

Suffield, Connecticut

Approved by Bd. of Ed.: 8/20/13

Board of Education Meeting

July 23, 2013

Call to Order

Board Chair, Sue Porcello, called the meeting to order at 5:00 p.m. in the Suffield High School Media Center. Present: Board members Sue Porcello, Mary Lou Sanborn, Bob Eccles, George Beiter and Jeanne Gee and Superintendent of Schools, Karen Baldwin.

Executive Session

Gee moved, Eccles seconded to move into executive session at 5:05 p.m. for the personnel matter of interviewing the finalist candidate for the Assistant Principal position at Suffield High School.

Board member D'Ostuni entered the meeting at 5:10 p.m.

Board member Roy entered the meeting at 6:25 p.m.

Regular Session

Eccles moved, Gee seconded to move into regular session at 6:40 p.m. with the same persons present plus Jim Collin, Assistant Superintendent and observers.

The meeting opened with the Pledge of Allegiance.

Public Comment

None

Communications

A letter was received from Richard Davis. The Superintendent will follow up.

Approval of Minutes

Gee moved, D'Ostuni seconded to approve the minutes of the June 18, 2013 Special Board of Education meeting. The meeting passed with one abstention (Sanborn).

Changes to Agenda

MOTION #13-37: Roy moved, Sanborn seconded **to remove item VII.A-Appointment of Suffield High School Assistant Principal from the agenda.** The motion passed unanimously.

MOTION #13-38: Eccles moved, D'Ostuni seconded **to table the discussion of item VII.B-Final Site Transition and Learning Management System until the next Board of Education meeting.** The motion passed unanimously.

Consent Agenda

MOTION #13-39: Gee moved, Sanborn seconded **to approve the following items on the consent agenda: Policy 5125P/R – Student Records: Confidentiality.** The motion passed unanimously.

Discussion Action Items

- BlumShapiro Management and Consulting Presentation of Shared Service Proposal and Assessment of SPS Implementation of 2011 Efficiency Study

Jeff Ziplow from BlumShapiro presented an overview of the proposal for shared services between the Town of Suffield and the Suffield Board of Education in the areas of Payroll, Accounts Payable, Purchasing and Human Resources. Mr. Ziplow stated that the role and goal of the Business Manager must be clearly understood as we go through this process. Board member D'Ostuni asked how many of the towns who have merged these services have been run by a Town Manager (she stated that another board member – Mary Roy – had first pondered the question after an earlier town meeting). Mr. Ziplow will research and provide that information for the Board. He stated that the roles and responsibilities of Business Managers vary from town to town. The Superintendent stated that we will need an executive leader to guide all decision making (i.e. utilities, transportation contracts, cafeteria services). Board member Eccles warned against “scope creep”, stating that he was unaware Human Resource Services was also being considered in this proposal. He feels this should be separate from the Business Manager responsibilities. Efficiencies must be created on both sides (Town and Board of Education). He also reminded the Board that there are times, such as budget season, when having only one person in this position could create work flow problems. Is there best practice for this type of endeavor?

Mr. Ziplow stated that he was told by the First Selectman that the Town was “ready to go” to put this proposal into action. Board member Eccles proposed that a Steering Committee be put into place to oversee the process. Quality and priority of services as well as proper governance are very important.

- 2013/14 Board of Education Operating Budget

Diane Raymo, consultant, reported on her work in re-aligning the 13/14 Board of Education budget. She reported that much of the 2011 BlumShapiro efficiency study in the financial area has been implemented. A two-day training session in MUNIS for Business Office staff is planned. A procedures manual will be created for Accounts Payable, Human Resources, Payroll and Purchasing. Board member D'Ostuni stated that we should wait until these items are put into place before we have BlumShapiro come do the follow up on the efficiencies study so we do not have items in the follow up report that are in the works. Diane feels that the work should be done by the end of December 2013.

MOTION#13-40: Eccles moved, D'Ostuni seconded **to table further discussion of the efficiencies follow up proposal until the current efficiencies work outlined for the board is completed.** The motion passed unanimously.

MOTION#13-41: Eccles moved, D'Ostuni seconded **to table further discussion of the shared services proposal and have the Board Chair and First Selectman create a joint Steering Committee made up of Board of Education members and Selectmen where any proposal brought forward by the Steering Committee would be voted upon independently by the relevant Boards for acceptance.** The motion passed unanimously.

MOTION #13-42: Eccles moved, D'Ostuni seconded **to table the balance of the agenda until the next Board of Education meeting and to adjourn the meeting.** The motion passed unanimously.

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Lori D'Ostuni
Secretary

LD/ajk