

**BUDGET COMMITTEE MEETING MINUTES**

**Approved**

**DATE:** September 12, 2019

**PLACE:** Havemeyer Board Room

**PRESENT:**

**Board:**

Ms. Lauren Rabin, Chair

Ms. Jennifer Dayton

Mr. Peter Sherr

Ms. Kathleen Stowe

**Administration:**

Dr. Toni Jones

Ms. Lorianne O'Donnell

**Other:**

Ms. Leslie Moriarty (BET-BOE Liaison)

1. Call to Order - The meeting was called to order by Ms. Rabin at 1:05 pm.
2. Approval of Meeting Agenda

<b>MOTION</b>	Ms. Dayton moved to approve the Meeting Agenda as presented. The motion was seconded by Ms. Stowe.
<b>VOTE</b>	3 in favor, none opposed, Mr. Sherr absent
	<b>MOTION PASSED</b>

3. Approval of Minutes

<b>MOTION</b>	Ms. Dayton moved to approve the August minutes as presented. The motion was seconded by Ms. Stowe.
<b>VOTE</b>	3 in favor, none opposed, Mr. Sherr absent
	<b>MOTION PASSED</b>

4. Superintendent's discussion on inclusions under consideration for the FY 20-21 operating budget.

Windrose Program - possible FTE change to an Administrator position to reflect current

reality of a full-time administrative leader who is a 1.0 FTE.  
 A new location for the program at \$125,000 is expected to save half the current cost of the line item and plans are being finalized.

Special Education Audit - forecasted cost may be a higher than needed for an audit, resulting in budget savings. The scope and cost is to be determined after the Board considers an upcoming University Of Connecticut report on best practices.

Translation Services - possible addition of new capability: oral translation in real time, as well as written translations using new vendor.

Chief Operating Officer position - possible redesign of responsibilities without adding to headcount: splitting COO into two positions, a Chief Financial Officer and a Chief Of Facilities.

AVID program - \$27,000 new expense for AVID theme previously approved for Western Middle School.

Pre-school sections - possible need for additional staff due to increased enrollment. Committee discussed the need for a consideration of the ratio between special needs students and typical students to possibly allow for a change in how sections are determined.

Professional Development - restoration of last year's budget cuts under consideration but not yet recommended.

ECRISS system enhancement - vendor to customize at no cost, to create a Learner Profile without the need for a budget adjustment. Committee discussed using the opportunity to both add this new feature as well as eliminate obsolete features.

5. Superintendent's discussion of inclusions for the capital budget.

Remediation of fields - State agency DEEP must first approve remediation plan. Meeting between town and DEEP scheduled for October. Committee discussed the benefit of separation of field construction in the BOE budget and field remediation in the Town's budget for the Department of Public Works.

6. General feedback on the budget book - RTM Education Committee requested more program detail, but rather than redesign the book, Ms. Jones recommenced an addendum be prepared

7. Adjourn

<b>MOTION</b>	Ms. Stowe moved to adjourn the meeting at 2:10 pm. The motion was seconded by Ms. Dayton.
<b>VOTE</b>	4 in favor, none opposed.

	<b>MOTION PASSED</b>
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Respectfully submitted,

Jennifer Dayton  
Rotating Secretary