

3/9/16: Special Meeting - Budget Review

Wednesday, March 9, 2016

6:07 PM

Attendees: Board Chair: Aimee Genna, Board members: Joan Trivella, Keith Atchinson, Eric Anderson, Superintendent: Dr. Louise Berry, Finance Director: Sherry Holmes and Board of Finance Liaison: Jeffrey Otto

Absent Board members: Kelly Coddling

- Aimee called the meeting to order at 6:08pm
- Mrs. Holmes passed out the updated version of the budget worksheet with many of the previously blank numbers filled in.
- Mrs. Holmes took the board through the new budget packet page by page and line by line
- Mae and Joan will set a date with Dr. Berry to complete the nurse's contract negotiation in the near future
- Joan questioned line item 321.A, Instructional Services, and what is all included in that line item
 - It was determined that the following is included in 321.A
 - French River outsourcing
 - 8th Grade Field Trip to Washington DC
 - Audubon Center Environmental Education Programs
 - EastConn programs
 - Staff Development done in-house
- Joan and Keith questioned why those line items are lumped together in one line item and could we break them out, particularly the French River outsourcing costs.
- Aimee raised a question about the line item for psychological services (line 111.H) and how we can plan for a full time salary or to replace the pro bono work that is being done currently.
 - Joan and Eric suggested that we look in to how much work is being done so we can plan accordingly for that person's departure
 - Mae asked if she is a W2 or 1099 worker. Dr. Berry said she would look in to this.
- The Transportation RFP is in its final stages of preparation to be released. Mae said she will send the latest version of the document to Mr. Otto for final approval and to put it out to bid ASAP
- Joan asked about the line item for custodial supplies (613) and the increase of \$35k. Mrs. Holmes explained it is an off-set for the in-house repairs that are being done as opposed to outsourcing much of that work.
- Eric asked about the fees from Mystic Air Quality Consultants (line item 810.B). And what the services are that are being provided. Mrs. Holmes will get back to the Board with details from their invoice.
 - Eric thought he might be able to make a recommendation there.
- Aimee asked about the CAFE amount in line item 810.A and the amount breakdowns. Mrs. Holmes will report back to the Board on that line item.
- The total budget amount being requested, at this point, for the 2016 - 2017 school year is \$18,051,523.
- Mrs. Holmes pointed out that the 2015-'16 'anticipated budget' is \$46K+ in the positive although there is one outplacement student's fees that have not been accounted for yet.
- Any excess money in the Board of Education budget will go back to the general town budget, but the Board is planning to review this process to determine if we want to continue working this way or to keep the money in our budget.

- Mrs. Holmes mentioned there is a letter from an auditor asking if we want to continue to work the surplus that way. She suggested that we make this topic a line item at a future BoE meeting on 3/23 and that she would come back to the meeting to discuss.
- Mrs. Holmes said she is available to come to the March BoE meeting to present the letter from the auditor to the Board of Ed.
- Mr. Otto left at 7:25 to attend another town Board meeting.
- Aimee asked about the timeframe for posting the position for Principal and Vice Principal
 - Dr. Berry suggested we start putting the search committee together now and post the job opening for principal no later than the end of April
 - Dr. Berry suggested approaching MaryBeth Sweet, the assistant principal at the middle school, about being the chair of the committee for the principal and vice principal search for the elementary school so that there is a point person for communicating back to the Board of Ed.
 - The Board agreed that MaryBeth would be a good chair for the principal search committee so long as she is willing to take on that responsibility
 - Eric brought up the idea of approaching former interim principal, Paul Carolan, to be a part of the elementary principal search committee. Keith agreed that Mr. C would be a good person for that committee
 - Aimee suggested that we gather 2 people from the following groups to be part of the BES principal search committee:
 - PAC
 - PTO
 - Teachers or staff from BES
 - Teachers or staff from BMS
 - The board agreed with Aimee's suggestion
 - A memo will be drafted by Aimee and sent out to all teachers at BMS and BES asking who would be interested in being part of the search committee and outlining the time commitment expected.
 - Those interested in the committee need to make it known to the spokesperson of the PAC, the president of the PTO, Mrs. Sweet, Mr. Yanku or the Board of Ed by 3/16.
 - The Board will meet at 6pm on 3/23 to select names of interested people out of a hat and to discuss their requirements for the job descriptions for principal and vice-principal
- Joan motioned to adjourn. Eric seconded.
- Meeting adjourned at 8:08pm