EAST WINDSOR PUBLIC SCHOOLS
Finance Sub-Committee Special Meeting – July 31, 2024
Room N4, East Windsor High School
76 South Main St., East Windsor, CT

N. Farmer called the meeting to order at 5:33 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 6.11.24:

- The minutes from the June 11, 2024 Finance subcommittee meeting were approved with the revision of the removal of recent financial actions on page 2. The information will be included as part of today's meeting minutes.

FY24 Preliminary End of Year Numbers:

- R. Galloway provided a review of the financial report that was included as part of the packet. The following expenses prior to the end of fiscal year included:

  - A $35,000 check cut for the CNR Broad Brook gym ceiling.
  - A $30,000 check cut for the legal retainer.
  - A $30,000 check cut for the i-Ready curriculum.

  R. Galloway will provide this information to Board members.

- R. Galloway reports that he anticipates there will be little change from the report. There remains 8 POs open. Both Sprague and CREC are months behind on their invoicing. We are ahead of schedule in comparison to last fiscal year.

FY2025 Budget Review:
- Budget includes the addition of the HS tutor per the Board recommendation.
- Budget includes historical data over the last couple of fiscal years for comparison.
- Subcommittee members agreed that quarterly projections will take place in December, mid-March and mid-June.

Miscellaneous:

- P. Tudryn shared that the upcoming Board meeting will have updated job descriptions for several positions. These are not new positions but rather updates to reflect current job responsibilities.
- **Food Service Update:** We are finalizing the contract to outsource food service operations with Whitsons which was the company that was awarded the contract from the RFP.

Meeting was adjourned at 6:44 p.m.

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