

BOARD OF EDUCATION
Ellington, Connecticut
Finance Committee Meeting Minutes

The Finance Committee of the Ellington Board of Education met on Thursday, January 12, 2012 at 7:00 PM in the School Administration Building at 47 Main Street.

Attendees:

Administrative Team Members: Mr. Stephen Cullinan, Mr. Anthony Littizzio

Finance Committee Members: Dr. Michael Young, Mrs. Tracey Kiff-Judson, Mr. Andrew McNamar, Mr. Dale Roberson

Presenters: Mr. Matt DeLassus, Mr. Neil Rinaldi, Ms. Patti Patton

Call to Order: The meeting was called to order at 7:00 PM by Committee Chairperson Mrs. Kiff-Judson.

Agenda Items

- **Presentation of Ellington High School Marching Band Uniforms Proposal**
 - Mr. Cullinan reminded the committee that during last year's budget discussion regarding temporary uniforms, \$9,000 was approved for temporary uniforms.
 - Matt DeLassus, the high school band director, and Mr. Rinaldi presented a proposal for new band uniforms. The old uniforms are 23 years old. New 100% polyester uniforms with adjustable hems were recommended. We have 40 band members now and expect 60-90. It was recommended that we order 120 uniforms to have sufficient sizes available. The total expense is expected to be approximately \$30,000.
 - Mr. Cullinan felt that band uniforms could be purchased out of this year's budget, which Mr. DeLassus indicated would make them available for this year's Memorial Day parade.
 - Mr. Littizzio inquired about the company selected for the uniform production. Due to the extensive design work and effort that has gone into getting the uniform to this point, Mr. Littizzio suggested the BOE waive the bid process, which would allow the uniforms to be available for Memorial Day.
 - **Motion made by Dr. Young:** To recommend to the full board the purchase band uniforms out of 2011-2012 education budget for up to \$30,000, given the anticipated availability of funds in the current year. The committee also recommends waiving the bid process to ensure the availability by Memorial Day. **Second:** Mr. Roberson. **Vote:** Approved unanimously.
- **Review of Food Service Financials 2011-2012**
 - Patti Patton presented the YTD financials for the food services offered through the school system.
 - Participation in lunch purchases is down roughly 2%, mostly at the high school.
 - The price increase to lunches for the current year has successfully covered expenses. There is no anticipation of the need to increase the lunch prices for next year.
 - The amount in reserve is approximately 3 months of expenses as is appropriate.
 - Mr. Roberson asked for information regarding the free and reduced lunch program. The participation is increasing in this program. The prepaid system makes participation in this program confidential.
- **Review of Financial Projections for 2011-2012 Budget**
 - Mr. Cullinan presented the projections for the end of year. Favorable experience, primarily in the salary account, is anticipated to allow the pre-purchase of several items including AP textbooks, the band uniform purchase presented by Mr. DeLassus, and prepaid severances in the current year.

- Mr. Roberson inquired about the timing of the spending. Mr. Cullinan indicated that it would be spent over the course of the remainder of the school year, ensuring the availability of funds, particularly given the variable expenses of heating and snow removal for this winter.
- **Establish Schedule for Contract Discussions with Non-Represented Staff**
 - The committee agreed to a meeting with non-represented individuals on either February 2 or 23 from 7:30 to 9:00, allowing 15 minutes per person and 30 minutes for the technology staff. Mr. Cullinan agreed to finalize that date over the next several days.
 - The committee will review the at-will employee compensation in the spring after the discussions with the non-represented individuals.
- **Old Business**
 - None.
- **New Business**
 - None.

Adjournment: A motion was made by Dr. Young to adjourn. **Second:** Mr. Roberson. **Vote:** Approved unanimously. Tracey Kiff-Judson adjourned the meeting at 8:14 PM.

Minutes submitted by: _____
Tracey Kiff-Judson, Finance Committee Chairperson