

**CITY OF NORWALK
BOARD OF EDUCATION
FINANCE COMMITTEE
MAY 25, 2016**

ATTENDANCE: Bryan Meek, Chair; Mike Barbis

STAFF: Thomas Hamilton, Chief Financial Officer; Karen Bartron, Purchasing.

OTHER: Dr. Yvel Crevecoeur, BOE Non-Committee Member; Mary Yordon, NFT;
Dr. Lynne Moore, West Rocks Middle School

Call to Order

Mr. Meek called the meeting to order at 6:30 p.m. and stated that members in attendance were as listed above, and there was not a quorum present.

Approval of Minutes – March 21, 2016

Due to the absence of a quorum, Mr. Meek tabled the approval of minutes until the next meeting.

Review of FY 2015-16 Financial Report.

Mr. Hamilton highlighted the financial report of spending to date versus budget, and explained variances as noted with 83% of the school year lapse at 75% of expenditures.

Mr. Hamilton explained that wages are on track and they are closely monitoring actual versus budgeted based on staff turnover assumptions. He noted that there will be a recommendation for budget transfers to offset a few of the minor over-expenditures in the Special Education and Long-Term Substitute accounts.

Budget Transfers –

Mr. Hamilton outlined that there are recommended transfers pending receipt of expenditures to be processed.

Review Budget Matters:

2016-17 Operating Budget

Mr. Hamilton distributed pro-forma financial reports of school allocation to the members in attendance. He reported that they have met with building principals and they are in close agreement with the elementary school student based budgeting allocations with some supplemental funding requests as supported with the rationale documentation.

2016-17 Operating Budget – continued

Mr. Hamilton reported that they have met with the high school principals and there is an inequity of funding between Norwalk High and Brien McMahon based on the handling of NECCA funding.

There was discussion on rationale to hold harmless resources designated to Norwalk High so that funding is not compromised because NECCA is not in the full grade years of the funding appropriation.

Mr. Hamilton further explained that the staff compensation is averaged at a higher rate because of the senior level of step positions at a higher salary. There was discussion on CGS funding from the state and possible out of district tuition supplements from other cities.

There was discussion on budget constraints for the school levels based on limitations outlined by the building principals and requests for supplemental funding.

Mr. Hamilton reviewed the middle school shift in funding to reallocate more per student to the high school in view of the finding that middle schools were being budgeted at a higher per student amount. There was a discussion on the middle school redesign and the need to provide supplemental funding for Roton Middle School based on fixed administrative costs.

There was further discussion on the timing and how to rationalize assets, funds, and especially newly established programs that need to move to the next level, including the reform of the middle school teaching models.

Mr. Hamilton explained out the Title I funding works at the school levels.

There was a discussion on summer school and reduction of 14 classrooms based on funding changes from Hartford.

Mr. Hamilton distributed the enrollment projections by school to the Committee members for review and discussion. It was noted that there were adjustments made to the Silver Petrucelli projections to update the numbers with more current data.

SPED Development Fund

Mr. Barbis noted that the funding request for special appropriation is still in the budget presented to the Board of Estimate and Taxation and approval from the Common Council is in development.

Mr. Hamilton asked for the following items to be added to the agenda:

Food Services

Mr. Hamilton asked Karen Bartron to come forward to share her work on the Food Services contract. Ms. Bartron explained that the state requires districts to rebid each year for the food services contract. She outlined that the contract agreement is unusual compared to other cities as only the management is done by an outside vendor and the employees are part of the district and Food Services Workers union. It was noted that Frank Harris was highly regarded in the state as one of the founders of school lunch program and therefore the contract is a hybrid of in house and outside negotiated terms and conditions.

There was discussion on the timing for contract execution by the state before June 30th.

It was discussed that Mr. Barbis met with the Wellness Committee at Brien McMahon and the food served in the cafeteria was very good.

Mailing Equipment

Ms. Bartron reviewed the RFP to upgrade mailing machines that will save \$680/month and represent a savings over five years of \$20,000. It was agreed to present the RFP for approval at the next full Board meeting.

It was noted that although the June 7 meeting is a workshop session, the following items will be added to the agenda for approval action:

West Rocks Window Replacement
Food Services one-year contract renewal 2016-17

Adjournment

The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Marilyn Knox,
Telesco Secretarial Services