

BOARD OF EDUCATION
Ellington, Connecticut
Finance Committee Meeting Minutes

The Finance Committee of the Ellington Board of Education met on Monday, September 16, 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: Ms. Tracey Kiff-Judson, Mr. Andrew McNamar

Guest Speakers: Ms. Patti Patton

Absent Committee Members: Mr. Dale Roberson, Dr. Michael Young

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

Agenda Items

- **Approval of 2012-2013 Food Service Financials**
 - Ms. Patton presented the closing food service financials for the 2012-2013 school year.
 - The food service program ended the year with a \$65,632.62 loss.
 - The program served 19% fewer lunches compared to last year. Free and reduced children are buying at the same rate. Ms. Patton cited the new regulations limiting portion sizes and imposing weekly limits as a primary cause for the decline in sales. This regulation has been changed for the coming school year. This year will also reinstate daily instead of weekly limits.
 - To mitigate the sales downturn, staffing was reduced. For the coming school year, there was not a recommendation to increase school lunch prices.
 - The committee will revisit the lunch program profitability in January to ensure that it is tracking to plan.
- **Approval of 2012-2013 Final Expenditures**
 - Mr. Cullinan presented the final expenditures for the 2012-2013 school year.
 - Ms. Devlin reviewed the accounts that were over and under by \$10,000 or more.
 - The committee agreed to recommend to the full board to approve the final expenditures for the 2012-2013 school year.
 - Over \$270,000 was spent on agreed upon security enhancements at the end of the school year.
 - The amount of \$1,086.46 was unexpended and remained with the town.
- **Establish 2014-2015 Budget Calendar**
 - Mr. Cullinan reviewed the proposed budget calendar, and the committee agreed to recommend to the full board the approval of the calendar as proposed.
- **Develop 2014-2015 Board of Education Budget Guidelines**
 - Mr. Cullinan reviewed the proposed budget guidelines for the coming budget cycle. The committee agreed to recommend to the full board the approval of the guidelines as drafted.
- **Old Business**
 - None.
- **New Business**
 - None.

Adjournment: A motion was made by Mr. McNamar to adjourn. Ms. Kiff-Judson seconded the motion. Ms. Kiff-Judson adjourned the meeting at 7:30 PM.

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