**EAST WINDSOR PUBLIC SCHOOLS**

**Finance Sub-Committee Special Meeting – January 10th, 2024**

**Room A5, Broad Brook Elementary School**

**14 Rye Street, Broad Brook, CT**

R. Galloway called the meeting to order at 6:06 p.m.

Attendance: D. Menard, N. Farmer, H. Spencer, Dr. P. Tudryn, R. Galloway

Also in Attendance: K. Carey-Trull, E. LeBorious

Approval of minutes:

* The minutes from the Finance subcommittee meeting held on January 10, 2024, were reviewed. Minutes will be revised to provide additional information provided during miscellaneous.

Financial Report:

* R. Galloway presented the financial report.
* Question was raised regarding the term “OC” within the financial report. “OC” refers to Open Choice.
* Service contracts for Health are higher due to the transfer of the cost of the SNAP database from Technology to Health departments.
* Phones are higher due to service calls and change with plans.
* Snow removal costs are under budgeted based on current projections.
* Questions were raised regarding unencumbered funds for general transportation and middle school textbooks. Ryan will research and provide a follow-up.

Board Policy Review - Series 3000:

* Finance subcommittee requested that the subcommittee revisit current CABE policies 3130, 3170, 3293, 3432, 3434, 3453, 3533, and 3542. Dr. Tudryn will consult Shipman & Goodwin as necessary as well.

Audit- Auditor Recommendations, Audit Entries, Fundraisers:

* Ryan provided a synopsis of the recommendations and changes related to the recent budget audit. He will need to make some minor adjustments in Munis to further improve financial reporting.
* Request was made for Ryan to research with the town finance department on page 82 of the budget audit in regards to the booking of a grant.

Budget - Documents, Cost Center Schedules

* Proposed cost centers assigned to each budget session date was accepted by subcommittee dates
* Ryan will email Board members Munis reports prior to each budget workshop meeting. Ryan will meet with subcommittee chair Farmer to review the format of the reports prior to sending to the entire Board.

Miscellaneous:

* N. Famer shared that she is meeting with Ryan prior to each subcommittee meeting. Subcommittee members can reach out to N. Farmer for request for agenda items.

Meeting was adjourned at 7:02 p.m.

Respectfully submitted,

R. Galloway

Sub-Committee Member/Director of Finance