

A meeting of the Finance Committee was held on Wednesday, September 21, 2022, in the Board of Education Conference Room, 47 Main Street, Ellington, CT.

The meeting was called to order at 6:00 p.m. by Liz Nord.

PRESENT Liz Nord, Chair, Miriam Underwood, Jen Dzen

ALSO PRESENT Brian Greenleaf, Director of Finance & Operations
Stephanie Veturis, Coordinator of Accounting

AGENDA ITEMS

Fiscal Year 2022 Update

Mr. Greenleaf provided an update on the year end, which changed slightly from the August Board meeting. In all the district is returning approximately \$32K to the Town, but aiming to set aside \$25K into the Unexpended Funds Account.

MOTION

First: J. Dzen

Second: L. Nord

To recommend that the Board approve year end transfers and expenditures as presented.

Motion carried unanimously.

Fiscal Year 2023 Update

Mr. Greenleaf provided an update on the 2022-2023 school year. Encumbrances in payroll are being looked at for accuracy. Inflationary pressures on the budget, primarily in purchased goods and services, and facilities repairs, mean that the Business Office will be looking closely at the budget through the year.

Online Family Payments

Ms. Veturis provided an overview of the district's efforts to launch an online payment platform. This provides a paperless option for families to use to pay for certain fees owed to the district (e.g. chromebook insurance, Pay to Participate).

Staffing Update

Mr. Greenleaf provided a staffing update. Currently there are three certified staff openings, some of which were recent resignations. Non-certified positions, especially P/T Paras have more openings. This is in line with trends from the previous year.

P-Card Discussion

Mr. Greenleaf provided an overview of the district's plans to obtain a Purchasing Card (P-Card). A P-Card is the corporate name for a credit card. This will allow the district to purchase services that do not take purchase orders or checks, whereas currently employees may pay via a personal credit card. This will increase transparency of purchasing as well as provide potential rewards to the district. The district will also explore this as a Shared Service with the Town.

ADJOURNMENT

MOTION

First: M. Underwood

Second: J. Dzen

To adjourn the meeting of the Finance Committee (7:15 p.m.)

Motion carried unanimously.