

**TOWN OF SIMSBURY
BOARD OF EDUCATION**

Record of Proceedings

Regular Meeting

January 22, 2019

Mrs. Willerup called the regular meeting to order at 7:03 p.m. in the Board of Education Conference Room.

Roll Call:

Members present: Mmes. Tara Willerup, Susan Salina, Lydia Tedone and Jennifer Batchelar. Messrs. Todd Burrick, Jeff Tindall and Tom Frank.

Also present: Superintendent Matt Curtis, Assistant Superintendent Erin Murray, Assistant Superintendent Sue Homrok-Lemke, Business Manager Burke LaClair, Director of Personnel Neil Sullivan, BOE Student Representative Katie Galt and Recording Secretary Katie Wilde.

PUBLIC AUDIENCE

None

Public Audience

BOARD AND ADMINISTRATIVE COMMUNICATIONS

Ms. Gault reported on events in the elementary schools, neon night at HJMS and the Girls in Engineering Program. Mr. Frank reported on Monday's MLK event and the impressive program.

Communications

Ms. Tedone reported on the CREC resolution relative to magnet school funding, the Legislative Breakfast and the NSBA conference later this week. Mr. Curtis pointed out that if the state continues to not meet their statutory commitment for the funding of magnet schools, CREC will ask districts for additional funding.

Ms. Lemke reported on the Community for Care program on vaping that is accessible on SCTV and the town website. She stated that for the second year the Special Education Youth Advisory Council secondary students will participate in workshops at the state level.

Mr. Curtis stated that the administration has received the school start time survey data from Hanover Research and will be bringing next steps before the board. Ms. Willerup also reported on the success of the MLK event.

RECOMMENDED ACTIONS

A. Approval of Minutes of January 8, 2019 Meeting

Mr. Frank: MOVE to approve the minutes of the January 8, 2019 meeting.

Ms. Batchelar: Seconded. So moved. Ms. Tedone and Mr. Burrick abstained.

Approval of
Minutes of
January 8, 2019

B. Personnel

Personnel

Ms. Batchelar: MOVE that the Board of Education approve the request for non-salaried, guaranteed leave of absence for Allison Young effective January 23, 2019 – June 30, 2019.

Mr. Burrick: Seconded. So moved.

C. HJMS Phase III Project Approval

Mr. LaClair introduced members of the HJMS Phase III Project team from Kaestle Boos and Downes Construction. Kaestle Boos provided renderings of the auditorium east elevation and the media center. A video of each of these interior locations was presented to the board. Jennifer Mangiagli and Amy Moro, Kaestle Boos, described these materials and answered questions from board members.

David Heer, Downes Construction, reviewed the estimated construction costs and soft costs. He discussed the project bid process, noting that tomorrow there is a meeting to discuss funding with the state. Mr. LaClair stated that all of the local level reviews are completed and approval from the BOE is the next step.

Mr. Burrick: MOVE that the Board of Education approve the final plans and project manual as prepared for bidding along with the professional cost estimate for the Henry James Renovation Project.

Ms. Salina: Seconded. So moved.

INFORMATION AND REPORTS

A. 2019-20 Budget – Enrollment and Staffing

Mr. Sullivan reviewed historical K-12 enrollment and staffing. He pointed out the program enhancements that have occurred during lean budgets. Mr. Sullivan presented the 2019-20 budget drivers with regard to personnel. The annual increase in personnel costs, minus the anticipated 8 retirements; result in a 1.89% budget increase which alone is near the budget guideline.

Mr. Sullivan reviewed the elementary staffing budget proposal. The request includes the addition of a classroom teacher at Tootin' Hills to address the oversized 4th grade cohort. The addition of a World Language teacher for enhanced programming in grades 4 and 5. The addition of stipend funding in order to increase opportunities for after school clubs. And an increase in Math tutor hours to allow for the expansion of math interventions. These additions total \$213,009.

Mr. Sullivan stated at the secondary level the following budget requests have been received. The addition of a social worker at SHS to provide support for the increasing social/emotional needs of students and families. There is currently one social worker at SHS. The cost of .84 FTE Math tutor at HJMS which was previously paid from Title I funds for which HJMS will not be eligible next year. And the addition of a computer technician at HJMS to support the implementation of 1:1 Chromebooks.

Mr. Sullivan addressed reductions to the secondary budget. He pointed out that there is a projected decrease of 57 students at SHS. As a result the administration expects to reduce 3 SHS classroom teachers due to certified staff retirements. The net total secondary staffing budget proposal is a reduction of \$68,550.

Mr. Sullivan discussed an additional staffing proposal for the addition of a District Director of Safety. He noted that the cost would be offset by the elimination of our

HJMS Phase III
Project Approval

2019-20 Budget
Enrollment &
Staffing

need for a substitute coordinator and the reduction of 3 non-certified staff. The net result is a reduction of \$163,337.

Mr. Burrick asked if there will be a need for additional staffing when the HJMS project is completed. Mr. Sullivan responded that it is likely custodial and auditorium staff will need to be added.

Ms. Batchelar asked how many computer technicians are at each school. Mr. Sullivan responded that the computer technicians are shared among all schools. Ms. Batchelar questioned whether the addition of a Wellness teacher at HJMS would help to alleviate the students' schedules.

B. Quarterly Budget Analysis

Mr. LaClair reported that we will not be able to determine the impact of statewide caps for Simsbury's Excess Cost Grant until the end of February. Our Choice attendance grant will meet the 4% enrollment target. The new IDEA award amount is \$1,006,993, which is an increase of \$8,310. We will need to wait until February 20th, when the governor's budget is released, to see what level of municipal aid is recommended at the state level.

Mr. LaClair stated that the instruction budget has been adjusted upward by \$200,000 to address the unanticipated staffing hires over the summer. This cost was offset by savings in the insurance/pension area of the budget. Unfortunately the cost of utilities and fuel is higher than originally targeted. Mr. LaClair noted that with regard to out of district tuition, the pace of spending is slower, however there have been more contracted costs encumbered compared to last year. Overall the pace of budget expenditures is similar to last year, just slightly slower.

C. 2017-18 Audit Report

Mr. LaClair provided a summary of the audit report, noting that the 2017-18 budget surplus was \$2,157,833. The general fund balance as of June 30, 2018 was \$16,794,113. The non-lapsing account and assigned portion of the general fund balance was \$2,352,056, resulting in an unassigned general fund balance available for appropriation on July 1, 2018 of \$14,380,222.

There are no management comments for the BOE. Comments related to both the BOE and town includes the development of an accounting procedural manual, and a fraud risk assessment. The accounting procedural manual is in process and the fraud risk assessment is an item Blum Shapiro is recommending to all towns and districts.

PUBLIC AUDIENCE

Mr. Frank asked about technical education funding at HJMS in relation to the renovation project.

ADJOURNMENT

Mr. Frank: MOVE to adjourn the meeting at 8:50 p.m.

Mr. Burrick: Seconded. So moved.

Quarterly
Budget Analysis

2017-18 Audit
Report

Public Audience

Adjournment

Todd Burrick
Secretary

Katie Wilde
Recording Secretary