

**BOARD OF EDUCATION**  
**Ellington, Connecticut**  
**Finance Committee Meeting Minutes**

The Finance Committee of the Ellington Board of Education met on Wednesday, March 16, 2011 in the School Administration Building.

**Attendees:**

*Administrative Team Members:* Stephen Cullinan, Anthony Littizzio

*Food Services Director:* Patti Patton

*Finance Committee Members:* Dale Roberson, Mike Young, Tracey Kiff-Judson

*Absent Committee Members:* William Trisler

**Call to Order:** The meeting was called to order at 7:04 PM by Committee Chairperson Tracey Kiff-Judson.

**Agenda Items**

- **Review of 2010-2011 Food Services Financials**
  - Patti Patton and Tony Littizzio presented year-to-date financials for Food Services.
  - As of the end of March, Food Services showed a profit of \$39,060, less a prepayment balance of \$20,590 for a net profit of \$18,470. Through normal fluctuations in revenue and expenses, Food Services expects to end the year with a \$14,000 loss. This is within normal operating margins and can be covered through reserves.
  - In the coming year, increases in expenses for labor (3%), food costs (10%), and benefits (10%) are anticipated.
  - Additionally, changes to federal legislation, will require Ellington to increase the price charged for lunches to more closely reflect Ellington's reimbursement rate. This change alone is likely to require us to raise lunch prices by at least \$.10 next year.
  - The legislation change, in addition to the anticipated loss from the current year and expected increases in expenses for the coming year, make it likely that an increase to lunch prices will be required. Initial estimates place this increase at about \$.25/lunch, but that amount will be finalized later in the spring when we have a better projection for year-end profit/loss and a better understanding of the requirements of the new legislation.
  - Tony Littizzio and Patti Patton distributed a comparison of lunch prices among neighboring towns, and Ellington is currently among the lowest.
- **Review of 2010-2011 Budget Status**
  - Steve Cullinan reviewed the over/under expenditures for various accounts in the current year's budget. Currently, the education budget is expected to have a favorable third quarter balance of \$9,414.
  - One significant, unexpected variance was cost of snow removal for this winter. The costs are estimated to total in the range of \$110,000 - \$120,000. Insurance will cover a small portion of this, but we anticipate that there will still be approximately \$100,000 remaining to cover out of the current year's education budget.
- **Estimated 2010-2011 End-of-Year Expenditures**
  - Steve Cullinan reviewed a letter that he sent to the Board of Finance Chairperson, Robert Clements, dated March 9, 2011 giving an overview of the anticipated impact of snow removal on the returning of funds to the town at the end of the year.
  - In prior years, the school system has returned excess funds to the town in the following amounts: \$115,295 (2009-2010), \$148,994 (2008-2009), and \$54,669 (2007-2008).
  - Because the administration will attempt to cover the cost of snow removal out of the current year's budget, it is anticipated that there will be no excess funds available at year-end to return to the town. Steve Cullinan explained this anticipated outcome in his March 9, 2011 letter to Robert Clements.
- **Establish Process for Review of Non-Represented Salaries 2011-2012**

- Steve Cullinan presented a list of contracts for non-represented employees that must be addressed in the coming months.
  - The committee will review this information with the full Board of Education during the next full Board of Education meeting.
  - **Motion:** Mike Young moved to establish a process, as has been done in the past, for the Finance Committee, to accept input from the following individuals on their upcoming contracts at meetings to be scheduled: Anthony Littizzio, Patti Patton, Nancy Daley, and John Collins. **Second:** Dale Roberson. Motion carried unanimously.
  - Steve Cullinan will also discuss with the technology department whether those employees would like to have individual discussions with the Finance Committee or be represented by their supervisor.
- **Old Business:**
    - None.
  - **New Business:**
    - None.

**Adjournment:** A motion was made by Mike Young to adjourn. **Second:** Dale Roberson. The motion was approved unanimously. Tracey Kiff-Judson adjourned the meeting at 9:03 PM.

**Minutes submitted by:** \_\_\_\_\_

Tracey Kiff-Judson, Finance Committee Chairperson