

BOARD OF EDUCATION

Ellington, Connecticut

Finance Committee Meeting Minutes

The Finance Committee of the Ellington Board of Education met for a virtual meeting on Thursday, April 9, 2020 at 2:00 p.m.

Attendees:

Board of Education Members: Ms. Liz Nord, Mr. Michael Purcaro, Ms. Jennifer Dzen and Ms. Miriam Underwood.

Administrative Team Members: Dr. Scott Nicol, Superintendent of Schools and Mr. Brian Greenleaf, Director of Finance and Operations.

Also in attendance: Ms. Jennifer Brown, Executive Assistant to the Superintendent/Human Resources Coordinator; Ms. Lindsay Steller, Director of Food Service; and Mr. John Prunier, Whitsons.

Call to Order: The meeting was called to order by Ms. Nord at 2:02 p.m.

Agenda Items:

1. *Discussion of Stipends*

Mr. Greenleaf and Dr. Nicol reported on the status of building stipend positions during distance learning. Principals have worked with teachers in stipend positions, it was voluntary for teachers to continue their stipend work during this time. The work the teachers conduct in these positions is important and it focuses on connection with students and social/emotional learning.

We currently have a hold on the spring coaching stipends, waiting to see what happens with the closure. Administration will work with the Athletic Director and the teachers' union to work on potential proposals for partial stipends.

2. *2019-2020 Financial Update*

Mr. Greenleaf opened the discussion with a brief overview. We are estimating a balance of \$500,000 that can be returned to the town with a recommendation that it be returned to the unassigned general fund to help reduce the mill rate.

The district has currently taken on \$132,000 of capital improvement projects including Center School roof, the underground tank removal, security and audio visual upgrades.

Some recent personnel changes have reduced the operation budget for 2020-2021 by \$50,000 as well.

Some changes in the 2019-2020 budget include moving food service salaries into the general fund, as the program is not generating the same amount of revenue right now. We are currently saving on substitutes and we were able to lower the tuition line as we brought back one student.

Mr. Purcaro asked for Mr. Greenleaf to provide an overview on how the district is factoring in any potential reimbursements from the government for COVID-19 related expenses. Currently the district is tracking all expenses for work related to COVID-19 as well as planning to submit for stimulus money.

Ms. Nord commended the team for their collaboration with the town as it will be a hard year financially for many people in town.

3. *2020-2021 Prepaid Grants*

Mr. Greenleaf explained these are estimated grants and other revenue expenditures for the 2020-2021 school year. The total amount sets an appropriation budget for the BOE, but expenditures will reflect actual amounts received.

A motion was made to recommend the Board of Education approve the 2020-2021 Prepaid Grants as presented.

1st. M. Purcaro

2nd. J. Dzen

4. *2018-2019 Food Service Financials*

Mr. Greenleaf presented the 2018-2019 Food Service Financials. The transition year, inventory changes, and Administrative review led to a small negative change in operating position.

A motion was made to recommend to the Board of Education approval of the 2018-2019 Food Service Financials.

1st. J. Dzen

2nd. M. Purcaro

5. *Healthy Food Certification*

Mr. Greenleaf explained the benefit of the Healthy Food Certification program on the budget of the food program and the requirements of the program.

A motion was made to recommend to the Board of Education to recommend participation in the Healthy Food Service Certification, and;

To recommend that the Board of Education approve the sale to students of food items not listed on the state statute provided the following conditions are met: 1. The sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2. The sale is at the location of the event; 3. The food items are not sold from a vending machine or school store., and;

To recommend that the Board of Education approve the sale to students of beverages not listed on the state statute provided the following conditions are met: 1. The sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2. The sale is at the location of the event; 3. The beverages are not sold from a vending machine or school store.

1st. M. Purcaro

2nd. J. Dzen

6. *Whitson's Renewal*

Mr. Greenleaf notes that Whitsons has been a great partner to work with over the past year and half. This year's progress was on track with expectations, however the school closure will have an impact on the whole program.

Ms. Steller presented on some of the successes of the program during the 2019-2020 school year through February.

A motion was made to recommend to the Board of Education that the administration is authorized to enter into a renewal agreement with Whitson's for the 2020-2021 school year, pursuant to applicable statutes and regulations.

1st. M. Purcaro

2nd. J. Dzen

A motion was made to adjourn the meeting at 2:59 pm.

1st. J. Dzen

2nd. M. Purcaro

Respectfully submitted,

Ms. Liz Nord

Finance Committee, Chair