

**CITY OF NORWALK  
BOARD OF EDUCATION  
SPECIAL EDUCATION AD-HOC COMMITTEE MEETING  
MAY 9, 2017**

ATTENDANCE: Artie Kassimis, Jacquelyn Lamb, Jeffrey Spahr

STAFF: Stacey Heiligenthaler, Interim Assist. Director Specialized Learning/Student Services  
Ralph Valenzisi, Director of Information/Technology, Innovations/ Partnerships;  
Kristin Karczmit, Budget Director.

Call to Order

Mr. Kassimis called the meeting to order at 5:35 p.m. and noted that Dr. Crevecoeur could not attend as he was being presented with an award at SUNY.

Review of February 14, 2017 Minutes

Mr. Kassimis noted that Dr. Crevecoeur had requested the Finance presentation be incorporated into the minutes, and all is attached as noted.

- \*\* MR. SPAHR MOVED TO APPROVE THE MINUTES OF THE MEETING OF FEBRUARY 14, 2017 AS NOTED.**
- \*\* MR. KASSIMIS SECONDED THE MOTION.**
- \*\* MOTION PASSED UNANIMOUSLY.**

Review of April 25, 2017 Minutes

Corrections: Page 2: Change Compliance Administrator to 'Coordinator'.

Add comments made by Mr. Spahr:

Mr. Spahr requested that a copy be provided by Stacey Heiligenthaler for parents and updates of the report chart be sent to the Committee Members electronically. It was noted that a glossary of abbreviations and terms be included in the preface.

- \*\* MR. SPAHR MOVED TO APPROVE THE MINUTES OF THE MEETING OF APRIL 25, 2017 AS AMENDED WITH CORRECTIONS NOTED.**
- \*\* MR. KASSIMIS SECONDED THE MOTION.**
- \*\* MOTION PASSED UNANIMOUSLY.**

Follow up Questions on Section 504 Manual

Mr. Valenzisi reviewed the 504 Manual changes on the draft and noted a few grammatical corrections to the draft of the Special Education Manual.

There was discussion on how the Manual can be distributed to parents. Mr. Spahr noted the need for an e-mail blast to SpEd parent group and suggested that schools compile a list or create a data file of parent emails and addresses. Mr. Valenzisi explained that this information is contained in Power School and there is a way to filter or flag the parents of students that have a 504 plan.

#### Update on Special Education Budget

Ms. Kristin Karczmit, Budget Director delivered the presentation and outlined new procedures and processes that are now in place as follows:

- Vendor payments are current
- Weekly meetings occurring with SPED and Finance to review SPED budget
- Will soon hire a dedicated administrative professional responsible for the management of student contracts, invoices, services, and payments
- Meetings with SPED and Finance scheduled to review 17-18 contract process
- Preliminary preparation of 17-18 contracts has begun
- Tighter contract language and review of terms and rates happening
- Review of multiple providers to ensure quality and value of services
- Contracts will be created in June for OOD Tuitions and signed prior to the start of the new 2017-18 school year
- Annual encumbrances will be made in order to forecast expenditures upfront earlier in the year and as soon as contracts are signed
- Continue to create and adhere to new operating and financial procedures with continuous streamlining of processes
- 1 student recently brought back from OOD placement with identification of 4 additional students possible to bring back in district

Ms. Heilingenthaler described a new method of tracking a one-on-one designation outcomes of the PPT process to have a factor of predictability. There was discussion on ways to track this for budgeting for Paras and resources for required services.

#### Financial Overview highlights:

- OOD Tuition:
  - Shortfall of \$1.7MM in 15-16
  - Balanced this budget in 16-17
- Contracted Services:
  - Shortfall of \$3.5MM in 15-16
  - Reduced shortfall to \$1.7MM currently in 17-18
  - Currently setting up new procedures to evaluate providers & services
- Excess Cost Reimbursement:
  - Projected at \$35MM as the formula stands today
  - Will not know the final amount until the end of May at the earliest
  - If the governor's budget is accepted, there is a possibility that the excess cost funding will provide an incremental \$1.5MM to help fund SPED shortfalls, although the outcome is still unknown

A review of next steps is as follows:

## SPED 2016-2017 Next Steps

- Utilize \$400k worth of IDEA Grant to cover SPED expenditures
  - Remaining of \$96k to use for this year
- Initiate budget freeze as of May 1st to cover shortfalls:
  - \$500k+ in non-wages accounts
  - \$1MM in wage accounts
  - Utilize insurance reserve if necessary
  - Smooth out SPED accounts with budget transfers
- Increase SBCH (school based child healthcare) parent consent forms signed  
(increase Medicaid reimbursement above budgeted amount if possible)

<b>2017-2018 SPED Non-Wage Budget</b>	
<b>17-18 SPED shortfall</b>	<b>\$ (1,722,213)</b>
<b>Remainder of IDEA Grant</b>	<b>\$ 96,040</b>
<b>Non-wage estimated transfers</b>	<b>\$ 500,000</b>
<b>Wages estimated transfers</b>	<b>\$ 1,000,000</b>
<b>Other Transfers / Change in Encumbrances</b>	<b>\$ 126,173</b>
<b>SPED Balanced Budget</b>	<b>\$ -</b>

It was noted that this will be covered at the Finance Committee meeting tomorrow night.

### Other

Ms. Heiligenthaler mentioned there will be a presentation to the Board next week on a summer training at Brookside in preparation for a Dyslexia Clinic for 2018-19.

### Public Comments - None

- \*\* MS. LAMB MOVED TO ADJOURN**
- \*\* MOTION WAS SECONDED BY MR. SPAHR.**
- \*\* VOTE ON THE MOTION WAS UNANIMOUS.**

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,  
Marilyn Knox,  
Telesco Secretarial Services