



Columbia Board of Education Special Meeting Minutes March 11, 2013

6:00 P.M.
 Horace W. Porter School Cafeteria

- Board Members Present:** Kerry Hoffman, Lisa Napolitano, Lauren Perrotti-Verboven-Chairman, John Schroder, James Thorn-Vice Chairman, Kathy Tolsdorf
- Board Members Absent:** Sondra Montesi
- Administration Present:** Francine Coss-Superintendent, Alyssa Gwinnell-Principal, Jacqueline Middleton-Director of Student Services
- Faculty Present:** Eileen Paulhus, Diane Nolette, Rebecca Muldoon, Tammy Ekstom, Sally Medeiros, Louise Nowak, Steve Piro, Laurel Albair
- Citizens Present:** Chris Paulhus, Karin Vertefeuille, Carol Wiggins, Danielle Petsa, Carrie Bowles, Diane Schatz, Ann Shutler, Bev Ciurylo, Jennifer Emerson, Cheryl Urban, Amy Cordone, Karen Woodward, Stacy Parla, Katie Whalen, Laurie Rogers, Amy Raffa, Maria Gratton, Jessica Buchanan, Marie Pelletier, Tracy Brooks-Szegda, Caroline Nowyckyj, Jeanette Morales, Michael O'Hearn, Paula Shepard, Leslie Poulos, Earnest Sharpe, Jennifer Lent, Laura Wilkerson

I. Call to Order

Lauren Perrotti-Verboven called the March 11, 2013 special meeting to order at 6:07 p.m.

II. Pledge of Allegiance

III. Presentation of 2013/2014 Updated Columbia Board of Education Budget

Mrs. Perrotti-Verboven thanked the public for their commentary and written feedback. The Board of Education's forward vision and staffing are included in the Superintendent's budget presentation this evening. The Board of Education Chairman reviewed the budget timeline and explained that the March 15th FiPAC meeting will have an audience of citizens. The subsequent FiPAC Budget Workshops will not include a time for citizens to speak. FiPAC may recommend a reduction to the Board of Education's budget but cannot make specific line item cuts. If a reduction is necessary, the Board of Education is obliged to reduce their budget. On April 24 there will be a Public Hearing and on May 14, 2013 the Annual Town meeting is scheduled. At both of those meetings, citizens will be allowed to speak. Board of Education members received a revised budget that represented a 4.88% increase. When more services are asked for, it gets expensive. The Board will get creative to maintain the proper level of personnel. This year's projected surplus may offset spending for next year. The Board must balance the needs of students while being responsible to the Town.

Superintendent Coss reviewed the 2013-2014 Staffing Plan and Budget.

Grades K-4

Grade level (Subject)	Current Staffing	2013-2014 Staffing	Notes
Kindergarten	3 Teachers/3 Paras	2 Teachers/2 Paras	<ul style="list-style-type: none"> • If student enrollment increases, a third section will be added increasing staff to 3 Teachers and 3 Paras • 1 Teacher layoff • 1 Para reassigned
Grade 1	3 Teachers/0 Paras	3 Teachers /0 Paras	
Grade 2	3 Teachers/0 Paras	2 Teachers /0 Paras	<ul style="list-style-type: none"> • 1 Teacher reassigned
Grade 3	2 Teachers/0 Paras	3 Teachers /0 Paras	
Grade 4	3 Teachers/0 Paras	2 Teachers /1 Para	<ul style="list-style-type: none"> • 1 Para to be shared by both class sections • 1 Teacher reassigned
Subtotal	14 Teachers/3 Paras	12 Teachers/3 Paras	

Grades 5-6

Grade level (Subject)	Current Staffing	2013-2014 Staffing	Notes
Grade 5 (Language Arts)	1 Teacher	1 Teacher	
Grade 5 (Mathematics)	1 Teacher	1 Teacher	
Grade 5 (Social Studies)	0.5 Teacher	0.5 Teacher	• Teaches both Grade 5 & Grade 6 students
Grade 5 (Science)	0.5 Teacher	0.5 Teacher	• Teaches both Grade 5 & Grade 6 students
Grade 6 (Language Arts)	1 Teacher	1 Teacher	
Grade 6 (Mathematics)	1 Teacher	1 Teacher	
Grade 6 (Social Studies)	0.5 Teacher	0.5 Teacher	• Teaches both Grade 5 & Grade 6 students
Grade 6 (Science)	0.5 Teacher	0.5 Teacher	• Teaches both Grade 5 & Grade 6 students

Grades 7-8

Grade level (Subject)	Current Staffing	2013-2014 Staffing	Notes
Grade 7 (Language Arts)	1 Teacher	1 Teacher	
Grade 7 (Mathematics)	1 Teacher	1 Teacher	
Grade 7 (Social Studies)	0.5 Teacher	0.5 Teacher	• Teaches both Grade 7 & Grade 8 students
Grade 7 (Science)	0.5 Teacher	0.5 Teacher	• Teaches both Grade 7 & Grade 8 students
Grade 8 (Language Arts)	1 Teacher	1 Teacher	
Grade 8 (Mathematics)	1 Teacher	1 Teacher	
Grade 8 (Social Studies)	0.5 Teacher	0.5 Teacher	• Teaches both Grade 7 & Grade 8 students
Grade 8 (Science)	0.5 Teacher	0.5 Teacher	• Teaches both Grade 7 & Grade 8 students
Subtotal	6 Teachers	6 Teachers	

Related Arts

Grade level (Subject)	Current Staffing	2013-2014 Staffing	Notes
Art	2 Teachers	1.7 Teachers	<ul style="list-style-type: none"> • Per number of class sections • No reduction in course selection, duration or frequency • Maintain Grades 5-8 Art Extension elective
Music	3 Teachers	1.7 Teachers	<ul style="list-style-type: none"> • Per number of class sections • No reduction in course selection, duration or frequency for Band (grades 4-8), Chorus (grades 5-8), General Music (PK-8)
Library/Technology	1 Teacher	1 Teacher 0.8 Para	<ul style="list-style-type: none"> • This teacher teaches both K-4 Library and K-4 Technology classes • Para shared with Health Office
Technology	1 Teacher	1 Teacher	<ul style="list-style-type: none"> • This teacher will continue to embed technology curriculum into grades 5-8 academic and related arts curriculum (applied skills) • Addition of Technology Extension elective for grades 5-8
Physical Education, Health & Life Skills	3 Teachers	3 Teachers	<ul style="list-style-type: none"> • Increase Physical Education class time with curriculum by moving Health instruction from Physical Education period (K-4) • Provide 1 dedicated, weekly Health period in grades K-4 • Maintain current Physical Education class duration and frequency in grades 5-8 • Increase grade 7 Life Skills elective by offering Life Skills course to grades 5, 6, and 8 • Addition of Physical Education Extension elective for grades 5-8
Subtotal	10 Teachers 0 Paras	8.4 Teachers 0.8 Paras	

Foreign Language

Grade level (Subject)	Current Staffing	2013-2014 Staffing	Notes
K-4	0 Teachers	1 Teacher	<ul style="list-style-type: none"> New Teacher to be hired 1 day per week (culture study) Foreign Language offerings to be determined but shall be at least Spanish
5-6			<ul style="list-style-type: none"> 3 days per week (culture study) Foreign Language offerings to be determined but shall be at least Spanish
7-8	1 Teacher	1 Teacher	<ul style="list-style-type: none"> Increase from current 3 to 5 days a week Spanish Language acquisition (equivalent to completing high school Spanish 1 course)
Subtotal	1 Teacher	2 Teachers	

Special Education

Grade level (Subject)	Current Staffing	2013-2014 Staffing	Notes
Preschool	1 Teacher 1 Para	2 Teachers 2 Paras	<ul style="list-style-type: none"> Increase class time from 4 to 5 half-days per class Increase class sections from 2 to 4 (to reduce or eliminate lottery/waiting list) Per student need
K-3	1 Teacher 1 Para	1 Teacher 1 Para	<ul style="list-style-type: none"> Per student need Both pull-out and push-in services
K-4	2 Teachers 2 Paras	2 Teachers 2 Paras	<ul style="list-style-type: none"> Per student need Both pull-out and push-in services
PASS	1 Teacher 2 Paras	1 Teacher 1+ Para	<ul style="list-style-type: none"> Per student need The SRBI Para will be shared with PASS as needed (1 dedicated to PASS and 1 available per student need)
Counseling	1 Guidance Counselor 1 Social Worker 1 School Psychologist	1 Guidance Counselor 1 Social Worker 1 School Psychologist	<ul style="list-style-type: none"> Per student need Available for Special Education, Section 504, SRBI and General Education services
Health Office	1 Nurse (Para as available)	1 Nurse 0.2 Para	<ul style="list-style-type: none"> Per student need Para assists Nurse 2-hrs. a day Para shared with Library
Speech	1.6 Speech Pathologists	1.4 Speech Pathologists	<ul style="list-style-type: none"> Per student need
Designated Support	4 Paras	2 Paras	<ul style="list-style-type: none"> Per student need 2 Paras reassigned
Subtotal	5 Teachers 3 Counselors 1 Nurse 1.6 Speech Pathologists 10 Paras	6 Teachers 3 Counselors 1 Nurse 1.4 Speech Pathologists 8.2 Paras	

SRBI (Intervention)

Grade level (Subject)	Current Staffing	2013-2014 Staffing	Notes
Language Arts	1.5 Teachers	1.25 Teachers	<ul style="list-style-type: none"> Per student need
Mathematics	1.5 Teachers	1.25 Teachers	<ul style="list-style-type: none"> Per student need
Enrichment	1 Teacher	1 Teacher	<ul style="list-style-type: none"> Per student need Both pull-out and push-in services
Behavior	1 Teacher*	1 Teacher*	<ul style="list-style-type: none"> Per student need (*teacher is a representative to SRBI Team from PASS, this is not an additional teacher and is not included in the subtotal)
All Areas	0 Paras	1 Para	<ul style="list-style-type: none"> Per student need Shared with PASS per student need (in addition to the exclusive PASS paras)
Subtotal	4 Teachers 0 Paras	3.5 Teachers 1 Para	

2013-2014 STAFFING PLAN SUMMARY

Grade level (Subject)	Current Staffing	2013-2014 Staffing	Difference
K-4 Classroom	14 Teachers 3 Paras	12 Teachers 3 Paras	-2.0 Teachers 0.0 Paras
Grades 5-8 Classroom	6 Teachers	6 Teachers	0.0 Teachers
Related Arts	10 Teachers 0 Paras	8.4 Teachers 0.8 Paras	-1.6 Teachers +0.8 Paras
Foreign Language	1 Teacher	2 Teachers	+1.0 Teacher
Special Education	5 Teachers 3 Counselors 1 Nurse 1.6 Speech Pathologists 10 Paras	6 Teachers 3 Counselors 1 Nurse 1.4 Speech Pathologists 8.2 Paras	+1.0 Teacher 0.0 Counselors 0.0 Nurses -0.2 Speech Pathologists -1.8 Paras
SRBI	4 Teachers 0 Paras	3.5 Teachers 1 Para	-0.5 Teachers +1.0 Para
Grand Total	40 Teachers 13 Paraprofessionals 3 Counselors 1 Nurse 1.6 Speech Pathologists	37.9 Teachers 13 Paraprofessionals 3 Counselors 1 Nurse 1.4 Speech Pathologists	-2.1 Teachers 0.0 Paras 0.0 Counselors 0.0 Nurses -0.2 Speech Pathologists

Actual Layoffs: 1 Elementary Teacher
Actual New Hires: 1 Foreign Language Teacher

2013-2014 Revised Budget

Object	Description	2011-12 Operating Budget	2011-12 Actual Budget	2012-13 Operating Budget	2013-14 Operating Budget	2013-14 vs. 2012-13 Operating Budget \$ Difference	2013-14 Title/IDEA Grant Adjusted Budget
111	Certified Salaries	4,100,799.77	4,048,550.06	4,078,429.43	4,088,669.90	10,240.47	29,152.00
112	Noncertified Salaries	870,904.67	739,871.72	866,217.97	839,190.32	-27,027.65	103,044.00
210	Health Benefits	988,256.60	948,229.23	876,747.95	931,971.69	55,223.74	0.00
211	Life Insurance	9,762.76	6,349.18	6,285.55	6,525.53	239.97	0.00
213	FICA (Social Security)	51,451.99	54,533.35	53,705.51	52,029.80	-1,675.71	0.00
214	Medicare	64,527.77	64,369.71	71,697.39	71,453.97	-243.41	0.00
250	Unemployment	79,330.00	13,363.12	21,925.00	30,732.00	8,807.00	0.00
260	Worker's Compensation	27,522.00	48,747.00	28,072.44	28,914.61	842.17	0.00
290	Other Benefits	126,488.04	64,827.12	52,303.86	52,369.38	65.52	0.00
300	Cafeteria Expenses	9,171.24	0.00	0.00	30,000.00	30,000.00	0.00
310	Board of Ed Expenses	37,223.38	59,785.90	38,000.00	89,000.00	51,000.00	0.00
320	Instructional Improvement	18,016.00	11,059.11	20,080.00	36,467.00	16,387.00	0.00
330	Professional Services	287,219.40	218,345.21	335,676.87	366,113.11	30,436.24	16,010.00
340	Tech./Contracted Services	91,441.61	105,439.93	113,556.49	112,328.20	-1,228.29	0.00
411	Water/Air Testing & Sewage	5,400.00	1,955.00	5,400.00	5,400.00	0.00	0.00
421	Sanitary Refuse	8,137.00	7,505.29	16,322.94	19,980.00	3,657.06	0.00
430	Repairs& Maintenance	23,890.00	276,837.20	32,200.00	71,319.34	39,119.34	0.00
440	Copier Rental & Usage	58,831.68	40,940.60	38,909.76	43,397.04	4,487.28	0.00
510	Student Transportation	848,959.52	739,826.39	951,610.93	764,824.03	-186,786.90	500.00
520	Property Insurance	38,934.00	35,179.00	39,712.68	37,289.74	-2,422.94	0.00
530	Telephone	14,059.50	7,814.11	9,340.69	8,282.96	-1,057.73	0.00

2013-2014 Revised Budget (continued)

Object	Description	2011-12 Operating Budget	2011-12 Actual Budget	2012-13 Operating Budget	2013-14 Operating Budget	2013-14 vs. 2012-13 Operating Budget \$ Difference	2013-14 Title/IDEA Grant Adjusted Budget
531	Postage	4,200.00	2,038.89	4,500.00	2,161.22	-2,338.78	0.00
540	Advertising	0.00	281.16	0.00	298.03	298.03	0.00
560	Tuition	3,155,508.65	2,962,953.95	3,352,654.01	3,623,452.13	270,798.12	2,031.00
580	Travel	3,000.00	10,396.32	3,124.07	3,711.00	586.93	0.00
610	Supplies	98,236.00	113,954.11	33,091.91	110,022.49	76,930.58	9,962.00
613	Custodial Supplies	17,504.85	12,512.62	17,854.95	13,263.38	-4,591.57	0.00
622	Electricity	129,143.46	84,590.38	101,726.33	86,390.38	-15,335.95	0.00
623	Propane Gas	1,848.00	2,718.37	1,884.96	2,881.47	996.51	0.00
624	Heating Oil	95,190.00	81,717.00	102,077.50	91,875.00	-10,202.50	0.00
626	Diesel Fuel	77,050.00	54,158.64	84,375.00	65,148.75	-19,226.25	0.00
640	Software	29,049.95	41,803.40	25,651.40	47,437.57	21,786.17	0.00
641	Textbooks/Workbooks	49,092.00	29,819.74	1,025.00	60,126.47	59,101.47	0.00
642	Library Books	2,500.00	5,707.75	500.00	3,000.00	2,500.00	0.00
643	Periodicals	725.00	1,613.49	1,012.47	3,094.04	2,081.57	0.00
730	Equipment	21,800.00	200,376.72	7,574.39	142,177.33	134,602.94	46,277.35
810	Dues & Fees	14,219.94	19,623.90	17,308.54	25,924.78	8,616.24	0.00
	TOTAL	11,459,394.78		11,410,556.00	11,967,222.64	556,666.65	206,976.35

IV. Columbia Board of Education Members Discussion

Board members discussed:

- IEP's scheduled for May will determine student needs for next year.
- The Board of Education's goal to keep staffing that our students need.
- PK program income goes to the Town.
- Technology: K-4 library time and technology time, 5-8 technology teacher and IT person (cocurc)
- Next year integration and electives
- Fear of students missing out in technology instruction if technology is an elective and the importance of preparing our students for high school.
- Concern for cultural study in grades 5 and 6 only being study and not language time.
- Clarification of the PASS program staffing for next year.
- PE and Health staffing numbers
- Foreign language in grades K-4 (1 day per week), 5 & 6 (3 days per week), grades 7 & 8 (5 days per week).
- Student needs first and then staffing determinations.

Board members reviewed, scrutinized and trimmed budget line items to reduce the Superintendent's proposed budget from 4.88% to 3.27% or lower:

- software-ipads for only grades 7 and 8, textbooks-Spanish and Life Skills buy now, repairs, using anticipated surplus to offset next year's spending, phasing in painting and replacement of ceiling tiles, cafeteria expenses, legal expenses, health insurance, sanitary refuse, water, equipment
- using \$100,000 from the 2012/13 budget surplus to offset next year's spending
- reduce refuse by \$10,000
- reduce water by \$2,000
- reduce equipment by \$20,000

V. Action Item

a) Approval of 2013/2014 Columbia Board of Education Budget

L. Perrotti-Verboven made a motion to present to FiPAC on Wednesday March 13, 2013 the 2013/2014 Columbia Board of Education Budget with a 3.27% to 3.4% cap increase.

NO VOTE TAKEN

L. Perrotti-Verboven **MOVED** and K. Tolsdorf **SECONDED** to approve the 2013/2014 Columbia Board of Education Budget with an increase cap of 3.75% as set forth with the Board of Education's revisions made this evening.

NO VOTE TAKEN

L. Perrotti-Verboven **MOVED** and J. Thorn **SECONDED** to approve the 2013/2014 Columbia Board of Education Budget with an increase cap of 3.4% as set forth with the Board of Education's revisions and in keeping the Board's qualities intact.

MOTUION CARRIES: 5-1-0

K. Hoffman, L. Perrotti-Verboven, J. Schroder, J. Thorn, K. Tolsdorf **VOTED FOR THE MOTION**

L. Napolitano **VOTED AGAINST THE MOTION**

VI. Comments from the Audience (Bylaws of the Board #9300)

Time allotted for public participation is thirty (30) minutes; time allotted for an individual speaker is three (3) minutes

Audience members commented on:

- I pads for grade 7 and 8 students only
- Rather than cultural studies for grades 5 & 6 actual Spanish instruction
- Thanks to the Board of Education for adding staffing and electives
- Considering how SRBI time is used for average middle school students
- Enrichment for average students
- Possible magnet school enrollment and the impact on budget
- Implementing magnet school programs at Porter
- Laptops versus ipads and who will maintain the new equipment
- Bringing parents' voices to the next budget step
- Getting 2 votes per family by offering babysitting services at budget meetings
- Thanks to the Board for going to bat for Porter children and increasing programs rather than cutting them
- Look at how the district works with parents and how hard parents have to fight for services for their children

VII. Adjournment

J. Thorn **MOVED** and L. Napolitano **SECONDED** to adjourn the March 11 2013, special meeting at 8:50 p.m.

MOTION CARRIES: 6-0

Respectfully submitted,

James Thorn
Columbia Board of Education Vice Chairman