

BOARD OF EDUCATION

Ellington, Connecticut

Finance Committee Meeting Minutes

The Finance Committee of the Ellington Board of Education met Monday, September 26, 2016, at 7:00 p.m. in the Board of Education Conference Room in the School Administration Building, 47 Main Street, Ellington, CT 06029.

Attendees:

Board of Education Members: Mr. Andrew McNamar, Dr. Michael Young and Ms. Tracey Kiff-Judson,

Administrative Team Members: Dr. Scott Nicol, Superintendent of Schools, and Mr. Brian Greenleaf, Director of Finance & Operations. Mrs. Anita Yost, Coordinator of Accounting, and Mrs. Patti Patton, Food Services Supervisor also attended for portions of the meeting.

Call to Order: The meeting called to order at 7:00 p.m.

Agenda Items:

1. Approval 2015 - 2016 Food Service Financials

Patti Patton reported on 2015-16 final financials for the school food services, and the start of school this September. She reported gross revenues of \$567,958.75 for the 2015-16 year. She reported the program ended with a \$35,907.91 loss. Some changes were instituted for Fall 2016, including the reduction of one position through attrition, and a grant to improve display cases at the high school. Ms. Patton reported cash sales were up \$700 at the start of school, with lunch sales doing better at the lower grades and breakfast being a success at Windermere. Once again, she recommended that decisions be revisited in January 2017 once the program is underway and participation for the year is apparent. Mr. Greenleaf indicated he will be investigating the break-even points at each school and planning for contingencies. Decisions are to be made by January, as recommended by Ms. Patton.

A motion was made to recommend for approval by the Board the 2015-2016 Food Services Financials as presented to the subcommittee.

1st. M. Young

2nd. A. McNamar

VOTE: Unanimous. The motion passed.

2. Approval 2015 - 2016 Final Expenditures

Mr. Greenleaf reported the final year end Board of Education 2015-16 Budget. Two final line item transfers were discussed, for faculty salaries and custodial salaries. Discussion of pre-purchases including the 1:1 Chromebook program for 9th graders was discussed.

A motion was made to recommend for approval by the Board the 2015-16 Final Expenditures as presented to the subcommittee.

1st. M. Young

2nd. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

3. Establish 2017 - 2018 Budget Calendar

Mr. Greenleaf presented his draft 2017-18 Budget Calendar. The committee discussed changes and possibilities for communication of dates and deadlines. Notifications pushed to interested followers from Facebook Live and other options from the revised website were considered.

A motion was made to recommend that the Board adopt the 2017-18 Budget Calendar as presented to the subcommittee.

1st. M. Young

2nd. A. McNamar

VOTE: Unanimous. The motion passed.

4. Develop 2017 - 2018 Board of Education Budget Guidelines

Mr. Greenleaf presented to the committee proposed 2017-18 Budget Guidelines. Eleven guidelines were presented, with slight changes from the previous year. Notably, with changes in the district, the transportation budget will need to be reviewed, efforts will be made to make the district improvement plan visibly aligned with monthly reports, and efforts to support innovation across the district will be considered.

A Motion to recommend that the Board adopt the 2017-18 Budget Guidelines as presented to the subcommittee passed unanimously.

A motion was made to adjourn and the meeting adjourned at 8:07 p.m.

1st. M. Young

2nd. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

Respectfully submitted,

Dr. Michael Young
Finance Committee, Chair