



BOARD OF EDUCATION  
COLUMBIA, CONNECTICUT

Lauren Perrotti-Verboven, Chairman  
James Thorn, Vice Chairperson  
Kerry Hoffman  
Sondra Montesi  
Lisa Napolitano  
John Schroder  
Kathy Tolsdorf  
Francine Coss, Superintendent

**June 18, 2013**  
**SPECIAL MEETING**  
**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

Staff & Citizens Present: Chris Urban, Brenda Morey, Mike Sylvester, Karen Johnson, Beverly Ciurylo

**I. Call to Order**

Lauren Perrotti-Verboven called the June 18, 2013, special meeting to order at 6:17 p.m.

**II. Pledge of Allegiance**

*Chairman Perrotti-Verboven explained this is an open forum to discuss the three non-union employee contracts of employment; Food Services Manger, Facilities Manager and Superintendent's Secretary. Contract specifics and terms will be agreed upon and reviewed by the district attorney before being issued to the employees. This does not reflect on performance.*

**III. Employment/Contract Discussion and Anticipated Action Regarding the Employment/Contract of the Food Service Manager**

*Because the Board has expressed the desire to go out to bid for subcontracting cafeteria services, a more complete and current contract needs to be reworked for this position. The Board is concerned about their subsidy to the program. They would like to break even, make sure students are eating well and that lunch is affordable. The Chairman would like to visit other districts to see what they are doing. She suggests parallel salary and benefits for the Food Service Manager starting July 1, 2013. An "at will" clause will be added and language stating the Food Service Manager will take ownership of the lunch budget and research going forward.*

**Board comments:**

- **J. Schroder** asked is the contract now not crafted by the district attorney?
- **J. Thorn** does not feel comfortable with an "at will" clause and would like to add the term dates of July 1, 2013 through June 30, 2014.
- **L. Napolitano** sees no harm in adding these dates.
- **L. Perrotti-Verboven** summed up the Boards remarks: all in agreement to match current benefits for the Food Services Director without the "at will" clause and a one-year agreement to be offered. The Board will decide how to move forward with this position. In addition, whatever is currently in place for the three current Food Service Aids will be offered in a one-year agreement.

#### **IV. Employment/Contract Discussion and Anticipated Action Regarding the Employment/Contract of the Facilities Manager**

*Chairman Perrotti-Verboven explained independence, flexibility and trust are part of being a salaried employee. The Chairman will look into a salary position being compensated with an hourly wage for overtime. The Facilities Manager works 40 hours per week. The Board will clean up this contract and make it fair. The Board would like to possibly extend this contract to a two year contract to form a commitment that is longer than a year and lay out the Facilities Manager's salary for two years.*

**Board comments:**

- *J. Schroder said if a cell phone is provided it is expected that calls will be answered. He also mentioned the Facilities Manager's remote work.*
- *L. Perrotti-Verboven summed up the Board's view of agreeing to mirror current contract benefits with a 1.99% 2013/14 increase in salary and a suggested 2% increase for the 2014/15 school year, with an overtime caveat clause.*

#### **V. Employment/Contract Discussion and Anticipated Action Regarding the Employment/Contract of the Superintendent's Secretary**

*The Board reviewed the Superintendent Secretary's salary, number of days worked per year, 403B plan, vacation, personal days, medical and life insurance benefits. The Board of Education Clerk position is a separate position.*

**Board comments:**

- *L. Perrotti-Verboven summed up the Board's view of agreeing to mirror current contract benefits for a two year agreement with a 1.99% 2013/14 increase in salary and a suggested 2% increase for the 2014/15 school year, with an out clause.*

*L. Perrotti-Verboven asked Mrs. Ciurylo for historical salary increase information for all three positions and a listing of job duties performed by the Food Services Manger, Facilities Manager and Superintendent's Secretary .*

*J. Schroder asked if there is anything in the policy books saying contracts should be reviewed by the Board of Education; 1½ hours have been spent discussing this. Does the Board of Education usually do this?*

*L. Perrotti-Verboven said this will be a clean slate for these three employees and the district attorney will review each contract.*

#### **VI. Minimum Budget Requirement Discussion**

*L. Perrotti-Verboven explained it is her understanding the Town has not been granted the waiver. If the Town does nothing, 1) the State ECS grant money to the Town will be shorted by \$312,000 in April of 2014, 2) \$312,000 could be taken out of the general fund and given to the Board of Education, or 3) the Town can appeal the calculation of the MBR waiver. This will not impact the 2013/14 budget. The Town must provide the State with an answer by June 28<sup>th</sup>.*

**Board comments:**

*J. Thorn said the BOE needs an actual spending plan for the \$312,000.*

*K. Tolsdorf thinks the Board of Ed should ask the Town for option 2 and provide a spending plan.*

*L. Napolitano would like to approach this carefully, work together with the Board of Selectmen, provide a plan of spending and not be offensive to the BOS.*

*L. Perrotti-Verboven would like to negotiate with the Town, outline terms to help the Town offset budget funding to the Board of Education.*

*K. Tolsdorf said the Board of Education did not create this situation, the Town did this. This should be a school related and Board of Education decision. The Board's job is to boost curriculum. This money*

would be a wind fall to buy “toys” for curriculum and programs. It is a time to go to teachers and ask them what they have always wanted to help all kids.

**J. Schroder** agrees that there should be closure to this process.

**J. Thorn** would like to work with the FiPAC Chairman to settle this issue.

**Board members** discussed possible spending: 25% on technology (equipment, staff, consultants), 50% capital projects (track, improving playground/playscape), 24% on curriculum, STEM Lab, musical instruments, library.

**L. Perrotti-Verboven** summed up the discussion by asking if the Board agreed to reach out to the Town with a spending plan. Board members agreed. She thanked Board members for their input.

**VII. Contracts Discussion – Discussed earlier in the meeting**

**VIII. Budget Discussion**

**L. Perrotti-Verboven** - FiPAC discussed using tuition and non-tuition funds for security. Members discussed the 3-phase security grant that will allow reimbursement for security measures performed starting April 4, 2013 and paid for with Board of Education funds. Board members also discussed purchasing an additional AED, emergency supplies, generator, polishing fuel, and the school website.

**IX. Executive Session to Discuss Personnel Matter (employment/contract of the Superintendent)**

J. Thorn **MOVED** and J. Schroder **SECONDED** to enter into executive session at 8:35 p.m.

**MOTION CARRIES: 6-0**

J. Thorn **MOVED** and J. Schroder **SECONDED** to exit executive session at 9:33 p.m.

**MOTION CARRIES: 6-0**

**X. Anticipated Action Regarding the Employment/Contract of the Superintendent**

**XI. Adjournment**

J. Thorn **MOVED** and J. Schroder **SECONDED** to adjourn the June 18, 2013, special meeting at 9:34 p.m.

**MOTION CARRIES: 6-0**