

WESTPORT BOARD OF EDUCATION

MINUTES

Board Members Present:

Elaine Whitney	Chair
Jeannie Smith	Vice Chair
Michael Gordon	Secretary
Mark Mathias	
Brett Aronow	
Karen Kleine	
Paul Block	

Administrators Present:

Elliott Landon	Superintendent of Schools
Elio Longo	Director of School Business Operations
Lis Comm	Dir. of Secondary Ed. & Research
Cynthia Gilchrest	Dir. of Elementary Ed.
Marge Cion	Director of Human Resources
Michael Rizzo	Director of Pupil Services

CALL TO ORDER/PLEDGE OF ALLEGIANCE: 7:38 p.m. in the Staples High School cafeteria.

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS

MINUTES: December 15, 16, and 18, 2013 were accepted.

DISCUSSION/ACTION:

2013-14 Operating Budget: Update and Action Plan Ms. Whitney

Be It Resolved, That the Board of Education authorizes the establishment of the Health Insurance Fund Review Committee, an ad hoc committee of the Board of Education, which shall be comprised of: 1) three Members of the Board of Education; 2) one Administrator employed by the Board of Education; and 3) one citizen volunteer. Be It Further Resolved, That the members and Chair of the Health Insurance Fund Review Committee shall be appointed by the Chair of the Board of Education and that the Committee will be charged with the following responsibilities:

- 1) To confirm the nature and extent of the shortfall in the Board of Education’s Health Insurance Fund and to obtain verification of said findings by the Town’s external auditor;**
- 2) To assess the cause of the shortfall and identify deficiencies;**
- 3) To make recommendations to the full Board of Education for remedial actions including but not limited to the possibility of conducting an independent audit and/or engaging a third party vendor for consulting services regarding the strengthening of internal controls; and**
- 4) To prepare a comprehensive summary report.**

Be It Further Resolved, That the Health Insurance Fund Review Committee shall have the following scope of authority, to the extent it is consistent with its scope of responsibility:

- 1) To request information, data and/or analyses from Board of Education staff and the Board's healthcare consultant;**
- 2) To engage the services of the Town's external auditor (up to a maximum of \$10,000); and**
- 3) To make recommendations to the full Board of Education.**

Be It Further Resolved, That the Health Insurance Fund Review Committee will automatically disband upon the delivery of the final written report of the Committee and the subsequent presentation of the findings of the Committee to the full Board of Education, said presentation being targeted to occur by February 10, 2014.

MOTION: Elaine Whitney
SECOND: Michael Gordon
RESULT: Passed Unanimously
VOTE: 7-0

Elaine Whitney announced the appointments of Elio Longo, Karen Kleine, Paul Block and Brett Aronow as Chair to the committee.

DISCUSSION:

Executive Summary: 2014-15 Proposed Budget of the Superintendent	Dr. Landon
Kroll Security Audit	Dr. Landon
School Visitation by Board Members	Dr. Landon

RESUME DISCUSSION/ACTION:

Partial Funding of the 2013-14 Insurance Budget Shortfall No Action was taken.	Dr. Landon Mr. Longo
Policy P5125: Student Records – No Action was taken	Dr. Landon

PRESENTATION:

NEASC 10 Year Accreditation Staples High school: Update	Ms. Comm
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ADJOURNMENT: Meeting adjourned at 9:44 p.m.

Respectfully submitted,

Michael Gordon, Secretary
(Minutes written by Lisa Marriott)