

April 30, 2012

Staples High School

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER:

6:00 p.m. Staples High School, Principal's Conference Room 1025C

ANTICIPATED EXECUTIVE SESSION:

Interview of Candidate for Position of Principal at Bedford Middle School

RESUME PUBLIC SESSION

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

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

MINUTES: April 9, 2012

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

PRESENTATION:

- | | |
|---|--------------------------------------|
| 1. Moody's Math Challenge Student Presentation:
Students: David Haswell, Michael Menz, Robert Perry,
Matthew Silver, Constance Zhou | Ms. Dodig
Mr. Corbo
Ms. Denton |
|---|--------------------------------------|

DISCUSSION/ACTION:

- | | |
|---|--------------------|
| 1. Appointment of Principal: Bedford Middle School | Dr. Landon |
| 2. Acceptance of Gifts
• Restored artwork from the Westport Permanent Art Collection | (Encl.) Dr. Landon |

DISCUSSION:

- | | | |
|---|---------|------------|
| 1. Quarterly Financial Report: July 1, 2011-June 30, 2012 | (Encl.) | Ms. Harris |
|---|---------|------------|

ADJOURNMENT

*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

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- 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.

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1025
FAX: (203) 341-1029

To: Members of the Board of Education

From: Elliott Landon

Subject: Acceptance of Gift

Date: April 30, 2012

The Westport Schools Permanent Art Collection (WSPAC), through its co-chairs Kathie Bennewitz and Carol Erger-Fass, publicly acknowledges and presents to the Board of Education as a gift the generous donation valued at \$1300 of Peggy Van Witt, Van Witt Fine Art Conservation LLC, Kansas City, MO of her conservation of the portrait of *Horace Staples* that is on permanent display at Staples High School. This painting of Mr. Staples was created in 1934-35 by Samuel Brown for the Depression-era Works Progress Administration.

Additionally, WSPAC is presenting to us and adding to our collection sixteen works of art by four patrons of the arts: namely, Mark Greenstein of Bethesda, MD (6); Julie and Greg Hubert of New York, NY (8); Marilyn Worth of North Carolina (1); and, Henry Van Kohorn, Westport, CT (2).

WSPAC, now in its 48th year, remains dedicated to providing a visually stimulating environment in our schools by installing artwork in the hallways, libraries, nurses' and administrative offices of our schools, so that the children attending our schools can see them every day. WSPAC is motivated by the desire to have our students learn at an early age that art can be an integral part of their lives and of the importance of Westport's artistic heritage.

I recommend acceptance of these gifts with gratitude and appreciation to the Westport Schools Permanent Art Collection.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude and appreciation gifts from the Westport School Permanent Art Collection of sixteen works of art and the conservation of the portrait of *Horace Staples* on permanent display at Staples High School.



INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT

FROM: NANCY J. HARRIS
ASSISTANT SUPERINTENDENT FOR BUSINESS

SUBJECT: MARCH QUARTERLY REPORT

DATE: APRIL 5, 2012

CC: F. MEILAN, BUDGET FILE

Attached is the March Quarterly Report for the 2011-12 fiscal year which reflects a potential fund balance of \$23,790 through the end of the year. The potential balance represents a 0.02% budget variation to the \$98,095,118 Board of Education adopted 2011-2012 budget.

You will note that we have completed 9 of the 12 months of the fiscal year with three months of school expenditures left in the year. This means that many of our expenditure projections continue as preliminary. The differences between the "Adopted Budget" column and the "Adjusted Budget" column reflect the administrative transfers made within each "line item" of the budget as the year has progressed and specific expenditures have been modified.

We encumber salaries for all full time employees and expenditures for anticipated purchases. Those encumbrances and expenditures account for 97.8% of the total budget. Actual expenditures made to date are 73.37% of total budget with encumbrances representing 24.43% of total budget. The remaining 2.18% of the budget projection represents my best estimate of expenditures to be made during the three months remaining in the fiscal year.

Salary accounts reflect several basic structural changes made to this budget. Several additional elementary sections were opened in August to accommodate last minute student registrations, in accordance with the class size guidelines, which caused the hiring of additional teachers and paraprofessionals to support those sections. The use of long term substitute teachers has been very high this year and we have transferred staff savings from absences to offset these costs. The current potential fund balance of \$242,056 represents a 0.37% variation from the total salary budget.

The greatest unknowns at this time are the projected substitute and overtime costs (objects 150 – 156) through the end of the year. I am currently projecting a deficit of \$36,359 in this account grouping. These accounts have the highest rate of volatility since staff attendance, workers compensation injuries, overtime, illness, and pregnancy cannot be definitively estimated. A review of the prior three years' actual expenditure data reveals no pattern whatsoever.

The Board of Education's Westport 2025 initiative has been a focal point of our Curriculum Development (object 119) and Instructional Program Improvements (object 323) work this year. Our partnership with Teachers' College of Columbia University has proven to be instrumental in developing the basis of our new curriculum directions.

The final cost of heating fuel (natural gas & oil) and electricity, which creates a potential fund balance of \$66,850, is still an unknown since the total projections are based on consumption through February. As the Board is aware, the Board of Education and the Town purchase oil collaboratively, with the Board of Education negotiating a BTU contract locking in oil/natural gas prices of \$1.4743 per gallon equivalent through June 30, 2012. We continue to project burning natural gas for the fiscal year. Electricity generation rates have been stabilized until December 2012 under the "all in" electric consortium contract we entered into at \$0.0973 per kilowatt hour. The final fund balances depend on our actual natural gas and electricity consumption which will be impacted by the winter/spring temperatures and the extended use of our buildings. I am projecting a deficit of \$41,370 in Building Projects (account 435) as we had significant costs associated with several mold remediation projects throughout the district, most importantly at Bedford Middle School (BMS) where just before the start of school we discovered improper installation of pipe insulation from the original construction project caused by moisture build up in the ceilings of the lower pods which required immediate attention and re-insulation. Mold was also discovered later in the fall at BMS, caused by insufficient structural steel associated with the original construction project that supports the corridor window walls opposite the auditorium, which required remediation and will require structural changes to the window support design over the summer.

After transferring \$126,000 into the diesel fuel account for our school buses (object 517) we are projecting a budget shortfall of \$2,104. The increased cost is caused by the price of fuel that skyrocketed from 2010-11 to 2011-12.

The special education tuition accounts reflect a potential deficit of \$218,122 net of the Special Education Excess Cost Grants from the State Department of Education. The cost of placing special needs students into out of district placements includes tuition costs of \$3,218,346 and transportation costs of \$386,530. These costs have been reduced by the payment of \$607,747 in February for the Excess Cost Grants to offset extraordinary education costs for many of our special needs students. I have estimated that an additional \$202,000 of reimbursement will be received in June and credited to tuition and transportation upon receipt.

Listed below is a summary of the Line Item projected balances:

LINE ITEM	PROJECTED BALANCE
Total Salaries	\$ 242,056
Total Benefits	26,943
Total Purchased Services	(61,528)
Total Property Services	(1,752)
Total Other Purchased Services	(192,103)
Total Supplies and Materials	25,415
Total Equipment	(11,411)
Total Other	<u>(3,830)</u>
Projected Balance (Deficit)	\$ 23,790

This projection reflects a possible fund balance of \$23,790.

Please note the following as you review the projections (object code provided for reference):

Salaries:

- ◆ A variety of certified and non-certified staff have been on paid and unpaid leave throughout the year. Substitutes filling in have been charged to the certified and non-certified substitute accounts (object 151 - 155) and overtime to compensate for loss of custodial staff has been charged to the overtime account (object 156)
- ◆ The in house special education Extended School Year (ESY) costs were charged to the respective salary accounts this year and last year rather than charging these costs as Tuition – Summer Programs (object 569) through Continuing Education.

Benefits:

- ◆ Our Unemployment costs continue to run higher than budgeted (object 250), a reflection of the layoffs to personnel we have been required to make over the past two years.
- ◆ Our Workers' Compensation (object 260) experience reflects several costly work related accidents

Contracted Services:

- ◆ Based on budget discussions for 2011-2012, we did not add an additional group of interns (object 322) for the January – March cycle.
- ◆ We continue to use technical experts in the Other Professional Technical Services (object 330) to assist in ongoing mold remediation and testing.

Property Services:

- ◆ We are closely monitoring the costs and consumption of electricity and fuel oil/natural gas as noted above. (objects 413, 414 & 415)

Other Purchased Services:

- ◆ Special Education transportation and tuition expenditures have been reduced to reflect receipt of the estimated State Excess Cost Grant funds. (objects 513 & 560) and reflect the reduction in state funding for the high cost student placements made to public and private educational institutions.

I welcome the opportunity to review this projection with you.

Attachments

NJH:abm

**WESTPORT PUBLIC SCHOOL
QUARTERLY FINANCIAL REPORT
AS OF MARCH 31, 2012**

WESTPORT PUBLIC SCHOOL
QUARTERLY FINANCIAL REPORT
AS OF MARCH 31, 2012

2008-09 Year-End Expense	2009-10 Year-End Expense	2010-11 Year-End Expense			Object Codes	Descriptions	2011-12		Estimated Adjust- ments	Projected To EOY	Balance Available 3/31/2012
			ADOPTED BUDGET	ADJUSTED BUDGET			Encumbered To Date	Expended To Date			
-	-	-	140	Continuing Education Teachers	0	0	0	0	-	-	-
438,911	359,563	376,428	150	Certified Substitutes - Permanent	422,000	449,000	190,982	226,005	416,957	32,043	
248,837	176,595	154,261	151	Certified Substitutes - Daily	200,000	200,000	16,335	168,580	199,915	85	
52,043	37,696	40,940	152	Cert Subs - Staff Development/Training	50,000	50,000	0	26,009	50,000	-	
30,950	41,430	37,505	153	Certified Substitutes - PPT	32,000	42,000	0	20,475	21,525	42,000	
434,215	365,304	449,896	154	Cert Subs - Long Term	144,000	404,000	160,629	265,487	20,000	446,116	(42,116)
132,572	171,354	125,425	155	Non-Certified - Substitutes	85,000	85,000	0	71,371	40,000	111,371	(26,371)
305,094	215,583	231,656	156	Overtime	240,000	310,000	0	260,448	49,552	310,000	-
	182,843	182,843		ARRA HOLD ACCOUNT					-		
\$1,642,622	1,550,368	1,598,954		Sub Total - Other Salaries	1,173,000	1,540,000	367,916	1,038,375	170,068	1,576,359	(36,359)
\$60,759,105	\$62,611,186	\$63,340,808		TOTAL SALARIES	\$65,286,079	\$65,286,079	\$17,170,300	\$46,764,754	1,108,869	\$65,044,023	242,056
											99,63%
11,540,219	11,907,589	12,565,364	210	Employee Insurance	12,649,000	12,609,000	3,380,721	9,275,450		12,606,171	2,829
259,227	262,035	272,589	211	Group Term Life	273,000	313,000	98,117	214,329		312,446	554
19,762	29,165	27,662	212	Child Care	26,500	26,500	8,754	17,746		26,500	-
44,500	51,250	36,500	213	Health Insurance Waiver	51,700	51,700	9,000	14,625		43,625	8,075
1,641,912	1,659,533	1,669,911	220	Social Security	1,815,417	1,727,390	449,453	1,268,961	10,000	1,718,414	8,976
26,569	33,584	33,876	240	Course Reimb & In-Service Training	56,000	56,000	25,200	11,228	10,000	46,428	3,572
27,858	103,901	115,197	250	Unemployment Compensation	100,000	146,500	47,500	96,101		143,601	2,899
261,261	255,334	278,176	260	Workers' Compensation	275,000	316,527	15,500	300,527		316,027	500
32,375	32,082	33,670	287	Uniform Allowances	33,000	33,000	951	31,354	1,500	34,385	(1,385)
1,846	17,804	25,852	290	Other Employee Benefits - Relocation	28,674	28,674	2,769	24,982		27,751	923
\$13,855,529	\$14,392,277	\$15,060,756		Total Benefits (Object 200)	\$15,302,291	\$15,302,291	\$3,987,965	\$11,245,883	41,500	\$15,275,348	26,943
											99,82%

WESTPORT PUBLIC SCHOOL
QUARTERLY FINANCIAL REPORT
AS OF MARCH 31, 2012

2008-09 Year-End Expense	2009-10 Year-End Expense	2010-11 Year-End Expense				2011-12			Estimated Adjust- ments	Projected To EOY	Balance Available 3/31/2012
			ADOPTED BUDGET	ADJUSTED BUDGET	Encumbered To Date	Expended To Date					
118,642	173,418	114,936	350	Homebound/Gifted Activities	100,000	100,000	0	64,464	35,536	100,000	-
12,527	16,874	20,183	321	Gifted Activities	30,000	30,000	6,974	18,526	4,500	30,000	20,295
117,042	141,357	116,626	322	Educational Interns	28,000	28,000	0	20,295	126,240	35,000	7,705
276,401	254,170	226,595	323	Institl Program Improvements	212,284	212,284	80,840	21,747	3,574	242,080	(29,816)
44,120	18,784	15,047	324	Pupil Services	29,000	29,000	3,679	15,000	81,124	29,000	-
131,284	68,356	58,702	325	PPT Consultations	110,000	110,000	30,658	10,000	48,675	79,360	(17,950)
54,644	95,161	58,490	327	Student Evaluations-Outside	62,000	62,000	21,275	16,035	8,650	24,685	(4,685)
20,571	32,097	20,450	328	Medical Advisor	20,000	20,000	0	0	0	252,897	-
328,332	250,791	273,231	330	Other Profit/Technical Services	252,897	252,897	66,033	114,235	52,629	300,000	-
377,435	386,638	291,277	331	Legal/Negotiations Services	300,000	300,000	145,263	147,374	7,363	40,000	-
100,944	43,176	26,231	332	Licenses/Fees	40,000	40,000	8,531	30,068	1,401	40,000	-
\$1,581,942	\$1,482,022	\$1,221,768		Total Purchased Services (Object 300)	\$1,184,161	\$1,184,161	\$391,903	\$670,610	183,176	\$1,245,688	(61,528)
83,938	74,493	83,025	410	Water & Sewer	83,000	83,000	20,573	63,642	84,315	(1,315)	84,315
2,381,732	2,005,862	1,934,775	413	Electricity	1,989,162	1,885,277	519,888	1,337,979	1,337,867	7,410	7,410
1,85,056	876,472	939,664	414	Natural Gas	1,020,000	985,000	376,395	541,935	918,330	66,670	66,670
204,055	211,798	19,461	415	Heating Oil	20,000	20,000	6,002	13,818	34,937	19,820	180
461,775	429,014	505,069	421	Contracted Maintenance	486,754	457,754	78,335	344,482	457,754	-	(5,639)
356,705	386,894	551,204	431	Building Maintenance	258,500	375,000	85,620	265,019	30,000	380,639	-
147,244	200,300	209,275	432	Grounds Maintenance	195,000	195,000	28,362	131,698	34,940	195,000	-
83,941	83,176	84,490	433	Equipment Repair - Instructional	117,749	116,750	14,331	49,786	52,633	116,750	-
31,690	37,442	66,276	434	Equipment Repair - Non Instructional	45,800	47,170	4,024	31,791	11,355	47,170	-
183,367	78,984	63,975	435	Building Projects	49,000	159,610	0	155,980	45,000	200,980	(41,370)
58,830	45,000	105,241	436	Grounds Projects	30,750	30,750	0	27,250	25,000	52,250	(21,500)
395,219	138,517	105,570	437	Restorative/Preventative Maintenance	83,000	43,404	4,500	38,404	42,904	500	500
158,820	185,090	190,598	440	Copier Rentals	189,000	189,000	49,435	138,548	3,000	190,983	(1,983)
14,342	10,100	14,869	450	Gasoline for Vehicles	13,000	13,000	0	10,541	4,000	14,541	(1,541)
187,941	213,036	225,423	451	Custodial Supplies	226,000	226,000	30,385	186,252	10,000	226,647	(647)
258,520	293,613	248,036	452	Maintenance Supplies	190,000	200,000	340	192,423	10,000	202,768	(2,763)
80,846	74,917	74,762	490	School Security	75,000	75,000	0	64,754	10,000	74,754	246
-	-	-	492	Capital Non-Recurring Fund	-	-	-	-	-	-	-
\$ 6,274,001	\$ 5,345,708	\$ 5,421,712		Total Property Services (Object 400)	\$ 5,081,715	\$ 5,081,715	\$ 1,218,290	\$ 3,554,312	\$ 276,365	\$ 5,083,467	(1,752)
											100,03%

WESTPORT PUBLIC SCHOOL
QUARTERLY FINANCIAL REPORT
AS OF MARCH 31, 2012

2008-09 Year-End Expense	2009-10 Year-End Expense	2010-11 Year-End Expense	Object Codes	Descriptions	2011-12			Estimated Adjust- ments	Projected To EOY	Balance Available 3/31/2012
					ADOPTED BUDGET	ADJUSTED BUDGET	Encumbered To Date			
2,667,873 481,339	2,572,490	2,499,865 488,143	510 511	Pupil Transportation - Regular Pupil Transportation - Spec Ed Internal	2,604,143 532,827	2,604,143 502,827	0 508	2,599,183 32,575	4,960 6,500	2,604,143 21,500
90,469 219,542	95,627 204,306	123,811 209,115	512 513	Pupil Transportation - Spec Ed Public Pupil Transportation - Spec Ed Private	116,400 250,000	105,400 210,000	72,305 85,915	72,305 111,050	6,500 10,408	518,838 111,380
24,856 398,218	27,732 -	24,556 175,283	516 517	Transportation - Field Trips Diesel Fuel - for buses	36,370 222,720	32,370 348,720	3,994 203,928	17,968 203,928	14,995 1,500	195,005 350,824
186,146 307,925	186,145 286,112	11,879 25,765	518 519	Transportation - Alternative Ed Transportation - Vocational Tech	5,000 200,000	5,000 193,000	356 0	5,000 0	562 0	(4,980) 15,510
75,680 85,105	12,507 22,765	12,962 254,535	521 523	Flood Insurance Liability Insurance	13,000 300,000	13,385 248,976	0 2,022	13,385 216,091	13,385 218,113	- 30,863
45,036 461,159	495,513 57,463	425,302 56,543	529 530	Athletic Insurance Communication Systems	27,000 45,000	33,639 115,000	0 71,363	33,639 44,449	33,639 446,449	- (6,894)
1,134,993 15,697	1,640,393 57,151	107,278 43,000	540 560	Postage Advertising & Recruiting	115,000 1,800,000	115,000 1,808,718	0 12,737	18,933 43,056	18,933 15,000	5,009 (14,429)
482,040 156,000	397,436 16,875	42,483 32,715	550 567	Printing & Binding Tuition - Public & Private Institutions	35,940 100,000	35,940 75,000	12,008 26,844	12,008 26,844	30,931 52,282	5,009 52,282
26,879 6,951,929	100,811 7,000,672	7,248,045 7,275,699	580 599	Tuition - Court & Agency Placements Tuition - Alternative High School	300,000 16,000	329,321 16,679	25,000 0	301,501 16,679	50,000 16,679	376,501 52,850
			ARRA HOLD ACCOUNT		42,850 14,992	42,850 14,992	0 35,528	0 2,330	0 - <td></td>	
			Total Other Purchased Services (Object 500)		7,275,699	7,275,699	841,987	6,481,104	144,711	7,467,802
										(192,103) 102,64%

WESTPORT PUBLIC SCHOOL
QUARTERLY FINANCIAL REPORT
AS OF MARCH 31, 2012

2008-09 Year-End Expense	2009-10 Year-End Expense	2010-11 Year-End Expense	Object Codes	Descriptions	2011-12		Estimated Adjust- ments	Projected To EOY	Balance Available 3/31/2012
					ADOPTED BUDGET	ADJUSTED BUDGET			
885,693	798,944	840,644	611	Instructional Supplies	912,710	865,844	65,146	729,380	60,000
401,129	440,743	516,650	612	Software	533,707	542,035	44,909	469,874	27,257
127,102	108,849	119,937	613	Technology Supplies	109,000	136,957	1,296	107,700	136,957
26,477	26,637	29,749	615	Graduation Expense	27,136	27,136	18,754	8,051	5,000
610,415	458,540	472,392	641	Textbooks	430,196	443,969	10,406	375,278	60,000
141,543	137,206	146,707	642	Library Books & Periodicals	144,368	151,162	19,653	114,037	17,502
21,314	21,274	22,772	643	Audio/Visual Materials	25,129	18,995	1,263	5,615	12,117
183,835	165,013	152,984	690	Other Supplies	185,220	182,958	28,104	106,724	30,000
24,428	23,219	22,852	691	Health Supplies	30,550	29,050	3,318	13,311	10,000
2,421,936	2,180,425	2,324,687		Total Supplies and Materials(Object 600)	2,398,016	192,849		1,929,920	249,832
									2,372,601
82,513	43,988	41,261	731	Instructional Equipment - New	24,837	24,529	3,741	29,855	33,586
40,157	25,645	9,835	732	Non-Instructional Equipment - New	14,357	14,665	0	15,043	(9,057)
22,023	24,825	29,485	733	Instructional Equipment - Replacement	20,393	20,393	0	14,673	(378)
17,740	15,201	28,624	734	Non-instructional Equipment - Replacement	20,765	20,765	0	18,429	20,333
91,837	18,537	40,969	735	Furniture	33,075	949	33,075	34,092	2,336
1,042,569	920,434	810,219	736	Instructional Technology	944,095	944,095	29,328	799,613	35,041
43,233	86,340	45,691	737	Non-instructional Technology	39,265	39,265	2,480	34,334	(1,966)
-	-	-	739	Capital Expenditures for Transportation	-	-	-	2,451	39,265
1,340,072	1,134,960	1,006,084		TOTAL EQUIPMENT	1,086,787	36,498		946,039	115,154
									39,265
66,207	63,030	71,817	810	Dues and Fees	77,375	1,273		79,834	2,451
23,880	29,576	28,070	811	Student Activities/Awards	28,740	8,646		13,142	8,646
349,315	328,801	355,872	812	Student Athletics	364,255	112,833		248,361	364,255
439,402	421,407	455,759		TOTAL OTHER	470,370	122,752		10,061	474,200
									(3,830)
4,201,410	3,736,792	3,786,530		TOTAL OTHER SUPPORT SERVICES	3,965,173	352,039		3,217,346	3,954,999
									10,174
\$ 93,623,316	\$ 94,558,657	\$ 96,079,659		TOTAL	\$ 98,035,118	\$ 98,035,118		\$ 71,974,009	\$ 2,134,775
									99,98%
									23,790
									99,98%