

East Lyme Board of Education - East Lyme, Connecticut  
**Finance, Facilities, and Operations (FFO) Committee Meeting**

**MINUTES**

FILED IN EAST LYME  
CONNECTICUT  
July 11, 2014 AT 8:30 AM/PM  
Kestey M. Blain  
EAST LYME TOWN CLERK

**MEETING DATE:** Monday, June 23 2014  
**LOCATION:** Room B100, East Lyme High School  
**ATTENDEES:** Al Littlefield (Co-Chair), Barbara Senges, Jill Carini, Brian Reas (Assistant Superintendent for Special Education and Pupil Personnel), Don Meltabarger (Business/Facilities Director), Mike Susi (East Lyme High School Principal)

Committee meeting was called to order at 6:00<sup>PM</sup> by Al Littlefield (Co-Chair).

**MEETING CONDUCT**

**1. Discussion: Proposed One-Year Contract Extension with the Visiting Nurse Association of Southeastern Connecticut, Inc. – Effective July 1, 2014 thru June 30, 2015**

Don Meltabarger, Business/Facilities Director, presented the Committee with the proposed contract extension for the Visiting Nurse Association of Southeastern Connecticut, Inc. with an effective date of July 1, 2014 thru June 30, 2015. The increase over the current FY-14 contract is 2%.

The Committee recommended that the District re-examine the use of District-employed nurses as a part of the Budget Process for 2015-1016.

Current nurse staffing for all schools is as follows:

- Middle School – 2 Nurses and 1 Aide
- High School – 1 Nurse (which also covers Coastal Connections and the 18-to-21 Year Old Programs)
- Elementary Schools – 1 Nurse for each school

Mike Susi, Principal of ELHS, requested that the Board evaluate the number of nurses in each school; considering the school populations served.

**Committee Recommendation:** Accept the proposed contract extension and 2% increase for the Visiting Nurse Association of Southeastern Connecticut, Inc. over the current contract.

**2. Discussion: Proposed One-Year Contract with School Medical Advisor – Effective July 1, 2014 thru June 30, 2015**

Don Meltabarger, Business/Facilities Director, presented the Committee with the proposed contract extension for the District's Medical Advisor, Dr. Vijay Sikand with an effective date of July 1, 2014 thru June 30, 2015. There is no increase over the current FY-14 contract.

**Committee Recommendation:** Accept the proposed contract extension with no increase for Dr. Vijay Sikand.

**3. Discussion: FY-14 Budget Update as of 30 May 2014**

Don Meltabarger, Business/Facilities Director, indicated that the District would be finishing up the year with finances being "in the black." Additional monies, that were frozen, have been released to the Principals. There would be no unspent money to return to the town.

Budget Transfers for the current year would come to the FFO Committee in August.

**4. Discussion: Staff Vacancies – Filling Positions**

Brian Reas, Assistant Superintendent, stated that hiring to fill staff vacancies is in progress. He cautioned that hard-to-fill positions (e.g., Science and Math teachers) may cost more to fill.

5. **Adjournment:** The meeting was adjourned at 6:45<sup>PM</sup>.

Respectfully Submitted,  
*Albert L. Littlefield*  
Albert L. Littlefield, Co-Chair