

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

**MEETING DATE:** Monday, March 28, 2016, 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), Jeff Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent), Maria Whalen (Director of Business and Facilities)

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

**DISCUSSION ITEM**

**1. Election of Officers**

- Eric Bauman and Barbara Senges elected as co-chairs.

**2. Proposed Future Agenda Items**

For the remainder of this school year, the Committee thought that we should make sure that we begin each meeting with the Monthly Budget Updates, End-of-Year Projections, and any project updates. Began to revise and prioritize list of 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 2016-2017 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.)*
- Define/Categorize savings from closing of Niantic Center
- Review and Discuss short-term and long range savings for future budgets
- Strategic and Regional Purchasing
- Reinvestment of Savings

**3. Adjournment** - The meeting was adjourned at 6:53pm.

Respectfully Submitted,  
*Barbara Senges*  
Barbara Senges Co-Chair