



**Corrected Minutes**  
**6/22/09**

**TOWN OF ROCKY HILL**  
**BOARD OF EDUCATION 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	April 20, 2009
LOCATION	Training/Conference Room
DATE OF MEETING	May 18, 2009
TIME MEETING STARTED	6:08 p.m.
PERSON PREPARING MEETING MINUTES	Christine B. Flynn, Secretary to the Superintendent of Schools (not present at this meeting)
VERBATIM NOTES TAKEN	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
AUDIO, VIDEO OR LIVE TRANSMISSION OF MEETING	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**MEMBERS PRESENT AT MEETING**

1. Rene (Skip) Rivard	2. Maria Mennella
3. Catherine Vargas	4. Also present: Nadine Bell (Bd. of Ed.)
5. Finance Director Frank Connolly	6. Superintendent Dr. Jeffrey Villar

NUMBER REQUIRED FOR QUORUM   2        QUORUM PRESENT    Yes       No

**TEXT MOTIONS AND RESULTS VOTES**

1st MOTION             Passed     Failed     Tabled

<p><b>1.      Moved by Catherine Vargas, seconded by Maria Mennella, to table the Hartford Public Schools Magnet Tuitions agenda item to the next meeting.</b></p>	<p><b>FAVOR: ALL MOTION CARRIED</b></p>
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2nd MOTION       Passed       Failed       Tabled

**Moved by Catherine Vargas, seconded by Maria Mennella, to adjourn the meeting at 7:03 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: 7:03 p.m..

TIME DELIVERED TO TOWN CLERK: \_\_\_\_\_.

Town of Rocky Hill  
Board of Education  
Finance Committee Meeting Working Notes  
May 18, 2009

A Finance Committee meeting of the Rocky Hill Board of Education was held on Monday, May 18, 2009 in the training /conference room. Chairman Rene (Skip) Rivard called the meeting to order at 6:08 p.m. Present were: Maria Mennella and Catherine Vargas. Also present was Nadine Bell (Bd. of Ed.), Superintendent Dr. Jeffrey Villar and Finance Director Frank Connolly.

### **1. Athletic Trainer**

Mr. Connolly stated that he met with Tom McCabe and Ed Kravitz of Athletic Trainer Solutions, LLC., regarding possible renewal of the Trainer's contract. Mr. McCabe gives a high recommendation to Athletic Trainer Solutions. The meeting involved a review of the district's expectations for this service.

Athletic Trainer Solutions is willing to renew the contract for another year at the current rates – no increases. The amount of their contract is built into the 2009-10 budget. The original RFP does allow two-one year renewals. Athletic Trainer Solutions provides certificates of insurance. They have also provided Mr. Connolly with a list of the 39 school systems they are working in.

Mr. Connolly provided the group with a copy of the contract with Athletic Trainer Solutions. The Superintendent, Athletic Director and Finance Director recommend renewal of the contract with Athletic Trainer Solutions.

It is the consensus of the committee to recommend renewal of the contract with Athletic Trainer Solutions to the full Board. This item will be brought to the next Board of Education Meeting on May 21, 2009.

### **2. Time Card System**

Mr. Connolly reviewed with the committee options to consider for automated time card systems.

### **3. End of Year Purchases**

Mr. Connolly stated that he and the Superintendent continue to work on a specific list for end of the year expenditures. In anticipation of an operating surplus as of June 30, 2009, the following procedure is recommended. Mr. Connolly stated that this is a two-step process. First, a list of end of the year purchases based on defined needs, such as classroom furniture, time card system, server, etc., is being developed and will be finalized shortly. Second, any monies left over after this list of expenditures would be returned to the Town and put into the Reserve for Capital and Non-Recurring Expenditure. These dollars would then be used for a specific project(s) identified by the Board of Education. The Administration will develop this secondary list with more than enough projects identified.

Mr. Connolly stated that this approach will require formal action by the Board of Education and an agreement with the Town Council that the money would go into the Reserve for Capital and Non-Recurring Expenditure for the Board Designated project(s). In 2005, the Town Council and the Board of Education worked out a similar procedure that allowed work to be undertaken. Mr. Connolly distributed copies of the Board of Education's motion and the Town Council's resolution. If approved, the Administration would work with the Town staff on carrying out the project(s) to avoid disruption of educational activities.

**Moved by Catherine Vargas, seconded by Maria Menella, to table the Hartford Public Schools Tuitions agenda item to the next meeting.**

**FAVOR: ALL  
MOTION CARRIED**

**Moved by Catherine Vargas, seconded by Maria Mennella, to adjourn the meeting at 7:03 p.m.**

**FAVOR: ALL  
MOTION CARRIED**

Respectfully submitted,

Christine B. Flynn  
Secretary to the Superintendent of Schools

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_