

**WESTPORT BOARD OF EDUCATION MINUTES**

**Board Members Present:**

Michael Gordon      Chair  
Jeannie Smith      Vice Chair  
Elaine Whitney      Secretary  
Karen Kleine  
Mark Mathias  
Vik Muktavaram  
Candice Savin

**Administrators Present:**

Colleen Palmer      Superintendent of Schools  
Elio Longo      Dir. of School Business Operations  
Julie Droller      Dir. of Elementary Education  
John Bayers      Dir. of Human Resources  
Michael Rizzo      Director of Pupil Services

**PUBLIC CALL TO ORDER:** 6:14 p.m. Staples High School Room 1025C

**EXECUTIVE SESSION:** Personnel Matter: Formative Evaluation of the Superintendent of Schools

Michael Gordon moved to go into executive session to discuss Personnel Matter: Formative Evaluation of the Superintendent of Schools; seconded by Jeannie Smith and passed unanimously (6-0). All Board members were present; Vik Muktavaram arrived at 6:51 p.m. Dr. Colleen Palmer and Lyle Kirtman of Future Management Systems, and Jessica Goldstein of Boulevard Research Partners, LLC attended at the invitation of the Board. Jessica Goldstein arrived at 6:30 p.m. The executive session adjourned at 7:29 p.m.

**RESUME PUBLIC SESSION/PLEDGE OF ALLEGIANCE:** 7:42 p.m., Staples High School, Cafeteria (Room 301)

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS**

**MINUTES:** October 9, 2017

Elaine Whitney moved to approve the minutes of October 9, 2017; seconded by Michael Gordon and passed unanimously.

**DISCUSSION/ACTION**

Anticipated Vote on Establishment of Ad Hoc Finance Committee

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education establishes an ad hoc Finance Work Committee to commence immediately and to sunset on June 30, 2018. The committee will be named the "Finance Work Committee," and will focus its work on the review of opportunities for financial efficiencies. Finance Work Committee membership shall be comprised of Michael Gordon, Elaine Whitney, and Vik Muktavaram, with Michael Gordon as Committee Chair.**

**MOTION:** Jeannie Smith  
**SECOND:** Elaine Whitney  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

Approval of FY 2019 Budget Preparation Calendar

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2018-2019 Budget Preparation Calendar as presented and modified at the meeting of October 23, 2017.**

**MOTION:** Michael Gordon  
**SECOND:** Jeannie Smith  
**RESULT:** Passed Unanimously  
**VOTE:** 7-0

**DISCUSSION:**

Board of Education Establishment of FY 2019 Budget Guidelines: Goals and Priorities

School Resource Officer

**UPDATES:**

Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account

Quarterly Financial Report: July 1, 2017 – September 30, 2017

**ADJOURNMENT:** Michael Gordon moved to adjourn at 9:12 p.m; seconded by Jeannie Smith and passed unanimously.

Respectfully submitted,

Elaine Whitney, Secretary  
(Minutes written by Lisa Marriott)