

Minutes of the Finance Committee of the Board of Education
Regional School District 14 www.ctreg.org
Tuesday, September 10, 2013

Start: 7:38 pm End: 8:28 pm

In attendance were Chair George Bauer, Janet Morgan, Maryanne Van Aken, and Charles Cosgriff, Wayne McAllister, Deb DeSorbo, and BoE clerk Deb Carlton

1. Photocopier replacement and lease – Mr. McAllister provided information about features and pricing for Ricoh Aficio MP6002 machines. The proposed lease change is to roll in one machine in central office that was inadvertently left out of the new lease. Ms. Morgan asked if the budget would allow for a \$450/month lease and was told it could. With regards to future leases, the committee discussed piggybacking services with other districts and/or municipalities in the area. A recommendation will be brought to the Board.
2. Food service contract RFP – the current food service manager's contract was reviewed and Mr. McAllister will bring a sample RFP next month. Increased participation in the school lunch program is needed.
3. District technology lease and update – Paul Ciotti was unavailable for this meeting. Mr. McAllister asked for this agenda item to be tabled. Ms. DeSorbo requested a list of classrooms at MES which lack projectors.
4. 2014-15 Budget timeline – Mr. McAllister provided a draft budget timeline for the committee's review and comments. Mr. Bauer would like the dates, when finalized, to be put on the website. Mr. McAllister will also bring them to the boards of finance. Ms. Van Aken favors a budget presentation that includes cost centers. She also noted that the full leadership team should not be asked to attend every budget workshop, and the committee agreed.
5. Capital reserve surplus – Mr. McAllister reviewed surplus numbers, as well as auditor's recommendation for write offs. Mr. Bauer will bring a recommendation to the Board for transfer of surplus.
6. Review of current 2013-14 budget – Mr. McAllister offered year-to-date figures, and ideas for different formats for reviewing financial data. Mr. Bauer prefers the cost center cover sheet along with the upper-level summary line item spreadsheet.
7. Review of budget transfers – Similarly, Mr. McAllister showed an example, from 4/13, of line item transfers.
8. Quarterly finance committee report format – information desired for quarterly reporting was discussed. Ms. Van Aken will want to see special education and District Management Council updates. Ms. DeSorbo noted that special education transportation used to be reported by destination.
9. Finance information for public – district website "dashboard" – this item was tabled.

Respectfully Submitted,

George Bauer

George Bauer, Chair