Chairman Mark Holden called the Special Meeting of the Board of Education to order at 6:04 p.m.

Roll Call:
Mark Holden, Chairman
Thomas Minotti, Vice Chairman (excused)
Arlene Liscinsky, Secretary
Win Oppel (via Skype)
Kathleen Yolish (excused)

John Francino-Quinn (absent)
Faith Hack
Kate Kutash
Timothy Walsh (absent)

Quorum – 5 present; 4 absent

Board of Education Administration present:
Superintendent of Schools, Freeman Burr
Assistant Superintendent of Schools, Lorraine Rossner
Finance Director, Dominic Barone
Human Resources Director, Carole Pannozzo

Also Present: Sara Legister, UConn Executive Leadership Program Intern

(1 tape on file in City/Town Clerk’s office)

The Pledge of Allegiance was recited.

Kate Kutash moved to approve the agenda; seconded by Arlene Liscinsky; motion passed unanimously.

The purpose of the meeting was to review the three-year history of expenditures in Salary, Benefits, Administrative, Heat & Utilities, Building & Equipment Services and Equipment families. No votes were taken.

Dominic Barone distributed a spreadsheet with the budgeted and actual figures by object for each year and considerable discussion ensued with relevance to budget development for fiscal year 2015-16. Some highlights of discussion included:

**TEACHERS & ADMINISTRATORS**
5121 Temporary – Certified Substitutes: It was noted that this item has been under-budgeted consistently. Suggestion was made to increase to more realistic number of $675,000.

5114 Other Payments-Certified: There was discussion about variance of 2013-14 actual $185,455 and this year’s budgeted $425,617. Pay to Participate impacted last year and this year’s increase is close to accurate, but a closer look is warranted.

**SUPPORT STAFF SALARIES**
5115 Other Payments-Support Staff: Dominic Barone stated projections have been consistent and there may be a small savings that could offset 5121. Discussed 2013-14 actual of $270,731 and possible impact of custodian and technology overtime; this will be checked.
TOTAL EMPLOYEE BENEFITS
5210 Medical Insurance: Dominic Barone said due to risk and volatility in medical insurance, there have been changes each year, and projections will be difficult until we have several years’ history. Any savings need to be reinvested to create a cushion. The December 31 report will help determine an estimate. Mr. Barone will consult with auditors next week for any ideas. He added that there will be some impact to this line as we fund HSAs, which should be a consideration as we budget.

5233 Pension/Retirement – Severance: Suggestion was made to rename as “Post-Employment Benefit.”

5260 Worker’s Compensation: Carole Pannozzo will have a better idea following her meeting tomorrow with Bob MacDonald and Kevin Blake, our Worker’s Comp Attorney, to determine the status of our obligations.

INSTRUCTIONAL MATERIALS
5641 Textbooks-Workbooks: It was noted that the City covered much of the cost this year and the goal will be to restore lines that historically we have had autonomy over and make further adjustments in Instructional Materials.

PROGRAM IMPROVEMENT & STAFF DEVELOPMENT
5322 Program Improvement & Staff Development: Mr. Barone commented that expenses seem to be tracking at a bigger clip than in the last couple years. There was discussion about investment in ongoing annual curriculum revision involving our teachers and the fact that Shelton began work on the Common Core in fall 2010. Possible need for adjustments in the standards identified in reading, writing and math will not be known until the State releases a Smarter Balanced Assessment result.

TUITION
Dominic Barone explained the volatility due to outplacements. He noted the same amount has been budgeted for four years straight. Finance will work with SPED to see if adjustments are needed, particularly #5561 and #5566. Questions were raised about the low amount budgeted for #5563 Tuition – Talented & Gifted. The entire Tuition family of accounts will be reviewed.

STUDENT TRANSPORTATION
Mr. Barone explained this is another volatile area tied to special education outplacements. He noted the City agreed to pay for anything above $225,916 for school bus fuel, so that account, #5627, will need to be increased in the next budget year. He added that the cost of propane has decreased, minimizing the impact. Mr. Burr clarified that #5512 Special Education Transportation is for students being placed out of district. In addition, since July 1, more students requiring out of district placements have entered that are not included in the budget. Suggestion was made to rename object #5512 as “Out of District Placement.”

ADMINISTRATIVE
5533 Internet Access: This will be adjusted upward.

5613 Non-Instructional Supplies: Although down last year likely due to holding expenditures in anticipation of medical costs, this will be left at $172,624.

HEAT & UTILITIES
5411 Electricity: It was noted that electric is locked in for 2 or 3 years; contract will be reviewed.

5413 Water: Discussion of sports field that is metered. Dominic Barone will follow up.
BUILDING & EQUIPMENT SERVICES
5423 Service Contracts: Dominic Barone will review the contracts. He said this account has been under budgeted historically and will be increased to $625,000-$650,000.

BOE SUPPORT SERVICES
5522 Liability Insurance: Mr. Barone commented that this exceeded budget, driven by claims of injury, and we will accommodate that at $30,000.

EQUIPMENT
Dominic stated the City purchased equipment and that portion of budget will be restored. There was discussion of computer equipment purchases and the need to establish a history with separate line item. Win Oppel mentioned the importance of defining expenditures by the BOE/paid for by the City in our budget presentation.

The Finance Committee meeting on Wednesday, December 17, at 5:00 p.m. will include the rollover budget and the full requests of schools and budgets.

Chairman Holden adjourned the meeting at 7:12 p.m.

Diane Luther
Diane Luther
Secretary to Board of Education
December 16, 2014