

Approved

Milford Board of Education

Meeting Minutes
January 9, 2012

Board members present:

Tracy Casey
Suzanne DiBiase
George Gensure
Susan Glennon
Dora Kubek
James Maroney
Beverley Pierson
Christopher Saley
Mark Stapleton
Earl Whiskeyman

Administration present:

Dr. Elizabeth Feser
Mike Cummings
Sue Kelleher
Wendy Kopazna
James Richetelli

I. CALL TO ORDER

The Milford Board of Education held a business meeting on Monday January 9, 2012, in the Board Room in the Parsons Complex. Mrs. Casey called the meeting to order at 7:02 p.m. with the reciting of the Pledge of Allegiance immediately following.

II. STUDENT AND STAFF RECOGNITION

None.

III. MINUTES

Mr. Maroney made a motion to approve the minutes of the December 5, 2011 Board Workshop. Dr. Stapleton seconded. The motion passed.

Mr. Maroney made a motion to approve the minutes of the December 12, 2011 Board Business Meeting. Mrs. Kubek seconded. The motion passed.

IV. STUDENT REPORTS

Gabrielle Novak and Matthew Ouellette reported on the latest activity and upcoming events occurring at Jonathan Law High School. Tess Gildea and Thomas Bassine presented the report for Joseph A. Foran High School.

V. PUBLIC COMMENT

Jennifer Frederico – 14 Breakneck Lane – Mrs. Frederico welcomed the new board. She then told them that she has been affected by the past two redistricting plans. First, in 2006 the middle school and then the K-5 restructure. She told the board when the fifth graders at Meadowside go to middle school, only 42 will be going onto West Shore while the others will go to Harborside. Year after year the students are being separated from their friends. She suggested that the board come up with a long term plan so that doesn't keep happening.

Cathy Berni – 96 Centennial Drive – Mrs. Berni thanked Ms. Glennon for contacting the PTAs to inquire about attending their meetings.

Lucila Massey – 57 Morris Lane - Ms. Massey congratulated the new board. She told the board she began attending meetings when the district was restructuring the K-5 format to K-2/3-5. Most people told her she was wasting her time. She encouraged the board members to attend PTA meetings at the schools and get more involved.

VI. CHAIR'S REPORT:

Mrs. Casey welcomed everyone back from the holidays. She updated the board on a workshop that she and Dr. Feser recently attended. She told the board the minutes would be moved to consent agenda items at future meetings to allow the board meetings to move swiftly along. She also noted that the minutes could be moved to new business if a board member had a correction/change.

Mrs. Casey then told the board that the intent is to hold a workshop in late February or early March. She asked the members to provide their availability to Mrs. Griffin. She also explained to the board that in the past, the PTA visits were coordinated by one person to ensure all meetings were attended. She suggested that Mrs. Griffin could coordinate the visits to ensure all schools were represented.

VII. SUPERINTENDENT'S REPORT:

Budget

Dr. Feser navigated a PowerPoint (see attached) which showed the guiding principles, realities and the rationale for the 1.92% budget she proposed to the board. All of which are in alignment with the three year objectives.

1. 100% of 2nd and 5th graders reading on grade level
2. Increasing by 20% the number of students achieving Goal or above on the CMT and CAPT
3. Increase the performance at Goal on the CMT & CAPT each state-defined subgroup of students who have attended the Milford Public Schools for three consecutive years.

Dr. Feser explained the three key components for strengthening the learning and achievement, which are:

1. Restructuring existing district curricular/instructional support structure
2. Adding middle school curricular support
3. Implementing programs to support further academic learning and acceleration

The district will replace 14 curriculum coordinators positions with five administrators. The administrators will be responsible for Math K-12, Science, Media and Technology, Social Studies and World Language and Student Development. She applauded the coordinators for their work, but the position limited their role as they are in the same teachers union. Therefore, they could not perform evaluations etc. She then explained to the board how the redeployment of existing funds will fund those new positions.

She then gave an overview of the new programs being proposed. Those programs included an extended day program at JFK and Pumpkin Delight schools and five summer school programs. All programs will be funded by redeployment of funds.

Dr. Feser explained the need to add three positions for operational improvements. They are a security guard at Jonathan Law, an IT technician and .05 materials resource center facilitator. Again, the funds would be redeployed.

Lastly, with the district's enrollment expected to decline by 1,000 in less than ten years, she felt it necessary to put \$75,000 aside for consultative services for long range planning.

Dr. Feser concluded her presentation by sharing slides which showed that the majority of the budget is made up by salaries (73%), transportation, facilities and benefits accounting for 5% each.

Instructional Division

Acceptable Use of Computers and Technology Implementation

Mr. Cummings presented the board with the regulations associated with the Acceptable Use of Computers policies that were approved in November, 2011. He further explained a team of staff along with an attorney developed the regulations. The regulations will go into effect February 1, 2012.

Mrs. Casey asked if the document could be written so that students could comprehend it.

Mr. Whiskeyman asked if staff will be trained. Mr. Cummings told him a roll out plan is in place.

Mrs. Casey asked if the board could be provided a copy of the implementation plan.

Operations Report

Quarterly Report

Mr. Richetelli told the board he has no major areas of concern. However, 93.6% of the budget has been encumbered, or obligated. Those accounts include salaries and benefits. He then said that the energy accounts will show further savings. The tuition accounts will run high; however, the state will reimburse the district funds from the excess cost funds.

Mr. Saley asked Mr. Richetelli if only the 4303, 4304, 4305 and 6000 accounts can be changed by administration. Mr. Cummings responded "yes".

Mrs. Casey asked about the snow account. Mr. Richetelli told her the vast majority of monies tied to snow is overtime. She then asked for a breakdown of the overtime account.

VIII. CONSENT AGENDA ITEMS

Mr. Maroney made a motion to approve consent agenda item 1. Cash Disbursement Report. Dr. Stapleton seconded. The motion passed.

IX. UNFINISHED BUSINESS

Mr. Maroney made a motion to approve the Administering Medications Policy (5141.21) as presented by administration. Dr. Stapleton seconded. The motion passed.

X. NEW BUSINESS

None.

XI. BOARD COMMENT:

Dr. Stapleton said technology is very expensive. It seems it is on an evolving wheel and the district needs to stay on top of it. He thanked Dr. Feser for her presentation and for thinking out of the box.

Mrs. Casey told everyone there will be a budget workshop Tuesday and Thursday to further review the budget in detail. She also noted that the board sent in 75+ budget questions in advance of the meeting. She then reminded the board the intent is not to go beyond 10:00 p.m.

XII. ADJOURNMENT:

Mr. Maroney made a motion to adjourn. Dr. Stapleton seconded. The motion passed.

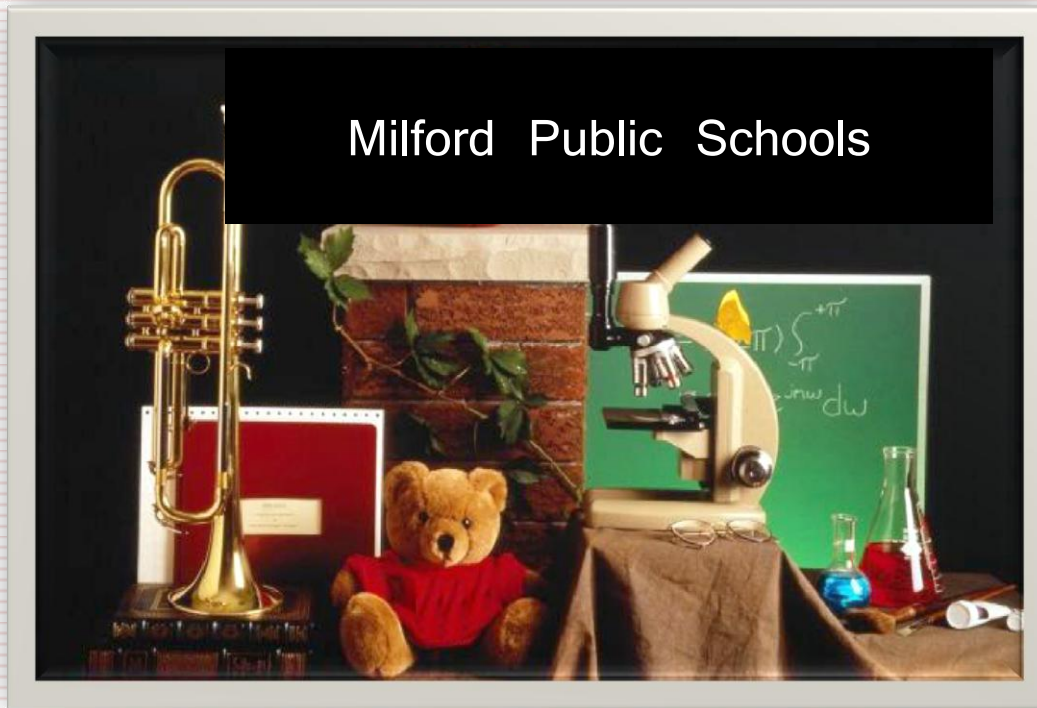
Meeting adjourned at 8:35 p.m.

James Maroney
Corresponding Secretary

Pam Griffin
Recording Secretary

Milford Public Schools

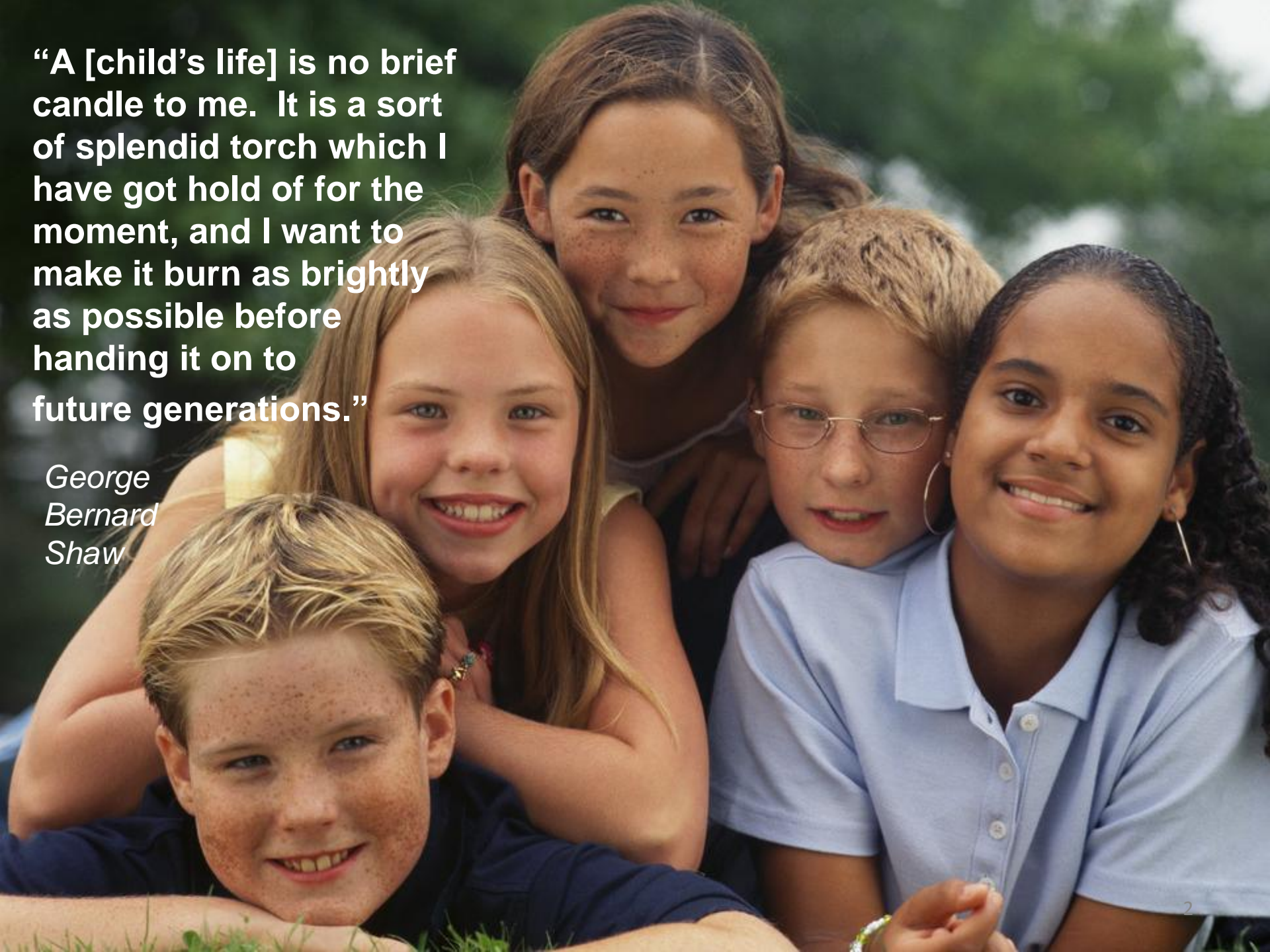
Superintendent's Recommended 2012-13 Budget



A presentation to the Milford Board of Education
January 9, 2012

“A [child’s life] is no brief candle to me. It is a sort of splendid torch which I have got hold of for the moment, and I want to make it burn as brightly as possible before handing it on to future generations.”

*George
Bernard
Shaw*



The Mission of the Milford Public Schools

Students who graduate from the Milford Public Schools will:

- demonstrate mastery of reading, writing, and numeracy;
- comprehend, organize, and analyze information in order to independently solve problems and articulate solutions; and
- demonstrate the attributes of good citizenship and community/school engagement.

Board of Education/District Priority

Increase the academic achievement of all students insuring that every student has access to a rigorous and quality education and has the supports needed to be successful.

Achievement Objectives Over Next 3 Years

1. 100% of students in Grades 2 and 5 **will be reading at grade level** using as a baseline 2011 performance on the DRA and other measures.
2. Increase the number of students achieving Goal on the CMT & CAPT **by at least 20%** in all grades and subtests using 2011 scores as the baseline.
3. Increase the performance at Goal on the CMT & CAPT each State-defined subgroup of students who have attended the Milford Public Schools for three consecutive years.

Budget

Guiding Principles

Guiding Principles

- Equity for all children must be a priority.
- Decisions must be based on the needs of children, not the needs of staff.
- High quality classroom instruction is paramount for all students
- Individual school needs must be recognized and addressed.
- The *BOE Budget Priorities* should be honored.

Budget Creation

Realities

Realities to Consider

Challenges

- Need to absorb 12 teaching positions currently covered through Federal Jobs Fund, (ending June 2012)

Advantages

- Low negotiated salary increases
- Projected declining enrollment
- Efficiencies, e.g., energy savings

Improving the System Using Existing Dollars

This budget reflects a fiscally responsible 1.92% increase over the current budget.

We looked for savings.

**Yet, we sought continuous improvement
refusing to maintain the status quo.**

**This was achieved through redeployment
of existing resources.**

Budget Creation

System Improvements & Redeployments

Essentials to Raising Achievement

- Content knowledge/quality instructional practices utilized by all teachers
- Rigorous curriculum taught in all classrooms
- All students engaged in their learning
- Professional learning to support achievement
- Performance data used for planning & instruction
- Academic and social/emotional supports in place
- Quality supervision and evaluation

Improvements to Strengthen Learning and Achievement

1. Restructuring existing district curricular/instructional support structure
2. Adding middle school curricular support
3. Implementing an extended day learning program and summer programs to provide academic support and acceleration

New Instructional Leadership Framework

- Replace existing 14 curriculum coordinator teacher positions with 5 administrative/supervisor positions with direct responsibility for:
 - Math K-12
 - Science and Technical Arts
 - Media Services and Technology
 - Social Studies/World Language
 - Student Development
- Appoint full-time teachers in each middle school to be curricular leaders beyond their classroom teaching in language arts, math, science and social studies.

System Improvements

Instructional Leadership Costs

- | | |
|-----------------------------------------------------|------------|
| ✓ 5.0 Administrative Positions | \$ 601,065 |
| ✓ Stipends, 9 Middle School Teacher Curric. Leaders | 36,000 |

Total Costs	\$637,065
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Redeployed Funds From:

- | | |
|---------------------------------------------------------------------------------------------------|-----------|
| ✓ Reduction of 14 Teacher Coordinator Stipends | \$101,154 |
| ✓ 7.08 FTE Teacher positions absorbed into system
(coordinators going back into the classroom) | \$430,594 |
| ✓ Curriculum work/Testing | \$49,999 |
| ✓ Student Services Support | \$30,000 |

Total Redeployed Funds	\$611,747
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Extended Day Learning/Summer Academic Support

Implement :

- Extended Day Student Support Program at JFK and Pumpkin Delight Schools
- 5 Summer Programs:
 - Math Transition Academy for Grades 5 and 8
 - K-5 Literacy and Numeracy
 - 9th Grade Success Academy
 - 9th Grade Leadership Academy
 - Advanced Placement Boot Camp
- Additional Middle School After School Programs

System Improvements

New Program Costs

✓ JFK/PD Extended Day Program	\$69,000
✓ Summer School Programs	126,330
✓ Middle School After School Program Expansion	41,076

Total Costs/Programs	\$236,406
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Redeployed Funds From:

✓ Reduction of 5 Elementary Teacher (enrollment)	\$197,892
✓ Instructional Supplies	\$45,690

Total Redeployed Funds	\$243,582
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Operational Improvements

- 1.0 Security Guard at Jonathan Law
- 1.0 IT Technician
- 0.5 Materials Resource Center Facilitator

System Improvements

Operational Improvement Costs

✓ 1.0 Technician	38,000
✓ 1.0 Security Guard – Law H.S.	25,390
✓ 0.5 Materials Resource Center Facilitator	23,000
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Total Costs:	\$86,390

Redeployed Funds From:

✓ 1.0 Secretary	\$38,000
✓ Instructional Technology	\$50,000
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Total Redeployed Funds:	\$88,000

Future Planning

- Consultative Services for Long Range Planning

Future Planning

Other: Costs

✓ Long Range Planning Consultant	\$75,000
Total Costs	\$75,000

✓ Savings From Utilities	\$225,000*
Total Redeployed Funds for this category	\$75,000

*this amount is over and above the contracted commitment to Energy Education and the salary of the Energy Specialist

System Improvements

Recap

✓ Instructional Leadership	\$637,065
✓ Other Positions	86,390
✓ Programs	236,406
✓ Other Needs	75,000

Total Costs	\$1,034,861
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Existing Dollars Redeployed to Help Us Meet Our Needs

✓ 14 Coordinator Positions (= to 7.08 Teachers)	\$430,594
✓ Stipends for 14 Coordinators	101,154
✓ Curriculum/Testing	49,999
✓ Student Support Services	30,000
✓ 5.0 Elementary Teaching Positions	197,892
✓ Instructional Supplies	45,690
✓ 1.0 Secretarial Position	38,000
✓ Instructional Technology	50,000
✓ Utility Savings	91,532
Total Redeployments	\$1,034,861

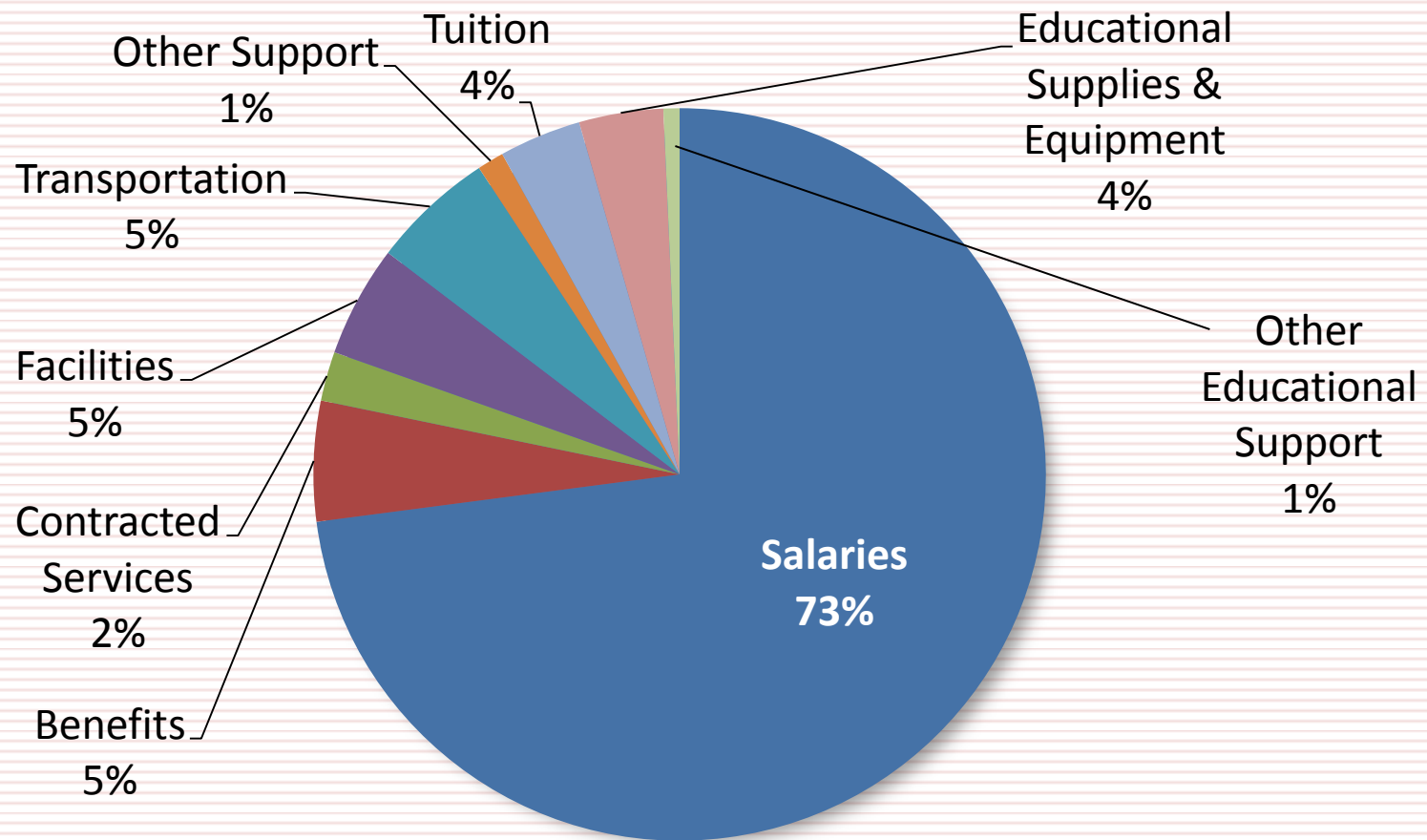
We Must Continue Our Work

- Focusing on literacy
- Accelerating the learning of students across the spectrum
- Deepening student development, e.g., implementing student success plans and new bullying policy
- Achieving BOE Student Achievement Goals
- Coherently aligning curriculum and strengthening program oversight
- Insuring curriculum implementation K-12
- Strengthening teacher instructional skill sets

Proposed Budget Details, by Category

Object	2011-12 Adopted	2012-13 Proposed	Change	% Increase
Salaries	\$62,135,682	\$63,527,244	\$1,391,562	2.24%
Benefits	4,532,060	4,621,185	89,125	1.97%
Contracted Services	1,933,499	1,895,084	(38,415)	(1.99%)
Facilities	4,456,232	4,295,576	(160,656)	(3.61%)
Transportation	4,723,958	4,728,964	5,006	0.11%
Total Other Support	1,016,525	1,025,450	8,925	0.88%
Tuition	2,947,028	3,155,719	208,691	7.08%
Educational Supplies & Equipment	3,133,205	3,237,721	104,516	3.34%
Total Other Educational Support	581,400	617,113	35,713	6.14%
Totals	\$85,459,589	\$87,104,056	\$1,644,467	1.92%

Proposed Budget by Category, 2012-13



The Budget Before You

The Budget Before You:

- Sustains academic programs as well as art, music, physical education and co-curricular activities
- Enables ongoing work aimed at raising student achievement
- Addresses additional needs of students through summer and after school programs
- Includes a stronger instructional leadership design
- Aims to strengthen and grow the Milford Public Schools
- Honors the city's fiscal challenges

In Closing ...



In our schools,
we contribute to
developing our
children's future,

which ultimately
shapes Milford's
future.

Please help us to
continue our
mission.

In Closing ...



Thank You for Your Attention

Dr. Elizabeth Feser, Superintendent of Schools

Mr. Michael Cummings, Asst. Superintendent of Schools

Mr. James L. Richetelli, Jr., Chief Operations Officer

Ms. Susan Kelleher, Dir. of Pupil Personnel Services

Ms. Wendy Kopazna, Dir. of Human Resources