

Not official until approved by the East Lyme Board of Education on May 10, 2016

## EAST LYME BOARD OF EDUCATION

East Lyme, Connecticut

### COMMITTEE OF THE WHOLE MEETING

Thursday, May 5, 2016 - 6:00 p.m.  
Central Office, Upstairs Conference Room

#### MINUTES

Board Members Present: Tim Hagen (Chair), Al Littlefield (Secretary), Eric Bauman, Bill Derry, Candice Carlson (left at 7:50 p.m.), Jill Carini (arrived at 6:20 p.m. & left at 8:30 p.m.)

Board Members Absent: Marlene Nickerson, Barbara Senges, John Kleinhans, Jaime Barr Shelburn

Administrators Present: Jeffrey Newton (Superintendent), Donna Gittleman (Interim Assistant Superintendent for Special Education and Pupil Personnel), Dr. David Miko (Principal, Lillie B. Haynes School), Dr. Judy DeLeeuw (Principal, East Lyme Middle School), Mike Susi (Principal, East Lyme High School), Dr. Karen Costello (Administrator for Program Improvement), Kim Davis (Special Education Coordinator), Maria Whalen (Director of Finance and Facilities), Nancy Burdick (Business Manager), Pat Lannon (Technology Director)

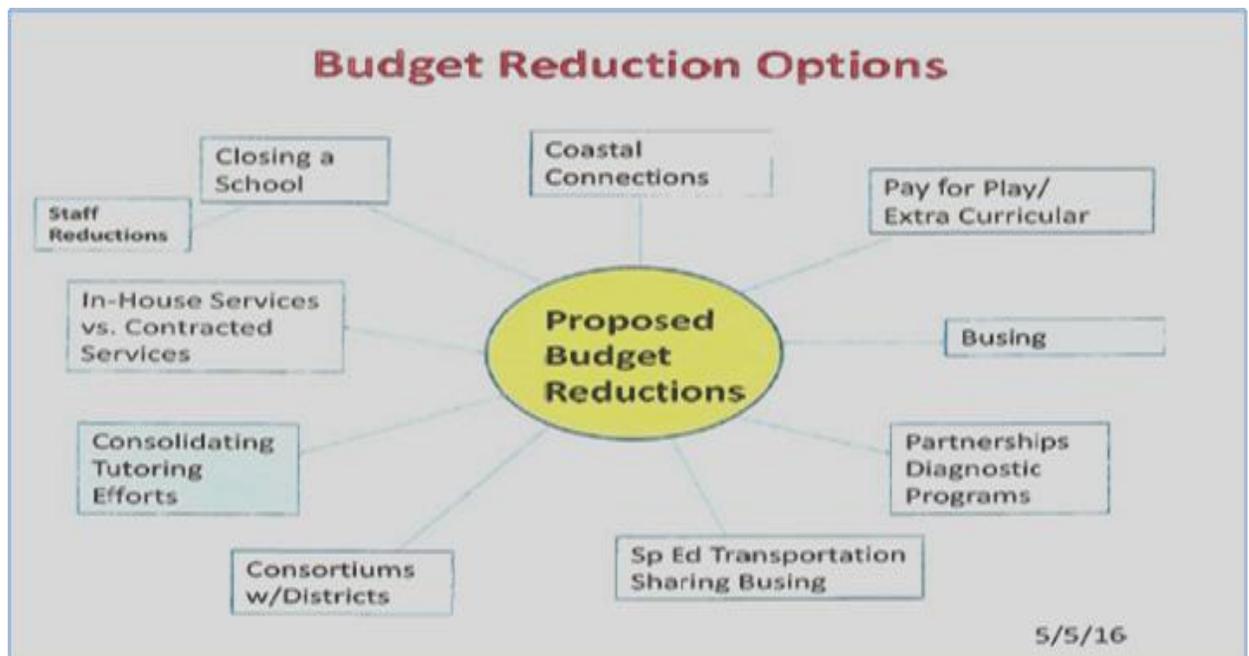
I. **MEETING BEGUN** – 6:15 p.m. the meeting was begun by Chair Tim Hagen.

*The Committee of the Whole Meeting was not "Called to Order" as there was no quorum of Board Members present.*

II. **DISCUSSION ITEMS**

A. **Discussion/Workshop re: FY 16/17 School Budget**

First, Mr. Newton used the following to illustrate those areas where the District is seeking to accommodate the Board of Finance education budget:



The discussion used the Board-submitted budget-related questions (potential cost-savings) as a guide for the workshop discussion.

1. **Coastal Connections** - I am looking forward to information on Coastal Connections to see if we can be more fiscally conservative (Relocation with no lease).
- Possibly savings on the oversight of the program. F
  - I believe it should be marketed as well as the entire district and could be a much more profitable program than it already is.
  - What is the total cost of the program, and the educational impact of ending this program?

- The Coastal Connections budgets for FY12 thru FY16 were presented and explained. (See next page)
- The current enrollment for Coastal Connections is 26 students (up from 17 students last year).
- The Coastal Connections per-student expenditure is lower than that of East Lyme High School. Of the current students, nine have Individualized Education Programs (IEPs) and six are students with disabilities (under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act). To educate these student outside of Coastal Connections with District out-placements or within ELHS, would significantly increase the District's special education costs.
- The Board felt that Coastal Connections needs to be marketed more extensively to make it a revenue source.
- This discussion moved into marketing East Lyme High School to attract tuition-paying students from other districts (similar to what the Charter and Magnet Schools do in East Lyme). The Board felt that we should market East Lyme Public Schools both internally (as an option for our own students) and externally.
- Mr. Susi indicated that he has already met with ELHS staff about putting together a marketing plan. Mr. Susi indicated that both he and Dr. DeLeeuw are working on a plan to present the ELHS options (course offerings) to ELMS students and parents earlier in the year and then again when it is closer to high school course selection.
- The Board felt that the establishment of an Educational Foundation would be a smart move for the district. A foundation, coupled with marketing and video exposure on social media would be marketing tools that would greatly benefit the District.

2. **Facilities Management/Consolidation of Services with Town (Maintenance)-**

This may be an FFO discussion rather than budget workshop, but if BoE has a separate Facilities Management group from the Town, this would appear to be extremely inefficient and not taking advantage of scale.

- What could we save from merging these groups?
- What is the downside of doing this?
- Question regarding the HS: Could 2 possible positions be eliminated by sharing the maintenance with Park & Recreation or the Town?

- Consolidation of Services with the Town is a process that the District continues to investigate.
- Combining Facilities Management with the Town is another possibility that would have to be worked very carefully whereas facilities control and priorities would present potential stumbling blocks that the District and the Town would have to work through on a constant basis.

**Coastal Connections  
FY 12-13-14 15 Budgets**

5/4/2016

Description	FY 12		FY 13		FY 14		FY 15		FY 16	
	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
<b>Staffing</b>										
English	0.4	\$23,424	1.0	\$60,739	0.5	\$31,365	0.5	\$32,307	0.5	\$33,901
LTI Coordinator (Learning Thru Internship)					0.5	\$31,365	0.5	\$32,307	0.5	\$33,900
Social Studies	1.0	\$46,058	1.0	\$47,771	0.5	\$24,663	0.5	\$23,705	0.5	\$26,029
LTI Coordinator (Learning Thru Internship)					0.5	\$24,663	0.5			
Science	0.9	\$55,303	1.0	\$63,734	0.5	\$32,912	0.5	\$33,901	0.5	\$35,572
SPED					0.5	\$32,912	0.5	\$33,901	0.5	\$35,573
P. E.			0.1	\$4,552	0.1	\$4,701	0.1	\$6,780	0.1	\$6,106
Math	0.6	\$37,783					0.5	\$24,215	0.5	\$21,409
Math			0.5	\$21,119	0.5	\$21,754				
World Lang.			0.2	\$15,019	0.2	\$15,462				
Psych	0.5	\$38,719	0.5	\$39,589	0.5	\$40,131	0.5	\$41,034	0.5	\$41,470
<b>Total Cost of Certified Salaries</b>	<b>3.4</b>	<b>\$201,287</b>	<b>4.3</b>	<b>\$252,523</b>	<b>4.3</b>	<b>\$259,928</b>	<b>4.1</b>	<b>\$228,148</b>	<b>4.1</b>	<b>\$233,960</b>
Assist Principal	0.5	\$53,063	0.5	\$55,049	0.5	\$55,822	0.5	\$56,738	0.5	\$58,440
<b>Total Adm. &amp; Certified Salaries</b>	<b>3.9</b>	<b>\$254,350</b>	<b>4.8</b>	<b>\$307,572</b>	<b>4.8</b>	<b>\$315,750</b>	<b>4.6</b>	<b>\$284,886</b>	<b>4.6</b>	<b>\$292,400</b>
<b>Benefits:</b>										
Health				\$34,385		\$35,417		\$39,710		\$36,710
Medicare				\$4,460		\$4,578		\$4,131		\$4,240
Life				\$60		\$60		\$60		\$60
Rent		\$10,000		\$24,000		\$22,846		\$24,740		\$25,462
Utilities (Common Area)		\$2,215		\$2,500		\$2,500		\$2,835		\$3,500
Utilities Metrocast				\$1,199		\$1,199		\$1,200		\$1,200
Supplies		\$1,445		\$836		\$1,336		\$1,336		\$1,800
textbooks		\$845		\$1,000		\$500		\$500		\$589
Transportation ( Gas)				\$4,827		\$4,827		\$4,827		\$4,827
Equipment		\$7,511		\$1,500		\$1,000		\$1,000		\$1,300
		\$276,365		\$382,339		\$390,014		\$365,224		\$375,087
Out of District Tuition Revenue				\$20,000		\$40,000		\$20,000		\$0
<b>Total Program Costs</b>				\$362,339		\$350,014		\$345,224		\$375,087
Local Funds		\$168,501						17		26
Ed Job Grant Funds		\$107,864						Est. Cost Per Student	\$20,307	\$14,426
		\$276,365								
								FY 2016 HS Tuition		\$15,307

BENEFITS total = \$41,910  
budget 2017 - tab prior years  
copy of coastal connection #1 5-3-16

3. **Individual School Budgets-** Ask each principal to come forward with areas that they each can give back....Looking under every stone to save without directly effecting class size or the elimination of Teachers/or Paraprofessionals, etc.?

- Mr. Newton iterated that each Principal builds their respective building budgets from the ground-up and have addressed savings and will continue to look for additional, potential savings.

4. **Secretaries –**

- With three secretaries leaving, do we need to replace them all?
- Is it possible to save funds by not filling a position or filling 1/2 a position, or sharing a position?
- Do we have metrics of number of Administrators / Secretary and, how does this metric compare to other districts, etc.?

- There are presently 32 professionals in the Secretarial union. The tasks are varied and are unique to the positions that they are in.
- With secretaries leaving/retiring, the goal of the Administration is to first advertize the positions internally; hoping to fill those positions and then if additional secretarial support is needed, offer only one-year contracts to any new hires.

5. **Late Buses –**

- What is the usage of the late bus?
- Do they have more than 3-4 kids per bus?
- Is there a cheaper alternative?

- The Late Busses begin at the Middle School where all of the after-school activities are heavily attended. Dr. DeLeeuw said that these Late Busses are the only mechanism (aside from having parents' pick up) that Middle School students have to become "more involved" in school activities.
- The Late Busses travel to the High School where the students transfer to busses that serve their particular neighborhood. Mr. Susi indicated that many of the High School clubs and activities that meet after school end in time for Late Bus pick up. These Late Busses enable more students to become "more involved" in school activities and sports.

6. **Advertising –** Has there been any impact of having the third party company help us get advertising? There are very few banners at the athletic complex.

- Mr. Susi reported that we are gaining traction on our advertising having paid for the advertizing web site and are going forward with newer initiatives on using the "Advertizing App."

7. Project O – A member of the BOE feels strongly that we can get parents to pay \$50 per student to attend Project O. Can it be funded differently, via a Grant Program, so that the district does not lose the program. We can offer scholarships to those who cannot afford it. It would be helpful to understand why we cannot have parents pay for this.

- Project Oceanography (Project O) is used by the Middle School as an augmentation of the science curricula and not a part of the curricula. At the Middle School level, continuation could become a "pay-to-participate" activity with a "scholarship provision."
- At the High School, Project O is part of the classroom curriculum which prevents "pay-to-participate."
- The Board felt that with our proximity to the Sound and our association with Project O is another of the value-added class/activities offered in East Lyme (which could be another valuable "Marketing Chips."

8. Administrators – There seems to be a lot of questions about the number of administrators that we have in our district. Can we get a review of the number of administrators (is it 16?) and what each person's role is in the district?

- Mr. Newton said that the number of Administrators has remained constant. He is reorganizing (repurposing) the Administrative staff positions. The following is the Administrative staffing for FY2016-17:

<b>East Lyme Public Schools Business Office</b>			
<u>Administrators:</u>	<u>FY 2016</u>	<u>FY 2017</u>	
<u>Unaffiliated:</u>			
Superintendent of Schools	1	1	
Assistant Superintendent	0.5	1	
Director of Finance & Operations	1	1	
Sub-total	2.5	3.0	
<u>ELAA Members</u>			
<u>High School:</u>			
Principal	1	1	
Assistant Principal (12 month)	1	1	
Assistant Principal (10 month)	1	1	
Assistant Principal (10 month)	0.5	0.5	
<u>Middle School:</u>			
Principal	1	1	
Assistant Principal (12 month)	1	1	
Assistant Principal (10 month)	1	1	
<u>Elementary School:</u>			
Principal	3	3	
<u>District-Wide:</u>			
Special Ed. Coordinator (DW 10 month)	1	1	
Special Ed. Coordinator (DW 10 month)	1	1	
Director of Special Services	0.5	1	*
Administrator for Program Improvement (12 Month)	1	0	**
Sub-total	13.5	12.5	
<b>TOTAL</b>	<b>15.5</b>	<b>15.5</b>	
*Restored July 1, 2016: Previously ½ Director and ½ Asst. Superintendent			
**Beginning July 1, 2016: Eliminated			

9. Early Retirement Incentive (Ohio Plan) –

- Have we thought to/is it possible to offer the Ohio Plan (kind of a golden parachute) to teachers/admin close to retirement, but who are not ready/willing to do so this year or next?
- In other words, can we give an incentive for some for early retirement, thus creating breakage for potential replacements?

- The Administration felt that the Ohio Plan Early Retirement Incentive needs to be considered earlier during the budget development process as opposed to being at the end of the process when we are looking for more budget-savings drivers.

10. Sports/Supplementals/Pay for Play

- Consideration of "Pay-for-Play" needs to be further examined to ensure that such an implementation wouldn't unnecessarily preclude students who want to participate in sports but lack resources. Mr. Susi pointed out that there are "scholarships" already available for most activities that require "pay-to-play;" but students are hesitant to pursue them.

11. Potential K Enrollment Concerns

- Kindergarten enrollments are already higher than we anticipated and we still have the summer months before us that have historically enrolled more students.
- Mr. Newton said that the number would be tracked constantly and if this trend continues, there could be a need to add additional section(s) in the Fall.

**FY 2016-2017 Board of Education Budget**

- The Administration provided a response to the revised, Board of Finance budget for the Board of Education. The revised budget plan would be presented and discussed in detail to the full board and the public at the next Regular Meeting. *(Attached to these minutes)*

**III, ADJOURNMENT**

The meeting was adjourned at 8:51 p.m.

Respectfully submitted,

*Albert Littlefield*

Albert Littlefield, Secretary  
East Lyme Board of Education

At its meeting of Monday, April 4, 2016, the East Lyme Board of Finance voted to reduce the BOE's adopted FY 2016-2017 by \$115,000, to \$45,484,605, or 3.30% increase over FY 2015-2016.

BOE Adopted FY 2016-2017 Budget	\$45,599,605	3.56%
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Board of Finance Reduction	<u>\$115,000</u>	
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<b>BOF approved Budget</b>	<b><u>\$45,484,605</u></b>	<b>3.30%</b>
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Return of Prior Retirement	-\$27,213	
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Middle School Teacher	\$59,124	
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Benefits (Insurance + Medicare)	\$15,339	
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Retirement of 3 Secretaries - Attrition Savings	\$13,300	
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Re-Define PE Curriculum HS:

PE Prof Technical Services	\$13,100	
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PE Field Trips	\$2,000	
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Literacy Specialist (Grant Fund portion of Salary)	\$15,000	
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Reduce Maintenance - Mower*	\$13,920	
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Snow Blowers - Maintain current inventory	\$1,800	
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Postage - District wide	\$6,630	
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Advertising - BOE	\$2,000	
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Proposed reduction	<u>\$115,000</u>	\$0
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\* Purchase in FY 2016 with un-expended Snow Removal Funds