

EAST WINDSOR PUBLIC SCHOOLS
Finance Sub-Committee Special Meeting – April 10, 2025
Room A5, Broad Brook Elementary School
14 Rye Street, Broad Brook, CT

N. Farmer called the meeting to order at 6:02 p.m.

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

Also in Attendance: K. Carey-Trull

Approval of Minutes 3.12.25:

- The minutes from the March 12, 2025 meeting were reviewed and approved as presented.

FY25 Financial Update:

- The committee reviewed the March financial report.
- Clarification was provided on the Food Service and Family Resource Center (FRC) accounts. Both accounts are currently financially stable. A revenue reclassification is in progress to correct the negative balance presently shown in the report.
- Revenue from the Hartford Open Choice reimbursement exceeded initial projections, contributing positively to the district's overall financial outlook.
- The district is on track to fully utilize its local budget as planned. All expenditures are expected to align with the budget allocations approved at the beginning of the fiscal year.
- An internal staff member is expected to transition into the vacant Accounts Payable position. This move is contingent upon successfully hiring a replacement for their current role.

Reconciliations:

- All district accounts have been reconciled through March 2025, with the exception of the Middle School Student Activities account. The delay is due to a banking transition as the account is moved to a new financial institution.

Projections:

- **Budget Status and Balances:** The FY25 financial report included revised budget totals, actual expenditures to date, and remaining balances. Encumbrances, representing funds committed via contracts or purchase orders, were discussed, along with a distinction between encumbered amounts and estimated final expenses.
- **Revenue Offsets and Estimated Balances:** Revenue offsets such as the 2% fund allocation, Excess Cost reimbursements, and Open Choice billing for special education were detailed. The estimated balance across all cost centers stands at approximately

\$139,784, with a net balance of about \$76,962 after accounting for supplemental costs. It was noted that this remaining amount supports current-year operations and does not revert to the Town.

- **Salaries and Benefits Projections:** Significant projected surpluses were identified in several cost centers, including EWHS Certified Salaries (+\$134K), Long-Term Substitutes (+\$89K), and Business Staff Salaries (+\$55K), primarily due to staffing changes, retirements, and grant offsets. However, notable overages included BBES Teacher Residency (-\$68K) and Medical Insurance (-\$190K), driven by reduced external funding and increased enrollments, respectively.
- **Other Budget Line Highlights:** Surpluses were observed in areas such as Natural Gas (+\$24K) and Private Tuition In-State (+\$105K), while overages were recorded for McKinney-Vento transportation (-\$36K) and Kelly Substitutes (-\$45K), reflecting higher-than-anticipated demand and service transitions.

Miscellaneous:

- The question regarding the need for the end of the year transfers prior to the close of the fiscal year was raised.

Meeting adjourned at 6:53 p.m.

Respectfully submitted,
Ryan Galloway
Sub-Committee Member/Director of Finance