

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

**MEETING DATE:** Tuesday, May 26, 2015, 6:00<sup>PM</sup>

**LOCATION:** Room B100, East Lyme High School

**ATTENDEES:** Al Littlefield (Co-Chair), Jill Carini, Barbara Senges, Tim Hagen (Board Chair), Jamie Barr Shelburn, Jeff Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent), Maria Whalen (Director of Business and Facilities), Nancy Burdick (Business Supervisor), Pat Lannon (Technology Director)

**Call to Order** - The Committee meeting was called to order at 6:03<sup>PM</sup> by Al Littlefield (Co-Chair).

**DISCUSSION ITEMS**

**1. FY 15 Budget Status as of 4/30/15**

- Superintendent Newton and Director of Business and Facilities, Maria Whalen, updated the Committee on the 2015-2015 budget status as of April 30, 2015. To date, 97.4% of the 2014/2015 adopted budget has been expended and/or encumbered. Nearly all funds are expected to be liquidated by the end of the fiscal year with the possibility of very little being returned to the town.
- Director of Business and Facilities, Maria Whalen, and Business Supervisor, said that she is working to revise the Monthly Budget/Financial Status report to provide better, more detailed definition of the elements reported.
- Business Supervisor, Nancy Burdick, stated that as we near the end of June, the Committee will be receiving Budget Transfer Requests to be reviewed and then sent to the full Board.

**2. FY 16 Budget**

- The Committee reviewed the Superintendent's proposed reductions to the 2015-2016 Budget to accommodate a 14.0% increase in health insurance rates based on the December 2014 broker's recommendation. Concerns were raised regarding the uncertainties of the health insurance increase and the impact the Federal Affordable Care Act will have on the budget. This will be reported to the full Board

**3. Proposed FY16 Out-of-District Tuition Rates for ELPS**

- Superintendent Newton and Director of Business and Facilities, Maria Whalen, presented the recommended new 2015-2016 ELPS regular education tuition rate at \$15,307 for new out-of-district students and for returning out-of-district students that were enrolled the prior year (per Board of Education Policy #3240). The new rate reflects a \$785 increase over the present year.

A positive consensus was reached by FFO Committee with a recommendation to present it to the full Board for approval.

**3. Board of Education Presence at Board of Finance Meetings**

- The Committee will request that the Board of Education be added to the Agenda for the Board of Finance Meetings (similar to the way that the Board of Selectmen are on the Board of Education Agenda).

#### 4. Prioritize Future Agenda Items

For the remainder of this school year, the Committee thought that we should focus our discussions on the closing out of the 2014-2015 accounts and other end-of-year actions. Once the new school year planning gets under way, the Committee will start working through the Future Agenda Items.

##### Future Agenda Items:

- Monthly Budget Projection Forecast -- *(Every Meeting)*
- Project Updates (Buildings & Grounds) -- *(Every Meeting)*
- Budget Transfers (Monthly budget updates/spreadsheets provided to FFO) – *(As Required)*
- Review of Insurance – *(Potential impacts of Federal Affordable Care Act)*
- Review of ELPS Revenue Accounts *(with Administration and Building Principals)*
- Detail accounting of Per Pupil Expenditure Accounts
- Update of State-mandated Uniform Chart of Accounts Implementation
- Full Picture of Special Education Costs *(Detailed Breakdown)*
- Updates on 2015-16 Budget Preparation *(Preparation of next-year's Budget)*
- Discussion of Pre-K
- Review of Chinese Program – Revenue Account and Expenditures
- Review of Advertising (Revenue) Account
- Status: Leveraging District and Town Resources *(e.g., Buildings & Grounds, etc.)*
- Assessment: Take One Elementary School Off-line *(mothballing)* - *Establish a Board Ad Hoc committee)*

2. **Adjournment** - The meeting was adjourned at 6:48<sup>PM</sup>.

Respectfully Submitted,  
*Albert L. Littlefield*  
 Albert L. Littlefield, Co-Chair