THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The Board of Finance held their regular meeting on Monday, February 8, 2016 in the Council Chambers at the Municipal Center, 3 Primrose Street, Newtown, CT. Chairman James Gaston called the meeting to order at 7:30pm.

Present: Kelley Johnson, Sandy Roussas, James Gaston, Mark Boland, John Godin, Aaron Carlson

Also Present: Superintendent Dr. Erardi, Assistant Superintendent Jean Evans Davila, BOE Business Manager Ron Bienkowski, First Selectman Pat Llodra, Finance Director Bob Tait, BOE Chairman Keith Alexander, John Voket, John Vorous, Bob Merola, Michelle Embre Ku, Andy Clue

VOTER COMMENT: NONE

COMMUNICATIONS: The Board of Finance had sent questions to the Board of Education which they have answered (Attachment A).

MINUTES

Mr. Godin moved to amend the agenda to add and approve the 1/28/16 minutes. Mr. Godin noted that the resolution pertaining to Dickinson Parking Lot was seconded by Ms. Roussas, Ms. Johnson seconded. Motion approved with correction (one abstained Carlson).

FIRST SELECTMANS REPORT – The Board of Selectman will be presenting a budget that is a 2.6% over last year. The Governor's actions going forward with the 16-17 budget may also impact the budget. Currently, \$160,000 is the impact but once it works its way through the legislature it will be clearer.

FINANCE DIRECTOR REPORT – Next month they will be selling \$12 million in bonds. Next Wednesday there is a phone meeting with Moody's at 9:30am and S&P at 11:00am. They will be talking about the financials from the prior budget year, this year's budgets performance and next year's budget. Mrs. Llodra, Mr. Tait and Ms. Paynter will be on the call. Ms. Paynters roll will be to discuss Economic Development. Mrs. Llodra invited any member of the BOF to sit in and observe the phone meeting but they cannot participate.

NEW BUSINESS

Board of Education 2016-2017 budget presentation (Attachment B) – BOE Chairman Keith Alexander explained that the BOE has gone through several workshops and been though the budget in great detail. He explained that Dr. Erardi and his leadership team put together this budget by starting from scratch as it should be. The BOE is very pleased with the budget and moved the presentation over to Superintendant Dr. Erardi and Assistant Superintendent Jean Evans Davila.

Dr. Erardi presented a budget that represents a spending plan increase of 3.67%. Dr. Erardi discussed the Newtown BOE & NFT Contract Settlement (Attachment C).

The proposed budget includes \$415,130 of new staffing. \$315,340 of that are current positions that are grant funded.

Approximately 45 exceptional learners are educated in private settings (Attachment D). Dr. Erardi explained the cost associated with that.

If the proposed budget is reduced the only two places to cut is programming and staffing. Dr. Erardi explained that if they are not trying to do better, he is not doing his job. Health insurance is what it is. They have done what they can with energy. They are a personnel driven entity.

Ms. Johnson articulated that she graduated from Newtown with 2 years of computer science. They do not offer that any longer. Several students are graduating this year that do have any computer science.

Mr. Godin asked if they had the pre-k in last year's numbers? Mr. Erardi replied that it was in last year's budget but not in the tables. Pre-K is a minor complication. They are required to do pre-k for children identified at age 3 because they are Special Ed and some of self funded.

Last year they projected 75% and they received 80% for out of district Special Ed. The additional funds were used for overruns in Special Ed. Mr. Bienkowski explained that the amount that the state has budgeted has been caped and held constant for the last 7 years. If there are more submittals they get less money because the amount available is capped.

Mr. Carlson questioned Dr. Erardi, if we were in a cut situation, you mentioned programming and staffing. What does that mean? Dr, Erardi replied that it would be a public conversation that school board would have. In most cases when something is lost it doesn't come back. They run lean and there is not a dollar to be reduced without effecting someone in some way.

Mr. Godin questioned if the \$103,000 grant they received for IT can be used to offset next year's budget. Dr. Erardi explained that the money needs to be spent by June 30, 2016 but that they have reduced the proposed IT budget by \$50,000.

There was a concern over the amount of employees in the central office and asked if there is a benchmark from other districts. Dr. Erardi had the opposite thought when he came to Newtown. They are a very lean office and the staff is not over payed or over staffed.

Per pupil expenditure is a highly complicated calculation. Dr. Erardi will get that information for the BOF.

Concerns regarding transportation were discussed. Currently the contract is based on daily rate per vehicle. Buses don't sit if they are not doing a run, there is always something to be done. Geography and time comes into play and it is a complex formula. They did reduce 4 buses when we went out to bid and 2 last year and the district area hasn't decreased. It comes down to the

time. If they changed the schedule there is an opportunity. They would have to increase the time school is in session. The daily rate is for 6.5 hours. If you move those times, you may have to add a ½ hour to the day. You may be able to reduce a bus but you will add cost in other area's. Field trips are paid by PTA or parents. Athletic trips are the only other trips paid in for in their budget.

VOTER COMMENT – NONE **ANNOUNCEMENTS** – NONE

Having no further business, the meeting was adjourned at 10:48pm

Respectfully Submitted, Arlene Miles, Clerk Attachment A

Board of Finance February 8, 2016

1. World Language Program: Is this program implemented by curriculum? Is the plan to grow the program to K-4? If so, is there any repetitive instruction at RIS? If not, will we need a new curriculum and what is the cost associated with that?

Grade K Spanish is taught using curriculum, as are all courses offered in Newtown Public Schools (NPS). The plan is to expand World Languages across K-6 steadily over subsequent years to meet our goal of building a robust K-12 program of language instruction. This will be a hallmark of high quality educational programming at NPS that prepares children for the increasing globalization of our society. Once the program extends into Reed Intermediate School, it will not be duplicative of existing courses at that level, as World Language currently is not being offered in the school day. New curriculum is needed whenever a course is added in any program. The curriculum for kindergarten Spanish was obtained at zero cost through collaboration with a local district that shared its curriculum. Similarly, future costs for curriculum as the program expands up to grade 6 will result in no funding increase, as all curriculum projects are placed in rotation on a five-year plan for curriculum development. This maintains expenses for such work.

2. Gifted & Talented Program: Is this a program that evolved from a practice of identifying gifted students? If not, what were we doing before for gifted students? If so, please identify the specific resources added and compare to what we were doing before. How do these programs measure up in terms of what other districts in our DRG are doing? Are these effective programs?

Newtown Public Schools presently provides services to gifted students in grades 4-8, who are identified using multiple criteria, including but not limited to test scores. In the proposed 2016-17 budget, there is an increase of \$ 1100.00 in Instructional Supplies for eighth graders from Newtown Middle School to take the PSAT as a pre-high school experience, for grades 4-8 students to participate in the National Word Master Competition, and for supplies used by students in problem-solving activities as part of the curriculum.

Over the past four decades, the continuum of gifted education services in Newtown Public Schools has vacillated, starting as a robust program, later experiencing sharp reductions, and most recently returning to a rebuilding phase to better meet the needs of these students. Presently in 2015-16, the program serves 97 students in grades 4-8 who have been identified as gifted and offers enrichment opportunities to all "typical" students across grades 3-8 in the context of the regularly scheduled school day.

Discovery was the earliest iteration of gifted programming in Newtown Public Schools, later known as Gifted and Talented Educational Services (G.A.T.E.S.). From the program's inception in the early 1970's continuing into the early 1990's, gifted students in grades 4-12 were serviced by 4 Full Time Equivalent (FTE) teaching positions: 2 elementary school teachers,1 middle school teacher, and 1 high school teacher. In the early 1990's through 2002, the program experienced a reduction to 3 FTEs yet continued to serve grades 4-12 with 2 teachers dedicated to elementary schools and 1 teacher dividing responsibility between middle school and high school. From 2003 – 2006, the program experienced its most austere reduction with 0 FTEs allotted, and no services offered in any grades during the school day; rather, students were serviced in before-/after-school programs staffed by 2 teachers without specialized training in gifted education. From 2007 – 2014, 1 FTE was allocated to the program with 1 teacher providing service to gifted students in grades 5-8; services were discontinued for high school

The budget book is an example of how we have become more efficient through the use of technologies. We have been able to leverage the features of the Phoenix accounting software allowing for budget information for the individual cost centers to be entered directly into the Phoenix software. This not only saves the duplicity of action that had occurred in the past where the building staff compiled their needs and sent information to the Central Office where it then had to be entered into the system but, also allows for real time updates to be available at the building or cost center level as the budget is discussed and refined. The data is then further linked to the Excel forms that feed the PowerPoint which generates the budget book pages. Without these efficiencies, a budget book with this much detail could not be generated within the timeline constraints.

Some of the other efficiencies across the District can be seen in the areas of:

• Business operations –

- o Requisitioning eliminating a form having to be completed by the cost center and then re-entered by the Business Department
- New employees application process streamlining the process for submission and review and, providing an ease of access to historical data on openings and applicants
- State required filings completion adding ease of accessing and compiling needed data

Communications

- Parent communications facilitating more timely communications as well as eliminated the cost for mailings
- Communication between schools and to staff facilitating more timely communications both via voice and email

Teaching and learning

- PD offerings allowing the District to extend it offerings to staff though the inclusion of online offerings and eliminating some of the costs incurred for travel
- Curriculum documentation providing easy access to up-to-date curriculum documents and District created sample lesson plans
- Information access allowing easy access to the vast amount of up-to-date information for incorporation into lesson plans

Building and Grounds Maintenance

- Work order tracking facilitates building requests submission and allows for more efficient scheduling
- Monitor heating systems allowing for easier remote access and adjustments and, providing an awareness of issues

Security

- o Monitoring building allowing a small security staff to have eyes throughout the building
- o Controlling access allowing doors to be locked and have record of entries during the school day
- o Track building visitors providing record of who is in the building at all times

Technology

 System software repairs – using an imaging software so operating systems and software do not have to be re-installed from scratch asked that the STARR nursing position be reassigned to NHS to bring staffing there in line with the other district nursing offices.

6. Special Ed: Do we have an understanding as to the driving force behind the 10% increase?

- Outplacements
- More students with special education needs-we have had about a 6% increase each year on average over the past three years, using October numbers from the past 3 years that Sally has provided. This has resulted in a need for more special education teachers, supervisors of special education, etc.
- Students' needs have changed- even despite the increase of students identified, there have been obvious shifts (changes/increases) in services students are requiring (i.e. 1:1 support, tutoring, direct teaching of reading programs, consultants, outside assessments).
- Families moving into district with significant special education needs.
- Litigation/Legal fees

6a. Is there anything we can do as a district to bring some services back to the district for cost savings? How does our district's increase for spec. ed compare w/ other districts?

- Self-contained programming for students with specific behavioral needs
- Newtown Public Schools are consistent with trending in CT.

7. Transportation: Why is ridership up when enrollment is down? Do we have specific breakdowns of ridership by bus/route and how those figures have changed over the course of the contract? Do we audit All Star and, if so, have there been any inconsistencies recognized?

The table below represents the percentage of riders to enrollment and how those figures have changed over the past year. When comparing this year to last year, you can see that enrollment has declined yet ridership has increased. The first count for 2015-16 was done in September and then second was received this past Friday.

		First Tier		Second tier			Third Tier					
	-	Enrollment	Riders			Enrollment	Riders			Enrollment	Riders	
	2014-15	2581	1177	46%	2014-15	964	668	69%	2014-15	1385	1049	76%
1st	2015-16	2496	1348	54%	2015-16	935	726	78%	2015-16	1323	1037	78%
2nd	2015-16	2496	1202	48%	2015-16	935	655	70%	2015-16	1323	1001	76%

There are many factors that influence ridership, such as weather, sports, work, high school drivers, etc., therefore making it very difficult to explain exactly why the ridership has gone up.

Attachment B

Requested Operating Board of Education Budget Plan 2016-2017 Newtown Public Schools

Requested Budget 2016-2017



BOARD OF EDUCATION

Debbie Leidlein ~ Secretary Michelle Ku ~ Vice-Chair Keith Alexander ~ Chair

Kathy Hamilton 🔷 John Vouros

Rebekah Harriman-Stites

Andy Clure

CENTRAL OFFICE

Jean Evans Davila ~ Assistant Superintendent of Schools Dr. Joseph V. Erardi, Jr.~ Superintendent of Schools

Ron Bienkowski

Director of Business

Deborah Mailloux-Petersen **Director of Pupil Services**

Director of Facilities Gino Faiella

Carmella Amodeo

Michelle Hiscavich Director of Music

Director of Human Resources

Dr. David Abbey (.6 FTE)

Director of Security **Mark Pompano**

Director of Technology

School Emergency Response to Violence (SERV) Grant Director/Department of Education Grant **Judy Blanchard**

Reguested Budget 2016-2017



Newtown High School

Dr. Lorrie Rodrigue *Principal*

Newtown Middle School

Assistant Principals
Jaime Rivera
David Roach
Dana Manning

Anne Uberti Principal Jill Bontatibus Beaudry

Assistant Principal

Reed Intermediate School

Athletic Director Greg Simon Sandy Hook Elem School

Head O'Meadow Elem School

Dr. Kathy Gombos Principal Tim Napolitano Assistant Principal

Barbara Gasparine Principal Carol Danenberg Lead Teacher

Thomas Einhorn
Principal
jim Ross
Assistant Principal

Middle Gate Elem School

Christopher Geissler Principal John Sullivan Lead Teacher

Hawley Elem School
Christopher Moretti
Principal
Keri Snowden
Lead Teacher

- **Budget Building Protocol**
- Unique to Newtown Public Schools
- Grant Funds
- → Dept. of Education SERV (2013-2016)
 - → Dept. of Justice (2014-2016)
- Sandy Hook PTA Foundation 2016-2018
- Decline In Enrollment
- Per Pupil Expenditure

- Answers With Integrity
- Accountability

Fact Based

- Partnership
- **Trust**

- Next Steps
- Informational Meetings
- Updating +/- Changes

As of February 8, 2016

Budget Reductions



From Budget Builder ——— Superintendent ——— Board of Education ——— Board of Finance

6.63%

Administrators' Initial **Budget Request**

\$ 76,333,094

(2.76%)

Superintendent's Total **Budget Reduction** Superintendent's Budget

Request Spending Plan

(\$1,971,471)

\$ 74,361,623

3.87%

Board of Education Budget Reduction \$74,215,066

Reduction Spending Plan

Board of Education

(0.20%)

(\$ 146,557)

3.67%

Board of Education Budget 2016-2017



Description 16-

16-17 Requested

\$ 46,453,075	\$ 11,504,836	\$ 828,217	\$ 2,134,253		\$ 4,047,086	\$ 848,614	\$ 65,291
SALARIES	EMPLOYEE BENEFITS	PURCHASED PROFESSIONAL SERVICES	PURCHASED PROPERTY SERVICES	OTHER PURCHASED SERVICES	SUPPLIES	PROPERTY - EQUIPMENT	OTHER OBJECTS

TOTAL OPERATING BUDGET

\$ 74,215,066

OPERATING BUDGET INCREASE

3.67%





Budget Increase Breakdown

Budget increase requested is 3.67%

THE BREAKDOWN

.55% \$ 391,276	1.65% \$1,180,435
Regular Education	Special Education & Pupil Personnel

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Framework for the 2016-2017 Board of Education Requests



Appropriately supporting Federal and State directives



Requested New Staff



Property & Equipment



Other Purchased Services



Budget Reductions



From Budget Builder — Superintendent — Board of Education

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\$ 792,093

Reductions

\$ 379,130 \$ 412,963

> Staffing Requests Supporting New Superintendent

\$ 36,000

Board of Education Addition \$ 415,130

New Staffing Requests **Board of Education**

Requested 2016-2017 Staffing

ns to Staff	062'66 \$	\$ 315,340	\$ 415,130
2016-2017 Requested Net Additions to Staff	Net New Staffing 2016-2017	Presently Grant Funded 2015-2016 Operational Plan	Total Request of New Staffing



Requested New Staff

Requested New Staff/Spending

T

ADMINISTRATION:

Sandy Hook Assistant Principal (Increment from Lead Teacher) SERV

\$34,030

STAFFING:

1.0 \$20,800	1.0 \$ 5,706	3.0 @ \$3,000 \$ 9,000	0.5 \$28,284	1.0 \$20,000	1.0 \$79,155	1.0 \$58,833	1.0 \$58,677	3.0 \$64,645	0.5 \$36,000
High School Tutor *	High School Volleyball Boys Head Coach	High School Link Crew	Elementary World Language	Middle School Academic Resource Center (SH Foundation) 1.0	Reed Social Worker SERV	High School Psychologist SERV	Special Education Teacher MEDICAID Elementary Level	Security – Security Guards SERV	Special Education Board Certified Behavioral Analyst Elem 0.5

Total

\$415,130

* Scientific Research-Based Intervention (SRBI)

Proposed 2016-2017 Staffing

2016-2017 Proposed Net Reductions to Staffing	<u>s</u> to	Staffing
Hawley Classroom Teacher	-1.00	(\$ 56,569)
	-1.00	(\$ 56,569)
IS	.20	(\$122,751)
	00.	(\$226,274)
High School Dir. of Lutoring Center High School Classroom Teachers	2.00	(\$ 47,967)
eacher .	-0.50	(\$ 28,284)
Pupil Services .5 Nurse	-0.50	(\$ 24,426)
Total Reductions in Staffing		(\$732,547)
New Staffing		\$415,130
Total BOE Changes in Staffing		(\$317,417)

Property & Equipment

CV Increase Funding for Property & Equipment

2016-2017 \$848,614

2015-2016

\$786,012

Requested Property & Equipment



Technology equipment increase of \$100,856



Custodial/Maintenance replacement equipment increased by \$18,850 Maintenance Vehicle



All other equipment decreased by (\$57,104)



Other Purchased Services



This increase is \$700,042 or a 0.98% increase to the total budget. The three larger areas of increase are:

Out of District Tuition – increased by \$422,343

Transportation Services – increased by \$252,468

Additional Purchased Services' increased by \$25,231



Costs Driving the 2016-2017 Budget



% Budget Increase

%06.0

\$643,385

\$1,317,655

1.84%

Personnel Contractual

Health Insurance

Operational Staffing Impact

SERV

\$236,663

0.33%

\$424,685

0.59%

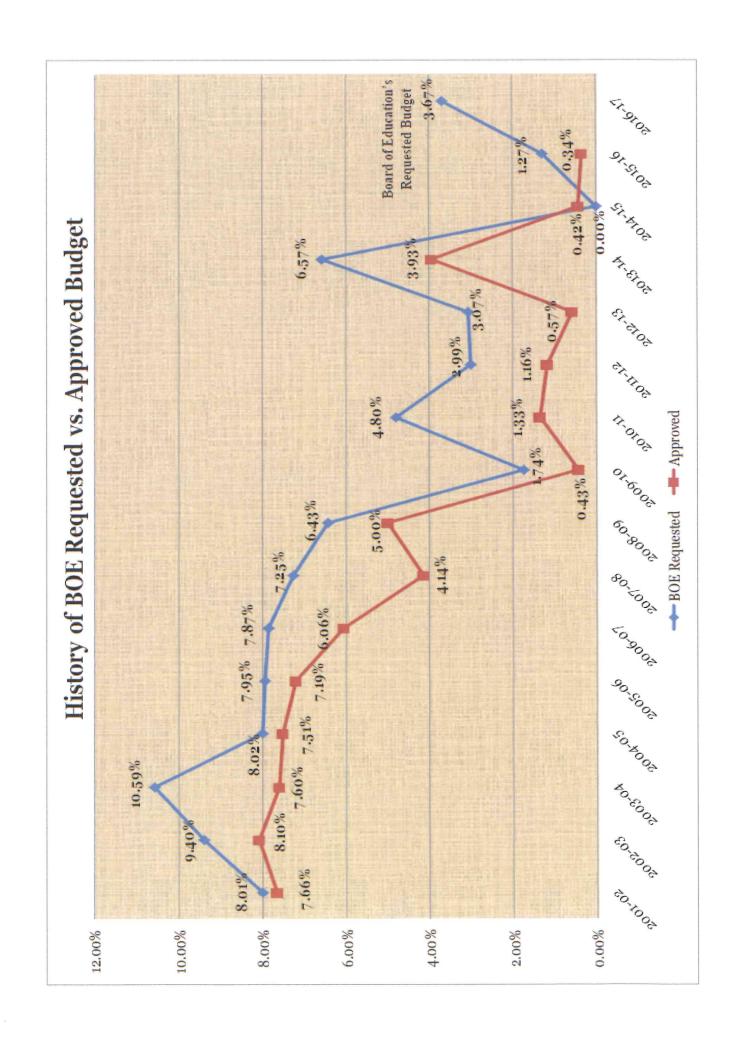
Placement

Dut-of-District Student

\$2,622,388

3.66%

Total

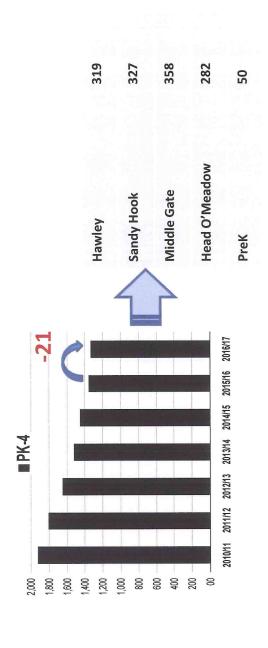


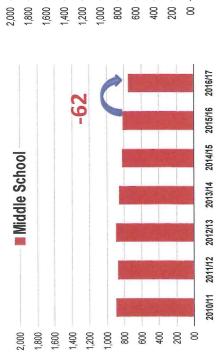
Enrollment Overview

2015/16 total: **4,554 District Enrollment**

2016/17 projected: 4,404

-150





-43

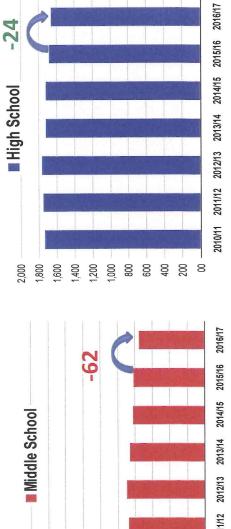
1,400 1,200

1,800 1,600 1,000 800 600 400

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Reed Intermediate

2010/11 2011/12 2012/13 2013/14 2014/15 2015/16 2016/17



Final Thoughts

Model - Local Government Respecting Differences Inform Community Transparency Partnership



Making a difference

at a time. one student



Newtown BOE & NFT Contract Settlement

	2016-17	2017-18	2018-19	2019-20	4 Year Total Cost
Newtown					
General Wage Increase	1.79%	0.75%	0.50%	1.25%	4.29%
Total Cost with step advancement	3.08%	3.24%	3.02%	3.32%	12.66%
State Average (to date)					
General Wage Increase	1.84%	1.59%	1.71%	1.25%	6.39%
Total Cost with step advancement	3.28%	3.30%	3.19%	3.36%	13.13%
State average counts - with increment	58	57	54	2	
Difference Neurosus to State Assura					
Difference - Newtown to State Average General Wage Increase	-0.05%	-0.84%	-1.21%	0.00%	-2.10%
Total Cost with step advancement	-0.20%	-0.06%	-0.17%	-0.04%	-0.47%

In 2018-19 the general wage on all steps except maximum will be 0.5%; maximum will be 1.0%.

Hachment D

Conceptual Understanding

Excess Cost Sharing Formula

Newtown Public Schools:

Approximately 45 exceptional learners are educated in a private setting.

State Reimbursement Formula: 4.5 X per pupil expenditure

Rounding Numbers:

Per Pupil = 16,000 (15,428 Actual)

\$72,000 (69,428)

Student A: 2015-2016 Total Cost \$125,000

District Responsibility \$72,000

Balance (100%) \$53,000

Guesstimate (75%) \$39,750

\$13,250 Additional Cost NPS

Actual Cost: \$72,000 + 13,250 = \$85,250

\$13,250 X 45 Students = \$596,250 **District Impact**