

BOARD OF EDUCATION
Ellington, Connecticut
Finance Committee Meeting Minutes

The Finance Committee of the Ellington Board of Education met on Wednesday, May 21, 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, Mr. Andrew McNamar

Guest Speakers: Ms. Patti Patton

Absent Committee Members: Mr. Dale Roberson

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

Agenda Items

- **Review of 2012-2013 Food Service Financials**
 - Ms. Devlin and Ms. Patton reported that the food service program is running a larger than usual deficit for this time of year. The year-end deficit is projected to be \$50,000.
 - Ms. Patton proposed a correction through staffing changes. There will be one retirement at the Middle School, and one person from Windermere will move to the Middle School to fill that position. Hours were reduced in several positions as well.
 - Ms. Patton reported that regulation changes required modifications to the types and quantities of certain grains and proteins offered. These changes were not popular at the high school. Once the regulations were relaxed sales recovered somewhat.
 - If there is a bounce-back in sales, the hours may be restored next school year.
 - The reserve has declined to about two months, as opposed to the three-month recommendation. If this cannot be recovered next year, lunch prices may need to be increased at some point during the year.
 - Ms. Patton also discussed some enhancements to the high school program to improve sales including restructuring of product offerings and the option for a double portion entree.
 - The group reviewed whether advertising with product names would be a violation of the district's advertising policy, but after review, the committee determined that it would not.
- **Update on 2012-2013 Budget Status**
 - Mr. Cullinan reported that there is still some ongoing work to determine the year-end financial balance that may be able to be used for security enhancements.
 - Several security enhancement proposals have been obtained and need to be reviewed such as: camera proposals \$300K, door hardware \$98K, and swipe cards \$60K. Operations will review these proposals next week and determine what will be implemented. Results will be presented to the full Board of Education in June.
- **Review of 2013-2014 Proposed Board of Education Budget Reductions**
 - The budget referendum passed tonight, so the board still needs to cut \$171K from the proposed budget.
 - Mr. Cullinan reported that we may be able to reduce health insurance by about \$160K due to savings projected for next year, which may largely offset the cut.
 - **Motion:** Authorize the superintendent to reduce next year's budget by \$171K through a reduction to the insurance account. 1st: Dr. Young 2nd: Mr. McNamar Vote: Unanimous approval
- **Review of Contract Status for Non-Represented Staff**
 - Several individuals and positions were discussed.
 - Director of Business Services – presented request at Finance Committee Meeting to be reviewed with the full board
 - 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 with support staff contract which is set for coming year at 2.65%
- At-Will Employees – paid hourly based upon years of service (no more than 19 hours/week), 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. Mr. McNamar seconded the motion. Tracey Kiff-Judson adjourned the meeting at 8:40 PM.

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