

**CITY OF NORWALK
BOARD OF EDUCATION
FINANCE COMMITTEE
JUNE 25, 2014**

ATTENDANCE: Rosa Murray, Chair.

STAFF: Dr. Rivera, Superintendent; Richard Rudl, CFO;
Lee Palmer, Human Resources Director

OTHER Migdalia Rivas, Shirley Mosby (BOE members)
Dr. Lynne Moore; Mary Yordon, NFT; NFEP: Susan Stroffolino,
Laurie Hall, Gerd Caporrino, Donna Rastocky.

Call to Order

Ms. Murray called the meeting to order at 6:30 p.m. and stated that despite the presence of a quorum, the meeting would be held as an informational session.

Central Office Reorganization

Ms. Murray stated that following last week's Board meeting, this meeting was to review the details of the Superintendent's Central Office Reorganization plan. She stated that while it appears the plan in line with the big picture, there needs to be a conversation and a modification to the process. She asked that the question is 'when does that happen' and since it was not part of the plan, maybe it is a timing issue. She wants to avoid things coming to the Board in a delayed manner that are not completely and clearly aligned in terms of salary and position breakdowns. She added that she realizes the Central Office needs staffing following the severe budget cuts, but we aren't there yet with a plan that matches up with the original budget recommendation. She stated that maybe it is the delay in the timing that things coming in phases present a gap in the process and causes confusion.

Dr. Rivera referred back approved plans and the budget process regarding a targeted needs assessment for the redesign of the HR Department in keeping within budget parameters. He explained that this plan targets the redesign study by the consultant and is much needed to deliver the personnel services for the district.

Ms. Murray referred to the first item on the agenda and asked for an outline of the new positions and how they were funded from the operational budget versus grants.

Mr. Rudl presented the chart of financial impact to local funds and explained the functional areas of the Redesign Implementation Funds and changes to the FTE as follows:

FINANCIAL IMPACT (LOCAL FUNDS ONLY)

Functional Area	Current FTE	FY14/15 Base Budget	Restructured Budget	Proposed FTE	Financial Impact
Superintendent	2.00	\$ 321,094	\$ 381,612	3.00	-60,518
Human Resources	4.00	\$ 353,062	\$ 609,152	6.80	-256,090
Special Education	8.50	\$ 829,995	\$ 991,243	9.50	-161,248
Business & Finance	9.00	\$ 679,258	\$ 473,172	6.00	-206,086
Curriculum	10.23	\$ 840,997	\$ 1,082,083	12.23	-241,086
School Operations (Deputy Superintendent)	2.00	\$ 271,958	\$ 436,958	3.00	-165,000
Communications	1.00	\$ 60,000	\$ 85,000	1.00	-25,000
	36.73	\$ 3,356,364	4,059,218	41.53	\$ (702,854)

Benefits \$ (56,628)
 Redesign Implementation Funds \$ 770,000
Total Cost

Changes in FTE

Superintendents	1.00 Receptionist
Human Resources	1.00 HR Specialist 1.00 Benefits Clerk 0.80 Director of Labor Relations
Special Education	1.00 Special Education Instructional Supervisor
Business & Finance	1.00 COO 1.00 COO Secretary 1.00 Benefits Clerk
Curriculum	1.00 Chief Academic Officer 1.00 Chief Academic Officer Secretary
School Operations	1.00 Director of School Operations
	4.80

There was discussion on what new positions are grant funded, and Mr. Rudl gave an overview of the Dalia Foundation grant. He explained how the positions were part of the amended budget.

Mr. Palmer explained that there were no displacements and provided a preview of the positions and proposed range for salaries for the re-organization positions. (The documents were not submitted for the record.) He further explained that the salary range for the HR Specialists was calculated at around \$75,000. He stated that included in the .8 Director of Labor Relations that would be Dr. Dylewski based upon his experience with the district in negotiations and handling grievances and contracts.

Ms. Rivas asked about job descriptions and questioned the overlap of a Labor Relations position with the Human Relations position and duplication in responsibilities and roles. She added that there are displaced Librarians and Secretaries with reduced hours that should be reinstated prior to adding positions in the Central Office.

Dr. Rivera stated that it is his intention to go back and adjust those positions with the NFEP negotiation agreements and restore hours. He added that there is a tentative agreement to increase those hours with the NFEP, and he intends to correct the demoralization in climate that resulted from a broad reduction in hours as opposed to a cut of one or two positions. He explained that it is his feeling that there was an impact on those with reduced hours that needs to be corrected.

Mr. Palmer stated that the positions as outlined are all full time positions at 37.5 hours.

Dr. Moore stated that there were increases to the Director of Communications and others and asked if there was consideration to reinstate Bruce Morris from .8 to a 1.0 position. Mr. Palmer replied that the intention was to target positions with increased responsibilities.

Ms. Mosby asked about the tentative settlement for secretaries that has been negotiated and the outcome result to the budget. Dr. Rivera replied that it is ready to go for approval. Ms. Mosby asked what happens if is not approved, and that it is hard without job descriptions to see the overlap in duties.

Dr. Rivera replied that we do have job descriptions available for review by Board members. He explained that there is a level of management oversight that is effective without going beyond micro-management of the Superintendent. He gave an overview of the many areas that he has to manage and the internal systems that have to be in sync.

Ms. Yordon stated that she feels it is good to have HR overhauled and there needs to be a system of support services to teachers and staff that is really non-existent.

Dr. Moore asked about the bi-lingual element of the job descriptions for the receptionist . She explained that there is no one at her school that speaks Spanish and stated that she has to have some one come in to translate to parents and will give them a gift card from her own money to compensate them for this service. She added that her Librarian 's hours were cut and she now leaves before the students on Fridays. She stated that there needs to be reinstatement of school services before central office top level positions in order to adequately serve the students.

Dr. Rivera clarified that Dr. Moore was questioning the process, and she replied yes she would expect a restoration of positions and hours that were cut prior to enhancing and upgrading central office positions.

Dr. Rivera stated that the plan represents an essential restoration of key positions to address state mandates and to deliver what the district plan is set out to accomplish.

Ms. Rivas asked about reinstating Outreach Workers and went on to describe these duties as multi-lingual parent support for social services that was reduced from four to one position.

Ms. Murray stated that internal systems need to be coordinated and better more efficient interaction with departments needs to be in place prior to adding positions. She asked about outsourcing projects rather than adding positions and stated that might be a more efficient strategy.

Mr. Palmer stated that they have project managers that are looking a MUNIS and Appl-Track and the integration of these into the district technology.

Dr. Rivera stated that he would like to see less legal outsourcing and the addition of in-house legal services.

Mr. Mosby stated that the Board is not following policy in operations and went on to speak about violations in job descriptions and how he is filing a suit against the Board.

Ms. Mosby asked about job descriptions and questioned the overlap positions and duplication in responsibilities and roles. She added that there are displaced Librarians and Secretaries with reduced hours that should be reinstated prior to adding positions in the Central Office.

Ms. Mosby stated that it is hard to sit hear and look at the gaps with positions that were cut with reduced hours at the school level and to accept a top heavy staff at the Central Office. She asked for a clearer outline of position descriptions, roles responsibilities and salaries.

Ms. Murray asked for a more comprehensive and complete outline of the detail of the Central Office reorganization plan to be presented to the full Board at the next meeting.

Mr. Mosby again stated that the Board is not following policy in operational areas and gave examples of custodial privatization of services. He went on to speak about past violations in many areas with Briggs and cuts in the schools and things just are not right. He thanked the members for allowing him to participate and noted he is filing a suit against the Board.

Ms. Murray stated that the minutes of April 23, 3024 could not be reviewed because of the lack of a quorum.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Secretarial Services