

Board of Education Office
50 Sheffield Street
Old Saybrook, CT 06475
(860) 395-3157

The Old Saybrook Board of Education met remotely in Special Session on Thursday, April 7, 2020, at the Board of Education Office, Old Saybrook, CT 06475.

Board Members

Tara Barros
Jim Henderson
Karina Julius
Alan Hyla
George Chang
Karen Brodeur
Jan Furman (Joined at 7:10PM)
Eileen Baker

Others

Jan Perruccio, Superintendent of Schools
Julie Pendleton, Director of Operations, Facilities, and Finance

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Barros called the meeting to order at 7:00PM.

II. EDUCATIONAL LEADERSHIP

19-20 Budget Discussion and Potential Impact of Federal and State

The District has processed some purchases specific to the COVID-19 situation. Items such as cleaning supplies, cell phones, MiFi's, and other technology have been the primary focus. Other expenses will continue as federal and state laws and executive orders are mandating payment of many contracts and the employment of all staff to the degree possible.

There has been an emergency repair to the High School boiler that began leaking. Two sections were cracked and needed to be replaced. During work on the boiler, it was determined that all gaskets should be replaced along with an old and worn valve. The total of these repairs was about \$30,000. Both the high school and Middle School repairs were unexpected and required emergency repairs.

Based on a review of account balances it has been determined that there will be some year-end balances in accounts. A summary is listed below with a rough estimate making several assumptions with these projections. The assumptions and possible impacts of our fluid situation will be described at the Board meeting on Tuesday, April 7, 2020.

Salaries:	\$150,000 (Savings due to staff turnover and changes as well as a reduction in para-educator positions.)
Stipends:	\$35,000 (potential savings for spring sports)
Benefits:	\$130,000 (Health Insurance and FICA/Medicare)
Tuition:	\$55,000 (SPED one anticipated placement not made)
Tuition:	\$95,000 (Magnet – tuition change based on utilization)

Fuel:	Up to \$58,000 (Potential -- bus runs not taken and fuel pre-purchased by BOE)
Transportation:	\$0 to \$80,000+ (many unknowns as of March 6, 2020)
Supplies:	\$100,000 (workbooks, dues, etc. though purchase orders are still being submitted through April 20) possible savings if the end of year activities do not take place during this fiscal year.)
Prof. Dvlp.:	Up to \$30,000 (travel, planned professional development throughout the spring and cancellation of the contract in June after school is out)

Unknown at this Time

- Revenue from ECP tuition will be reduced (\$40,000)
- Contract payments that are required by law
- Extended education needs
- Substitute pay needed to cover staff who may be out for an extended period
- Unemployment
- Facilities work that can be accomplished while schools are shut down that may be better if completed in the spring of 2020 rather than in the next FY
- Repairs to equipment
- Additional program and technology costs that might be necessary if district shutdown continues

Excess Cost Reimbursement Estimate: \$190,000*

- This payment was predicated on expenses that we anticipated through June 30th. Although tuition may continue to be paid, transportation may not be and therefore, we would owe this money back to the state. It is my understanding that any overpayment will be deducted from 20-21 ECS payments. For Old Saybrook, this is a relatively small amount but should be noted.

Purchasing will continue through April 30, 2020, and at that time there will be a better and more precise idea of funds that are expended through June 30, 2020. If students return to school, there may be some additional expenses associated with fast-tracking end of year expenses that have not already been considered.

The Board asked Superintendent Perruccio and Director Pendleton questions regarding the District's transportation contract and the Board of Finance's review of and action taken on the Board of Education's proposed budget.

20-21 Budget Discussion

Superintendent Perruccio announced that the proposed Board of Education Budget was passed at the Board of Finance meeting held on Tuesday, March 31, 2020. After a reduction of \$75,000 was taken at the Board of Finance meeting on March 17, 2020, the final budget approved was \$26,706,023 which represents an increase of \$185,276 or .7% increase over the 2019-2020 budget.

It is the recommendation of the Superintendent and Director of Operations, Facilities, and Finance that the reduction in the budget be taken from the Capital Sinking Fund. The reduction, \$75,000, is the entire amount in that line item. This line item was included as part of the proposed Capital Plan in an effort to increase the dollars in the town Capital Sinking Fund for future projects. The Board of Finance recommended that any surplus funds within our operating budget at fiscal year-end be designated to the Capital Sinking Fund. The downside of this approach is that the District only budgets for items that are needed and cannot predict that surplus funds will be available in any given year. The goal is to be proactive on maintaining District buildings and the Capital Plan and Capital Sinking fund are the mechanisms for prudent planning.

Several items have impacted the current budget which include but are not limited to legal fees, unemployment, technology needs, and supplies for students as well as cleaning and maintenance of the buildings and grounds. Some of these items could carry over into the 2020-2021 fiscal year and result in unanticipated expenses.

As always, there are unknowns when planning any budget. Some of the unknowns and potential liabilities for the 2020-2021 budget are cleaning and maintenance items, unemployment claims, staff turnover and summer employment for both summer school and custodians, and employee benefits. Sanitizing and cleaning along with additional expenditures for products may be needed. Unemployment claims may continue through the summer and fall months for any members who may be eligible. Staff turnover could be a factor based on staff members that may have considered retirement and have changed their minds. The District may not need to hire any summer custodians if school is not back in session before the year is over. Employee benefits, specifically health insurance may be impacted as staff members decide to join our plan which we have already seen as a potential possibility.

The Board of Education discussed the District's capital sinking fund and how it is annually funded.

Policy Amendments

Superintendent Perruccio presented the following redlined policies and regulations to the Board, which reflect necessary changes made to accommodate distance learning throughout the District due to current circumstance created by the COVID-19 pandemic.

- Series 9000 Formulation, Adoption, Amendment or Deletion of Policies
- Series 5000 Graduation Requirements
- Series 5000 Student Attendance and Truancy
- Series 5000 Student Discipline
- Series 5000 Student Use of District Computer Systems and Internet
- Series 6000 Credit for Online Courses

Policy Amendment - Series 9000 Formulation, Adoption, Amendment or Deletion of Policies

Baker/Hyla

“Move to approve the Series 9000 Formulation, Adoption, Amendment, or Deletion of Policies Policy, as presented”

MOTION: CARRIED (8-0-0)

Policy Amendment – Series 5000 Graduation Requirements

Baker/Julius

“Move to approve the Series 5000 Graduation Requirements, as presented, with the additional elective language and internship language that was discussed”

MOTION: CARRIED (8-0-0)

Regulation Amendment – Series 5000 Student Attendance and Truancy

This regulation change did not require a vote.

Policy Amendment – Series 5000 Student Discipline

Julius/Brodeur

“Move to approve the Series 5000 Student Discipline Policy, as presented”

MOTION: CARRIED (8-0-0)

Policy Amendment – Series 5000 Student Use of District Computer Systems and Internet

Baker/Julius

“Move to approve the Series 5000 Student Use of District Computer Systems and Internet Policy, as presented”

MOTION: CARRIED (8-0-0)

Board Member Furman abstained.

Policy Amendment – Series 6000 Credit for Online Courses

Baker/Furman

“Move to approve the Series 6000 Credit for Online Courses Policy, as presented”

MOTION: CARRIED (8-0-0)

III. REMINDERS

- District – Board of Education Meeting – April 28 – 7:00PM
- All Events and Meetings May be Cancelled or Conducted Remotely

IV. ADJOURNMENT

Hyla/Furman

“Move to adjourn at 8:23PM”

MOTION: CARRIED (8-0-0)

Karen Brodeur, Secretary
Old Saybrook Board of Education

Minutes recorded and typed by:
Trent Gerbers, Executive Assistant

*DRAFT - Subject to approval at the next BOE meeting