

**East Lyme Board of Education - East Lyme, Connecticut
Finance, Facilities, and Operations (FFO) Committee
Meeting Minutes**

MEETING DATE: Monday, April 27, 2015, 6:15^{PM}

LOCATION: Upstairs Conference Room, EL Board of Education Central Office

ATTENDEES: Al Littlefield (Co-Chair), Pam Rowe (Co-Chair), Tim Hagen (Board Chair), Jamie Barr Shelburn (6:40), Jeff Newton (Superintendent), Maria Whalen (Director of Business and Facilities), Nancy Burdick (Business Supervisor), Pat Lannon (Technology Director)

1. Call to Order - Committee meeting was called to order at 6:30^{PM} by Pam Rowe (Co-Chair).

MEETING CONDUCT

A. Discussion: Establish Future Agenda Items

- Review of ELPS Revenue Accounts (*with Administration and Building Principals*)
- Impact of implementation of Affordable Care Act
- Detail accounting of Per Pupil Expenditure Accounts
- Update of State-mandated Uniform Chart of Accounts Implementation

– *per Connecticut General Statutes 10-10c – Uniform system of accounting. Chart of accounts.*

Department of Education shall develop and implement a uniform system of accounting for school revenues and expenditures. Such uniform system of accounting shall include a chart of accounts to be used at the school and district level. Such chart of accounts shall include, but not be limited to, all amounts and sources of revenue and donations of cash and real or personal property in the aggregate totaling five hundred dollars or more received by a local or regional board of education, regional educational service center, charter school or charter management organization on behalf of a school district or individual school.

For the fiscal year ending June 30, 2015, and each fiscal year thereafter, each local or regional board of education, regional educational service center and state charter school shall implement such uniform system of accounting by completing and filing annual financial reports with the department using the chart of accounts and meet the provisions of Section 10-227.

- Updates on 2015-16 Budget Preparation (*preparation of next-year's Budget*)
- Discussion of Pre-K
- Quarterly meetings with Board of Finance
- Review of Chinese Program – Revenue Account and Expenditures
- Review of Insurance
- Review of Advertizing (Revenue) Account
- Status of leveraging District and Town resources (*e.g., Buildings & Grounds, etc.*)
- Project updates (Buildings & Grounds)
- Budget Transfers (Monthly budget updates/spreadsheets provided to FFO)
- Assessment of taking one elementary school off-line (mothballing) as we wait for the implementation of the Elementary School Facilities Design project. (*Working with the Town and Board of Finance*). Possible Board Ad Hoc committee.

2. Adjournment - The meeting was adjourned at 6:48^{PM}.

Respectfully Submitted,

Albert L. Littlefield

Albert L. Littlefield, Co-Chair

Pam Rowe

Pam Rowe, Co-Chair