 42641	Biology textbook required for AP Biology	4,103

6/17/09
Date Requested

[Signature]
School Principal, Program Director or Supervisor

6/21/09
Date Reviewed

[Signature]
Chief Financial Officer

6/26/09
Date Approved

[Signature]
Superintendent of Schools

10/13/09
Date Notified

Board of Education Clerk

Colchester Public Schools
 Budget Transfer - Less than \$5,000
 Superintendent Approval

School/Department: Bacon Academy

Reason for Request: Texts used in AP Literature are outdated and need to be replaced to meet the requirements of Project Opening Doors.

Reason for Available Funds: Textbook account was frozen.

From:	Account Number	Account Name	Amount
	100904 42641	World Language textbook	3,390
To:	100804 42641	Englishtextbook required for AP English.	3,390

6/17/09
Date Requested

JM
School Principal, Program Director or Supervisor

6/22/09
Date Reviewed

[Signature]
Chief Financial Officer

6/24/09
Date Approved

[Signature]
Superintendent of Schools

10/13/09
Date Notified

Board of Education Clerk

Colchester Public Schools
 Budget Transfer - Less than \$5,000
 Superintendent Approval

School/Department: Bacon Academy

Reason for Request:

New course requires textbook.

Reason for Available Funds:

Textbook account was frozen.

From:	Account Number	Account Name	Amount
	100904 42641	World Language Textbook	933.
To:	101304 42641	Technology Education Textbook	933.

6.15.09
Date Requested

JMM

School Principal, Program Director or Supervisor

6/26/09
Date Reviewed

[Signature]

Chief Financial Officer

6/26/09
Date Approved

[Signature]

Superintendent of Schools

10/13/09
Date Notified

Board of Education Clerk

Colchester Public Schools
 Budget Transfer - Less than \$5,000
 Superintendent Approval

School/Department: Bacon Academy

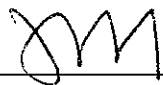
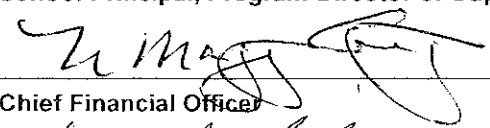
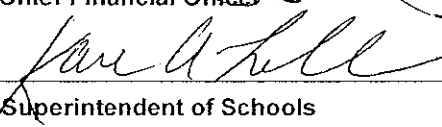
Reason for Request:

Enrollment in Algebra II has increased due to a reconfiguration of the math courses.

Reason for Available Funds:

Textbook account was frozen this year. These books are in next year's budget, but we must replace AP calculus texts to meet the requirements of Project Opening Doors with those funds.

From:	Account Number	Account Name	Amount
	100904 42641	World Language textbook	4,933
To:	101004 42641	Math textbook	4,933

6/17/09	
Date Requested	School Principal, Program Director or Supervisor
6/22/09	
Date Reviewed	Chief Financial Officer
6/26/09	
Date Approved	Superintendent of Schools
10/13/09	
Date Notified	Board of Education Clerk

Colchester Public Schools

Budget Transfer - Greater than \$5,000

P 1 2 5

Superintendent Recommendation & BOE Approval

School/Department: District-wide

Reason for Request: Transfer budgeted funds for union salary increases (para, office professional, nurses) to applicable departmental budgets

Reason for Available Funds: Funds budgeted for contract settlement salary increases in district-wide budget (union contract in negotiation at time of budget preparation)

From:	Account Number	Account Name	Amount
	259007-40112	Classified Salary Contract Settlements	79,208
To:	100101-40112	CES - Classified Salaries - Instructional	4,053
	100202-40112	JJIS - Classified Salaries - Instructional	1,091
	110003-40112	WJMS - Classified Salaries - Instructional	5,343
	110004-40112	BA - Classified Salaries - Instructional	364
	211001-40112	CES - Classified Salaries - Health Office	2,065

10-07-2009
Date Requested [Signature]
School Principal, Program Director or Supervisor

10-07-2009
Date Reviewed [Signature]
Chief Financial Officer

10/12/09
Date Recommended [Signature]
Superintendent of Schools

12/13/09
Date Approved _____
Board of Education Clerk

Colchester Public Schools

Budget Transfer - Greater than \$5,000

0275

Superintendent Recommendation & BOE Approval

School/Department: District-wide

Reason for Request: Transfer budgeted funds for union salary increases (para, office professional, nurses) to applicable departmental budgets

Reason for Available Funds: Funds budgeted for contract settlement salary increases in district-wide budget (union contract in negotiation at time of budget preparation)

10.

Account Number	Account Name	Amount
211002-40112	JJIS - Classified Salaries - Health Office	2,004
211003-40112	WJJMS - Classified Salaries -Health Office	1,666
211004-40112	BA - Classified Salaries - Health Office	4,624
211007-40112	District -Classified Salaries-Health Office	654
212004-40112	BA - Classified Salaries - Guidance	2,614
221006-40112	Curriculum - Classified Salaries	1,003

10-07-2009
Date Requested

[Signature]
School Principal, Program Director or Supervisor

10-07-2009
Date Reviewed

[Signature]
Chief Financial Officer

10/13/09
Date
Recommended

[Signature]
Superintendent of Schools

10/13/09
Date Approved

Board of Education Clerk

Colchester Public Schools

p 3 of 5

Budget Transfer - Greater than \$5,000

Superintendent Recommendation & BOE Approval

School/Department: District-wide

Reason for Request: Transfer budgeted funds for union salary increases (para, office professional, nurses) to applicable departmental budgets

Reason for Available Funds: Funds budgeted for contract settlement salary increases in district-wide budget (union contract in negotiation at time of budget preparation)

To:

Account Number	Account Name	Amount
222001-40112	CES - Classified Salaries - Library	364
222002-40112	JJIS - Classified Salaries - Library	364
222003-40112	WJJMS - Classified Salaries - Library	364
222004-40112	BA - Classified Salaries - Library	2,162
240001-40112	CES - Classified Salaries - Main Office	4,603
240002-40112	JJIS - Classified Salaries - Main Office	3,878

10-07-2009
Date Requested *[Signature]*
School Principal, Program Director or Supervisor

10-07-2009
Date Reviewed *[Signature]*
Chief Financial Officer

10/17/09
Date Recommended *[Signature]*
Superintendent of Schools

10/13/09
Date Approved _____
Board of Education Clerk

Colchester Public Schools

P 495

Budget Transfer - Greater than \$5,000

Superintendent Recommendation & BOE Approval

School/Department: District-wide

Reason for Request: Transfer budgeted funds for union salary increases (para, office professional, nurses) to applicable departmental budgets

Reason for Available Funds: Funds budgeted for contract settlement salary increases in district-wide budget (union contract in negotiation at time of budget preparation)

10:

Account Number	Account Name	Amount
240003-40112	WJJMS - Classified Salaries - Main Office	5,310
240004-40112	BA - Classified Salaries - Main Office	3,983
251006-40112	Finance - Classified Salaries	1,546
120005-40112	Special Education - Classified Salaries	22,839
215005-40112	Special Education - Classified Salaries -OT	678
218005-40112	Summer School - Classified Salaries	425

10-07-2009

Date Requested

[Signature]

School Principal, Program Director or Supervisor

10-07-2009

Date Reviewed

[Signature]

Chief Financial Officer

10/7/09
Date

Recommended

[Signature]

Superintendent of Schools

10/13/09
Date Approved

Date Approved

Board of Education Clerk

Colchester Public Schools

P 5 of 5

Budget Transfer - Greater than \$5,000

Superintendent Recommendation & BOE Approval

School/Department: District-wide

Reason for Request: Transfer budgeted funds for union salary increases (para, office professional, nurses) to applicable departmental budgets

Reason for Available Funds: Funds budgeted for contract settlement salary increases in district-wide budget (union contract in negotiation at time of budget preparation)

10:

Account Number	Account Name	Amount
240005-40112	Special Educ - Classified Sal - Main Office	2,065
259007-41220	District - Social Security	5,146

10-07-2009
Date Requested

[Signature]
School Principal, Program Director or Supervisor

10-07-2009
Date Reviewed

[Signature]
Chief Financial Officer

10/17/09
Date
Recommended

[Signature]
Superintendent of Schools

10/13/09
Date Approved

Board of Education Clerk

Colchester Public Schools
 Budget Transfer - Greater than \$5,000
 Superintendent Recommendation & BOE Approval

School/Department: District-wide

Reason for Request: Additional staff hours for Special Education paraprofessionals, School Health offices, and BA traffic & parking lot monitoring

Reason for Available Funds: Reduction in Classified staff substitutes

From:	Account Number	Account Name	Amount
	101907-40112	Substitutes - Classified Staff	8,054
<i>To:</i>	120005-40113	Special Education - Additional Hours	5,434
	211004-40113	BA - Health Office - Additional Hours	1,107
	211001-40113	CES - Health Office - Additional Hours	387
	211002-40113	JJS - Health Office - Additional Hours	332
	270007-40113	Transportation - Additional Hours	794

10-07-2009
Date Requested

[Signature]
School Principal, Program Director or Supervisor

10-07-2009
Date Reviewed

[Signature]
Chief Financial Officer

10/7/09
Date
Recommended

[Signature]
Superintendent of Schools

10/13/09
Date Approved

Board of Education Clerk

FY 09/10

Colchester Public Schools

Budget Transfer - Greater than \$5,000

Superintendent Recommendation & BOE Approval

School/Department: Curriculum

Reason for Request: Additional .5 FTE certified teacher necessary for continuation of the full-day Kindergarten program due to increased enrollment

Reason for Available Funds: Read 180 program budgeted in Curriculum to be purchased with AARA Federal stimulus funding.

From:	Account Number	Account Name	Amount
	221006 44610	Curriculum	\$37,000
To:	100101 40111	CES Certified Staff	\$37,000

09-09-2009

Date Requested

Barbara Gilbert

School Principal, Program Director or Supervisor

9/21/09

Date Reviewed

[Signature]

Chief Financial Officer

9/23/09

Date

Recommended

Karen A. Russell

Superintendent of Schools

Date Approved

Board of Education Clerk

Colchester Public Schools
 Budget Transfer - Less than \$5,000
 Superintendent Approval

FY 09/10

School/Department: Jack Jackter Intermediate School

Reason for Request: To meet SRBI requirements we need to link CMT strands to Everyday Math unit tests using Scantron.

Reason for Available Funds: Intervention Books/Materials were purchased with Stimulus funds.

From:	Account Number	Account Name	Amount
	101002-42641	Math Textbooks	960
To:	100202-44815	Software Licensing & Suport	960

Sep 14, 2009	<i>Deborah Standbury</i>
Date Requested	School Principal, Program Director or Supervisor
9/21/09	<i>[Signature]</i>
Date Reviewed	Chief Financial Officer
9/23/09	<i>[Signature]</i>
Date Approved	Superintendent of Schools
Date Notified	Board of Education Clerk

FY 09/10

Colchester Public Schools
Budget Transfer - Less than \$5,000
Superintendent Approval

School/Department: Bacon Academy

Reason for Request:

Contract higher than anticipated
Renewal 9/18/09-9/17/10
3m products - CIP 12-990 4 @ \$231 each
MC 9/21/09

Reason for Available Funds:

adjusted items purchased


From:

Account Number	Account Name	Amount
222004 42690	Library Supplies	24

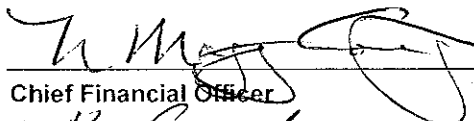
To:

222004 46430	Library Equipment Contract	24

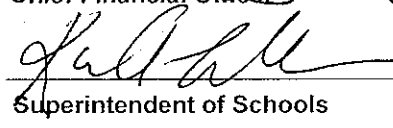
Sep 16, 2009
Date Requested


School Principal, Program Director or Supervisor

9/21/09
Date Reviewed


Chief Financial Officer

9/25/09
Date Approved


Superintendent of Schools

Date Notified

Board of Education Clerk