

MEETING MINUTES

Attendees: School Committee Vice Chair Cheryl Sweeney, Committeeman Dan Koen, Susan Viccaro Supt. of Schools, Nancy Lysik, Exec. Assistant to the supt. for Finance/HR, and Committeeman Steven Cole; sub-committee chairman

Excused: none, all present

Meeting began at 4:20 p.m.

Old Business/Previous Action Items: None

Responsible	Action Item/Task	Due Date

New Business:

Report

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| I. | Review FY '13 EOY anticipated final figures | N. Lysik |
| II. | Status of Open positions & salary costs | Supt. Viccaro & N. Lysik |
| III. | Total Cost of Admin VACA buybacks, end FY 13 | N. Lysik |
| IV. | Out of District Placement Costs | Supt. Viccaro |
| V. | Supt. Search Cost Status | N. Lysik |
| VI. | Status of High School new science staff costs | S. Viccaro |
| VII. | Legal Fees for Contract Negotiations | N. Lysik |
| VIII. | Legal Fees for Non-renewals | N. Lysik |
| IX. | Cost to the district for SPED director and interim FY'13 | N. Lysik |
| X. | Administrative salary Increase | S. Viccaro |

- I. Looked at FY 13 update via the remaining balance in Choice of which as of 8/16/2013 an anticipated remaining balance would be \$124,875.11. Exhausting this much of the Choice Fund balance, which was over \$1,000,000 as of 8/1/2013 is concerning going into the beginning of the school year with a start before Labor Day. As a result and extra pay period occurs in August.
- II. All advertised positions for FY 14 have been filled but one – a 0.6 FTE for PE at the Brown School.
- III. Administration Vacation Buy Back totaled: \$32,274.00 (Kerble \$7,460; Brann \$5,537; Farrell \$15,751; Daileanes \$3,526. Farrell’s amount was high as she resigned early in her work year and had not used much of the vacation time that was available to her, which she was remunerated for, per contract. Cole recommended that moving forward we should look at changing policy so that administration is not forwarded all of their time on 7/1, at the start of the new contract year.

- IV. Difficult issues in SPED the last couple of years are causing shortfalls due to the resulting settlement costs. There are \$115,000.00 in new settlement costs that are not budgeted. On 3/14/2013, near the beginning of the FY '14 Budget process, out of district placements of enrolled Newburyport students were projected to total \$1,149,231.14, including tuition, summer program and therapies. This number is exclusive of transportation. From these numbers is budgeted a circuit breaker projection of \$213,270 based on a 50% circuit breaker reimbursement, after the 3X student cost is deducted. At that time there were 4 potential placements and one Choice student not included in the projection. Currently, there is an anticipated \$658 K budget shortfall. Of this amount \$581,712.00 is from non-budgeted outplacements/settlements Supt. Viccaro and Director of Pupil Services Barbara Dee are working on organizing special education programs to ensure that we have appropriate programs. The superintendent will develop and make a more formalized presentation in the upcoming weeks.
- V. The cost of the superintendent search was \$15,000.00
- VI. 2.8 FTEs hired as science teachers to replace teachers (non renewed) at \$34,700 lower cost.
- VII. Legal fees for contract negotiations totaled \$17,342.50 and evaluation legal fees totaled \$9,643.50 for a grand total of \$26,986.00 for total negotiations.
- VIII. Non-renewals (4) legal fees totaled: \$9667.50. For the three related to item VI. the cost was \$9,527.50.
- IX. Cost for Special Education Director for FY '13: (K. Brann includes vaca. buy back) \$26,268; (C. Joyce) \$62,335; (B. Dee) \$27,000 for a total of \$118,603.00. The FY '13 budget for this position was \$104,892.00 Costs exceeded the budget line for this position by \$13,711.00
- X. Administrative salary increases were presented and were slightly higher than the aggregate amount brought before the School Committee during budget preparation. This was because one salary increase to an asst. principal was budgeted, but not included in the roster of administrative increases.

Meeting adjourned 5:40 p.m.

Responsible	Action Item/Task	Due Date
Supt. Viccaro & N. Lysik & Central Office	FY '14 Budget – update on latest out of district placement costs and other budget issues, primer for a formal presentation at a School Committee Meeting	Next Finance Subcommittee Mtg.TBD
Supt. Viccaro & N. Lysik	Revenue update and any projected offsets	Same as above

Respectfully submitted,

Steven P. Cole, chairman of finance subcommittee & recorder