



**TOWN OF ROCKY HILL
FINANCE COMMITTEE
MEETING MINUTES/MOTIONS**

In order to comply with Connecticut General Statutes regarding minutes of meetings, the following will be used to record information during all public meetings that take place. An original must be submitted to the Town Clerk of Rocky Hill within 48 hours of the meeting being adjourned. Motions should be complete, showing the maker and second of the motion as well as how each member voted. Unanimous votes may be listed as unanimous.

NAME OF PUBLIC BOARD OR COMMISSION	Board of Education Finance Committee
DATE MEETING AGENDA POSTED	October 2, 2008
LOCATION	Training/Conference Room
DATE OF MEETING	October 6, 2008
TIME MEETING STARTED	6:05 p.m.
PERSON PREPARING MEETING MINUTES	Jo-Anne Booth (Not present at meeting)
VERBATIM NOTES TAKEN	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
AUDIO, VIDEO OR LIVE TRANSMISSION OF MEETING	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MEMBERS PRESENT AT MEETING

1. Rene (Skip) Rivard, Chairman	2. Maria Mennella
3. Catherine Vargas	4. Also present was: Bill MacDonald (Chairman Bd. of Ed.) (Arrived at 6:09 p.m.)
5. Nadine Bell (Bd. of Ed.)	6. Charles Wisnioski (Bd. of Ed.)
7. Superintendent Dr. Jeffrey Villar	8. Finance Director Greg Turansky

NUMBER REQUIRED FOR QUORUM 2 QUORUM PRESENT Yes No

TEXT MOTIONS AND RESULTS VOTES

1st MOTION Passed Failed Tabled

Moved by Catherine Vargas, seconded by Maria Mennella, to make a recommendation to the full Board of Education that the Annual Budget Calendar be changed so that the budget workshops are held on January 15, 2009, January 20, 2009 and January 22, 2009.

**FAVOR: ALL
MOTION CARRIED**

2nd MOTION Passed Failed Tabled

**Moved by Catherine Vargas, seconded by Maria Mennella, to adjourn
the meeting at 7:30 p.m.**

**FAVOR: ALL
MOTION CARRIED**

LINK TO WORKING NOTES (will be attached if available)

ACTION

CORRECTION(S) (will be attached if available)

TIME MEETING ADJOURNED: 7:30 p.m.

TIME DELIVERED TO TOWN CLERK: _____.

Town of Rocky Hill
Board of Education
Finance Committee Meeting Working Notes
October 6, 2008

A Finance Committee meeting of the Rocky Hill Board of Education was held on Monday, October 6, 2008 in the training /conference room. Chairman Rene (Skip) Rivard called the meeting to order at 6:05 p.m. Present were: Maria Mennella and Catherine Vargas. Also present were: Nadine Bell (Bd. of Ed.), William MacDonald (Chairman of Bd. of Ed.) (arrived at 6:09 p.m.), Charlie Wisnioski (Bd. of Ed.) Superintendent Dr. Jeffrey Villar and Finance Director Greg Turansky.

1. Discussion and Adoption of Annual Budget Calendar

Finance Director Turansky said most of this calendar is similar to what it has been in the past. There are the deadlines and the budget is trying to be done by Christmas. It is hoped that the Board of Education will have this by the end of the first week in January 2009. Three budget workshops have been scheduled compared to four that had been scheduled in the past. In the past also, the regular Board of Education meeting had been cancelled in order to accommodate the workshops and this time a regular Board of Education meeting is scheduled for January 15, 2009. He told everyone that if they wanted to, this particular meeting could be cancelled and this would accelerate the budget workshop process. He explained that Superintendent Dr. Villar's budget will be delivered to the Board of Education on January 9, 2009. At this point, the first budget workshop will be held on January 20, 2009. The other two budget workshops will be held on January 27, 2009 and January 29, 2009. He explained that if the regular Board of Education meeting for January was to be cancelled then the first budget workshop will be held on January 15, 2009. If these budget workshops are going to be condensed to three meetings, Chairman Rivard asked if they are going to go longer for each meeting. Finance Director Turansky said not necessarily. Superintendent Dr. Villar said his intention is to provide as transparent a budget as possible and to answer questions as quickly as possible in order to make the review process with the Board of Education as smooth as can be. Finance Director Turansky said there is supposed to be some upcoming discussion about the format of the budget so there might be some changes from what has been done in the past which might make the budget review easier and less detailed. A discussion followed as to whether the regular Board of Education meeting should be held on January 2009 and also there was a discussion as to what dates to have the budget workshops on.

Moved by Catherine Vargas, seconded by Maria Mennella, to make a recommendation to the full Board of Education that the Annual Budget Calendar be changed so that the budget workshops are held on January 15, 2009, January 20, 2009 and January 22, 2009.

**FAVOR: ALL
MOTION CARRIED**

Before a second was made for this motion and before it was voted on, Chairman Rivard asked if a Board of Education meeting has to be held in order to approve the budget that will be submitted to the town. Finance Director Turansky said in the past that there has been a special meeting of the Board of Education for this. This could be set for January 22, 2009 after the last budget workshop or another date could be set. Chairman Rivard asked if forty-eight hours are

needed to call a special Board of Education meeting and he was told that twenty-four hours are needed. Chairman Rivard said this could be left open ended then.

At this point the motion was seconded and then it was voted on.

2. Request for Authorization to Purchase Computer Storage Device

Superintendent Dr. Villar said he has had conversation with Fred Ames with regards to the technology situation. There is a vendor that sells a device that adds the network capacity for storage. There currently is a problem with the ability to store e-mail as well as other network. Mrs. Vargas asked if this is software versus a physical item. Superintendent Dr. Villar said this would be a combination of a set of software built into a server and this is the only vendor who makes this device. Right now, there is no capability for complying with record retentions for a long period of time. The Attorney is being worked with now to identify exactly what documents need to be stored. Superintendent Dr. Villar said the estimate at a discounted rate from this vendor for this device is \$11,400.00. There are funds for this in the line item of computer repairs. He didn't want to authorize this expenditure without first sharing it with the Board of Education because it is a larger expenditure. Mrs. Vargas asked how this ties into the other meeting that had been held and how there were going to be other areas in the budget where they would be over. Superintendent Dr. Villar said there is money currently in the computer repair account. Mrs. Vargas thought they were "running behind the eight ball". Superintendent Dr. Villar mentioned where the concerns are and he said right now there is money for salaries for the majority of this. He said the computer repair account is an account that would normally be expended to make repairs, etc. Chairman Rivard asked what balance would be left in the computer repair account. Finance Director Turansky said presently the balance in the computer repair account is approximately \$16,700.00+. Chairman Rivard said this would leave approximately \$5,000.00 for repairs and Mrs. Vargas said it is only October. Superintendent Dr. Villar told everyone to bear in mind that most of the equipment for computer repair is in stock. He explained that Fred Ames is the person who is making this recommendation to him.

Chairman Rivard referred to the e-mails and he asked if these would be administrative e-mails. Superintendent Dr. Villar said there probably will be a need for some policy change which he will have to discuss with the Board of Education. He explained that even Board of Education member e-mail is subject to record retention. He is anticipating that the Attorney will recommend that there should be Board of Education business on a Board of Education e-mail account. Superintendent Dr. Villar said the area that he is more concerned about is administration as well as Special Educators because more sensitive topics are dealt with. It is a very good idea to be on top of record retention.

Mrs. Bell asked if there are any other alternatives from a hardware perspective. Superintendent Dr. Villar said Fred Ames seems to think that this is the best option and he mentioned how Fred Ames had said that technically the price for this device was only good through September but he thinks they will honor this price in October given the current business climate.

Chairman Rivard asked if the current e-mails don't go through the server. Superintendent Dr. Villar said they do. Chairman Rivard asked if this is the town server. Superintendent Dr. Villar said these are Board of Education maintained but they are gone after a period of time. Chairman Rivard asked if this is true even if it is on a hard drive. Superintendent Dr. Villar said they would have to have the storage capacity maintained.

Mr. Wisnioski said there is a Board of Education policy with regards to things having to be bid on. Mr. Wisnioski asked what the town does for their e-mail. Superintendent Dr. Villar said he would have to check but he thinks that the town already has some type of server stored. Mr. Wisnioski asked if they could get a password and he questioned why something that the town already has should be duplicated. Superintendent Dr. Villar said he wouldn't want to mix the Board of Education's network with the town's network unless there were the same technicians. Mr. Wisnioski thought this should be investigated first before \$11,000.00 is spent on this device. Superintendent Dr. Villar said the Board of Education does have language for sole source vendors so they would have to be clear to support that this product is only supported by one vendor.

Mr. Wisnioski asked where it is broadcast with regards to access to the teachers' e-mails, etc. Superintendent Dr. Villar said currently this is not done. He said the discussion is on the new website. Every teacher and their e-mail address is going to be listed and this will only magnify the need for capacity for storage. Mr. Wisnioski asked if the intent of the new website is for the public to have access to Board of Education e-mail but not to read it. Superintendent Dr. Villar said there is a page that will list Board of Education member e-mail addresses. Mr. Wisnioski said he didn't mean Board of Education members but he meant teachers, etc. Superintendent Dr. Villar said this is in discussion. Mr. Wisnioski said there is the difficulty for parents to call anybody at the schools after 3:00 p.m. Superintendent Dr. Villar understood and he said he wasn't opposed to this but substantial employee education would be needed about this because it would represent a legal liability if the employees say the wrong things. Mr. Wisnioski said there is a benefit for the public being able to reach their child's teacher. Superintendent Dr. Villar understood.

Mr. MacDonald referred to high performance schools and he said they have e-mails for the teachers. He is not concerned at all about publishing e-mail addresses for the teachers and it is a common practice. He told Superintendent Dr. Villar that as far as training is concerned that it is his as well as the principals' responsibilities and he is leaving it to them. Superintendent Dr. Villar agreed but he said right now they don't have signed acceptable user policies from any of the employees. Mr. MacDonald said there is some housekeeping that has to be done and Superintendent Dr. Villar said absolutely.

Chairman Rivard said he can foresee having extra time needed to respond to e-mails also. Superintendent Dr. Villar said he would take the position that this is part of the job but he said there could be extra time needed. He supports the idea that more communication is better but it has to be made sure that there are policies in place that make this correct. Mr. Wisnioski said there is a Policy Committee meeting this evening and he asked if this is something that it can consider because the Finance Committee is considering the expenditure for something that the Policy Committee hasn't addressed. Superintendent Dr. Villar said the good news is that there is a policy that addresses acceptable users but the bad news is that he has no evidence of anyone ever having received it as a user and signed off on it. They have it for students but they don't seem to have it for employees. It is probably more important to have it for employees. Students fall under the Code of Conduct. Mr. MacDonald said it would be easy to have the policy printed out and to have the teachers sign it.

Mr. Wisnioski referred to the intranet. He explained that sometimes administration sends a bunch of e-mails to a teacher. He referred to the elementary teachers who have bus duty, etc.

and how there is no time for them to read these e-mails. He recommended a broadcast type of e-mail.

Mrs. Vargas mentioned how Special Education had been referred to before and she asked if this wasn't all confidential as to what goes on in IEP, etc. She said this really shouldn't be in e-mails and it shouldn't be stored any place. Superintendent Dr. Villar said this is in theory and this is his fear. He said it is okay to have some communication by e-mail but it is not okay for other communication. Mrs. Vargas referred to Special Education again and she hoped that none of this information would be stored in an e-mail. That would be the most dangerous place to put it because it could go anywhere.

Chairman Rivard said this seems like all the more reason that documentation would be wanted of things that were not said by e-mail but may have been claimed to be said. He said basically the Finance Committee is being asked to approve the \$11,400.00 purchase.

Superintendent Dr. Villar said this is based on the latest quote and there is a possibility that the vendor will say it is not going to honor the price. If that is the case, this won't be able to be purchased.

Mrs. Vargas thought they had to look at Mr. Wisnioski's suggestions. Mr. MacDonald asked if this issue has to be brought to the full Board of Education anyway if this much money is going to be spent. Chairman Rivard said he would think so. Superintendent Dr. Villar asked if the suggestion is to communicate with the town to see what storage devices they use. He said he wouldn't support merging of a network. Mrs. Vargas agreed with no merging but she said it has to be found out what the town uses. Mr. Wisnioski said if it is being said that this is the only place to buy this device then maybe the town isn't meeting the obligation of storage. Mrs. Bell said maybe it is the software piece that is the single component and not the hardware piece. Mrs. Vargas said this has to be verified. Chairman Rivard asked if this item should be put on the agenda for the Board of Education meeting that is scheduled for October 16, 2008.

Superintendent Dr. Villar said if the information can be obtained by then, then yes.

3. Discussion of Cost Associated with New Elementary School

Superintendent Dr. Villar sought some guidance for this item. He was able to produce a list with Finance Director Turansky, Assistant Superintendent Hourighan and Dr. Riggs.

They were trying to think of what they would need to fully staff the school as well as any major cost associated with it. He went over what staff would be needed. In theory, the number of students in the district wouldn't be added to so the existing FTE would be taken and redistributed. Part of the problem that will be run into is that as soon as a teacher is asked to split their time between two buildings then travel time needs to be added so a period will be lost.

Depending on how the FTEs stack up at the time, it is conceivable that there will be some shortages. There was a brief discussion that took place with regards to the nurse and whether she was a full time position.

Chairman Rivard asked if six additional kindergarten teachers were being spoken about.

Superintendent Dr. Villar said this would be for full day districtwide. Mr. MacDonald thought all day kindergarten should be one component and Moser School should be a second component because he thought what is being looked at is what the additional cost is at Moser School. This is what the voters want and what people have been asking.

Superintendent Dr. Villar said he calculated that it would be approximately \$366,000.00 for the six kindergarten teachers. Paraprofessionals are approximately \$210,000.00. He said a total of \$576,000.00 would come out of the equation for full day kindergarten. Mrs. Bell said this is expected to be as part of the cost though because if this school is being gone forward with then part of the reimbursement justification is all day kindergarten. Mr. MacDonald said these have to be shown differently and it is up to the town as to how they treat this. He didn't think the cost of a kindergarten teacher at West Hill School would have any bearing on what the cost is for one at Moser School.

Superintendent Dr. Villar said the question is what it would cost to open a third elementary school. Mr. MacDonald said the kindergarten data was already given a long time ago.

There was a discussion with regards to the cafeteria and lunches. Superintendent Dr. Villar said the number of lunches will go up with all day kindergarten.

Superintendent Dr. Villar said this is hard because this is being predicted far out. There are probably more unknowns than knowns. Some positions might be needed. Mr. MacDonald asked Superintendent Dr. Villar if his recommendation is to show that a principal is needed and a librarian, etc. so there will be a number and then there will be a range of 0 to 2 or 0 to 3. There would then be a total range of "X" to "Y". Superintendent Dr. Villar said he liked this concept because it keeps everyone honest but everyone is speculating so this will be hard to tell. Mr. MacDonald said if the town side wants to use the higher number then that will be fine but he would hate for 0 to be put down knowing there could be a probable range. For utility cost and the differential, etc., Mr. MacDonald asked if the town would handle this and Superintendent Dr. Villar said yes for the way it is structured now.

Mr. Wisnioski asked if the intent of this information is that it will make its way to a brochure that will be given to the public before the referendum. Superintendent Dr. Villar said the town has already sent the language to the state for the brochure to be approved. Mr. MacDonald said this is even more reason as to why a range would be more acceptable.

Superintendent Dr. Villar said numbers have to be attached to this. He has guesstimates but he wants to make sure there are good solid predictors. Now that they are close on teachers' contracts, they will get better predictors. Chairman Rivard asked if this is something that Superintendent Dr. Villar wants to be put out before the referendum and if he wants to talk about this at the Board of Education meeting next week. Mr. MacDonald said by then the numbers should be able to be come up with and the range. This can be then be shared with the Board of Education on October 16, 2008.

Mrs. Bell said she didn't want to belabor the point but she asked when there is the third school, if there is also a separate line item that addresses all day kindergarten. Superintendent Dr. Villar asked Mrs. Bell if she was talking about the operating costs. Mrs. Bell said yes and she said that she would hate to go out with a cost for the third school when some people are thinking the third school and all day kindergarten. Mr. Wisnioski asked Mrs. Bell if she wants the incremental benefit to be distinguished. Mrs. Bell said yes and this way no one can look back and say they didn't know that all day kindergarten wasn't in there. A discussion followed.

Mrs. Vargas referred to the specialist teachers and she questioned whether there shouldn't be specialist teachers at each of the schools seeing that there are going to be three K-5 schools. Superintendent Dr. Villar said there are 2 FTEs for specialists and they are considered a lot of

.5FTEs because they would be splitting depending on the needs. There are going to be a lot of pieces that are going to be hard to put a number on. Mrs. Vargas asked if 2 FTEs are going to be enough. Superintendent Dr. Villar said this would be four half time people which are a lot more people because a lot of students aren't being added. He said the range could be made wider and they could go to 3 FTEs. Mrs. Bell said the scheduling factor will be more of a problem. Superintendent Dr. Villar said this will get messier and it won't be as efficient as people would like it to be because of some of the constraints. He said a bigger number could be put in but he feels more comfortable going with a range.

Mr. Wisnioski recommended doing the most probable because the cost of operating the schools by having three separate K-5 schools is going to increase. Superintendent Dr. Villar said he will get a range and he will attach the best numbers to it now that everyone has a better idea. He said he will hopefully get this for October 16, 2008.

4. Discussion and Review of Template for Budget vs. Actual Variance Analysis

Finance Director Turansky referred everyone to the first document which is the proposed template and he said the second document is the current report. The significant difference is that the current report expresses the budget balance as a percentage of the budget whereas the proposed template expresses the total expenditures as a percentage of the budget.

Superintendent Dr. Villar referred to the August Board of Education meeting where it was brought up that there were errors in the report. He said Finance Director Turansky has communicated with the vendor with regards to these errors. Mr. MacDonald asked if there is a new report and Superintendent Dr. Villar said there isn't one yet. He said the report can either be corrected manually or the vendor can be waited for to fix the report. He mentioned that Finance Director Turansky has to get clarification because one person from the company had told him that this report would be fixed within a week and then he received an e-mail stating that this would be included in an upgrade to the software. Finance Director Turansky said he had gotten an update from the gentleman who he had spoken to earlier and he thought the patch was here. Finance Director Turansky said he will find out the status tomorrow.

Mr. MacDonald asked if there was a change in the programming because he said that it was right up until that point. He asked if there was a patch that didn't get put through or if there was a change in the methodology or calculation. Finance Director Turansky said the people didn't explain this but he said they do periodic updates. He suspected that one of their updates created a glitch that hadn't been anticipated. Mr. MacDonald asked if the last good numbers were from July 2008. Finance Director Turansky said yes. Mr. MacDonald asked if he should be concerned about this. Finance Director Turansky said no and he told Mr. MacDonald that he has to be careful when he states good numbers versus bad numbers. Mr. MacDonald said the numbers they had last time were inaccurate. Finance Director Turansky said they were inaccurate for the salary accounts because they were showing encumbrances for the salaries. By ignoring the encumbrances on the salaries, the rest of the numbers were appropriate. The expense items are not problematic at this point so it is just a matter of getting rid of the encumbrances. The expenditures-to-date were accurate for the salaries. Superintendent Dr. Villar asked Finance Director Turansky if the actual data was accurate but the report generator was inaccurate. Finance Director Turansky said yes. Mr. MacDonald asked for a manual topsided change to be done to it and for the corrected reports to be handed out. Superintendent Dr. Villar said this can certainly be done. Mr. MacDonald said this didn't seem like that big of a

deal. Mr. Wisnioski said he didn't understand this because there was a report writer that had a change of software but he said that this could always be gone back to, prior to the change. Superintendent Dr. Villar said they are speculating that it was a change in the update that did this. He explained some more. Mr. Wisnioski confirmed that what worked in the past with regards to bringing all of the accounts to a report doesn't work now. Superintendent Dr. Villar said yes and Finance Director Turansky said at least on that one occasion.

Chairman Rivard asked if it is known if they were accurate on other things and Finance Director Turansky said they balanced with the town for the expenditures. Mr. Wisnioski asked Finance Director Turansky if he felt comfortable with this. Finance Director Turansky said the actual expenditures are balancing so he is comfortable with the reports that are generated for the actual expenditures. Mr. Wisnioski asked if the company that provides this is paid periodically. Finance Director Turansky said the software has been purchased and there is an annual maintenance agreement of approximately \$3,500.00.

Mr. MacDonald said he is really uncomfortable when there is an outside vendor with a report writing software like this for which there are errors that are unexplainable after thirty plus days. It is not known when this is going to get fixed. It is great that the numbers and expenses are balancing at the end of the day but he would like the Finance Department to really look into this because he said they can't go another thirty days or another sixty days with the same explanation. A manual override has to be done which he thought would be very easy to do. At least this way, they would have a report that they can rely on at this point. He feels real uncomfortable with it being this long and them not having any "better flavor" of where they are. He said that maybe there are other errors.

Mrs. Mennella said it doesn't make sense and there is only one number that comes out like that. Mr. MacDonald said he feels really uncomfortable without a clear explanation from the company that provided the service. Mrs. Mennella was sure that there was a contact where they could look into the system or the formula, etc. Superintendent Dr. Villar said they have been made aware of this and they are indicating that the patch is in place now but what everyone doesn't have is some letter of explanation of this from them. If the patch is in place, Mr. MacDonald asked for the reports to be run tomorrow to see if they run. Then it will have to be looked into as to why this had happened and going forward before reports are received in a package this has to go through a process so that everyone doesn't waste time looking at reports that are wrong. Finance Director Turansky said this typically happens but he told everyone that they have to realize that the bookkeeping staff has been 40% down for the past one and a half months because a bookkeeper has been out on leave. Mr. Wisnioski said someone is being paid to do this and Superintendent Dr. Villar said they maintain the software. Mr. MacDonald told Finance Director Turansky that if he is saying that he doesn't have the adequate resources to provide a quality report and package on the finance side for him to go through Superintendent Dr. Villar and they will get some temporary help in. Mr. MacDonald said they have never denied anybody help. Finance Director Turansky thought this is a quality package but he confirmed that what was being said is that there should be a review process. Mr. MacDonald said yes and this should be done before he picks up any financial report in his binder. He said this is an easy process to go through. Superintendent Dr. Villar said a better look will be taken at the document before it goes in. Mr. MacDonald said he would expect this of any document.

Mr. MacDonald asked if the bookkeeper shortage still exists and if they need to get someone to help Finance Director Turansky. Superintendent Dr. Villar said two things are in place. Someone who is part time was brought in for extended hours and the employee who has been out

on leave has actually been doing some work from home remotely. This still poses a difficulty because a person is not actually there so there are communication issues but they are certainly being addressed.

Chairman Rivard asked when the patch software is run, if it can be reported back to everyone that it is working. He was told sure.

At this point, Finance Director Turansky went over the two formats of reporting. One of these shows a balance as a percentage of budget and the other shows expenditures as a percentage of budget. Mr. MacDonald said the template is just an example being used in order to generate discussion. He said at the last Board of Education meeting, they spoke about items such as the fact that certain textbooks are not being purchased as an example.

He said if there is a variance that would show this that there should be some explanation on this. He thinks there should be a more textual variance explanation as to why there are these variances as compared to having more than just pages with percentage variances. He needs to get a better understanding from a contextual standpoint as to why there are variances. Superintendent Dr. Villar gave a Point of Clarification for his understanding. A discussion followed.

Superintendent Dr. Villar said when they are over in the accounts that the Board of Education is liable for them and that is the problem. When they are under in accounts then there could be a change in pattern of expenditure. He thought expenditures that are under should be analyzed at the end of the year. If a line item is constantly overfunded then it has to be questioned as to why money is constantly being put in it if it is not being spent.

Mr. MacDonald said if there is a specific item that has been budgeted for and then administration decides during the year that they don't want that item then the Board of Education members should know this and they shouldn't have to wait until the end of the year to know this. This should be brought out, discussed as a variance and as to how this can best be used. This shouldn't be hidden in an under variance account. Superintendent Dr. Villar said he understands this for high profile items. Superintendent Dr. Villar asked if items need to be transferred if they have to go to the Board of Education. Mr. MacDonald said there is a Board of Education policy for this. Mrs. Vargas said someone would have to come forward stating that there is a need for this money in another area. Mr. MacDonald said there are needs all over. He said if there is an account that has an item in it that was budgeted for that isn't needed anymore then he should know about it. Mrs. Vargas said this is for Superintendent Dr. Villar to decide and she said that the Board of Education shouldn't necessarily have to know about this because she values Superintendent Dr. Villar's judgment based on curriculum needs and what he knows as far as the expenses are concerned. Mrs. Vargas assumed that Superintendent Dr. Villar would discuss this with his administrators. Mrs. Vargas didn't think that Superintendent Dr. Villar has to tell the Board of Education every time something like this happens but he can come to them if there is a major change. Mrs. Vargas thought the report should be done on a quarterly basis. Mr. Wisnioski referred to the Board of Education policy and Mrs. Vargas said that was what she was saying. Mrs. Vargas said Superintendent Dr. Villar should come to the Board of Education to tell them what he is proposing based on a savings in a certain area. Mrs. Vargas doesn't want to know every time that Superintendent Dr. Villar finds money in an account and she explained some more about this.

Mr. Wisnioski said he wanted to make some comments or changes with regards to the columns of the present system. He gave his suggestions to Finance Director Turansky.

Mr. Wisnioski said this would be for clarity purposes and by doing this then he could read this better.

Mr. MacDonald said this is by object and he asked if this same thing could be done by program. Finance Director Turansky said yes but it couldn't be on a one page summary. Mr. MacDonald asked if it would be hard for Finance Director Turansky to give them this same thing on a program basis and Finance Director Turansky said no. Mr. MacDonald asked Finance Director Turansky if he can look into this and Finance Director Turansky said sure.

Mr. Wisnioski asked some more questions about what certain things meant on the report (i.e. GF Objects, etc.). Finance Director Turansky explained what these meant. There was some discussion also about grants and where this money goes. Finance Director Turansky said a summary of the grants is provided to the Board of Education every year in the budget.

Chairman Rivard asked the Board of Education members present if they have a need for an easier understanding and they said yes. Chairman Rivard said they want reasons for the variances (plusses or minuses) as well as a clearer understanding of the variances. Chairman Rivard said they also want a clear understanding of the column headings. Chairman Rivard asked the Board of Education members if they want a quarterly report. Mr. MacDonald believed that the policy or Bylaws require that a monthly report is to be provided to the Board of Education. Chairman Rivard asked about a quarterly summation. Mr. Wisnioski said they shouldn't add another layer of burden on the limited staff and this would become cumulative after awhile. Mr. MacDonald told Superintendent Dr. Villar if there is anything big that he lets them know. Superintendent Dr. Villar said he will. Mr. MacDonald thought if there is a concise reporting package that if this wants to be done quarterly on some things he could live with that but as Mr. Wisnioski was talking about grants and other items then there should be a concise financial reporting package and he didn't see any reason why they shouldn't have it. Chairman Rivard said that a periodic summation would bring him a lot closer to paying attention to this than what he receives monthly. For any major changes, they can be notified right away.

Superintendent Dr. Villar said with regards to grants that they will probably have to be tracked differently than they currently are because they operate on a different timeframe. Grants usually aren't awarded until late summer at best and not July 1st.

Chairman Rivard referred to the report and he asked if changes are allowed to be made on it or if there are very few changes that can be made on it. Finance Director Turansky explained that it is a canned report and he didn't think that changes are allowed to be made to it but he said basically they can customize their own report.

Mr. Wisnioski asked why this information can't be put on the new website. Superintendent Dr. Villar said this could be posted but he knew that certain Board of Education members prefer a hard copy. He said this would be a personal preference. Some people really like reading paper and other people like looking at the computer. He said the public would have a right to see this and modifications would have to be made but this could go on a page on the website. Chairman Rivard said he likes electronic more than hard copy.

Mr. Wisnioski brought up the e-mail issue again and asked if a decision will have to be made sooner or later. Superintendent Dr. Villar said this will have to be brought to the full Board of Education and his recommendation will be to move to Board of Education maintained e-mails.

Chairman Rivard said people's Rocky Hill e-mail addresses can be set up so that these e-mails are forwarded to their home e-mail addresses. Superintendent Dr. Villar said a few steps have to be taken care of first before "this switch is flipped".

Mr. Wisnioski heard in the last week that supposedly there are a bunch of towns in Connecticut that are not having any information on their websites because they didn't have the ability to do their Minutes in an "X" number of days so they are just stating they don't post Minutes. It didn't seem to him that this would be a long term solution this way. He asked about the worry about e-mails and if anyone cares. Superintendent Dr. Villar said e-mails are an evolving topic because for a long time there weren't any clear guidance as to which e-mails have to be kept and which ones don't. He explained some more. There are a lot of different FOI rulings on this so it is unclear. There was a discussion with regards to e-mailing and having illegal meetings that way. Superintendent Dr. Villar said all of this can be FOI'd.

5. Discussion of Third Party Administrator for Tax Shelter Annuity Plan

Finance Director Turansky said the IRS has made some significant changes to the Tax Shelter Annuity Plan. These are the first changes being made in over forty years. He passed out some documents to everyone so that they can understand what the changes are. Board of Educations are now being made very responsible for the administration of Tax Shelter Annuity Plans. Most, if not all of the school districts in Connecticut, are hiring Third Party Administrators in order to be able to handle the requirements that the IRS has proposed. The Connecticut Association of School Business Administrators developed a committee of Business Managers, developed a RFP and went out to bid for Third Party Administrators. They selected three vendors. Two of the Third Party Administrators are on a per fee basis. The last company is a web based product that had no fees associated with it. A significant number of towns are indicating that they want to go with ING which is the no fee provider. ING appears to be having some problems though and he explained some more about this. ING has also had some recent staff turnover and there is quite a bit of turmoil. He spoke to some other Business Managers on Friday and they are having second thoughts about considering ING. He already had reached this conclusion so he suggested that one of the other Third Party Administrators be chosen. These are on a per fee basis but one of the options provided is that they will negotiate with the vendors to absorb the cost so there are no fees brought to the Board of Education. Based on this, they can come in and do a presentation. There are other districts in Connecticut looking at these Third Party Administrators and he passed out handouts with regards to this so that everyone could get an idea of who they are, etc. These Third Party Administrators are working in conjunction with the Omni Group.

Finance Director Turansky referred everyone to one of the handouts that he gave out. He said the Board of Education is not under any obligation to review the investment options but it has significant responsibilities in monitoring to insure that all of the regulations that the IRS is imposing at this point are upheld. The thought is that this can best be handled by a Third Party Administrator.

Mr. MacDonald asked Finance Director Turansky what his recommendation is. Finance Director Turansky recommended that they go with Hooker and Holcomb and contract with them so they can do the negotiations to get the vendors to absorb the fee structure so that there will be no cost to the Board of Education. Hooker and Holcomb will provide the services required to meet the IRS regulations which go into effect on January 1, 2009.

Finance Director Turansky wasn't sure if this is an item that is going to the Boards of Education in other districts but he wanted to make Rocky Hill's Board of Education aware of what is happening and what the requirements are, etc.

Finance Director Turansky told everyone that he could provide them with the RFP documentation from all three vendors if they were interested. Superintendent Dr. Villar said they don't have the in-house capacity to do this so they definitely want to go to a Third Party Administrator and the second thing is that they want to make sure this won't cost them any money. If they are willing to absorb this, he said it seems like this is a good place for them to be.

Chairman Rivard asked what sort of action needs to be taken on this. Superintendent Dr. Villar said he sees this as information for the Board of Education because it needs to be done. This doesn't cost the Board of Education money so nothing is being expended. This does cost the employees money in their investments. He sees this Third Party Administrator option as a way to do this at no cost to the Board of Education. It leaves everyone a Human Resource type of work and it solves the problem. Everyone is on a deadline as well.

Superintendent Dr. Villar said he could check with Shipman and Goodwin. If this Third Party Administrator is elected to be gone with then he can alert the Board of Education to who they went with. Chairman Rivard told him that this is their job but the Board of Education would like to be kept informed about this. Mrs. Mennella asked if they could get a copy of the RFPs and Finance Director Turansky said he would get them copies.

Superintendent Dr. Villar said they will get the copies of the RFPs out and they will give them a reasonable period of time to absorb them before they take final action. He said they want to move relatively quickly on this because of the timeline.

**Moved by Catherine Vargas, seconded by Maria Mennella, to adjourn
the meeting at 7:30 p.m.**

**FAVOR: ALL
MOTION CARRIED**

Respectfully submitted,

Jo-Anne Booth
(Not present at this meeting.)

Accepted by: _____ Date: _____