

**MINUTES
WATERTOWN BOARD OF EDUCATION
SPECIAL MEETING**

Meeting Date: January 19, 2012
Meeting Time: 6:05 PM
Meeting Place: Watertown High School

Members Present: Mr. Richard Mazzamaro, Chairman
Mr. Thomas Lambert, Vice Chairman
Mr. Eric Berthel, Secretary
Mr. Richard Beland
Ms. Susan McCabe
Mr. Guy Buzzannco
Atty. Sean Butterly
Mr. David Guerrera
Mr. Raymond Nardella

Others Present: Dr. Gail Gilmore, Superintendent of Schools
Ms. Karen Clancy, Business Manager
Dr. James Collin, Assistant Superintendent of Schools
Mr. Matt Geary, Principal Watertown High School
Other interested guests

- 1. Convene Special Meeting – 6:05 PM**
- 2. Salute to the Flag**
- 3. Presentation of Superintendent's Recommended FY 2012-2013 Budget**

Richard Mazzamaro – Tonight, we are going to have a presentation by Dr. Gilmore on the Superintendent's Recommended Fiscal Year 2012-2013 Budget. I just wanted to remind the Board Members that tonight really is just the beginning. It is a presentation so that all Board Members can have the budget in front of them and we will have a series of meetings throughout the month between now and February 27, 2012 when the budget will be adopted by the Board of Education to address questions that may come up from this presentation tonight. I recommend in between meetings if you can e-mail myself or Guy any questions that arise at all, and we will make sure they get addressed either on the Pipeline or in the following Budget Meetings we have from now until the adoption. So, with that said, I will turn the meeting over to Dr. Gilmore.

Gail Gilmore – Thank you Mr. Mazzamaro and good evening Board of Education Members and community members. Tonight, as Mr. Mazzamaro mentioned, we will be reviewing the Superintendent's Budget Recommendations for 2012-2013. Before I begin this PowerPoint presentation, I want to thank the Board of Education for their diligence and commitment to our students as we move through the budget process. I also want to thank my leadership team of Mrs. Clancy, Dr. Collin and Mr. Cennicola for their work and perseverance on the presentation with me this evening. So I will begin.

Let us always be focused on the mission of the Watertown Public Schools. The budget process is very complex, but it is critically important that the Board of Education and the Superintendent

of Schools stay true to the mission of our Watertown Public Schools. We need to make the decisions in the best interest of our students.

Mission of the Watertown Public Schools

Mission Statement-

The mission of the Watertown School District, with determination to be a world-class educational leader and a centerpiece of a dynamic and growing community, is to meet the diverse needs of each student – academic, artistic, athletic, emotional, ethical, social, and technological – to develop members of our community who:

- embrace life-long learning;
- are caring and responsible citizens;
- have a sense of social justice.

What is our foundation? What is our fabric in Watertown?

Core Beliefs and Values

- Realistic Class Sizes, reasonable class sizes
- Rigorous curriculum focused in 21st century skills and global connections
- High quality staff-focused on the continuous improvement of student learning
- Access and integration of technology for students and teachers
- Programs, of course, that balance academic needs with social, emotional needs, artistic expression and physical wellness

There are many factors that impact the development of the budget process. Let's begin by looking at them together.

Local and External Factors Impacting the Development of the 2012-2013 Budget

Local factors:

Watertown has a Referendum, last year there was Support of Education with a 1.73%

- Contracted obligations
(Bargaining/Transportation)
- Unemployment costs –anticipate staffing reduction

External Factors:

- Education Jobs Bill Funding which expires this year, June 30, 2012 (\$697,145.)
- National and State Economic Challenges
- Education Cost Sharing Grant (ECS)
- Special Education Excess Cost Grant
- State Secondary Reform agenda-Many of them Unfunded mandates

What are the fast facts? What are the budget histories? What is the culture over time in Watertown?

Watertown Public Schools Fast Facts 2009-2010 Budget History

2009-2010 Operating Budget-0% increase from 2008-2009

- Reduction-9.0 certified positions eliminated (WHS: Health, PE, Business Swift: FCS 2.0 6th grade, Judson -2.0 Polk 1.0)
- Reduction-Swift MS Athletics – Fall season lost external funding service reinstates program
- Reduction-Non-certified positions: 1.0 FTE custodian and .5 FTE secretary
- Reduction-WEA step freeze (contractual) – offset \$426,000.
- Reduction-IDEA ARRA absorbing \$172,503 in personnel reductions, \$24,110 in professional development
- IDEA AARA funding program, portion of Special Education Supervisor as well

Watertown Public Schools Fast Facts 2010-2011 Budget History

Once again, the culture of Watertown. Looking at the 2010-2011 operating budget. The budget failed in 2010 by 44 votes. We need support for education. We want all voters to consider this referendum.

2010-2011 Operating Budget: \$1.4 million and six (6.0) certified positions reduced by BOE prior to 1st referendum. 2.7% budget failed in June 2011 by 44 votes.

- The 2010-2011 Budget Appropriation is \$1,676,226 less than the FY 08-09 funding level. (MBR)
- Twelve (12) Certified Positions eliminated (4.5 remedial staff, Latin WHS, FCS/Tech WHS, Academic Literacy WHS, Swift Assistant Principal, .5 Music/Art, 1.0 K, 2.0 FTE Polk)
- 2.5 Non-certified positions were eliminated: 1.0 FTE custodian, .5 FTE secretary, 1.0 FTE paraprofessional
- Voluntary Retirement Incentive Plan -\$464,308
- 0% GWI Contract Settlements: Paraprofessionals, Custodians, Nurses
- Wage Freeze: Superintendent, Assistant Superintendent, Business Manager
- WEA Two (2) Furlough Days: \$184,944
- WEA Two (2) Furlough Days \$10,891 which is our association for our administrator, two furlough days and we thank all of them.
-

Fast facts continuing with Budget History the culture of Watertown.

Watertown Public Schools Fast Facts 2011-2012 Budget History

- 2011-2012 Operating Budget: 1.73% \$35,814,484.
- Reductions: Certified Staff 1% GWI, Step Mid year, Concessions saved 10.4 FTE position.
- Health insurance \$168,413.
- Capital improvement adjustment: \$19,481.
- Vacant Certified Positions: 1.0 Family Consumer/ and 1.0 Music \$112,3364.
- Unemployment Adjustment \$98,030.

Watertown Public Schools Fast Facts Teacher Salary Budget 2008-2011

Impact of Budget Reductions

You can see clearly from 2008 to 2011, 2011-2012

| School Year | Teachers Salary Budget |
|-------------|---|
| 2008-2009 | \$15,694,511 |
| 2009-2010 | \$15,280,925 |
| 2010-2011 | \$14,688,050 |
| 2011-2012 | \$14,816,389 (includes 1% GWI and mid year step increase) |

What is the improvement plan? What do we look at as a district? We are constantly looking at ways to improve instruction and achievement for all students. We have a very detailed district theory of action, which is grounded and imbedded in our beliefs in values that all children can and will learn.

Watertown Public Schools Fast Facts Continuous Improvement Plan

- Continuous Improvement Agenda led through District Theory of Actions and Improvement Planning
- WHS: Curriculum Revision are very successful-2011-2012: 26 course curriculum were revised covering most content areas
- Ongoing consultant instructional professional development support across ELA to insure higher order thinking and textual analysis –That is critically important for the 21st Century. Critical thinking, problem solving, global contents
- WHS: Structural/Program Changes: Flex, Guided Study Hall, SHAPE that was instituted last year and structured small group content delivery, PLC Time, time for teachers to collaborate. Research supports this collaboration time. Critically important to teaching and learning (Uniform assessments mid-terms and final, common unit assessments, school wide rubrics, data collection, embedded pd, DREAM grid)

Watertown Public Schools Fast Facts Continuous Improvements Effort

- Swift Middle School Curriculum
 - ✓ Implementation of revised schedule; including reduced lower level classes and expansion of Unified Arts offering (curriculum revision)
 - ✓ Implementation of Math curriculum
 - ✓ English Language Arts – Integration of English and Adolescent Literacy Support by Lit Life Consultant
- K-5 Curriculum Revision
 - ✓ Implementation of Math
 - ✓ K-2 English Language Arts Implementation
 - ✓ 3-5 ELA curriculum writing unit development continues

Excellent work, teachers are involved, everyone is working together in the best interest of our students.

Watertown Public Schools Fast Facts Continuous Improvement Effort

- Align all curriculum to Common Core State Standards – College & Career Readiness (CT – SDOE adopted, May 2010)

- Implement Student Success Plans – all students grades 6 – 12 (effective July 1, 2012) critically important to every child. It individualizes and personalizes the plan for every child for success.
- Continue to support PSAT & AP assessment participation for all students, and we have 17 AP offerings currently at the high school.

Watertown Board of Education Budget Priorities School Year 2012-2013

FINANCIAL AND ECONOMIC

ADDRESS THE FEDERAL JOBS BILL MONEY FUNDING CLIFF (\$697,145.00) CREATED IN FISCAL YEAR 2012-2013 BY THE USE OF THOSE DOLLARS 2011-2012 TO OFFSET PERSONNEL COSTS (16.5 FTE)

Board of Education has top priority for

TEACHING AND LEARNING

- Maintaining current class size and program offering.
- Continue to address and strengthen comprehensive literacy and numeracy instruction for all students Pre-K to 12th grade as the district transitions to Common Core State Standards.
- Investment in curriculum and professional development to support best practice instruction and leveled reading materials are essential to insure student achievement. This work has begun and it will continue and we will work very hard with the teachers toward professional development to elevate their teaching strategy.
- Support the technology implementations at Swift Middle School and target resources toward the development of an equitable system of technology Pre-K to 12th grade. (E-rate)
- Target resources to allow continued consultant support for professional development, curriculum development and implementation to enact the district's goals and continuous improvement agenda.

CAPITAL IMPROVEMENT

- Provide sufficient resources to properly maintain the district's facilities and infrastructure and create a safe and healthy environment for our students and staff.

And we are so proud to be able to have our Three School Projects. The community's support is wonderful.

Enrollment

- Student Enrollment Projection 2012-2013

| | |
|------------------------------------|--------------|
| ✓ Oct. 1, 2011 Enrollment Pre-K-12 | 3,097 |
| ✓ Projection 2012-2013 Pre-K12 | <u>3,076</u> |
| ✓ Decrease in students | - 21 |

- Areas Monitoring:

- ✓ K enrollment 2012

We had a study done by Dr. Prowda from 2008-2018 and his study projection for 2012-2013 Pre-K 12 is 3076 a decrease of 21 students according to that analysis of 2008-2018 of Dr. Protta's report.

We will continue to monitor kindergarten enrollment 2012.

2012-2013 Superintendent's Recommended Budget Overview

See Chart

In 2011-2012 we had 35,814,484 1.73% increase
Recommendation for 2012-2013 \$37,435,174.
What is that in dollar increase? 1,620,690
Percent increased -4.53%

It is very important to know that the administrators met with me and the central office and discussed their original budget requests and the accumulation of those projections was 7.29%. We are recommending at this point to be fiscally responsible for 2012-2013 for the community of 4.53%.

Superintendent's Recommended 2012-2013 Budget

2012-2013 Original Budget Requests \$38,423,814 (7.29%)
2012-2013 Superintendent's Recommended Budget
\$37,435,174 (4.53%)

Superintendent's Recommended Reductions of \$988,640 to
Achieve 4.53% Budget Increase Over 2011-2012 Budget

- Salaries & Wages (1 Certified FTE, 1 Certified Retirement Contingency FTE, 3 non-Certified (FTE) \$715,844
- Purchased Services \$20,000
- Utilities & Maintenance \$15,000
- Other Purchased Services \$10,966
- Supplies & Materials \$216,830
- Equipment \$10,000

Superintendent's Recommended 2012-2013 Budget FTE Reduction

Certified Positions

- 5.0 FTE Split Team Grades 6/7 – Swift
- 1.0 FTE Unified Arts – Swift
- 2.0 FTE Business Education – WHS
- 1.0 FTE Hearing Impaired – WHS
- 1.0 FTE Science/General/Chemistry – WHS
- 1.0 FTE Health Education – WHS
- 1.0 FTE Certified Contingency Retirement

Non-Certified Positions

- 1.0 FTE Secretary
- 1.0 Custodian
- 1.0 Paraprofessional

Distribution of Superintendent's Proposed Budget Expenditures by Percent

See Chart

This is critical. It is a visual to give us all the big picture of this very critical budget process which is very complex. Please look at salary and wages 60.3% and employee benefits 19.8%. Close to 80% of the budget is salaries and wages and benefits and everything else is sliced up accordingly.

What are those cost drivers? Why is it so complex for 2012-2013?
Look at the accounts that project the unemployment costs, educational job skill and look at the account of health insurance, health insurance based on claims.

Cost Drivers in FY 2012-2013 Budget

| Account | Dollar Increase |
|---|-----------------|
| Projected Unemployment Costs | \$210,744. |
| Education Job Bill | \$697,145. |
| Health Insurance (self-insured based on claims) | \$560,250. |

We need to look at ongoing cost savings and I want to thank Mrs. Clancy in the Business Department. We are doing our very best to get the very lowest cost savings for our district, which then saves teachers for our students.

Ongoing Cost Savings Initiatives

- Energy Purchasing
 - ✓ Titan Energy Natural Gas \$6.57/DTH expires December 31, 2012
 - ✓ Electricity Supply (Constellation New Energy) \$.09735/kwh expires Dec. 1, 2012 extended contract \$.0857/kwh expires 12/2014
 - ✓ Collective Bargaining – Health Insurance
 - ✓ Shifting cost- Employee Premium Cost Share contributions
- Grant Funding
 - ✓ Addressing regular education programming and special education program needs
- Transportation Contract
 - ✓ East River Energy diesel fuel \$3.10/gallon expires 8/31/2012
 - ✓ First Student contract expires 6/30/2013 –begin negotiations

Let's look at how we improve teaching environments.

Improving Teaching and Learning – Textbooks, Professional Development, Instructional Resources

2011-2011 Textbooks Acquisitions and Replacement

| | |
|--|-----------------|
| <u>High School</u> | |
| English & general replacement | \$15,000 |
| <u>Middle School</u> | |
| English Language Arts | \$24,425 |
| <u>Elementary & Primary</u> | |
| Leveled Readers – Classroom Libraries | \$46,324 |
| Total | \$85,749 |
| Professional Development/Core Content Consultant Support K-12 | \$55,880 |
| Instructional Resources | |
| K-12 Envision Math | \$22,000 |
| Computer Software (Naviance & Tier II/III Int.) | \$ 5,080 |

These are critically important for us to elevate our teachers. Research supports professional development for the classroom teacher to be the best that they can be to reach their potential to reach every child.

Curriculum, Textbooks, Technology:
The Future...(FY 2011-2013)

- **Teaching & Learning**
CT Common Core State Standards alignment & implementation (CCSS)
Highest priority: Math K-8 & English Language Arts K-8 & CCSS Standards Based
Elementary Report Card
Alignment of curriculum 6 – 12 in core content areas CCSS
Support MS curriculum audit – reduce leveling, ensure equity, curriculum revision
Support WHS Program and Structural changes
Implementation of District Theory of Action through SRBI & PLC

We have a very solid district theory of action and we will stay the course. Instructional excellence for all from our values and beliefs through our series of actions.

Instructional Material Replacement Cycle

Alignment with curriculum revision
Examination of Textbook and web-based learning resources

Technology

Integration of Technology into curriculum and instruction at all grade levels
Continue district-wide research based reading intervention program: Read 180
Implementation

Present/Future Needs

- Community engagement and support for public education
- Program restoration and enhancement for 21st Century skills
- Class size maintenance
- Reading intervention/comprehensive literacy

- Capital Improvement/Maintenance Plan
- Early Intervention
- Alternate Education
- Technology Integration
- Library Media Collection and Research Resources
- Curriculum development and articulation 6-12
- Professional Development
- Leadership Development
- Continuous improvement of Teaching & Learning
- Common Core State Standards
- Student Success Plans
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What is our goal, what is our mission, what is critically important to Watertown?

Overall Goal: Enhance student learning opportunities and outcomes for every student, not just for some, for every student.

My entry plan for Superintendent has been community outreach. I will continue tirelessly to meet with every organization. Today was the Chamber of Commerce, last night was PTO. The other night was the five PTO Presidents. I will be working extremely hard to keep the community engaged in the importance of education for all students in Watertown and I will be at every forum planned.

CLOSURE

- Prioritize 2012-2013 Survival budget, which addresses the current economic conditions in our community, and maintains to support student outcomes.
- As a community, we must rally, support and invest in our children; for they are the future leaders of tomorrow.

Thank you for your attention and support

Richard Mazzamaro – At this time, I would like to open the meeting to take some questions about the presentation. I would like to note that the critical slide is slide 17 of the pie chart where there is 80% & 20% for salary, wages and benefits. So when the majority of the cuts are made from our budget, this is where they come from, that's where our programs go and that's where teachers go. You can take a look at all the other little pieces and if you were to take away all the maintenance all together, that would be unrealistic. I just wanted to make a point that the good point in the slide is that the bulk of our budget is made up in salaries and benefits. With that are there any questions pertaining to the presentation this evening. There will be again budget meetings on specific areas.

Thomas Lambert - I have one Mr. Chairman. I know it's not easy to explain the budget or explaining the budget to the communities and counsel and people other than educators. When you start talking about SRVs and all of these words we use that we understand but they really don't understand and if you can, try to make an exception and spell it out in detail what it really means because they are going to nod their heads and not really understand. Every year I get the same thing.

Gail Gilmore – Mr. Lambert, you are absolutely correct. Scientifically, Researched Based

Intervention and this is a program that meets the needs of all students through the Quality Core Instructions where we are requiring 80% mastery or 90% as the goal has been set by the Board of Education classroom and it meets the needs of every student through intervention so thank you Mr. Lambert.

Susan McCabe – Dr. Gilmore, in looking at what the reductions are verses what we are trying to maintain to maintain class sizes, I noted that Swift takes quite a hit. I was just curious why in that area as it is such an age group that class size is important. I was just wondering if you could address that.

Gail Gilmore – As you know, the decision is very difficult for us as it does impact every area, and we felt as the instructional leaders of the district to preserve as much as we can from Pre-K 5, and we know the critically important area of adolescence is just as important as well as the high school, and we did meet with the Administration from Swift and talked with them at length in regards to this reduction since it was on the table last year as well, and we felt that we could absolutely meet the needs of every student and develop a higher enrollment in the team by disbursing that team. So it was with reserve, of course. I would like to say the constitutions are always difficult, but when you are looking at the big picture of not presenting 7 or 6% to the district, we did our very best to look at every aspect of this budget.

David Guerrero – I have been in communication with Guy, Karen, Dr. Gilmore and Dr. Collin too so I did have some questions from the last meeting and so throughout the next week or so, I know this is very early in the process, but specifically, my questions were in regards to benefits increasing significantly. The other question was with regard to grants and getting some more clarity so I could understand that better, and how to present the budget a little more clearly and actually spell out everything so that when the taxpayers do see this budget they understand what they are approving and what the actual impact is as Mr. Lambert had said. I look forward throughout the next week or so getting some answers to this. It's a long process but it's a start so thank you for your help with that and, hopefully, we can get it resolved.

Gail Gilmore – Thank you.

Richard Mazzamaro – Any other Board Members have questions?

Guy Buzzannco – With a household, you work with a budget every year and face increases that they have no control over, costs of fuel oil, costs of food. All these things are out of our control. This is no different. It just occurred to me that the budget document that we will be sharing more as the weeks go forth shows me that in practical lines, lines of utilities, wages, benefits and insurance just standing still the increase is 1.8 million. It is done here with discretion without making sacrificial cuts that would attack teaching and learning. So to come in with a budget that is 4.3% shows the attempts you have already made to the spiraling costs are not discretionary. So from what we have seen in the past few days and tonight, we thank you for the precision and respect that you have brought by focusing on the areas that will have as minimal an impact as possible on education. The budgets that we have the minimum that we spend on education on an annual basis on where we stand relative to average per people spending reflects the fact that we would like a robust set of offerings. So there are choices to be made on what was presented tonight and it really reflects that you have not made arbitrary or capricious cuts at all and, hopefully, it will have minimal impact. We do recognize right away the class size will be increasing, and we will talk about that I am sure, to 22 or 26 students in grades 6 or 7 levels. Some of the other changes we will hear about more in the upcoming weeks.

Thank you for the leadership and ability to focus on a budget that addresses student needs, respects our taxpayers and takes into account the needs we have on the Board of Education and our classrooms.

MINUTES OF WATERTOWN BOARD OF EDUCATION
SPECIAL MEETING

JANUARY 19, 2012

Eric Berthel – Mr. Chairman, Dr. Gilmore, I would just like to add to comments as well. There was a lot of careful thought and consideration put into this and it is a difficult time. It has been in our Town for many years, and going forward, we will have success. We gained some traction last year with a referendum passed on the first try and as you indicated, in support and education. There was some heavy lifting to get to that point. In looking at all that has been prepared and as Guy said it has been prepared with precision, it sets the needs of our students as first priority.

David Guerrero – As we are going through the budget process, I think it is also good for Dr. Gilmore to communicate to the principals and teachers that, you know, it is still a hard time out there. Economic times are tough and I think we all need to share in that team, for lack of a better term. I mean this is impacting 13 people's jobs where they had a livelihood, where they come and make a salary, and now they are without that job, and so that is something else to consider. How can we as a whole absorb that impact, because the last resort in any budget is layoffs and you really want to consider every option before your resort to that. So, hopefully, that is understood too.

Richard Mazzamaro – I appreciate your time out tonight and with that I will move for adjournment.

4. Adjournment

Motion Presented by: Richard Beland
Motion Seconded by: Eric Berthel

Text of Motion: That the meeting was adjourned at 6:40 p.m.

Opposed: None
Abstained: None
Vote: Motion passed unanimously.

The meeting adjourned at 6:40 p.m.

Respectfully Submitted by:



Eric Berthel
Board Secretary

Deborah Jacobs
Minutes Secretary