

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

**MEETING DATE:** Monday, September 28, 2015, 6:00<sup>PM</sup>

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

**ATTENDEES:** Al Littlefield (Co-Chair) Hagen (Board Chair), Jaime Barr-Shelburn, Barbara Senges, Jeffrey Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent for Special Education and Pupil Personnel), Maria Whalen (Director of Business and Facilities), Mike Susi (East Lyme High School Principal), Nancy Burdick (Business Supervisor)

**1. Call to Order** - Committee meeting was called to order at 6:00<sup>PM</sup> by Al Littlefield (Co-Chair).

**MEETING CONDUCT**

**A. Discussion: Unified Chart of Accounts (Update/Explanation)**

- Update of State-Mandated Uniform Chart of Accounts Implementation
  - Maria Whalen, Director of Business and Facilities, led the discussion on the District's implementation of the State-Mandated Uniform Chart of Accounts.
  - This update, currently in progress will enable the State to provide comparisons between districts state-wide and will facilitate State comparisons of districts.
  - The implementation of the Uniform Chart of Accounts will make our own budget and accounting process smoother and more transparent.
- The Committee took this opportunity to urge the Administration to *"Define the process of Budget Development"* beginning from the teacher-level requests up to the Superintendent's putting the Budget together.
- A concern was voiced by the Committee regarding the amount of the salary item adjustments and possibly doing a better job of considering history when budgeting line items for next year.
- The Committee wanted Budget Workshops during the development process.

**B. Discussion: Line Item Transfers**

- Maria Whalen, Director of Business and Facilities, indicated that the necessary end-of-year line item transfers completed at year-end-closeout were in accordance with Board policy.
- In the future, the Committee wanted to be apprised of the Budget Status on a regular (monthly) basis to see what account balances and encumbered accounts were potentially candidates for Budget Transfers.

**C. Items Not discussed due to time constraints:**

- Class of 2010 Student Activity Fund Account
- ELPS Revenue Accounts

These items will be added to the next FFO Committee Agenda.

**2. Adjournment** - The meeting was adjourned at 6:58<sup>PM</sup>.

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