

The questions below were sent to the Superintendent and Board of Education on Sunday, April 2, 2023, and the response was submitted to the Board of Finance on Tuesday, April 4, 2023. The questions in black font came directly from the Board of Finance Chair and the Board of Education responses are in blue.

1. Q: 40111 Salaries: Headcount by Step and Level of Education for Certified Salary?

A: In the 2023-2024 budget, there is 234.6 FTE Certified Teaching Staff. The Teachers' Contract and salary assignments are available on the CPS website.

https://cdns5-ss11.sharpschool.com/UserFiles/Servers/Server_7752070/File/Board%20of%20Education/Education%20Budget%20Documents/BY%202023-2024/Colchester%20Adopted%202023-2024%20Line%20Item%20Budget.pdf

Grade	Step	# of Employee
BA	3	1
BA	4	4
BA	5	2
BA	6	3
BA	7	1
BA	12	1
BA	13	1
BA+15	8	1
BA	10	1
BA	13	1
MA	2	2
MA	3	4
MA	4	2
MA	5	7
MA	6	5
MA	7	4
MA	8	2
MA	9	10.6
MA	10	2
MA	11	12
MA	12	5
MA	13	114
MA +15	7	1
MA +15	11	1
MA +15	13	7
6TH Year	4	1
6TH Year	7	2
6TH Year	8	1
6TH Year	10	1
6TH Year	11	2
6TH Year	12	5
6TH Year	13	25
6TH Year +15	13	3
Total		234.6

2. Q: Which Teachers are ARPA funding that expired?

A: 2.0 FTE Kindergarten teachers, 1.0 Preschool Teacher, 0.6 FTE Reading Specialist, 1.0 Special Education Teacher, 0.5 Child Development Associate, and 1.0 FTE Special Education Supervisor.

3. Q: Salary proposed for: (showing over last year's salary) Daniel Sullivan, Charles Hewes, Rachel Linkkila, Heather Petit, Michelle Flynn, Dawn Lepage, Michelle Marceau, Suzie Clark, Alexis Cook (Base, Deferred Comp, Stipends, Travel Comp, Longevity, or any other added comp)

A: The proposed salary for the Superintendent in 2023-2024 is \$215,000.00, \$17,200.00 for 403b contribution and a \$6,000.00 travel allowance; this is the same salary as 2022-2023, as the salary for the 2023-2024 contract has not yet been established. All non-union contracts are posted on the website. The proposed salary for the Assistant Superintendent in 2023-2024 is \$160,519.00 and a \$8,225.95 contribution to a 457 plan (5% of base salary); this is the same salary as 2022-2023, as a 2023-2024 contract has not been established. Please note Dr. Thomas McDowell authorized a one time \$7,000.00 retirement contribution as compensation to the Assistant Superintendent for taking on the added responsibility as Acting Principal of Bacon Academy. All non-union contracts are posted on the website. The proposed salary for the Business Director in 2023-2024 is \$120,000.00 and a 5% contribution to a 457 plan; this is the same salary as 2022-2023, as a 2023-2024 contract has not been established. All non-union contracts are posted on the website. The proposed salary for the Executive Assistant to the Superintendent in 2023-2024 is \$67,000.00 and a 5% contribution to a 457 plan; this is the same salary as 2022-2023, as a 2023-2024 contract has not been established. All non-union contracts are posted on the website. The proposed salary for the Executive Assistant to the Assistant Superintendent in 2023-2024 is \$56,722.00 and the salary for 2022-2023 was \$50,697.00. The office professional contract is posted on the website. The proposed salary for the Human Resource Assistant in 2023-2024 is \$52,645.00 and a 5% contribution to a 457 plan; this is the same salary as 2022-2023 as a 2023-2024 contract has not been established. All non-union contracts are posted on the website. The proposed salary for the Accountant in 2023-2024 is \$87,800.00 and a 5% contribution to a 457 plan; this is the same salary as 2022-2023, as a 2023-2024 contract has not been established. All non-union contracts are posted on the website. The proposed salary for the Finance Associate in 2023-2024 is \$62,200.00 and a 5% contribution to a 457 plan; this is the same salary as 2022-2023 as a 2023-2024 contract has not been established. All non-union contracts are posted on the website. The proposed salary for the Finance Associate in 2023-2024 is \$61,700.00 and a 5% contribution to a 457 plan; this is the same salary as 2022-2023 as a 2023-2024 contract has not been established. All non-union contracts are posted on the website.

4. Q: Please clarify the rumors: Does Dan get a \$6,000 travel stipend in addition to his Base of \$215k and Deferred Comp of \$17,200?

A: The Superintendent's contract for 2022-2023 is a prorated base salary of \$215,000.00, \$17,200.00 contribution to a 403b, and a \$6,000.00 travel allowance. All non-union contracts are posted on the website.

5. Q: Is Dr. Hewes proposed a **\$30k** salary increase? If so, where is the BOE meeting/approval? Does Dr. Hewes get a stipend for his doctorate? What is his increase for next year?
- A: Currently, the Assistant Superintendent makes \$160,519.00 and there is no language in his contract about a stipend for a doctorate. The board has not entered into a contract for the 2023-2024 school year with the Assistant Superintendent. All non-union contracts are posted on the website.**
6. Q: 41210 Employee Related Insurance Did you get a Lockin (sp) quote?
- A: The Board of Education did receive information from Lockton concerning the Projected claims at 100%, administrative services fees, discount share fees, PCORI fees, individual and aggregate stop-loss insurance premiums.**
7. Q: 41210 Employee Related Insurance This was overfunded and adjusted last year. Are you following the projections and funding methods in place, or did you re-formulate?
- A: In addition to Projected claims at 100%, administrative services fees, discount share fees, PCORI fees, individual and aggregate stop-loss insurance premiums, the Board also considers PPI benefit solution fees, payments of insurance waivers, contributions to employees' Health Savings Accounts, Life Insurance, AD&D Insurance and Long Term Disability.**
8. Q: 41210 Employee Related Insurance Was this line discussed with Mary (Town Financial Director)?
- A: The Board of Education and Town are insured jointly, but the costs are separated by covered employees. A conversation between the Town and Board of Education regarding insurance costs is not necessary. In turn, the Town also does not need to come to the Board of Education to discuss how they budget for insurance.**
9. Q: 41210 Employee Related Insurance Was there a change to this insurance such as stop loss or increased participants?
- A: There was no change to stop-loss. There is always a fluctuation of the number of employees, dependents, and retirees that are insured by the Board of Education.**
10. Q: I will seek Mary to concur with your formulation, please reach out to her before Tuesday so we know this shared expense is properly executed for next year since it remains dual billed.
- A: The Board of Education and town are jointly billed, but the costs are separated by actual charges to each group—it is not a simple percentage that each group pays.**
11. Q: 41290 Other Employee bene:
- A: I believe the question is in regard to the 41290 Other Employee Benefit line. This line is a legacy benefit from the Teachers' Contract. Article 26 of the Teachers' Contract states the following, "Certified professional employees who have served a minimum of fifteen (15) years of consecutive service in the system, upon retirement (i.e. filing with the TRB for retirement benefits) or death, but not resignation, shall receive payment for twenty-seven percent (27%) of all accumulated unused Sick Leave days based on salary at the time of severance. To be eligible for this payment, teachers must have been hired on or before June 30, 2017 and must give written notification by October 1 of intent to retire. If the teacher does not retire at that time, he/she will not receive payment for accumulated sick leave then or at any time in the future, unless the**

Superintendent determines that major life changes create extenuating circumstances that justify excusing compliance with the announced retirement, which determination shall not be unreasonable. Retiring teachers shall receive this retirement benefit during the first payroll period for employees in the fiscal year following retirement."

12. Q: Are you filling all retirements?

A: Currently, the Board of Education is aware of 11 staff retiring at the end of 2022/23. Of these 11.0 FTEs, only 1.0 Elementary Teacher position will be eliminated.

13. Q: What step(s) are planned for replacements/new hires?

A: The Board budgets at Masters Step 9 (\$64,837) for all vacant positions.

14. Q: 44815 Software lic & supportUp 14.3%....any funding for this increase that belong in the technology plan? Is the increases curriculum or tech based? Are items purchased (or partially purchased). How much of this is YOY cost and how much is new initiative?

A: The total increase in dollars for software is \$42,521. \$18,000 of that increase is allocated to replace the eliminated State-funded software for educator evaluation. The increase in Special Education software is for Q-Interactive and Q-Global which are evaluation / testing platforms. The increase in software at BA is due to price increases, live-streaming software for graduation, and Advanced Placement music courses. The increase at WJ is to support speaking and listening skills in social studies and math classrooms. The increase at CES is to support assessment software to more effectively manage student learning data for ELA and math.

15. Q: Were any June 2022 transfers made to purchase software? If so, which programs? Do any last year purchases now have annual encumbrances on this line?

A: No. It has always been the practice to purchase software using BOE budgeted funds in the year in which they are used.

16. Q: What is the 3-5 year funding projection on S&Lic support? Is it in the Tech plan?

A: Each year, the District technology and curricular teams review current software use, effectiveness, and impact on student learning. These teams make decisions to continue or discontinue software year-over-year based upon the aforementioned criteria. There is not a 3-5 year funding projection because the need for, quality of, and availability of software can change annually.

17. Q: 45530 Was the upgrade in phones put out for bid? What meeting did BOE choose a vendor?

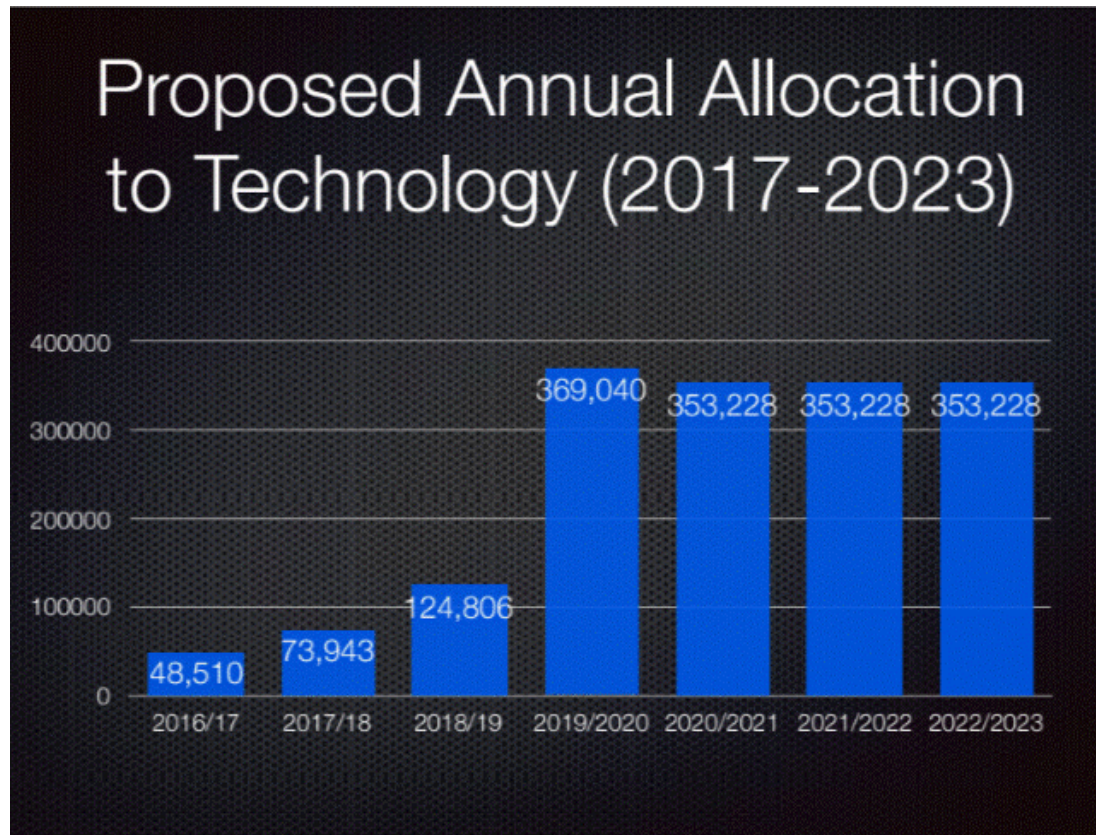
A. The week before teachers returned from summer break, the IT Director was informed that the phones at Bacon Academy were not receiving incoming/outgoing calls and that the system could not be repaired. The existing BA phone system was based upon 8 analogue phone lines that ran along copper wire. CES and JJIS had the same phone system. Superintendent McDowell waived the bid process and approved the emergency purchase of the phone system in order to ensure the buildings could be open for school on the first day. Even though the bid process was waived, the company that was selected did receive a regionally competitive bid via Twin Lakes Consulting, which is a vendor of the CT Regional Education Service Center - CREC.

18. Q: Are their annual maintenance costs to the new system?

A. There are monthly hosting costs associated with this system because it is a Voice-over IP system.

19. Q: Is the upgraded system installed or proposed to be installed? (increase is 116%) **The IT Department has scheduled a sequential roll-out of the new phone system that, to the greatest extent possible, reduces the interruption to school operations. The roll-out will be complete by the end of the 2022/23 year. For the first time, all four schools and the central office will be on the same phone system.**
20. Q: Supplies: 42611
A: The Instructional Supplies account, 42611, is budgeted at \$269,656.00 in the 2023/24 budget with a \$33,346.00 increase over 2022/23. This increase is due to an increase in enrollment, an increase in supply costs, and the need for resources to support the special education department to meet the State mandate for reading instruction.
21. Q: 42690
A: The Other Supplies/Materials account 42690, and is budgeted at \$545,121.00 in the 2023/24 budget. This is a \$182,613.00 increase over 2022/23, which is largely an increase to System Wide Technology.
22. Q: 45624
A: We do not have a 45624 account number.
23. Q: Various Supply lines are increased; the rationale is Tech supplanted in ARPA grant returning to budget. Please identify what the increased dollars are in "Supplies" (at +\$600k, its substantial funds to be non-specific).
A: The largest monetary increase in Other Supplies/Materials is at the System Wide level. The year-end funds and ESSER2 and ARPA grants were used to off-set the purchase of Chromebooks and other technology supplies over the past two years.
24. Q: Why does BOE opt for high "supply" lines v. direct allocations to departments or schools?
A: Maintaining supply lines allows building administrators to have a greater degree of spending discretion. One grade level or department may have a more pressing need than another from one year to the next.
25. Q: Capital Plan 48734 Will discuss the existing Cap Plan vs. the new Cap plan. Indicate which BOE meeting discussed and approved a new plan
A. The BOE has not approved a new capital plan.
26. Q: Please detail 2x \$60k maintenance supplies, the reallocation of the existing plan and what has been accomplished YTD.
A: The Upgrade Building Management System at Bacon Academy is \$60,000.00 and the Upgrade Building Management System at Jack Jackter Intermediate School is \$60,000.00.
27. Q: Where is the tech plan funding voters approved of \$100k? Again, if Tech plan changed please provide the BOE meeting and updated plan and the balance remaining in the (to-be) abandoned account.
A: Whereas the technology used for instruction changes year-over-year, the maximum amount requested for technology to satisfy the technology plan has not changed. The annual amount identified for sustaining the Technology Plan is \$353,288 (See image below). Included in this number is a) the cost of purchasing devices and b) the funding off-set that is needed for future, costly infrastructure purchases (i.e., wireless systems,

network infrastructure, computer labs, etc.). There appears to be an increase to the proposed budget because in 2020/21, the entire \$149,000 cost of student chromebooks was paid for out of the 2019/20 end-of-year funds. In 2021/22, the entire proposed \$176,770 technology device budget was allocated to the ARPA grant in an effort to respond to budget reductions.



(Slide 11, Presentation to the Board of Education, November, 2018)

28. Q: Revenue What is your Special Education estimate?
A: While we do not have any special education revenue, we do expect \$699,752 in excess cost reimbursement from the State.
29. Q: Revenue What is your Norwich Tuition Estimate?
A: Currently, we are not expecting revenue from Norwich Tuition. The Norwich BOE is having discussions about only sending students to NFA. A policy change by the Norwich BOE, if approved, will inform the Board's next steps.
30. Q: How much in State funding, if any, do we receive for Pre-K services?
A: The Board of Education receives \$98,100.00 in Competitive School Readiness funding and \$10,240.00 in School Readiness Competitive Enrollment Based funding.
31. Q: How many students do we lose by cutting Pre K?
A: No formal discussion has been had to reduce PreK.
32. Q: How many SpEd students in Pre-K, how do you justify not providing services identified as a need?

A: We are obligated to provide services for identified students who leave the Birth to Three system. We will not be cutting SpEd services in PreK.

33. Q: Will you close C3 with closing full day Pre-k?

A: No formal discussion has been had to reduce PreK. The Board of Education has budgeted \$40,000.00 in the proposed 2023/24 budget as a contribution to the C3 program.

34. Q: Could you show us BOE work on identifying Pre-K as a reducible service? What line items would they reduce on budget request?

A: No formal discussion has been had to reduce PreK. This is a reaction to a “worst case scenario” question at the March 7, 2023 meeting. If we reduced Pre-K to one full-day class and three part-day classes, which is the lowest number of classes needed to fulfill special education services, the following reductions to staff could occur. Please note that we anticipate that reductions to PreK will also impact preschool tuition revenue.

40111 - 1.0 FTE Pre-K Teacher	\$50,261.00
40112 - 4.0 FTE Paraprofessionals	\$97,228.00
40111 - 1.0 FTE Speech & Language	\$94,119.00
40111 - Lost Preschool Tuition Revenue	\$-22,500.00
Total	\$219,108.00

QUESTION NOT ASKED - Could you show us BOE work on identifying Kindergarten as a reducible service? What line items would they reduce on budget request?

A: No formal discussions have been had to reduce Kindergarten. This is a reaction to a “worst case scenario” question at the March 7, 2023 meeting. If we reduced Kindergarten to a half-day program, the Board would be able to reduce from 11.0 to 5.0 FTE Kindergarten Teachers.

40111 - 6.0 FTE Kindergarten Teachers	\$472,429.00
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35. Q: Could you show us BOE's work on Music as a reducible service? What line items would they reduce on budget request?

A: No formal discussions have been had on reducing Music. This is a reaction to a “worst case scenario” question at the March 7, 2023 meeting. The following is the historical funding to the programs:

CES Music Teacher	\$93,280.00
JJIS Band Teacher	\$92,435.00
JJIS Music Teacher	\$59,002.00
WJJMS Band Teacher	\$92,435.00
WJJMS Music Teacher	\$92,435.00
WJJMS Marching Band Stipend	\$1,462.00
WJJMS Chamber Choir Stipend	\$2,437.00
WJJMS Jazz Band Stipend	\$3,899.00
Bacon Academy Band	\$93,185.00
Bacon Academy Chorus	\$80,718.00
Bacon Academy Jazz Band St	\$2,437.00
Bacon Academy Marching Band St	\$4,874.00
Bacon Academy Percussion St	\$1,462.00

Historial Supplies	\$18,260.00
Historical Dues and Fees	\$4,070.00
Historical Other Professional Ser	\$6,950.00
Historical Cleaning Repair	\$2,000.00
Total	\$651,341.00

36. Q: Could you show us BOE's work on Sports as a reducible service? What line items would they reduce on budget request?

A: No discussions have been had regarding the reduction of athletics at the middle school or high school level. The following is a list of historical funding for athletics:

JJIS Coach Stipends	\$1,250.00
WJJMS Coach Stipends	\$46,304.00
Athletic Director	\$64,387.00
BA Coach Stipends	\$238,913.00
Historical Supplies	\$46,135.00
Historical Travel	\$108,934.00
Historical Dues	\$2,725.00
Historical Officials & Fees	\$80,428.00
Historical Pay-to-Play Revenue	-\$105,000.00
Total	\$484,076.00

37. Q: Last two audited years' use of Unexpended Fund Balance.

A: The Board of Selectmen, Board of Education, and Board of Finance entered into a joint resolution to establish a Board of Education Capital Reserve Fund. After the audited financial statements are provided to the Board of Finance, the Board of Finance can make a motion to transfer into the Capital Reserve Fund all, or a portion of, the unexpended funds remaining from the prior year's Board of Education Budget. In 2019-2020 the unexpended amount was \$341,724.23 and in 2020-2021 the unexpended amount was \$436,952.22.

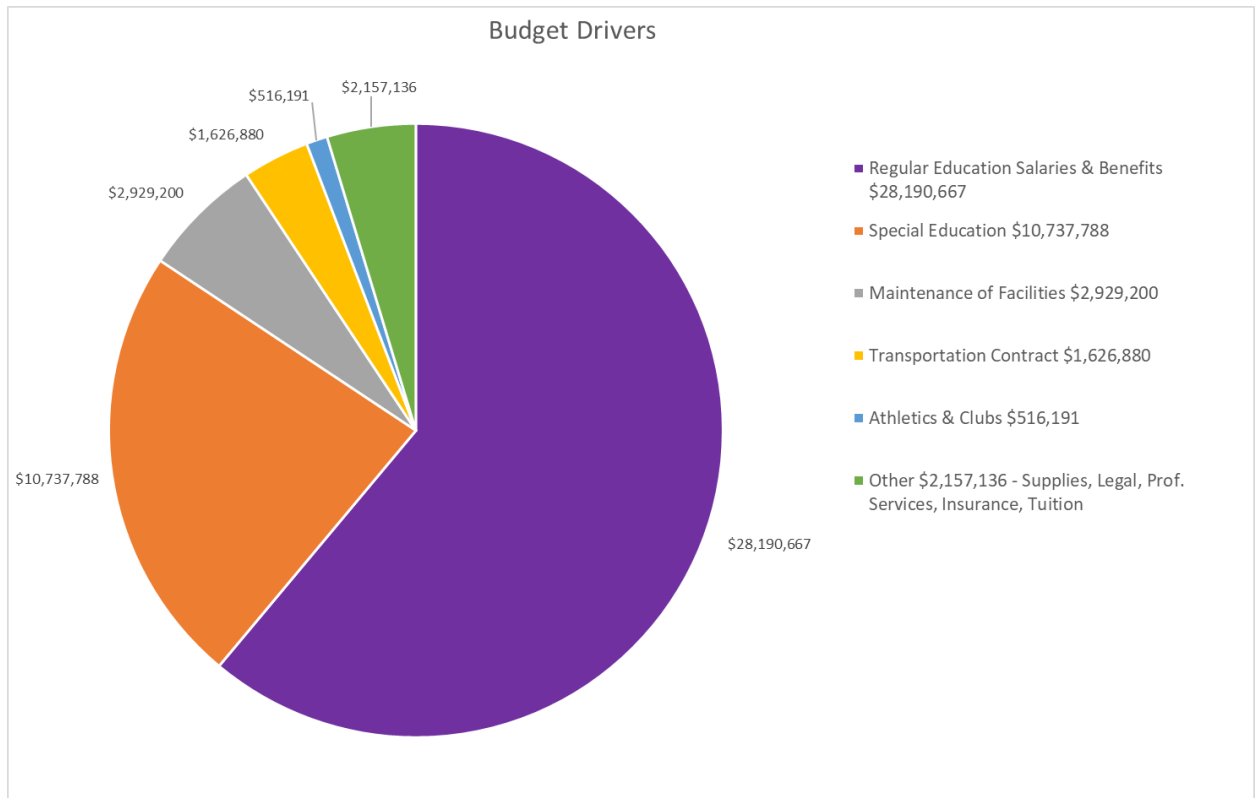
38. Q: How much overall is each school get allocated in funding in your budget?

A: In the 2023-2024 proposed budget, the following is allocated for each school; Colchester Elementary School = \$5,146,355.00, Jack Jackter Intermediate School = \$4,619,981.00, William J Johnson Middle School = \$5,541,080.00, Bacon Academy = \$8,375,810.00, Special Education = \$10,735,292.00, Central Office = \$1,448,658.00 and Systemwide = \$10,290,686.00.

39. Q: How much overall is CO allocated in your budget?

A: In the 2023-2024 proposed budget \$1,448,658.00 is allocated for the Central Office.

40. Q: Please provide a pie chart for Majors as % of your budget: Salaries, Benefits, Instructional, Transportation, Prof Services, Insurance, Office Svs, Tuition, Fac & Grounds, Cap Outlay, Supplies, Trav, Training & Dues, Contractual and Prof Svs, Repairs & maintc, Utilieis & Tax, TTEE to Other Funds and Transportation



41. Q: Separate new initiatives from last year's budget. Indicate which new initiatives that have YOY costs.

A. Security and Student Wellness are new initiatives in the 2023/24 budget. 4.0 Safety Officers, one at each building, equates to \$145,600 in salaries. The Student Wellness staff (Registered Behavioral Technicians) are not included in the proposed budget. The 2.0 RBTs are included in the ARPA grant through 23/24.

42. Q: Identify security funding per school: SRO, Greeters, etc. Are any teachers (40111 or 40112) stipend in security?

A: Current Budget:

Raptor Software = \$2,160
 Video Camera Upgrade = \$8,000
 Security salaries CES = \$22,481
 Security salaries JJIS = \$22,481
 Security salaries WJ = \$0
 Security salaries BA = \$21,727
 SRO = \$92,518.00

Proposed Budget:

Raptor Software = \$2500
 Video Camera Upgrade = \$35,000
 Security salaries CES = \$82,064
 Security salaries JJIS = \$82,064

Security salaries WJ = \$82,064

Security salaries BA = \$122,68

SRO = \$92,518.00

43. Q: Could you show us BOE work: and support the new initiative with a plan of funding?

A. School Districts in Connecticut are required to obtain a safety audit every other year. Our audit is currently being conducted by Dillon Security and Investigations, a Connecticut company that conducts audits throughout the state and in other areas of New England. In this initial assessment provided to the district's School Safety Committee, they identified numerous areas of strengths and needs. In particular, they highlighted the recommendation to add safety personnel at each of our schools. This recommendation has been shared with the Board. The request for funding was included in the February 7, 2023 Superintendent's Budget presentation. Please note: this same recommendation was made to Dr. McDowell by the Colchester Police last Fall.

44. Q: Please identify new initiatives in Security cost v. current plan.

A. The Colchester Public Schools have been out of compliance as we haven't had an audit or an active Security plan.

45. Q: June 2022 Transfers: please list transfers made resulting in funding an item or purchased product (such as software, programming, furniture, etc)

A: There were no June 2022 Transfers.

46. Q: 2021-2022 Furniture and construction costs.. Where were funds transferred from to cover the outlay? Did BOE approve this construction at CO and purchase of furniture? Did our school receive new furniture in 2021-2022? If so, which schools and how much was spent per school.

A: The Board of Education Suite had no new construction in 2021-2022. Furniture was purchased out of 259007-47200 in the amount of \$29,118.96. In 2021-2022, furniture was purchased from line 222004-48733 in the amount of \$10,022.45 for the Bacon Academy Library, and from line 240004-48733 in the amount of \$766.90 for miscellaneous furniture for Bacon Academy.

47. Q: What is the BOE plans with Cap Plan Unexpended funds this year?

A: With many variables still in play we cannot forecast the amount of money that will or will not remain at the end of the fiscal year. If funds do remain we will have the conversation first with the Board Budget Committee and then on to the full board.

48. Q: Grants: (Art) Do we have matching grants? If so, where are the funds coming from to match?

A: There are currently no grants requiring the District to match funds.

49. Q: If grants were due to expire and the program to end, how is it still in the budget?

A: The ARPA grant permits Districts to utilize the grant to maintain services. The staff and services that were added to the ARPA grant were always considered necessary to support our student population, and it was always intended to return the salaried positions to the budget. The Board utilized grant funds to off-set the impact of budget reductions. The Board's proposed budget was reduced by \$639,175 in 2021/22 and \$200,000 in 2022/23.

50. Q: Pay to Play Historically we hadn't addressed PTP, but it has come up this year. Show the last two years (including YTD) ledger of collections, expenditures, and remaining balances. The PTP was once a general fund item, but in recent years expenditures were made against the balances, so if it's moved to BOE, please provide the details you have, including balances.

A: Since 2015-2016 Pay-to-play was included in the Board of Education budget. The Board collected \$29,140.00 in 2020/21 and \$85,247.89 in 2021/22 in Pay-to-Play fees.

51. Q: Special Education: Please provide breakdown of SPED costs against reimb and non reimb. so we can see, how much in dollars, we are not reimbursed. Please provide YTD & next years projections on SpEd, (see Maggie reporting for reference of an acceptable report)

A: See below

Projected Excess Cost Reimbursement (FY 22-23)

Student	Claim Total	Cost after threshold of \$83,750	
Student 1	\$109,900	\$26,150	
Student 2	\$191,297	\$107,547	
Student 3	\$104,897	\$21,147	
Student 4	\$122,886	\$39,136	
Student 5	\$128,831	\$45,081	
Student 6	\$118,122	\$34,372	
Student 7	\$114,388	\$30,638	
Student 8	\$157,488	\$73,738	
Student 9	\$224,400	\$140,650	
Student 10	\$145,016	\$61,266	
Student 11	\$179,108	\$95,358	
Student 12	\$152,871	\$69,121	
Student 13	\$293,512	\$209,762	
Student 14	\$129,430	\$45,680	

			\$679,759 (68%)
Projected Excess Cost Reimbursement		\$999,646	\$699,752 (70%)
			\$719,745 (72%)