

**EAST WINDSOR PUBLIC SCHOOLS**  
**Finance Sub-Committee Special Meeting – June 11, 2024**  
**Room N4, East Windsor High School**  
**76 South Main St., East Windsor, CT**

R. Galloway called the meeting to order at 6:04 p.m.

Attendance: H. Spencer, D. Menard, N. Farmer, K. Carey-Trull, Dr. P. Tudryn, R. Galloway

Also in Attendance: E. LeBorious

Approval of Minutes:

- The minutes from the May 8, 2024 Finance subcommittee meeting were approved.

May Financials:

- May financials were reviewed and discussed.
- Additional revenue and grant offsets are still outstanding and will positively impact end of year numbers.
- Note on PLC Leaders - discrepancy in spent vs budgeted
  - The discrepancy in the PLC Leaders' budget versus actual spending was due to initial uncertainties about position assignments. When the budget was created, the specific locations for each PLC leader were not fully determined, leading to some allocation issues. We were in the process of finalizing position control and assignments.
  - Moving forward, we have significantly improved our tracking processes. This will allow for more accurate budgeting and allocation in the upcoming fiscal year.
- Longevity Pay was originally part of vacation separation pay account lines. As part of improved tracking these categories are tracked in separate account lines.
- R. Galloway is in the process of completing transfers within the same cost center. Any large transfer needed across cost centers will come forward to the finance subcommittee.
- Request was made that an explanation be provided when a cost center is in the negative.

FY2024 Year End Projections:

- Early projection for year end is approximately \$100,000. The amount has been recently and positively impacted by increases to special education revenue through Choice and Excess Cost. Suggestion was made by subcommittee members to add funds to the 2% fund, CNR towards the Broad Brook gym ceiling, and pre-spend on academic supplies.

The pre-spend on supplies will allow the possibility to add an academic tutor to the HS in the FY25 budget that was previously reduced from the budget.

- The FY25 budget has been offset by spending \$30,000 in curriculum and additional \$25,000 in technology.
- \$30,000 has been budgeted for attorney retainer for pending legal fees and litigation.

It was emphasized that contributing to the CNR account is a priority over pre-spending \$30,000 on additional supplies.

Grant/Food Service Update:

- **Grant Update:** All but a couple of outstanding end-of-year and end-of-project grant reports for the state are completed. This progress is much sooner than in past years and will help make the EFS process go much smoother.
- **Food Service Update:** We are only waiting on a few reimbursements from the CSDE. Additionally, our RFP process should be completed by the time of the meeting.

Miscellaneous:

- Future meeting schedule was discussed.

Meeting was adjourned at 7:23 p.m.

Respectfully submitted,  
Heather Spencer  
Sub-Committee Member/BOE Vice Chair

APPROVED 7.31.24