

BOARD OF EDUCATION
Ellington, Connecticut
Finance Committee Meeting Minutes

The Finance Committee of the Ellington Board of Education met on Wednesday, February 13, 2013 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

Guest Speakers: Ms. Patti Patton

Absent Committee Members: Mr. Andrew McNamar, Mr. Dale Roberson

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

Agenda Items

- **Review of 2012-2013 Food Service Financials**
 - Ms. Patton reported that food service net profit and loss have been up and down on a month to month basis. The YTD net P&L is \$5,016.87 (not accounting for prepaid lunch balances).
 - Ms. Patton also reported that she researched higher interest paying accounts. Rockville Bank offers .2%, and a business account at Citizens pays .55%. As the account is currently at Rockville, the decision was not made to move now, but to look again next month when the 6-month CD is mature. The business relationship with Rockville Bank works well and is a consideration.
 - Ms. Patton discussed some new product introductions.
- **Update on 2012-2013 Budget Status and Review of Submission of 2013-2014 Proposed Board of Education Budget**
 - Mr. Cullinan reported that by Friday, we must submit the proposed budget to the town.
 - Mr. Cullinan reviewed over/under accounts for the current year, including: retirements (favorable), additional custodial costs (unfavorable), health insurance (favorable), other professional/technical services (unfavorable – includes possible resource officer starting in April), public utilities (projected favorable), regular pupil transportation (unfavorable – due to the CREC regionalized bid), and town-wide maintenance (unfavorable – includes projected spending to implement some actions based upon police security report).
 - The total projected year-end over/under for the current year is \$0 because any remaining funds will be applied to security enhancements.
- **Review of Contract Status for Non-Represented Staff**
 - Several individuals are up for discussion.
 - Director of Business Services - to be presented to/discussed at Finance Committee
 - Director of Facilities - recent hire wait until anniversary
 - IT Database Coordinator - must update contract as of June 30, 2013, recommend keeping in line with other IT employees at 2.65%
 - New Technology Technician - recommend keeping in line with other IT employees at 2.65%
 - Security Specialist – hourly rate, usually parallel off support staff contract which is set for coming year
 - At-Will Employees – paid hourly based upon years of service (no more than 19 hours), use proposed budget of an increase of \$.25/hour
- **Old Business**
 - None.
- **New Business**
 - None.

Adjournment: A motion was made by Dr. Young to adjourn. Tracey Kiff-Judson adjourned the meeting at 7:54 PM.

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