

**Please Note: These minutes are pending Board approval.
Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on January 23, 2018 at 7:30 p.m. in the Reed School library.

M. Ku, Chair	L. Rodrigue
R. Harriman-Stites, Vice Chair	J. Evans Davila
D. Cruson, Secretary	R. Bienkowski
D. Leidlein (absent)	6 Staff
J. Vouros (absent)	4 Public
A. Clure	2 Press
D. Delia	

Mrs. Ku called the meeting to order at 7:30 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Technology

Carmella Amodeo spoke about increases in the technology budget including repair items because we switched firewalls, contracted services for a service that generates attendance letters, and an increase in software.

Mrs. Harriman-Stites asked for an explanation of the shared network specialist position. Mrs. Amodeo said the person who did this work left the district. When the position was advertised the salary was not robust enough so she checked into sharing this position with the town. This was eliminated on the town side so she will re-advertise for someone for us as a full time position.

Mr. Clure asked what she wanted in her budget but did not get and if there was a technology need that was curriculum driven.

Mrs. Amodeo said the needs for technology for curriculum such as Project Lead the Way have been met. In Reed and the middle school we have one Chromebook cart for every two classrooms and they are still evaluating this so we may want to add more. Nothing else regarding technology has come to her attention.

Mrs. Ku said we were replacing obsolete equipment we have for \$470,000. She asked if there was equipment that is obsolete that we are still using.

Mrs. Amodeo said in some places we are still estimating the life cycle of a Chromebook. We have not replaced our whole obsolete fleet of Ipads yet. We just continue to evaluate them to ensure they are meeting the needs. We also take advantage of Erate funding.

Item 3 – Continuing Education

Elissa Gellis shared that contracted services has gone up because teacher salaries have been negotiated. We took out one teacher so our salaries went down \$2,000.

Item 5 – General Services

Mark Pompano spoke about the security budget. The biggest change is a significant increase because the armed security officer salaries will be paid by the Board of Education. They were previously paid by the police department.

Mr. Clure asked if he was covered by the software and technology needed.

Mr. Pompano stated that everything requested is needed. Our fleet of radios is over ten years old so there will be battery needs.

Item 4 – Plant

Mr. Bienkowski reviewed the plant budget. There are 3 components which include administration and supervisors which is 3% of the budget, maintenance of buildings and grounds for 26%, and final component is cleaning of buildings at 71%.

Mr. Clure asked about the snow plow used at Sandy Hook School.

Mr. Bienkowski said last year they tried out equipment to throw instead of plow because of the way the parking area was configured. They used it for one year but it didn't work out so Mr. Faiella used a different piece of equipment which works well. We will have to pay for it over three years. Parks and Rec will also use it for snow removal.

Mr. Clure asked if the purchasing agent will offset some costs.

Mr. Bienkowski said that person will also work for the town. We locked into electricity and we use market for fuel. That work will be directed to the purchasing agent.

Item 5 – Benefits Budget

Mr. Bienkowski stated that the goal is to move all employees to the HSA Plan which is less. The town wants to move the pension rate from 7.5% to 7%. The pension plan will phase this in over three years to minimize the impact. Workers comp is expected to increase for next year because of the armed security officers. There was a decrease of \$651,000 in the medical self-funded account because of the adequate overall fund balance.

Mr. Delia asked if anyone has looked into healthy employee initiatives.

Mr. Bienkowski said those initiatives have been addressed in negotiations. Wellness initiatives are also put out to the schools. Anthem has initiatives which are on a voluntary basis.

Item 6 – General Services Budget (continued)

Mr. Bienkowski spoke about some of the items in this budget. The only increase in the budget for the superintendent, assistant superintendent and human resources offices are for salaries. An additional increase in budget and business services will be for the shared purchasing agent.

Mr. Delia asked the policy on auditors and how often they change.

Mr. Bienkowski said the town employs the auditors and we receive an invoice for a pro-rated share of the cost. We went out to bid last year and we have a new firm with a contract for three years.

Mr. Clure asked if the \$100,000 salary included benefits and asked if anyone thought of cutting that in half and giving that person a percentage of what they saved us.

Mr. Bienkowski didn't know if anyone thought of that possibility.

Mrs. Harriman-Stites expressed concern with the removal of the network administrator out of the town budget. She asked if we had a plan in place if that position gets removed from the budget. Mr. Bienkowski said our intent is to hire our own network administrator. The town is determined they did not have the same level of need for this position. We will add \$15,000 to the salary we proposed and hope to fill it.

Mrs. Harriman-Stites was concerned about the purchasing agent and if it get cuts from the town side if we would make it a half-time position.

Mr. Bienkowski said we would need to discuss this with the First Selectman.

Item 7 – Transportation

Mr. Bienkowski said next year includes a 3% salary increase for All-Star. They will also have 26 propane powered buses. Some costs are offset by the excess cost grant.

Dr. Rodrigue said the task force is still meeting and will not present to the Board until March.

There will be no cost solutions. She was asked if we had a dedicated fleet at Reed. The cost for that would be \$1,188,429 for 20 buses. This is looking at the three tier system but the buses

would be used differently. If we remained in the same configuration as now with 46 buses we would need an additional nine to transport elementary students if we had 20 dedicated for Reed. The estimated cost would be over \$500,000 to add those buses.

Mrs. Harriman-Stites asked if Reed would be on a separate tier.

Mrs. Vadas said it would still be a two-tier system but it eliminates the shuttle because Reed would have their own buses. We would need nine for the elementary level.

Mr. Clure asked if it was possible for a review of miles per gallon. We are paying more to have the propane buses on the road. He asked if we could delay the purchases a year and possibly save and also asked for an analysis of a potential savings. He suggested asking them to delay the purchases a year.

Mr. Bienkowski said dealing with a contract that has been negotiated and taking into account all aspects of operating a transportation system it is unlikely they would want to open the contract. Diesel vehicles require more maintenance as they get older. He doesn't think it would be to our advantage to reopen the contract to delay the purchasing of the buses because they might want to negotiate other things. He would advise not to open it. All-Star is looking for a property investment in town to keep the buses and would install a larger propane tank.

Mr. Delia asked if we were bringing in propane tanks now.

Mr. Bienkowski said we put out a bid for propane to provide an infrastructure to fill the vehicles. Mitchell got the bid and installed the tank but it could be moved. It's owned by Mitchell but they would put a permanent installation in the ground.

Mrs. Ku asked to have the transportation options in the format from previous meetings.

She asked for questions from the Board by Monday for next week's meetings.

Item 8 – Public Participation

Katie Burke, 48 Taunton Hill Road, spoke about the three-tier plan she and Mrs. Kortze put together but was not accepted. She reconfigured the three tier system and presented it to the task force yesterday and met with Dr. Rodrigue, Mr. Dufour and Mrs. Vadas and was told that All-Star had to re-look at it. Today she received a note that it would not work. Not sure why someone would just say it would not work without looking at the details. She asked that the Board dig into the details and evidence and be fully aware of the plans being discussed.

Dr. Rodrigue did say she was looking for more information. Please ask for evidence for the plans turned down by the task force.

Julia Conlin, 11 Old Castle Drive, was concerned that if there is a solution that might cost money it should be decided now. Shuttles are crowded. We may need an option with more costs.

MOTION: Mr. Clure moved to adjourn. Mr. Cruson seconded. Motion passes unanimously.

Item 9 – Adjournment

The meeting adjourned at 10:12 p.m.

Respectfully submitted:

Daniel J. Cruson, Jr.
Secretary

Elementary buses used last year

Hawley	8
Sandy Hook	9
Middle Gate	9
<u>Head O'Meadow</u>	<u>9</u>
	35

Current fleet has 46 buses. If we dedicate 20 to Reed we would need an additional 9 to transport the elementary schools. This is assuming that we keep the current configuration of two tiers and the school times remain the same.

Estimated cost of the additional buses would be based on a configuration of 77 passenger at \$339.90 per day and 47 passenger buses at \$309.52 per day. The exact configuration would have to be determined by the bus company. Estimated cost would be over \$500,000

DEDICATED FLEET AT REED

Previously, in 3-Tier System, we utilized 30 buses

To move to dedicated buses at Reed, we would need **20 buses** based on 10 (77P) & 10 (47P) =
\$1,188,439

77 = $339.90 \times 10 \times 183$ school days = \$622,017

47 = $309.52 \times 10 \times 183$ school days = \$566,422

\$1,188,439

If all buses are propane, the addition fuel cost = \$64,746.

If all are diesel = \$88,000.

Fuel is based on 2200 gallons per bus.

2018-19 REQUESTED PROPERTY AND EQUIPMENT

<u>EQUIPMENT</u>	<u>Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Amount</u>
1-001-50-022-7200 NMS	2	1/2 size String Bass Outfit	\$1,149	\$2,298
	1	Shipping	\$150	\$150
1-001-50-024-7200 NMS	1	Treadmill for Student Use	\$1,500	\$1,500
1-001-60-022-7200 NHS	1	Double Bass for Orchestra	\$2,500	\$2,500
	1	Bass Clarinet	\$1,700	\$1,700
1-001-60-032-7200 NHS	1	Golf Cart - Field Supervision	\$4,000	\$4,000
1-001-75-058-7200 SPEC ED	4	FM systems, Hearing Impaired Students	\$2,300	\$9,200
1-001-81-085-7200 TECH		Obsolete computers, laptops, iPads, projectors, smartboards New Initiatives - Priority 1 for Schools Superintendent's budget cut		\$500,000 \$80,000 (\$30,000)
1-001-85-088-7200 SECUR	2	Two-way radios - Motorola XPR-3500	\$550	\$1,100
1-001-90-098-7200 PLANT	150	HOM replacement folding chairs with carts	\$37	\$5,500
	15	NMS Maker space, 18 tables, 24 stools, 16 beanbags, 2 whiteboards	\$261	\$6,386
	4	RIS Teacher Chair Replacements HAW Replacement File Cabinets MG Replacement of 4 Playground Benches	\$625	\$3,913 \$5,500 \$2,500
TOTAL EQUIPMENT				\$596,247

PROPERTY & LIABILITY INSURANCE
2017-18 Current & 2018-19 Estimated

ESTIMATED INSURANCE RATES

3.50% factor property & liability
 3.00% 3% factor workers compensation

ACCOUNT	DESCRIPTION	2014-15 Expended	2015-16 Expended	2016-17 Expended	2017-18 Budgeted	2017-18 Expected	2018-19 Proposed	2018-19 Increase	2018-19 %	Account Number
1-001-60-032-4120-0000	ATHLETIC ACTIVITIES INS.	32,000	37,950	37,950	45,000	45,000	50,550	5,550	22.24%	1-001-60-032-4120-0000
1-001-84-083-4120-0000	LIABILITY/UMBRELLA INS.	179,335	190,946	170,160	177,769	175,843	185,652	9,809	5.73%	1-001-84-083-4120-0000
1-001-90-096-4120-0000	PROPERTY INSURANCE	114,252	122,582	173,050	189,243	189,662	196,512	6,850	6.74%	1-001-90-096-4120-0000
1-001-92-087-4120-0000	TRANS. INSURANCE	-	-	-	-	-	-	-	-	1-001-92-087-4120-0000
TOTAL - PROPERTY & LIABILITY		325,587	351,478	381,160	412,012	410,505	432,713	22,209	7.46%	

ACCOUNT	DESCRIPTION	2014-15 Expended	2015-16 Expended	2016-17 Expended	2017-18 Budgeted	2017-18 Expected	2018-19 Proposed	2018-19 Adjustment
CIRMA, Rose & Kieiman, Inc. Policies								
1-001-60-032-4120-0000	Commercial General Liability	80,661	89,691	89,229	92,353	92,353	95,586	-
	LAP Reimbursable deductible	-	-	-	2,000	-	2,000	-
	School Leaders	38,940	40,887	41,697	43,156	43,156	44,666	-
	Umbrella	50,064	52,568	31,434	32,534	32,534	33,673	-
	Crime	1,870	-	-	1,926	-	1,926	-
	Transfer out	-	-	-	(2,000)	-	-	-
	Agency Fee	7,800	7,800	7,800	7,800	7,800	7,800	-
1-001-84-083-4120-0000	LIABILITY/UMBRELLA INS.	179,335	190,946	170,160	177,769	175,843	185,652	-
	Property & Boiler	103,109	109,977	159,557	165,141	175,467	181,608	-
	Underground Tank Liability	383	2,445	1,682	2,300	1,848	2,300	-
	Value shift on property/Cannon copiers	-	-	239	-	-	-	-
	Vehicle Coverage - maintenance vehicles	5,760	5,160	6,572	6,802	7,347	7,604	-
	Transfer in	-	-	-	10,000	-	-	-
	Agency Fee	5,000	5,000	5,000	5,000	5,000	5,000	-
1-001-90-096-4120-0000	PROPERTY INSURANCE	114,252	122,582	173,050	189,243	189,662	196,512	-
	Transportation	-	-	-	-	-	-	-
	Agency Fee	-	-	-	-	-	-	-
1-001-92-087-4120-0000	TRANSPORTATION	-						
	Total Town Purchased LAP Insurances	293,587	313,528	343,210	367,012	365,505	382,163	(0)
1-001-86-090-2700-0000	Workers Compensation	457,480	480,726	480,685	495,230	480,802	495,226	-
	Transfer out	-	-	-	(13,000)	-	-	-
	Agency Fee	22,200	22,200	22,200	22,200	22,200	22,200	-
TOTAL WORKERS COMPENSATION		479,680	502,926	502,885	504,430	503,002	517,426	-
Total Town Purchased Insurances		773,267	816,454	846,095	871,442	868,506	895,589	-

FUEL OIL BUDGET FOR 2017-18

Location	2017-18		2017-18		2018-19 \$ Est		2018-19	
	Budgeted Gallonage	Budgeted Dollars	Budgeted Gallonage	Budgeted Dollars	16-17 used Gallons	2018-19 Budgeted Gallonage	Budgeted Dollars	Budgeted Dollars
Hawley	11,000	\$20,735			8,752	9,000	\$18,000	
Middle Gate	0	\$0			0	0	\$0	
Head O'Meadow	28,000	\$52,780			27,647	28,000	\$56,000	
Reed Intermediate	38,950	\$73,420			0	4,000	\$8,000	
Middle School	0	\$0			0	0	\$0	
High School	63,050	\$126,390			7,552	4,000	\$14,000	
Hot Water	4,000				2,912	3,000		
General - Maintenance	3,000	\$5,655			4,404	4,000	\$8,000	
Total Oil Cost	148,000	\$278,980			51,267	52,000	\$104,000	

can adjust if inventory on hand

Oil & Diesel Bid 2/15/2018

	Gallons	Budget \$	Budgeted Total Cost	Actual 2/15 bid #	Revised Budget \$	Bid cost	Increased Cost
Diesel Buses	48,200	2.00	\$96,400	0.000000	2.250	\$108,450	\$12,050
Diesel Maint	900	2.00	\$1,800	0.000000	2.250	\$2,025	\$225
Total Diesel	49,100	2.00	\$98,200	0.000000	2.250	\$110,475	\$12,275
Fuel Oil	52,000	2.00	\$104,000	0.000000	2.250	\$117,000	\$13,000
Total for these Two Commodities			\$202,200			\$227,475	

Total Budget Need - School Budget \$25,275

2016-17 Account # 1-001-90-096-3230-0000 Budget \$36,700

Location	Account #	2016				2017		Total	2016-17 Budgeted	Balance	2017-18 Proposed
		July-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jan-Mar	Apr-Jun				
Hawley	04-6-0980106	420.34	315.25	525.42	570.46		1,831.47	2,000	168.53	2,000	
Sandy Hook	05-6-0980885	-	195.00	247.84	-		442.84	4,500	4,057.16	4,500	
Reed Intermediate	04-6-9806065	630.50	1,178.44	1,185.95	1,088.37		4,083.26	4,500	416.74	4,500	
Middle School	04-6-0980542	1,396.12	990.79	1,606.28	1,651.32		5,644.51	6,600	955.49	6,600	
High School*	04-6-0980031	6,792.93	11,394.11	6,732.88	3,978.18		28,898.10	18,900	(9,998.10)	18,900	
Warehouse town	separate						-	200	200.00	200	
Total		9,239.89	14,073.59	10,298.37	7,288.33		40,900.18	36,700	(4,200.18)	36,700	

difference over LY 6,199.96 5,952.09 307.88 (758.09)
 Actual balance -\$4,200.18

2017-18 Account # 1-001-90-096-3230-0000 Budget \$36,700

Location	Account #	2017				2018		Total	2017-18 Budgeted	Balance	2018-19 Proposed
		July-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jan-Mar	Apr-Jun				
Hawley	04-6-0980106	502.90	450.36	525.42	570.46		2,049.14	2,000	(49.14)	2,000	
Sandy Hook	05-6-0980885	848.18	1,381.10	850.00	850.00		3,929.28	4,500	570.72	4,500	
Reed Intermediate	04-6-9806065	735.59	1,215.97	1,283.53	1,050.84		4,285.93	4,500	214.07	4,500	
Middle School	04-6-0980542	1,546.24	1,238.49	1,606.28	1,651.32		6,042.33	6,600	557.67	6,600	
High School*	04-6-0980031	8,872.09	12,992.89	6,732.88	3,978.18		32,576.04	18,900	(13,676.04)	28,000	
Warehouse town	separate						-	200	200.00	200	
Total		12,505.00	17,278.81	10,998.11	8,100.80		48,882.72	36,700	(12,182.72)	45,800	

difference over LY 3,265.10 3,205.22 699.74 812.47
 Actual balance -\$12,182.72

BUILDING & SITE MAINTENANCE PROJECTS - FIRST YEAR OF FIVE YEAR PLAN

<u>PROJECT DESCRIPTION</u>	<u>JUSTIFICATION</u>	<u>PRIORITY</u>	<u>YEAR 1 2018-19</u>
<u>HAWLEY SCHOOL</u>			
REPLACE SIDEWALK SECTION AT FRONT ENTRANCE	SAFETY	M	\$ 10,000
RUBBER GYM FLOOR REPAIRS	SAFETY	M	\$ 15,000
<u>HAWLEY - PROGRAM TOTAL</u>			
			\$ 25,000
<u>MIDDLE GATE SCHOOL</u>			
INSTALL HVAC IN CAFETERIA	COOLING STATION	H	\$ 35,000
<u>MIDDLE GATE - PROGRAM TOTAL</u>			
			\$ 35,000
<u>HEAD O'MEADOW SCHOOL</u>			
INSTALL VCT AT CUSTODIAL/DOCK AREA	POOR CONDITION	M	\$ 2,200
CARPET/FLOORING REPLACEMENT PROGRAM	SAFETY	H	\$ 20,000
<u>HEAD O'MEADOW - PROGRAM TOTAL</u>			
			\$ 22,200
<u>REED SCHOOL</u>			
REPAINT CLASSROOMS AND HALLS PHASED PROJECT	WORN/ORIGINAL 2001	M	\$ 25,000
CARPET/FLOORING REPLACEMENT PROGRAM	PERIODIC REQUIREMENT	M	\$ 20,000
SECURITY CAMERA FOR SOCCER FIELD	SAFETY	M	\$ 5,000
INSTALL MULLIONS & EXIT DEVICES AT EXTERIOR DOORS	SAFETY	H	\$ 20,000
<u>REED INTERMEDIATE - PROGRAM TOTAL</u>			
			\$ 70,000
<u>MIDDLE SCHOOL</u>			
NON SKID FLOORING AT AUDITORIUM ORCHESTRA PIT	SAFETY	H	\$ 3,200
INSTALL SOUND SYSTEM IN AUDITORIUM	POOR CONDITION	H	\$ 20,000
INSTALL ROOF OVER STAIRS TO NEW BOILER ROOM	SAFETY	H	\$ 3,800
INSTALL NEW VCT FLOORING - FACS ROOM (Family and Consumer Science)	SAFETY	H	\$ 3,000
INSTALL VCT FLOORING TO REPLACE CARPETING AT A WING ANNEX	SAFETY	H	\$ 4,000
INSTALL NEW SECURITY CAMERA FRONT OF BUILDING	SAFETY	H	\$ 5,000
SIDEWALK / CURB REPAIRS	SAFETY	H	\$ 25,000
<u>MIDDLE SCHOOL - PROGRAM TOTAL</u>			
			\$ 64,000

410 - BUILDING CONTRACTED SERVICES

Maintenance of Buildings & Grounds	2015-16 Budgeted	2016-17 Budgeted	2017-18 Budgeted	2018-19 Proposed	Increase Decrease
Gym Door Service (RIS, MS & HS)	3,500	3,500	5,500	5,500	0
Emergency Generators	6,000	6,000	6,000	6,000	0
Elevator Service	18,000	18,000	18,000	18,000	0
Kitchen Fire Suppression Systems	5,000	5,000	5,000	6,000	1,000
Sprinkler System Testing	10,500	10,500	10,500	10,500	0
Emergency Lights	5,000	7,600	7,600	7,600	0
Fire Alarm Service	6,000	6,000	6,000	6,000	0
Monitoring Service - Fire & Burglar	3,000	3,000	4,600	5,600	1,000
Fire Extinguishers	7,000	7,000	7,000	7,000	0
Septic Tank & Grease Pit Service	10,000	12,000	12,000	12,000	0
Chemical Pit Cleanouts	4,000	4,000	4,000	3,500	-500
Intercom System	8,000	8,000	8,000	7,500	-500
Work Order Subscription Service - <i>Telephone System</i>	10,000	10,000	5,000	5,000	0
Paging System	2,000	2,000	0	0	0
Clock & Bell System	2,800	2,800	2,800	2,800	0
Parking Lot & Field Lighting Systems	5,000	5,000	5,000	5,000	0
NHS - HVAC (complete contract - GM)	118,000	118,000	118,000	108,500	-9,500
RIS - HVAC (complete contract - GM)	70,000	70,000	70,000	65,100	-4,900
HVAC - partial contracts HAW, MGS, NMS	40,000	40,000	40,000	39,500	-500
HVAC HOM - (General PM) now off 5 year original PM contract	28,000	28,000	28,000	27,500	-500
HVAC - SHS Preventative maintenance contract	0	20,000	29,000	29,000	0
HVAC ALL - (boiler cleanings & burner service)	22,500	22,500	26,000	26,000	0
Duct Cleaning All Schools - Kitchen Exhaust Fans/Vents	10,000	8,000	8,000	7,000	-1,000
Duct flow prevention testing - (all schools)	3,000	3,000	3,000	2,800	-200
Energy Management System	36,000	36,000	36,000	39,000	3,000
Water Treatment Systems (HOM)	7,000	8,500	8,500	9,500	1,000
ADA Chair Lift Inspections (NHS, NMS, HOM)	1,800	1,800	1,800	1,400	-400
Upholstery Cleaning - Furniture / Stage Curtains / Blinds	4,000	4,000	0	0	0
Exterminator services - Pest Control	8,500	8,500	8,500	8,500	0
Tick Control - All Schools	10,000	10,000	10,000	10,000	0
Courtyard Maintenance (RIS, MGS, NHS)	10,000	10,000	10,000	7,000	-3,000
Playground Mulch (HAW, SHS, MGS, HOM, RIS)	25,000	25,000	25,000	25,000	0
Tree work - removal, pruning, storm damage	2,200	10,000	10,000	10,000	0
Test and Inspect Roof Top Fans	10,000	0	0	0	0
Playground Safety Inspections (HAW, SH, MG, HOM, RIS)	4,300	4,300	4,300	4,300	0
Refinish Gym Floors	8,500	14,000	12,000	12,000	0
UPS PM Contract - NHS, NMS, RIS for 1 year	3,500	3,500	3,500	3,500	0
Gym Equipment and Bleacher Inspections	500	500	1,000	1,000	0
Repainting Parking Lot Lines	12,000	12,000	12,000	11,500	-500
Repaint NHS Bleachers	0	8,500	8,500	8,500	0
Water Treatment - HAW Boilers	0	1,000	1,000	1,000	0
SHS - Snow Plow and Removal from site	0	20,000	20,000	20,000	0
Total Maintenance Contracted Services	540,600	597,500	601,100	585,600	-15,500