

**EAST LYME BOARD OF SELECTMEN
JOINT MEETING WITH THE BOARD OF FINANCE
AND BOARD OF EDUCATION
MEETING MINUTES
Wednesday, MARCH 12th, 2014
7:00 PM**

FILED IN EAST LYME
CONNECTICUT
MAY 17 2014 AT 10:00 AM/PM
Rose Ann Hardy
EAST LYME TOWN CLERK

Members In Attendance: Paul Formica
Board of Selectmen Mark Nickerson, Deputy First Selectman
Holly Cheeseman
Rose Ann Hardy
Rob Wilson

Board of Finance; Steve Kelley, Chairman
Lisa Picarazzi, Secretary
Camille Alberti
Steve Carpenteri
Steve Harney
Beth Hogan

Supt. Schools/Board of Ed: Dr. James Lombardo, Superintendent of Schools
Don Meltabarger, School Business Manager
Timothy Hagen, Chairman, Board of Ed
Albert Littlefield, Secretary, Board of Ed
Robert Kupis, Board of Ed

A. Call to Order

Board of Finance Chairman Kelley called this Joint Meeting of the East Lyme Boards of Finance, Selectmen and Education to order at 7:03 PM and led the assembly in the Pledge of Allegiance.

B. Board of Education Presentation of their 2014/2015 Budget to the Boards of Selectmen and Finance

Mr. Kelley called upon the Board of Ed for their presentation.

Timothy Hagen, Board of Ed Chairman noted that while he would speak briefly now, that he would speak later also. He apologized for their being late in getting the budget to them; weather and the circumstances surrounding the cancellation of meetings due to it created issues with time. He said that they are looking forward to working with the Board of Finance and to being as open and transparent as possible throughout the budget process.

Dr. Lombardo, Superintendent of Schools said that they started with a 4.9% increase and that it had been reduced to a 3.34% increase. He said that he would go over the PowerPoint presentation sheets that they had provided them with. He noted that they have not been able to fulfill all of their long range goals but continue to strive to do so. Page 4 outlined their Budget Calendar. Page 5 shows where the 3.34% budget increase is - .90% is for the State mandated Administrator and Teacher Evaluation Plans which are projected to cost \$378,258. He said that they are working very hard to keep the budget down and the isolated budget without the teacher evaluations would have shown a 2.44% increase. The 2.44% increase is driven by Salaries - 1.06%; Natural Gas (prices were great for the first three years but have now risen) .39%; Benefits - .26%; Technology (he noted that tests are no longer given with paper but rather - they are to be done/taken on a computer) .25%; Professional Tech Services - .23% and Leases/Utilities - .13%.

The net staff changes in the budget proposal are the +1FTE Assistant Principal which is directly linked to the teacher evaluation requirements; -3.1FTE teachers – choosing not to refill some positions; +1FTE – Dean of Students for the Middle School (this is not an administrative position – they would work with low level disciplinary issues to free the Assistant principals for other duties); and +1FTE - Dean of Students for the High School; +1FTE High School Computer Consultant and +3 FTE Bus Monitor Aides for safety issues on the buses. There will be no change with respect to the Secretaries/Clerical or Custodians/Maintenance. He explained that the bus monitors would cost \$29,000 and would be for them to be able to have people in the back of the bus to cut down dramatically on disciplinary issues on the buses. He noted that the buses do have cameras but it is not easy to see to the back of the bus due to the seats. The drivers do not have a clear view.

Mr. Hagen noted that they had outlined some of the savings that have been achieved under Dr. Lombardo's charge – they have improved the SPED programs; changed to more economical energy sources and while they have over the past four years had a decrease in the student population they have also systematically reduced staff. He also recognized Dr. Lombardo's role in the teacher evaluation program. He said that the flip side of the savings of some \$4.1M over three years is that they have now pulled all of the 'rabbits out of the hat' so they do not have other cost savings measures to look to. In addition to that, the enrollment numbers seem to be stabilizing.

Dr. Lombardo commended staff for all of their hard work and for making things happen in the school system. In 2016 he said that they would welcome the first group of Chinese students (10 to 12) who will come here for an education and who will pay full rate for that education. He said that they also have interest from other areas to send their children here to be educated. He noted that the new insurance company has promised to hold the insurance rates flat over the next four years which should also help. He said that the Evaluation system is outlined on Page 10 and that while he does not support it – it is the law and they have to uphold the law. They will need the extra people to help with this as the principals will be busy observing in the classrooms and will not be available to the public. He noted that there was other information on the enrollment figures and support information in the later sheets.

Mr. Kelley asked if the Board(s) had any questions.

Ms. Hogan noted that she has been following Hartford regarding the teacher evaluations. She noted various groups that were in support of it and said that the transcripts could be found on line. She said that she feels that there has to be more flexibility in how the Board of Finance handles this item.

Ms. Alberti noted that she is not happy with this mandate. She asked what the end game is on this and what the State will do with all of the information that it gathers with this.

Dr. Lombardo said that with Obama came the 'No Child Left Behind' Act and that the schools signed on so as not to be branded a failing school. With the 'Race to the Top' Program all of those funds are all gone – this is yet another program. He said that he feels that this type of reform is overkill and is very expensive and unnecessary.

Ms. Alberti asked if it was considered to hire consultants to do this.

Dr. Lombardo said yes – but they found that it was cheaper to hire a Dean of Students as hiring retired professionals was going to cost some \$600 to \$800/day.

Ms. Picarazzi asked if this evaluation system is a done deal and is the law as it seems to be sounding that way.

Dr. Lombardo said that he has not heard dissent from the democratic majority.

Ms. Picarazzi asked about the various cuts that they had made and where the dollars were taken from. Dr. Lombardo said that Mr. Meltabarger could provide them with a list – there was \$370,000 eliminated from Health Insurance by putting it off for a year; \$70,000 cut from maintenance of unanticipated repairs; and \$31,000 from the air handler coils (pro-active maintenance).

Mr. Harney asked if the plant operations program increase of \$357,256 includes the natural gas.

Dr. Lombardo said yes, it covers electricity, etc. and that there is an almost \$200,000 increase for natural gas in that figure.

Mr. Kelley asked how many hours per week the bus monitor position is.

Dr. Lombardo said that they would identify three buses per day to monitor for six hours per day.

Mr. Kelley said that if it is six hours per day then it amounts to 30 hours per week and that next year they would have to consider benefits for those positions. He said that with not knowing what the State is going to do with the teacher evaluation program that they should look at an undesignated fund for that money in the meantime.

Ms. Cheeseman said that they need to know the implication of the teacher evaluations and to determine a minimum required budget going forward.

Mr. Kelley thanked the Board of Ed for their presentation.

Dr. Lombardo noted that they are scheduled to appear before the Board of Finance on March 27, 2014 and that before that time they would have the time to review the information that was provided this evening. He said that if they have any questions that they should feel free to contact them in the interim and they would be happy to provide them with answers and any other additional information they might need.

C. Adjournment

Mr. Kelley called for a motion to adjourn.

****MOTION (1)**

Ms. Alberti moved to adjourn this Joint Meeting of the East Lyme Boards of Finance, Selectmen and Board of Ed at 7:55 PM.

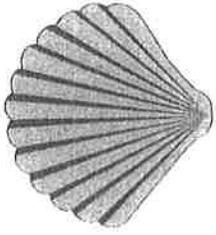
Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

East Lyme Public Schools



Presentation of the East Lyme Board of Education Adopted Budget for 2014-2015

Presented to the EL Board of Finance by:
Dr. Tim Hagen, BOE Chair
Dr. James Lombardo, Superintendent
March 12, 2014

2014-2015 Budget Priorities Aligned with ELPS Long Range Plan

Ensure that Our Students and Staff Work and Learn in a Safe and Healthy School Environment:

- Support safe schools plans and improve school security;
- Budget for architectural design firm to develop elementary school improvement plans.

Ensure that Our Students are Engaged and Challenged to Achieve a Personal Vision of Success:

- Maintain resource support for instructional programs;
- Implement the fourth year of a hardware and software replacement schedule that maintains student and staff access to educational technology;
- Make necessary technology enhancements to ELPS network infrastructure.

2014-2015 Budget Priorities

Aligned with ELPS Long Range Plan

Ensure that Our Students Are Supported by the Best Leadership Practices:

- Ensure adequate administrative resources to address the requirements of the new state-mandated teacher and principal evaluation systems.

Ensure that Each Child is Supported by Caring Adults:

- Maintain reasonable class sizes that reflect the current research on class size;
- Ensure adequate support services for all students (social workers, counselors, paraprofessionals).

2014-2015 BOE Budget Calendar

- Oct-Dec Supt and Staff Develop Budget
- Jan 23 BOE Special Meeting – Superintendent’s Presentation of
First Draft of Proposed ELPS Budget for 2014-2015 to BOE
- Jan 27 BOE Regular Meeting – Budget Discussion
- Feb 6 BOE Special Meeting – Budget Discussion
- Feb 10 BOE Public Hearing and Regular Meeting – Budget Discussion
- Feb 24 BOE Regular Meeting – Budget Discussion
- Mar 10 BOE Regular Meeting – Budget Discussion and BOE Adoption of
2014-2015 Budget

FY 2014-2015 Proposed Budget Overview:

- Budget represents a **3.34%** increase to include:
 - .90% - Support for State mandates(Administrator and Teacher Evaluation Plans – \$378,258)
 - 2.44 % - General Budget
 - 3.34% Total Budget Increase for 2014-2015
- Budget includes average contractual salary adjustments of **2.03%** for administrators, **3.1%** for teachers, and an estimated **3.0%** for other employee groups.

Budget Growth Over the Past 5 Years

| | <u>Increase</u> | <u>% Increase</u> |
|--|-----------------|-------------------|
| FY 11 | 39,917,517 | 1.8% |
| FY 12 | 40,494,180 | 1.4% |
| FY 13 | 41,214,544 | 1.8% |
| FY 14 | 41,941,734 | 1.8% |
| FY 15 | 43,342,767 | 3.34% |
| Average increase between FY 11 and FY 15 | | 2.0% |

Recent History of Program Savings

- Utility Contracts
- Technology Contracts
- Telephone Conversions
- Staff Reductions
- Special Education Programming

Cumulative 3-Year Savings

\$4,151,875

Budget Increase Drivers

| | | |
|------------------------------|------|---|
| • State Mandates | | 0.90% |
| • All Other Budget Areas: | | 2.44% |
| – Salaries | 1.06 | |
| – Natural Gas | .39 | <i>first 3 yrs. prices were great - have now increased.</i> |
| – Benefits | .26 | |
| – Technology | .25 | |
| – Professional Tech Services | .23 | |
| – Leases/Utilities | .13 | |

Net Staff Changes

Included in 2014-15 Budget Proposal

Administration

+1.0 FTE Assistant Principal
*w/led directly (D.W. Elementary)
to teacher evaluation requirements*

Teachers

- 3.1 FTE
*Choosing
not to hire
some positions*

+1.0 FTE Dean of Students (MS)
not an administrator

+1.0 FTE Dean of Students (HS)

(Requires teacher certification only)

Support Staff

*Tests are all
on-line now*

+1.0 FTE HS Computer Consultant

Secretaries/Clerical

+3.0 FTE Bus Monitor Aides
*(for safety issues) have concerns
on buses currently*

No change

Custodians/Maintenance

No change

*w/low level issues
disciplinary issues
to free asst. to
participate for
other items*

Evaluation System

| | 2007-2012 Plan | | 2014-2015 Plan | | 2014-2015 Plan with flexibility measures | |
|------------------------------|-------------------|----------|-------------------|----------|--|----------|
| | Hours | Teachers | Hours | Teachers | Hours | Teachers |
| High School Principals | 110 hr 19 days | 31 | 483 hr 81 days | 31 | 439 hr 73 days | 31 |
| Middle School Principals | 86 hr 15 days | 25 | 435 hr 73 days | 25 | 357 hr 60 days | 25 |
| Elementary School Principals | 110 hr 19 days | 31 | 483 hr 81 days | 31 | 439 hr 73 days | 31 |

A Few Bits of Related Information

- Changes in Enrollment



Enrollment Changes (as of 12/31/13)

| <u>Gr</u> | <u>FY14</u> | <u>FY15</u> | <u>Change</u> |
|-----------|-------------|-------------|---------------|
| K | 174 | 174 | 0 |
| 1 | 149 | 174 | 25 |
| 2 | 173 | 149 | (24) |
| 3 | 189 | 173 | (16) |
| 4 | 199 | 189 | (10) |
| 5 | 215 | 199 | (16) |
| 6 | 224 | 215 | (9) |

Enrollment Changes (Continued)

| <u>Gr</u> | <u>FY14</u> | <u>FY15</u> | <u>Change</u> |
|-----------|-------------|-------------|---------------|
| 7 | 218 | 224 | 6 |
| 8 | 224 | 218 | (6) |
| 9 | 251 | 291 | 40 |
| 10 | 249 | 251 | 2 |
| 11 | 281 | 249 | (32) |
| 12 | <u>283</u> | <u>298</u> | <u>15</u> |
| | 2829 | 2804 | (25) |

East Lyme Public Schools
FY 11-12-13 Savings

| | | FY 10 | FY 11 | FY 12 | FY 13 | FY11 - FY13 Total Savings |
|---|-------|-----------|----------------|------------------|------------------|------------------------------|
| Electric | | | 74,722 | 95,571 | 104,052 | 274,345 |
| Middle School Lot LED Lights | | | 3,000 | 3,000 | 3,000 | 9,000 |
| Solar Electric | | | 50,684 | 56,115 | 53,218 | 160,017 |
| Electric Demand response | | | 3,000 | 3,000 | 3,000 | 9,000 |
| Natural Gas Conversion from Heating Oil | | | 205,881 | 344,694 | 261,583 | 812,158 |
| Heating Oil Purchases | | | 30,000 | 28,750 | 15,000 | 73,750 |
| Business Network | | | | 50,736 | 55,482 | 106,218 |
| Sublet 25 Chesterfield | | | | 9,600 | | 9,600 |
| Telephone Conversion | | | 39,917 | 39,917 | 39,917 | 119,750 |
| First Student No increase | | | | | 25,941 | 25,941 |
| Prepaid First Student Bill | | | | 3,800 | | 3,800 |
| HS & MS EdLine report Cards e-mailed | | | 7,000 | 7,000 | 7,000 | 21,000 |
| Payroll - Payroll Stubs & Direct Deposit | | | 3,000 | 3,000 | 3,000 | 9,000 |
| Emcor Contract - Changed to parts and labor | | | | | 37,000 | 37,000 |
| Reduction in Certified Staff | FTE | | | | | |
| FY 12 | 1.00 | | - | 45,000 | | 45,000 |
| FY 13 | 1.90 | | - | | 85,500 | 85,500 |
| Medicare | 0.015 | | | 653 | 1,240 | 1,892 |
| Health Insurance (Single) | | | | 6,791 | 12,371 | 19,162 |
| Tuition revenue Coastal Connections | | | | | 20,000 | 20,000 |
| Total Savings - other than SPED | | | 417,204 | 697,626 | 727,303 | 1,842,133 |
| SPED | | | | | | |
| Tuition Revenue SPED | | | | | 113,019 | 113,019 |
| Excess Cost Grant Savings (Increase) | | 846,972 | 854,758 | 912,201 | 988,919 | |
| | | | 7,786 | 57,443 | 76,718 | |
| Tuition SPED Savings (increase) | | 2,496,367 | 1,641,098 | 1,188,512 | 1,147,679 | |
| | | | 855,269 | 1,307,855 | 1,348,688 | 3,511,812 |
| SPED Transportation (per Schedule 4 ED001) Savings (Increase) | | 562,068 | 672,475 | 532,289 | 704,064 | |
| | | | (110,407) | 140,186 | (171,775) | (141,996) |
| Cost of In-house SPED Programs | | | | | | |
| Medically Fragile | | | | | | |
| | 111 | | (39,337) | (43,888) | (48,922) | |
| | 126 | | (50,331) | (51,266) | (52,170) | |
| | 330 | | (83,925) | (92,356) | (95,125) | |
| | 612 | | (794) | (675) | (700) | |
| | 641 | | (963) | (812) | (1,000) | |
| | 731 | | (5,275) | (2,060) | (4,500) | |
| | 733 | | (42,252) | (14,984) | (11,000) | |
| Cost | | | (222,877) | (206,041) | (213,417) | (642,335) |
| ABA - 5-8 Grade | | | | | | |
| | 111 | | (42,396) | (4,388) | (45,521) | |
| | 126 | | | (27,405) | (53,664) | |
| | 129 | | (14,104) | | (6,115) | |
| | 580 | | | | | |
| | 611 | | | | | |
| | 733 | | | | | |
| Cost | | | (56,500) | (31,793) | (105,300) | (193,593) |
| Vocational Program | | | | | | |
| | 111 | | | | (36,973) | |
| | 129 | | | | (25,926) | |
| | 330 | | (63,422) | (107,704) | (93,140) | |
| | 440 | | | | (10,000) | |
| Cost | | | (63,422) | (107,704) | (166,039) | (337,165) |
| Total SPED - Decrease in Tuition net of add'l in-house costs | | | 402,063 | 1,102,503 | 805,176 | 2,309,742 |
| TOTAL SAVINGS | | | 819,267 | 1,800,129 | 1,532,479 | 4,151,875 |

Tom Hagen

3/11/2014

**East Lyme Public Schools
Budget Increase/Decrease History**

| | Superintendent Proposed | Percent Increase | Board Adopted | Percent Increase | Town Approved | Percent Increase |
|-----------|------------------------------------|-----------------------------|--------------------------|-----------------------------|--------------------------|-----------------------------|
| 2013-2014 | 42,591,731 | 3.34 | 42,591,731 | 3.34 | 41,941,731 | 1.76 |
| 2012-2013 | 42,041,219 | 3.82 | 41,655,344 | 2.87 | 41,214,544 | 1.78 |
| 2011-2012 | 41,791,104 | 4.69 | 41,089,104 | 2.93 | 40,494,180 | 1.44 |
| 2010-2011 | 40,586,915 | 3.53 | 39,974,915 | 1.97 | 39,917,597 | 1.83 |
| 2009-2010 | 40,329,346 | 2.42 | 40,324,346 | 2.40 | 39,201,714 | -0.45 |
| 2008-2009 | 40,614,063 | 6.85 | 40,078,063 | 5.44 | 39,378,064 | 3.60 |
| 2007-2008 | 38,976,935 | 6.94 | 38,692,938 | 6.16 | 38,009,684 | 4.29 |
| 2006-2007 | 37,202,099 | 7.93 | 36,997,886 | 7.34 | 36,447,886 | 5.74 |

3/11/2014

East Lyme Public Schools
Object 330 Purchased Services

| | | |
|---|------------|--------|
| FY 15 Proposed Budget | 41,941,731 | 100% |
| Superintendent Search | 20,000 | 0.048% |
| Consolidation of Toner Contract | 21,780 | 0.052% |
| True Green Lawn Applications (moved to this object from 436) | 14,413 | 0.034% |
| Child & Family Social Worker | 2,000 | 0.005% |
| Baarracuda Energize Updates | 3,139 | 0.007% |
| Dell/Vmware warranty Renewal | 5,180 | 0.012% |
| Emcore Full Service Contract | 1,860 | 0.004% |
| Alarm NE Maint. Serv. DW | 16,936 | 0.040% |
| Roof Inspections | 11,750 | 0.028% |
| VNA Nursing Contract | 5,334 | 0.013% |
| Architect for Elementary School Project | 28,000 | 0.067% |
| | <hr/> | |
| | 130,392 | 0.311% |

Will use bulk
don LEAD
monies

Evaluation System: Past-2012

| Non-Tenured Teachers | Hours Per Teacher Per Year | Tenured Teachers | Hours Per Teacher Per Year |
|--|----------------------------|---|----------------------------|
| 1-3 scheduled observations with pre and post conferences | 3-9 | 1 out of 5 years: 1 scheduled observation and | 3 |
| Summative evaluation | 2 | Summative evaluation | 2 |
| Initial goal conference (1-2 professional goal(s)) | 1 | Initial goal conference | 1 |
| Mid year goal conferences | 1/2 | Mid year goal conferences | 1/2 |
| End of year goal conference | 1/2 | End of year goal conference | 1/2 |
| Total hours per teacher | 7-13 | Total hours per teacher | 7 |

Evaluation System: 2014-2015

| Non-Tenured, Below Standard, and Developing Teachers | Hours Per Teacher Per Year | Tenured, Proficient, and Exemplary Teachers | Hours Per Teacher Per Year |
|--|----------------------------|--|----------------------------|
| 2+ scheduled observations with pre and post conferences | 12 | 1 scheduled observation with pre and post conferences | 6 |
| 1 review of practice | 1 | 2 reviews of practice | 2 |
| Initial conference (1+ professional growth goal, 1+ student learning objective, 1 whole school indicator goal, 1 parent engagement goal) | 1 | Initial conference (1+ professional growth goal, 1+ student learning objective, 1 whole school indicator goal, 1 parent engagement goal) | 1 |
| Mid year conference | 1 | Mid year conference | 1 |
| End of year conference | 1 | End of year conference | 1 |
| Summative assessment | 3 | Summative assessment | 3 |
| Uploading of artifacts | 2 | Uploading of artifacts | 2 |
| Total hours | 21 | Total hours | 16 |

Evaluation System with Flexibility Measures: 2014-2015

| Non-Tenured, Below Standard, and Developing Teachers | Hours Per Teacher Per Year | Tenured, Proficient, and Exemplary Teachers | Hours Per Teacher Per Year |
|--|----------------------------|---|----------------------------|
| 2+ scheduled observations with pre and post conferences | 12 | 1 out of 3 teachers: 1 scheduled observation with pre and post conferences | 6 |
| 1 review of practice | 1 | 2 reviews of practice | 2 |
| Initial goal conference (1+ professional goal(s), 1+ student learning objective(s), 1 whole school indicator goal, 1 parent engagement goal) | 1 | 2 out of 3 teachers: 3 informal observation 1 review of practice | 3.0 1 |
| Mid year conference | 1 | Initial goal conferences (1+ professional goal(s), 1+ student learning objective(s), 1 whole school indicator goal, 1 parent engagement goal) | 1 |
| End of year conference | 1 | | 1 |
| Summative assessment | 2 | Mid year goal conference | 1 |
| Uploading of artifacts | 2 | End of year goal conference | 1 |
| | | Summative evaluation | 2 |
| | | Uploading of artifacts | 2 |
| Hours per teacher | 20 | Hours per teacher | 15 or 11 |