

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

The Finance Committee of the Ellington Board of Education met on Thursday, October 11, 2012 at 7:00 PM in the School Administration Building at 47 Main Street.

**Attendees:**

*Administrative Team Members:* Mr. Stephen Cullinan, Ms. Meg Devlin

*Finance Committee Members:* Dr. Michael Young, Ms. Tracey Kiff-Judson, Mr. Dale Roberson

*Guest Speakers:* Ms. Patti Patton

*Absent Committee Members:* Mr. Andrew McNamar

**Call to Order:** The meeting was called to order at 7:02 PM by Committee Chairperson Ms. Kiff-Judson.

**Agenda Items**

- **Approval of 2011-2012 Food Service Financials**
  - Ms. Patton reported that the food services organization ended the 2011-2012 school year on target with a net profit of \$6,381.63 or (\$700.53) if accumulated balances are counted.
  - Mr. Young questioned whether we could get a better rate of interest on the money held in a certificate of deposit. Ms. Patton and Ms. Devlin will investigate.
  - The required reserve balance is within the allowable parameters.
- **Approval of 2011-2012 Final Expenditures**
  - Mr. Cullinan and Ms. Devlin reviewed the closing financials for the 2011-2012, including detail on any variances of greater than \$10,000 from budget.
  - The 2011-2012 financials closed with a \$22,777.99 favorable balance to be returned to the town.
  - A motion was made by Mr. Young to recommend approval by the Board of the transfers and final expenditures for the 2011-2012 budget in amount of \$30,011,162.01 as presented. **Second:** Mr. Roberson. **Vote:** Approved unanimously.
- **Establish 2013-2014 Budget Calendar**
  - Mr. Cullinan reviewed a proposed budget calendar for the coming year.
  - A motion was made by Mr. Young to recommend approval by the Board of the budget calendar 2013-2014 budget as presented. **Second:** Mr. Roberson. **Vote:** Approved unanimously.
- **Develop 2013-2014 Board of Education Budget Guidelines**
  - Mr. Cullinan presented proposed education budget guidelines for the preparation of the 2013-2014 budget.
  - The committee discussed technology expenditures required to support the Bring Your Own Device Policy. Ms. Devlin reported on the work that has been done to date to get quotes for technology infrastructure enhancements.
  - A motion was made by Mr. Roberson to recommend approval by the Board of the education budget guidelines for 2013-2014 as presented. **Second:** Mr. Young. **Vote:** Approved unanimously.
- **Old Business**
  - None.
- **New Business**
  - None.

**Adjournment:** A motion was made by Mr. Roberson to adjourn. **Second:** Mr. Young. **Vote:** Approved unanimously. Tracey Kiff-Judson adjourned the meeting at 8:00 PM.

**Minutes submitted by:** \_\_\_\_\_  
Tracey Kiff-Judson, Finance Committee Chairperson