



FINANCE COMMITTEE MEETING MINUTES

September 3, 2013
Seymour Middle School
7:00 p.m.

Committee Members Present: Kristen Harmeling, Chairman
Jim Garofolo
Jennifer Magri
Board Members Present: Yashu Putorti
Others Present: Christine Syriac, Superintendent of Schools
Rick Belden, Asst. Superintendent, Finance & Operations
Lee-Ann Dauerty, Board Clerk

I. CALL TO ORDER

A. Salute to the Flag

Mrs. Harmeling called the meeting to order at 7:01 p.m. with the Pledge of Allegiance

II. REPORTS AND INFORMATION

A. Information

1. Review of the 2012-13 BOE fiscal year results

Mr. Belden summarized the fiscal year end results and notified the committee that the auditors have started their field work. Mrs. Harmeling thanked Mr. Belden for the summary and said there were no surprises.

2. Review of the 2012-13 Nutrition Services fiscal year results

Mr. Belden noted that this was the first year in his history that the Nutrition Services department incurred a loss. For next year, Mr. Belden and Mrs. Brooks have identified several areas for expenditure control. Mrs. Brooks said this year the focus is on customer service. They are looking into a reward program for breakfast and lunch. She said when Oxford exited; she did not lay off any staff and instead make adjustments in hours. Wages and hours have been reduced in this year's budget. They will be making some changes in menu items to save money but will not sacrifice quality. She noted that she has been fortunate with her equipment not breaking down but equipment repair is always an unforeseen possibility. Mr. Garofolo asked if we participate in any type of consortium for the purchase of food and she said we participate with a purchasing cooperative with several other districts for the purchase of food and supplies. Mr. Garofolo asked about waste and Mrs. Brooks said waste is always a concern and she has seen waste in the form of uneaten food. Uneaten fruit is placed on a table for anyone to take. In order to avoid students' wasting food, she has educated her staff better to recommend foods to students that they will actually eat. Mr. Garofolo asked about the disposal of wasted food and whether it could be sold to farmers as feed. Mrs. Brooks said Watertown did this for awhile but the health department put an end to it since even food used as feed must be stored and handled properly. Mrs. Brooks also said the wasted food cannot be donated because it has already been served. She spoke about the price for breakfast and lunch and indicated that she gets one or two calls about the cost of meals. She said some parents ask about multiple child discounts and indicated she is not looking at this as of now since it would impact her budget. When asked what the government reimburses for free and reduced lunches, Mrs. Brooks indicated we receive \$2.80 per meal.

III. RECOMMENDED ACTIONS

A. Proposed Line Item Transfers

MOTION: (Mr. Garofolo/sec., Ms. Magri) to recommend to the full board the approval of the proposed line item transfers.

SO VOTED

AFFIRMATIVE: Mr. Garofolo, Ms. Harmeling, Ms. Magri)

B. Proposed Line Item Transfers

MOTION: (Mr. Garofolo/sec., Ms. Magri) to recommend to the full board the approval of the financial management summary ending June 30, 2013 as presented

SO VOTED

AFFIRMATIVE: Mr. Garofolo, Ms. Harmeling, Ms. Magri

C. Nutrition Services Salary Increases

MOTION: (Ms. Magri/sec. Mr. Garofolo) to recommend to the full board the approval of 2% salary increase for the Nutrition Services personnel for the 2013-14 fiscal year

SO VOTED

AFFIRMATIVE: Mr. Garofolo, Ms. Harmeling, Ms. Magri

IV. ADJOURNMENT

MOTION: (Mr. Garofolo/sec., Ms, Magri) to adjourn the meeting

SO VOTED

AFFIRMATIVE: Mr. Garofolo, Ms Harmeling, Ms. Magri

The meeting adjourned at 7:22 p.m.

Submitted by:
Lee-Ann Dauerty
Board Clerk