



Columbia Board of Education Special Meeting Minutes April 8, 2013

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

- Board Members Present: Kerry Hoffman, Lauren Perrotti-Verboven-Chairman, John Schroder, James Thorn-Vice Chairman, Kathy Tolsdorf
- Board Members Absent: Sondra Montesi, Lisa Napolitano
- Administration Present: Francine Coss-Superintendent, Alyssa Gwinnell-Principal, Jacqueline Middleton-Director of Student Services
- Citizens Present: Jennifer Lent, Christopher Lent, Jerry Hughes, Linette Dooley

I. Call to Order

Lauren Perrotti-Verboven called the April 8, 2013 special meeting to order at 6:10 p.m.

II. Pledge of Allegiance

III. Discussion

- A. Policy 3320 – Business – Purchasing Procedures
- B. Policy 3321 – Business/Non-Instructional Operations – Requesting Goods and Services (Requisitions)
- C. Policy 3323 – Business/Non-Instructional Operations – Soliciting Prices (Bids and Quotations)
- D. Policy 3324.1 – Business/Non-Instructional Operations – Contracts
- E. Policy 3325.1 – Business/Non-Instructional Operations – Maintenance and Control of Materials
- F. Policy 3326 – Business/Non-Instructional Operations – Paying for Goods and Services

Mrs. Perrotti-Verboven stated that the Board has not been informed of project details and spending costs. She requests that any available funds remain unspent until the Board of Education reviews and approves of the requests. Projects must adhere to the \$10K threshold. Not just PO's within projects. If a project is projected to be in total over 10k, it must come in front of the Board. When an item or project is in danger of going over the projected/approved amount, the Board must know in advance.

The example highlighted in the meeting is below.

7		Library Media Center)	
7	3	Carpet - Room E600 (Computer Lab)	430
8	3	Television Viewing on SmartBoards price increased	730
9	1	Installing room fans (price of fan with a remote or a switch)	430
9	1	Purchasing of Fans	730

IV. Action Items

- A. Potential action on aforementioned policies.

No action was taken. The next policy series to be reviewed and updated by the Board will be policy series 3000 – Business.

V. 2013-2014 Budget Discussion

The decision by FiPAC for a 0% budget increase translates into a directive to the Board of Education which, by charter, cannot, not be followed. This means that the Board needs to cut a bit over \$81,000 from the numbers after the last round of cuts.

The following recommendations for cuts were made by the Superintendent and Principal as well some other adjustments made by the Board:

1.	Tuition	19,415.76
2.	Salary	6,372.32
3.	Conferences	22,567.00
4.	Professional Services	28,328.85
5.	Technical and Contracted Services	2,487.07
6.	Repairs/Maintenance	2,500.00
	TOTAL	81,746.24

Professional Services Line:

Curriculum Writing recommended by Superintendent & Principal

The reasoning for approving the recommended cuts presented to the Board is that the Board has been assured by the Admin team that there is and will be a way to provide enough time in the current configuration/schedule for teachers to get the necessary curriculum writing, etc. done during the school hours and half days, PD time, etc. Again, this will be monitored and continually reassessed as we go forward.

Conferences recommended by Superintendent & Principal

The cut/adjustment recommendations made to the Board, to move to a new formula defining how choices of which conferences would be available and attended was debated at length. The Board did want to see a list of what conferences would be cut by reducing this line, since there is not an existing list for next year's conferences available at this time. This proposal with the new formula was accepted. The Board continues to be dedicated to the professional growth of the Porter team and remains confident in the promise of the Admin team that they will work closely with the Porter Team to make sure requests and needs for PD through conferences will be met.

After School - by the Board

A Coordinator position was in this line for \$9,000 for after school programs. The Board chose to reduce this, hoping that the corresponding tasks that were communicated to us around this position (scheduling, attendance, etc.) could be delegated to other existing positions.

Salary Line:

Health/PE reduction

The reduction in salary for PE is because there is an adjustment in PE teachers; this provided a change to the salary line.

Salary Increase to Salary line, offset by other funds, created and recommended by the Board:

The Board did not want to stay at 2 PE positions and force the loss of the Life skills class, so money was reduced from substitute teachers and technical consultant hours to afford a part time PE/Health or appropriate person to teach life skills class. Money was taken from the substitute teacher line in particular because there has been a surplus in that line for two years in a row. The Board did not cut the entire difference of what has not been spent in that line the last two years, but only a portion of it. In addition, there was a cut made to the Technical contract line for next year.

Additional ways the Board offset the shortfall of funds:

Excess funds had mistakenly been put into the salary line in the form of a higher hourly salary for a monitor position for before and after school programs. This was adjusted and money was saved. In next year's budget an increase of 4% (the max) into the tuition line for E.O. Smith was entered. However, E.O. is increasing tuition by 2%. That is a savings of \$19,000. In addition, \$2,500 was included for repair of a fence, but the Town will cover that expense and it has been removed from the budget.

The Board is not 'done' with this budget. They promise to diligently follow the progress and impact of these decisions.

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.

VII. Adjournment

J. Thorn **MOVED** and L. Napolitano **SECONDED** to adjourn the April 8, 2013, special meeting at 9:10 p.m.
MOTION CARRIES: 5-0

Respectfully submitted,

James Thorn
Columbia Board of Education Vice Chairman