WESTPORT BOARD OF EDUCATION

*<u>AGENDA</u>

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER:
5:30 p.m., Staples High School, Room 333, Pupil Services Conference Room

ANTICIPATED EXECUTIVE SESSION: Personnel Matter: End-of-year Evaluations for Unaffiliated Staff

RESUME PUBLIC SESSION/PLEDGE OF ALLEGIANCE:
7:30 p.m., Staples High School, Cafeteria B (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS   (15 MINUTES)

MINUTES: April 3, 20, and 24, 2017, *pages 1-3*

DISCUSSION/ACTION:

1. Adoption: 2017-18 Budget of the Board of Education   Dr. Colleen Palmer

2. Discussion and Possible Action Regarding Specific Mitigation   Dr. Colleen Palmer
    Strategies to Adjust Operating Budget to a Reduction of $494K   Mr. Elio Longo
    Per the New Overall Operating Budget of $114,377,346

DISCUSSION:

1. Discussion of 2018-2019 School Year Student and Faculty Calendar,   Dr. Colleen Palmer
    page 5

2. Discussion of Revised Board Policy 5111 to Permit Non-Resident   Dr. Colleen Palmer
    Students an Application Process by Which They May Attend Westport
    Public Schools by Paying Tuition

3. Health and Medical Insurance Projected Revenues and Expenses and   Mr. Elio Longo
    Projected Year End Balance in Health Reserve: 2016-2017 and 2017-
    2018 Fiscal Years, *page 7*

ADJOURNMENT

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*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @www.westport.k12.ct.us

<u>PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:</u>

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

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WESTPORT BOARD OF EDUCATION MINUTES

Board Members Present: **Administrators Present:**

Michael Gordon*   Chair   Colleen Palmer   Superintendent of Schools

Jeannie Smith   Vice Chair   John Bayers   Dir. of Human Resources

      Elaine Whitney**   Secretary

Mark Mathias

Karen Kleine

      Vik Muktavaram

Candice Savin

*Arrived at 8:27 p.m.

**Participated by conference call until 8:45 p.m. and then in person for the remainder of the meeting.

PUBLIC CALL TO ORDER: 8:18 p.m., Westport Town Hall Room 307

EXECUTIVE SESSION: Discussion of Confidential Attorney-Client Communication Regarding Procedures for Non-Tenured Teacher Contract Non-Renewal

Jeannie Smith moved to go into Executive Session to discuss a confidential attorney-client communication regarding procedures for non-tenured teacher contract non-renewal; seconded by Karen Kleine; passed unanimously. Colleen Palmer, John Bayers, and attorney Tom Mooney of Shipman & Goodwin participated in the executive session at the invitation of the Board. Mr. Mooney participated by conference call.

ADJOURNMENT: 9:14 p.m.

WESTPORT BOARD OF EDUCATION MINUTES

Board Members Present:		Administrators Present:	
Michael Gordon	Chair	Colleen Palmer	Superintendent of Schools
Jeannie Smith	Vice Chair	Elio Longo	Dir. of School Business Operations
Elaine Whitney*	Secretary	Jennifer Allen	Dir. of Secondary Ed. & Research
Mark Mathias		Julie Droller	Dir. of Elementary Education
Karen Kleine		John Bayers	Dir. of Human Resources
Vik Muktavaram		Michael Rizzo	Director of Pupil Services
Candice Savin			

*Arrived at 7:37 p.m.

PUBLIC SESSION/PLEDGE OF ALLEGIANCE: 7:35 p.m., Staples High School, Cafeteria (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS

MINUTES
The minutes of the April 3, 2017 meeting were deferred by consensus.

DISCUSSION/ACTION:

Acceptance of Gifts

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Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude and appreciation a donation of $17,500 by the Saugatuck Elementary School PTA to Saugatuck Elementary School for the purchase of modular seating for the school library.

MOTION:	Mark Mathias
SECOND:	Jeannie Smith
RESULT:	Passed Unanimously
VOTE:	7-0

Review by Insurance Consultant Lockton Companies, LLC of:

· Status of Current Medical Claims
· FY 2018 Projections
· Stop Loss Insurance
· Impact of High Claims

Discussion and Possible Vote to Seek Restoration of Funds For the FY 2018 Operating Budget From the RTM

Be It Resolved, That the Board of Education seeks restoration of funds from the RTM for the FY 2018 Board of Education Operating Budget in the amount of $700,000, representing $310,000 restored by the Board of Finance and an additional amount of $390,000.

      MOTION: Michael Gordon
      SECOND: Jeannie Smith
      RESULT: Passed Unanimously
      VOTE: 7-0

Note: Mark Mathias moved to amend the restoration amount to $884,000; there was no second and therefore no vote on this proposed amendment.

Non-Renewal of Certified Teaching Staff

Be It Resolved, That upon the recommendation of the Superintendent of Schools and pursuant to Connecticut General Statutes Section 10-151, the Board of Education hereby votes not to renew the contracts of the following certified staff members for the 2017-2018 school year:

    Laura Alderucci, Jessica Bilangino, Erika DiGiovanni, Katie Hall, Elizabeth Holdner, Linda Kangro, Carolyn Keeley, Maria Laughlin, and Tammon Margosian.

And Be It Further Resolved, That the Superintendent is hereby authorized to notify these staff members of this action.

      MOTION: Mark Mathias
      SECOND: Candice Savin
      RESULT: Passed Unanimously
      VOTE: 7-0

UPDATES:

Quarterly Financial Report: July 1, 2016 - March 31, 2017

ADJOURNMENT: Michael Gordon moved to adjourn at 9:55 p.m; seconded by Jeannie Smith and passed unanimously.

Respectfully submitted,

Elaine Whitney, Secretary
(Minutes written by Lisa Marriott)

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WESTPORT PUBLIC SCHOOLS
SCHOOL CALENDAR 2018-2019
May 8, 2017 DRAFT

JULY   (0)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Independence Day

AUGUST   (4)

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	*22	*23	*24	25
26	*27	(28)	29	30	31	

*22-24, 27 Staff Dev. Days
(28) Students' First Day

September   (17)

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Labor Day
10 Rosh Hashanah
19 Yom Kippur

October   (23)

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November   (18)

S	M	T	W	Th	F	S
				1	2	3
4	5	*6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6 Election Day/*Staff Development Day
   No School Students
21-23 Thanksgiving Recess

December   (15)

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24-31 Holiday Recess

January   (21)

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	28	26
27	28	29	30	31		

1 New Years Day
21 Martin Luther King Day

February   (14)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	*15	16
17	18	19	20	21	22	23
24	25	26	27	28		

*15 Staff Development Day
   No School Students
18 Presidents' Day - No School
19-22 February Recess

March   (21)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April   (17)

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

15-19 Spring Vacation
19 Good Friday

May   (22)

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Memorial Day

June   (11)

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14 Students' Last Day/Graduation Day
   Shortened Day for Students Only

Students - 182 days   *Teachers - 188 days
Staff Development Days: August 23-24, 27-28; November 6; February 15

Students'/Teachers' Last Day will be June 14. Snow/Emergency School Closing Days will be added after June 14.
If there are no snow/emergency days, Students'/Teachers Last Day will be June 14.

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Medical Health Insurance Fund
FY 16-17 Projections
with Claims Cash Draw Data as of April 30, 2017

	FY 17 Projection Mar-16	FY 17 Projection Oct-16	FY 17 Projection Dec-16	FY 17 Projection Mar-16					
Cash receipts									
General Fund Budget from line 210	12,956,551	12,956,551	12,956,551	12,956,551					
Other Fund Contributions	100,000	100,000	100,000	97,160					
Employee Contributions (Active)	2,964,727	2,817,521	2,817,521	2,750,311					
Flex Spending Accounts	-	-							
Cobra Participants	17,556	70,051	46,700	46,700					
Retirees Self Insured	395,900	395,900	453,326	398,375					
State Teachers Retirement (TRB)	150,000	150,000	150,000	121,152					
Life Insurance Premiums	25,000	25,000	25,000	25,000					
Retirees Medicare Surround	478,374	478,374	479,272	490,838					
Other Contributions (FMLA, Retiree Life, etc.)	64,500	64,500	64,500	52,000					
Prescription Guarantee Adjustment	57,351	57,351	57,351	57,351					
Pharmacy Rebate	248,617	248,617	248,617	326,209					
Demutualization Proceeds	-	-	183,670	183,670					
Anthem Checks			43,000	43,000					
Total cash receipts	**17,458,576**	**17,363,865**	**17,625,508**	**17,548,317**					
Cash disbursements									
Medical	11,689,283	11,364,796	11,482,064	11,359,538					
Prescription	2,293,113	2,229,458	2,522,297	2,495,382					
Dental	1,161,944	1,097,906	1,105,652	1,091,812					
Flex Spending Accounts	-	-							
Contribution to HSA	1,118,000	1,150,000	1,150,000	1,150,000					
Medical Administrative	423,212	410,897	423,875	421,437					
Network Access Fee	160,721	157,978	159,972	159,051					
Individual Stop-Loss	754,286	745,203	754,607	750,627					
Dental Administrative	54,127	54,464	54,758	54,354					
FSA Administrative	2,931	2,931	2,000	2,000					
Consulting Fee	45,000	45,000	45,000	45,000					
ACA Related Fees	54,486	53,082	53,271	53,271					
PCORI Fee	4,197	4,089	4,102	4,102					
Retirees Medicare Surround	785,478	785,478	785,478	785,478					
Total cash disbursements	**18,546,778**	**18,101,282**	**18,543,076**	**18,372,052**					
Change in cash balance	(1,088,202)	(737,417)	(917,568)	(823,735)					
Beginning cash balance	3,238,887	3,238,887	3,238,887	3,238,887					
Insurance Fund Draw Down (budget)	(1,532,375)	(1,532,375)	(1,532,375)	(1,532,375)					
Insurance Fund Draw Down (YTD delta)	444,173	794,958	614,807	708,640			5% Floor FY18		Excess	
Projected Operating Surplus(Shortfall)-Cash basis	-	-	-	-						
Ending cash balance(deficit)-projection	2,150,685	2,501,470	2,321,319	2,415,153	16.2%	$ 792,734	$ 1,622,418		
Less: Incurred but not reported claims	(968,308)	(968,308)	(968,308)	(968,308)	-6.5%	FY18 draw:	$ (1,510,884)		
Net Position(Deficit) end of year-projection	**1,182,377**	**1,533,162**	**1,353,011**	**1,446,845**	**9.7%**		$ 111,534	0.7%	

Claims Cash Draw Against Insurance Fund Account

	Medical/Rx	Dental	Flex	Other	Total	Avg. Monthly Claims (Med/Rx/Dental)	Variance	Avg. Monthly Claims-FY 16 (Med/Rx/Dental)	Variance
Jul 2016	$ 1,021,997	$ 81,164	4,139	$ 127	$ 1,107,427	$ 1,103,161		$ 1,136,451	
Aug 2016	$ 1,641,748	$ 107,702	4,295	$ 1,199	$ 1,754,944	$ 1,426,306	$ 323,145	$ 1,251,815	$ 115,364
Sept 2016	$ 1,290,882	$ 86,597	6,226	$ 477	$ 1,384,182	$ 1,410,030	$ (16,276)	$ 1,332,250	$ 80,435
Oct 2016	$ 1,184,557	$ 87,931	8,103	$ -	$ 1,280,591	$ 1,375,645	$ (34,385)	$ 1,225,810	$ (106,440)
Nov 2016	$ 940,075	$ 78,358	$ 16,603	$ 53,271	$ 1,088,306	$ 1,304,202	$ (71,442)	$ 1,236,534	$ 10,724
Dec 2016	$ 1,181,987	$ 47,144	14,344	$ 1,092	$ 1,244,568	$ 1,291,690	$ (12,512)	$ 1,195,542	$ (40,992)
Jan 2017	$ 960,391	$ 87,505	15,665	$ -	$ 1,063,561	$ 1,256,863	$ (34,828)	$ 1,152,548	$ (42,994)
Feb 2017	$ 1,197,381	$ 88,881	8,836	$ -	$ 1,295,098	$ 1,260,538	$ 3,675	$ 1,159,185	$ 6,637
Mar 2017	$ 1,296,699	$ 90,454	12,725	$ -	$ 1,399,878	$ 1,274,606	$ 14,068	$ 1,179,364	$ 20,179
Apr 2017	$ 1,046,062	$ 57,546	11,413		$ 1,115,022	$ 1,257,506	$ (17,100)	$ 1,186,242	$ 6,877
	$ 11,761,779	$ 813,283	102,349	$ 56,166	$ 12,733,577				
YTD/Estimate	84.9%	74.5%	n/a	n/a					
Theoretical YTD Spend Rate	83.3%	83.3%	n/a	n/a					
variance %	1.6%	-8.8%							
variance $	$ 216,012	$ (96,560)							

FY17 Projection (Mar-17):	$ 13,854,920	1,091,812
YTD Expense:	$ (11,761,779)	$ (813,283)
Balance available to June 30:	$ 2,093,141	$ 278,529
Average remaining monthly allowance:	$ 1,046,570 + $ 139,265 =	1,185,835