

1. BET Budget Comm. BOE Dept. & Capital Review Documents

Documents:

[SUB_TO_APP_BOE_DEPT_AND_CAPITAL_REVIEW_02-06-14.PDF](#)
[APPROVED_BOE_OPERATIONAL_CAPITAL_BUDGET_REVIEW_MINUTES_02-06-14.PDF](#)

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE**

**BOE – OPERATIONAL AND CAPITAL BUDGET REVIEW FY14 BUDGET
MINUTES**

**Town Hall Meeting Room – 9:00 A.M.
Thursday, February 6, 2014**

Present:

Committee: Marc V. Johnson, Chairman; Mary Lee Kiernan, Jeffrey S. Ramer, Leslie L. Tarkington

Staff: Peter Mynarski, Comptroller, Roland Gieger, Budget Director; Dr. William McKersie, BOE Superintendent of Schools, Ben Branyan, Managing Director of Operations, Robert Lichtenfeld, Director of Human Resources, Mary Forde, BOE Director of Pupil Personnel Services; Kim Eves, BOE Director of Communications; John Curtin, Special Projects Manager, Dr. Ellen Flanagan, Deputy Superintendent of Schools, Irene Parisi, Assistant Superintendent for Curriculum, Instruction, and Professional Learning (CIPL), Linda Valentine, BOE Assistant to the Superintendent, Maureen Tracy, Financial Analyst, Phil Dunn, Director of Digital Learning and Technology, Ron Matten, Director of Facilities

Board: John Blankley, Bill Drake, William Finger, Sean Goldrick, Randall Huffman, Michael Mason, Art Norton, Nancy Weissler

Others: Barbara O'Neill, Chairman, Board of Education; Jennifer Dayton, Board of Education Member

Mr. Johnson called the meeting to order at 9:05 A.M. He welcomed everyone to the BET Budget Committee meeting on the Board of Education (BOE) FY15 Operating and Capital Budget Review. He thanked the Superintendent and BOE for submitting an operating budget that, at a 2.1% increase, was within the BET's guidelines.

SPEAKERS

Opening Comments - Ms. O'Neill, the Board of Education Chairman, gave brief introductory opening remarks. She noted that the focus will be on achievements for all students.

Budget Overview - Mr. Branyan covered the budgetary highlights section of the BOE presentation. He said that this budget is a fiscally responsible budget that supports strategic initiatives. He added that the proposed \$143,939,653 operating budget, which represents a 2.1% increase, was unanimously approved by the BOE. He mentioned that the 13-14 actual-to-14-15 budget increase in FTE's is 1.7. Mr. Branyan noted that this budget supports a projected enrollment of 8,707, down 87 student's budget-to-budget. He also added that the actual-to-budget decrease in students was actually 49 students which will be discussed further during the Human Resources – Staffing, Enrollment, Benefits, and HRCMS session with Dr. Lichtenfeld.

Human Resources – Staffing, Enrollment, Benefits, and the Human Resources Capital Management System - Mr. Lichtenfeld, the Director of Human Resources, began this session by telling the Committee that there are currently three basic models used to allocate certified staff Kindergarten through Grade 12 and all three are used concurrently. They are as follows:

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Dr. Lichtenfeld added that some positions use a hybrid of the models. Dr. Lichtenfeld also stated that they use different staffing models between the elementary, middle and high school sectors that employ different class size parameters.

Mr. Huffman had a question about Assistant Principals in the middle schools. Dr. Lichtenfeld and Mr. Branyan asked the Committee members to turn to page 173 in the BOE budget book. Collectively, they addressed Mr. Huffman's questions by stating that previously they budgeted 4.8 FTE's Middle School Assistant Principals in 2013-2014. For this budget, they were converting certain part-time Assistant Principals to full-time with for a total of 6 FTE's in the Middle Schools.

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Mr. Johnson asked Dr. Lichtenfeld about the Human Capital Management System and how it would be implemented. Dr. Lichtenfeld said that they are currently working with the Town on the process and it was a massive undertaking. He added it is early in the implementation process and they are concentrating on the payroll part of the implementation now, as opposed to the benefits piece that will be addressed later in the process. Mr. Johnson asked if there are any hang-ups in the process. Dr. Lichtenfeld responded that it is too early to tell. Again, he reiterated that it is a massive endeavor with the BOE side employing 1,400 regular employees and 10,000 substitution coverage's per year. However, Dr. Lichtenfeld assure everyone he felt the new system will reduce errors and make the overall process more efficient,

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- The plan includes consideration for addressing Racial Balance.

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This concluded the Strategic Priorities session. The Committee members wanted to know if the BOE officials wanted to discuss Racial Balancing, which was not discussed to this point in the presentation. Dr. McKersie and Ms. O'Neill both stated they are working on a solution to racial

balance to be reported to the State of Connecticut. Dr. McKersie also reported that the racial balance topic will be discussed at the April 2014 BOE meeting. Dr. McKersie did report that redistricting is off the table.

The meeting adjourned for a lunch break at 1:05 P.M. and reconvened at 1:35 P.M.

Capital Improvement Plan and Open Appropriations – The budget hearings proceeded with a discussion on the Capital Improvement Plan, led by Mr. Branyan and Ronald Matten, the Director of Facilities.

Mr. Branyan led off with a reconciliation of the unspent capital budget appropriations as of January 31, 2014. The balance at this time was \$11,370,294. Mr. Branyan factored out the ongoing MISA Capital Project and detailed the status of remaining projects to arrive at a remaining available balance of \$591,404. Mr. Branyan stated that this balance would be potentially returned as unspent.

Mr. Johnson asked Mr. Branyan if he could do the same reconciliation with a start date of June 30, 2013. Mr. Branyan agreed to supply the Committee with the reconciliation, as requested.

Mr. Branyan also displayed a graph that showed a 9 year BOE Capital spending pattern averaging \$10.1 million. The graph with this average factors out large projects such as; Hamilton Avenue School, Glenville School and MISA.

Wrap-up and Final Questions and Answers Session-

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- **Account #51070 (Other Salaries)** – Mr. Branyan answered this account is to pay out longevity payments.
- **Account #51100 (Overtime)** – Mr. Branyan was asked about the 25% increase. He responded that the budget number has not been accurate and they were trying to true up a number of accounts to be more accurate; this being one of them. Mr. Branyan also referenced the 2012-2013 large expenditure that was the result of Hurricane Sandy and did not anticipate spending at those levels again.
- **Accounts #51300 & 51317 (Payments for Temporary Services)** – It was explained that these payments are for substitute teachers.
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- **Account #51490 (Professional and Other Services)** – Mr. Branyan stated that a number of these funds are used to fund for the narrowing of the Achievement Gap as previously discussed by Dr. McKersie. He also said that a further breakdown of the account for consultants could be found in pages 275 to 277 of BOE budget book.
- **Account #52097 (Tuition Town Employees)** – It was explained that this account is to reimburse teachers for professional development training.

- **Account #52070 (Tuition-Non Special Education-Out of District)** – This account is for students with drug addictions and the increase was a true up to reflect actual costs.
- **Account #52340 (Rental of Buildings)** – Mr. Branyan explained that the increase in this account is attributed to the use of St. Catherine’s Church for a lease to house the RCLP program.

Ms. Kiernan asked Dr. McKersie if he could recount an experience he had with the First Selectman Peter Tesei and officials from the Parks and Recreation Department last summer relative to school facilities up keeping. Dr. McKersie said that various school officials expressed concerns about the upkeep of school facilities during the summer months and were concerned about their appearances prior to the opening up the schools. Dr. McKersie said that they held a tour with the First Selectman and Parks and Recreation officials to point areas of concern. He said that the purpose of the tour was to show Parks and Recreation official’s areas of concern that the Parks and Recreation employees were responsible for. Dr. McKersie did add that the Parks and Recreation employees did react to the concerns and stepped up their efforts.

The Budget Committee members and BOE officials went through each capital project request in the FY 2014-2015 Capital Budget. BOE officials basically gave a brief description of each project as noted in the project informational sheets.

There was an area of concern involving projects being done at Greenwich High School this summer with soil remediation and the MISA project underway. Specifically, the Committee wondered if the request for \$75,000 to refurbish the GHS track was in direct conflict with the soil remediation, In addition, and of greater concern, was the request to do the GHS replace roofing project for \$1,720,000 while the MISA project was underway. BOE officials conceded that this project probably should not be done concurrently with the MISA project at the GHS site.

Mr. Finger made a suggestion to BOE officials that they should substitute this project with another, since it appears the BET would probably not fund the roofing project this year with MISA underway.

Mr. Johnson concluded the day’s session by thanking everyone and the meeting adjourned at 3:45 P.M.

Respectfully submitted,

Peter Mynarski, Recording Secretary

Marc V. Johnson, Chairman

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- **Account #51390 (Payments for Temporary Services – Special Projects)** – Mr. Branyan explained these are charges for summer school teachers and the increase of 5.3% is tied to contractual agreements.
- **Account #51490 (Professional and Other Services)** – Mr. Branyan stated that a number of these funds are used to fund for the narrowing of the Achievement Gap as previously discussed by Dr. McKersie. He also said that a further breakdown of the account for consultants could be found in pages 275 to 277 of BOE budget book.
- **Account #52097 (Tuition Town Employees)** – It was explained that this account is to reimburse teachers for professional development training.

- **Account #52070 (Tuition-Non Special Education-Out of District)** – This account is for students with drug addictions and the increase was a true up to reflect actual costs.
- **Account #52340 (Rental of Buildings)** – Mr. Branyan explained that the increase in this account is attributed to the use of St. Catherine's Church for a lease to house the RCLP program.

Ms. Kiernan asked Dr. McKersie if he could recount an experience he had with the First Selectman Peter Tesei and officials from the Parks and Recreation Department last summer relative to school facilities up keeping. Dr. McKersie said that various school officials expressed concerns about the upkeep of school facilities during the summer months and were concerned about their appearances prior to the opening up the schools. Dr. McKersie said that they held a tour with the First Selectman and Parks and Recreation officials to point areas of concern. He said that the purpose of the tour was to show Parks and Recreation official's areas of concern that the Parks and Recreation employees were responsible for. Dr. McKersie did add that the Parks and Recreation employees did react to the concerns and stepped up their efforts.

The Budget Committee members and BOE officials went through each capital project request in the FY 2014-2015 Capital Budget. BOE officials basically gave a brief description of each project as noted in the project informational sheets.

There was an area of concern involving projects being done at Greenwich High School this summer with soil remediation and the MISA project underway. Specifically, the Committee wondered if the request for \$75,000 to refurbish the GHS track was in direct conflict with the soil remediation, In addition, and of greater concern, was the request to do the GHS replace roofing project for \$1,720,000 while the MISA project was underway. BOE officials conceded that this project probably should not be done concurrently with the MISA project at the GHS site.

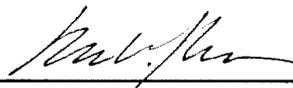
Mr. Finger made a suggestion to BOE officials that they should substitute this project with another, since it appears the BET would probably not fund the roofing project this year with MISA underway.

Mr. Johnson concluded the day's session by thanking everyone and the meeting adjourned at 3:45 P.M.

Respectfully submitted,



 Peter Mynarski, Recording Secretary



 Marc V. Johnson, Chairman