

**MINUTES OF BOARD OF EDUCATION FINANCE COMMITTEE OF THE WHOLE
MEETING HELD JANUARY 21, 2020 AT 7:00 P.M. AT DODD MIDDLE SCHOOL**

Board Members Present: Anthony Perugini-Chair; Adam Grippo-Vice Chair; Kathryn Hallen-Secretary (arr. 7:05); Faith Ham, Andrew Martelli, Timothy White (arr. 7:10)

Board Members Absent: None.

Administrators Present: Marlene Silano Assistant Superintendent of Schools; Vincent Masciana, Chief Operating Officer; Tracy Hussey, Director, Pupil Personnel Services; Mary Joscelyn-Gadd, Principal-Cheshire High School; Steve Trifone, Athletic Director-Cheshire High School; Michael Woods, Principal-Dodd Middle School; Diana Burns, Principal-Chapman Elementary School; Ann Donnery, Principal-Darcey School; Amy O'Brien, Principal-Doolittle Elementary School; Scott Jeffrey, Principal-Highland Elementary School; Kevin Hanlon, Curriculum Coordinator K-8; Robin-Anne Carey, Supervisor of Elementary Special Education; Marie Broadway, Supervisor of Secondary Special Education; Kelly Lenz, Coordinator of School/Community Relations

1. CALL TO ORDER – 7:00 P.M.

A. Roll for Quorum. The roll was called and a quorum determined.

B. Pledge of Allegiance to the Flag of the United States of America.

Mr. Perugini led the group in the Pledge of Allegiance to the Flag. He welcomed all, then explained they will be adding a couple of presentations this evening and moving the Special Education presentation to the next meeting on the 23rd. He turned the meeting over to Mr. Grippo, Chairman of the Finance Committee.

2. PUBLIC BUDGET REVIEW AND DISCUSSION REGARDING SUPERINTENDENT'S RECOMMENDED BUDGET.

Mr. Grippo introduced Mr. Masciana. Mr. Masciana explained that at this second budget session he will be discussing Instructional Expense, Support Services, Maintenance and Operations. In addition, they will be reviewing Athletic Fees and Building Use Fees.

A. Review of Instructional Expense

Mr. Masciana reviewed the budget request of \$76,330,052 and reviewed the key budget assumptions:

- Projected enrollment decline of 47 students to 4,105
 - PK-6 increases by 11, 7-8 decreases by 10, 9-12 decreases by 48
 - No elementary staffing changes; class size goes from 17.9 to 18.1 average
- Special Education enrollment and needs continue to grow
 - .5 Special Education Teachers - Darcey K and QU/Transition Program
 - .5 Board Certified Behavioral Analysis (BCBA) to serve District needs
 - Tuition Outplacement, Pupil Services and needs for IA staff increasing

- Non-Certified Staffing Needs
 - .8 Math Interventionist for Dodd and Hall Monitors - Norton & Chapman
- Increase Requested in Medical Benefits
 - Medical benefits budget was decreased 7.6% in 17/18, 2.3% in 18/19 and 1.2% in 19/20 due to new union contracts, increased HSA enrollment, cost savings and a healthy reserve balance, which is now decreasing
- Modest Increase in Operations and Maintenance
 - Driven by higher maintenance needs for our aging buildings

Athletics Overview

Mr. Masciana reviewed the extra-curricular activity costs as listed below:

Account	Category	2018-19 Actual				
117,590	Stipends and Music Instructor Expenses	\$ 619,982				
510	Bus Transportation	\$ 237,680				
440	Facility Fees - Pool, Hockey, Ski, Golf	\$ 68,143	(\$33,758, \$27,411, \$3,645, \$3,329 respectively)			
611	CHS Purchases (Sports, Robotics, Music)	\$ 56,919	(\$44,823, \$7,492, \$4,604, respectively)			
590,611	Athletic Trainer and Supplies	\$ 41,818				
590	Student Accident Insurance	\$ 26,907				
590	Ambulance/Police Coverage for Games	\$ 15,506				
611	Dodd Purchases (Sports)	\$ 3,929				
590	CHS Sports Physicals (eliminated 7-2019)	\$ 2,000				
	Total	\$ 1,072,884				

Title IX

Mr. Masciana introduced Tracy Hussey, the District Title IX Coordinator to present on recent comments regarding Cheshire Public Schools being out of compliance for Title IX (copy is on file.) Ms. Hussey explained that they conducted an investigation and will report on their findings. She explained that Title IX is overseen by the Office of Civil Rights (OCR) as an equal access law. OCR defines what qualifies as a “sport” under Title IX.

She explained there are 3 factors that are reviewed. Sports do not have to be equal by gender, but participation in athletics should be roughly equivalent to enrollment. OCR expects natural fluctuations in participation. Participation is defined not by individual athletes, but total rosters spots, so one student who competes in all three seasons is counted three times.

She shared the current sports by season. They looked at a five-year trend, enrollment and participation. They learned Cheshire Public Schools did not violate Title IX. They will continue to look at the fluctuation trend to see if participation of one group needs to be increased. She said they listened to the concerns of the Blades Ice Hockey Team the

other night and considered what more could be done. They would take steps to make the players feel included and also recommend that the Board provide funding for the group.

The Board discussed funding for additional members of the coop as well as other clubs that may come forward looking for funding. Ms. Hussey said each request would be reviewed on a case by case basis.

Ms. Ham asked if CIAC is considering making girls ice hockey a team sport and whether or not other districts fund girls ice hockey. Ms. Hussey answered that CIAC is always examining the different sports for the amount of participation and other factors. Mr. Masciana responded that within the Blades Coop, Amity funds their team, while North Haven does not fund at all.

Presentation on Cheshire High School Athletics Funding

Mr. Masciana and Mr. Trifone presented on this topic (presentation on file). Mr. Masciana noted that Cheshire Public Schools is the primary funding source for all Cheshire High School sports. Funding covers coaching salaries, transportation, supplies, officials' costs, and site rental if applicable. He said revenue is generated through ticket sales in some sports and participation fees offset the cost of running athletics. The total gross of Cheshire High School athletics total costs was \$719,678.81 in 2018-19. The total revenues collected were \$184,991.70. They reviewed costs and revenues by sport for each season and cost per player. Mr. Trifone added that these numbers are fluid depending on the number of players. They noted that parent groups provide benefits to the team.

Mr. Perugini asked about parent group donations. He would like to see the cost of the sports including those donations. Mr. Trifone said the presentation is showing Board of Education funding, but he will provide the numbers including booster club donations.

Mr. Grippo asked if the donations run through the student activity accounts. Mr. Trifone said yes and no. Mr. Trifone said that groups either purchase items on their own, or the Athletic Department will get a quote for the items and the booster group will pay the invoice. There was a great deal of board discussion on the student activity accounts. Mr. Masciana said student activity funds are not Board of Education funds and are not included in the budget. They are accounts set up at the schools for collecting and spending student money. They are used for things such as field trips, where the student monies go in to the account and then come out to pay for the trip. Mr. White questioned who was responsible for the accounts. Mr. Grippo asked who is responsible for the accounting. Mr. Masciana said the building principals were responsible for the accounts at their schools.

Building Use Overview

Mr. Masciana presented on this topic (presentation included). Building Use and Related Fees are governed by Board of Education Policy 1330. The first priority of building use

is daily school use. The second priority is after hours use. He noted that our buildings are used constantly. Last year there were 9,300 events booked. Building Use Fees are intended to cover overhead costs such as providing electricity, heating, cooling, bathroom and cleaning supplies, building maintenance, etc. In the past, they have not been aggressive in collecting building use fees from our legacy users. Custodial Fees are intended to reimburse for the cost for assignment of a Building Maintainer. Groups are not charged if a Maintainer is in the building Monday through Friday and no special services are required. The evening and weekend custodial charge is \$50 per hour except for Sundays and holidays which are charged at \$65 per hour. Mr. Masciana explained some of the reasons a Building Maintainer is needed is such as when there are spectators, food, or equipment being moved. He said the level of service provided with the Parks and Rec supervisor and the Building Maintainer is completely different. Our building maintainers are trained to handle any issue that may arise.

Instructional Expense

Instructional expense makes up 6.4% of the budget. The 2020-2021 requested amount is \$4,855,169, a 6.15% increase of the 2019-2020 budget. The main categories in this account are Special Education Tuition (\$2,241,950), Special Education Pupil Services (\$799,840), Instructional Supply (\$557,010), Textbooks/Software/Curriculum (\$543,158), New & Replacement Equipment (\$275,000), Staff Training (\$214,300), Library/ Periodicals /Media (\$136,335) and Testing & Adult Ed Supplies (\$87,576). The largest costs in this account are Special Education Tuition for those students who we cannot service in district so they are outplaced and we pay tuition, and Pupil Services which covers consulting and other services provided in-house for special education students. He said they will be discussing Special Education in more detail at the next meeting. Mr. Masciana reviewed the Curriculum focus for next year and professional development.

Support Services

Support Services is 8.9% of the budget. They are requesting \$6,799,140 or a 2.51% increase.

		EXPENDED	BUDGET	PROJECTED	REQUESTED	CHANGE	% inc/ % dec
		2018/19	2019/20	2019/20	2020/21	(From BGT)	
330	OTHER PROFESSIONAL SERVICES	\$ 754,353	\$ 613,700	\$ 613,700	\$ 624,100	10,400	1.69%
440	RENTALS/LEASES	\$ 281,524	\$ 335,975	\$ 335,975	\$ 335,975	0	0.00%
510	PUPIL TRANSPORTATION	\$ 3,375,735	\$ 3,480,723	\$ 3,480,723	\$ 3,580,128	99,405	2.86%
520	PROPERTY INSURANCE	\$ 69,536	\$ 96,012	\$ 96,012	\$ 97,012	1,000	1.04%
521	LIABILITY INSURANCE	\$ 79,663	\$ 81,864	\$ 81,864	\$ 96,764	14,900	18.20%
522	TRANSPORTATION INSURANCE	\$ 35,232	\$ 35,100	\$ 35,100	\$ 45,618	10,518	29.97%
530	TELEPHONE/INTERNET SERVICES	\$ 128,631	\$ 122,300	\$ 122,300	\$ 122,300	0	0.00%
531	COMMUNICATIONS	\$ 45,506	\$ 79,042	\$ 79,042	\$ 72,318	-6,724	-8.51%
580	TRAVEL/CONFERENCE	\$ 63,461	\$ 63,338	\$ 63,338	\$ 66,688	3,350	5.29%
590	OTHER SERVICES	\$ 210,706	\$ 255,796	\$ 255,796	\$ 265,796	10,000	3.91%
610	OFFICE SUPPLY	\$ 91,817	\$ 90,000	\$ 90,000	\$ 90,000	0	0.00%
627	TRANSPORTATION SUPPLY	\$ 287,407	\$ 365,000	\$ 365,000	\$ 365,000	0	0.00%
690	OTHER SUPPLY	\$ 7,534	\$ 9,750	\$ 9,750	\$ 9,750	0	0.00%
732	CAPITAL EQUIPMENT	\$ 904,053	\$ 923,930	\$ 923,930	\$ 943,239	19,309	2.09%
810	DUES/FEES	\$ 56,962	\$ 60,902	\$ 60,902	\$ 64,452	3,550	5.83%
	SUPPORT SERVICES	\$ 6,392,120	\$ 6,613,432	\$ 6,613,432	\$ 6,779,140	\$ 165,708	2.51%

The largest account in Support Services is Transportation. Public School Routes is 48% of the transportation account (\$1,901,550) and Special Education is 28% (\$1,128,614). Mr. Masciana explained that the new Dattco contract is effective 7/2019 through 6/2024. He reviewed the continual cost management efforts throughout the district.

MOTION by Ms. Ham, seconded by Mr. Martelli.

MOVED to table the Operations & Maintenance and Special Education presentation until the next meeting on January 23, 2020.

VOTE: The Motion passed 6-1, Ms. Harrigan opposed.

Mr. Grippo turned the meeting back to Mr. Perugini.

3. **PUBLIC COMMENT**

None.

4. **ADJOURNMENT**

On a motion by Mr. Grippo, and seconded by Mr. Martelli, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Anthony Perugini, Board Chair

Attest:

Carol K. Jesensky, Board of Education Clerk

Filed at the Town Clerk's Office, Town Hall, Cheshire: 2/27/2020.