

# REVISED

May 25, 2010

## WESTPORT BOARD OF EDUCATION

### NOTICE OF SPECIAL MEETING

(Anticipated \*Executive Session)

#### \*AGENDA

**Special Meeting Date: Wednesday, May 26, 2010**

**PUBLIC CALL TO ORDER:**

**\*5:00 p.m.** Staples High School, Principal's Conference Room 1025C

**ANTICIPATED EXECUTIVE SESSION:**

1. Strategies for Negotiations

**RESUME PUBLIC SESSION**

**PUBLIC SESSION/PLEDGE OF ALLEGIANCE:**

**7:30 p.m.** Staples High School, Cafeteria B (Room 301)

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)**

**DISCUSSION/ACTION:**

1. Proposed termination of the teaching contract of Lisa Fancher (Encl) Dr. Landon
2. Budget Reductions To Board of Education's (Encl) Dr. Landon  
Proposed Budget For 2010-11 School Year

**ADJOURNMENT**

\*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m.  
PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

# WESTPORT PUBLIC SCHOOLS

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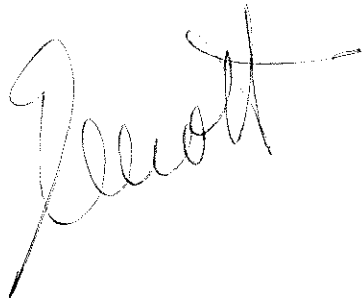
ELLIOTT LANDON  
*Superintendent of Schools*

110 MYRTLE AVENUE  
WESTPORT, CONNECTICUT 06880  
TELEPHONE: (203) 341-1010  
FAX: (203) 341-1029

To: Members of the Board of Education  
From: Elliott Landon  
Subject: Proposed Termination of the Teaching Contract of Lisa Fancher  
Date: May 26, 2010

## ADMINISTRATIVE RECOMMENDATION

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education, in accordance with the Teacher Tenure Act, terminates the employment of Ms. Lisa Fancher with the Westport Public Schools effective May 27, 2010 for reasons related to inefficiency or incompetence, insubordination against the reasonable rules of the Board, and other due and sufficient cause.**



# WESTPORT PUBLIC SCHOOLS

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ELLIOTT LANDON  
*Superintendent of Schools*

110 MYRTLE AVENUE  
WESTPORT, CONNECTICUT 06880  
TELEPHONE: (203) 341-1010  
FAX: (203) 341-1029

To: Members of the Board of Education

From: Elliott Landon

Subject: Superintendent's Recommended Budget Reductions To Board of Education's Proposed Budget For 2010-11 School Year

Date: May 26, 2010

I re-submit to you unchanged my original list of suggested reductions to the Board of Education's 2010-11 proposed budget in the amount of \$500,000. The sum to be reduced of \$500,000 is reflective of the budgetary decisions of the Board of Finance and the RTM that occurred in April and May, respectively.

The reductions proposed have been discussed fully with all of our building principals and central office staff. We were guided by the philosophy that no reduction be made that would impact negatively upon programs and services that directly serve the children attending our schools. As a result and after much discussion, reflection and compromise, these recommended reductions represent our collective thinking as to how the interests of our children can best be served, both long- and short-term, for the 2010-11 school year. Moreover, each of the administrators involved in addressing this issue are of the opinion that any reductions other than these in the areas of staff, supplies, equipment, technology, building maintenance, building projects or any other area of the budget, are less desirable and more inimical to the work that we do than those that appear on this list. While it may be tempting for members of the public to substitute their judgment regarding budget reductions for the judgment of the professional administrative staff, no one in the public has the intimate knowledge of our day-to-day operations to make such judgments in an educated fashion.

Consistent with the requests made by the members of the Board of Finance and the RTM, no less than 60% of the proposed reductions are sustainable, i.e., they will continue to provide us with budget reductions for years to come. Additionally, not one of the reductions proposed on this list will have the effect of minimizing the educational and instructional opportunities that are provided for our children. Finally, if the sustainable reductions recommended are replaced with short-term, rather than permanent budget items, it is my belief that the Board of Finance and the RTM will view such reductions as non-responsive to the desire to "change the way we do business," with serious ramifications for our budget request for the 2011-12 school year.

To recount the reasons for including the items that appear on this list, they include:

1. The reductions are, for the most part, sustainable, i.e., they are permanent in nature, providing continuous long-term budget savings.

2. Individually, and as a group, our administrative staff believes these recommended reductions are more desirable than any other reductions that may have been suggested or might be contemplated by the public.
3. The recommended staff reductions represent the elimination of positions where there is excess capacity so that others are available to absorb the responsibilities of the staff being reduced or technology can be used to more effective advantage, thus making consolidation both feasible and practical
4. These recommended reductions are mostly consistent and directly responsive to the desire of the Board of Education, the Board of Finance and the RTM to “do business differently” for the long-term.

At our last meeting, the issue of the reduction of one-half of one secretarial position assigned to the Curriculum Center, but used to assist the music department, was challenged by a teacher and a parent. I would like to address that issue specifically. As with the other reductions of staff recommended, this one also consolidates functions where we have other staff members able to assume portions of the existing position, the result of which is increased productivity. For this position, I envision the following shifting of responsibilities taking place:

1. The work of overseeing the K-8 music library, now centralized, will be decentralized and overseen at each of our 5 elementary schools and 2 middle schools by existing staff. Where available, all future music scores will be purchased in digitized format and available to all music teachers, as appropriate, eliminating the need for anything other than a self-organizing electronic music score inventory.
2. Organization of transportation to the various State and regional music competitions will be overseen by the Director of Music in concert with secretarial personnel at the Curriculum Center, or by the music teachers involved, a practice not inconsistent with our methodology for arranging transportation for all other school field trips.
3. All arrangements for the Candlelight Concert will be handled by existing Staples High School clerical and paraprofessional staff making use, where practicable, of the electronic on-line ticketing procedures in use for other performance events at Staples.
4. Purchasing will be handled as it is for all other departments where teachers are involved in the purchasing decisions. In this instance, the Director of Music will continue to approve all music department purchasing requests, secondary approval will continue to be made by the Assistant Superintendent for Curriculum and Instruction, purchase orders will be created in the curriculum office and final approval and authorization will be the responsibility of the Business Office.
5. Music score inventory control will be assigned as a stipend activity to a member of the K-12 music department, similar to the way we have traditionally handled musical instrument inventory control.

At the central office level, a major reduction is being made through the elimination of 1.0 Human Resources Manager in the Office of Personnel, with the Director of Human Resources absorbing the major functions currently assigned to that position and the Executive Assistant being made responsible for the others.

For the Staples High School library-media center where we have 2.0 certified library-media specialists and 4.0 full-time library paraprofessionals, one full-time library paraprofessional position will be reduced, leaving 5.0 full time staff assigned to this facility where we anticipate more efficient use of existing staff and greater productivity.

Additional reductions of paraprofessionals also will take place at Staples where there are more than two paraprofessionals assigned to a department. Thus, the Career Center, with 2.0 paraprofessionals, will have its numbers reduced to 1.5; similarly, with 2.0 paraprofessionals assigned to the science department, the numbers will be reduced to 1.5. In both of these instances, it is our expectation that through greater efficiencies productivity will be increased.

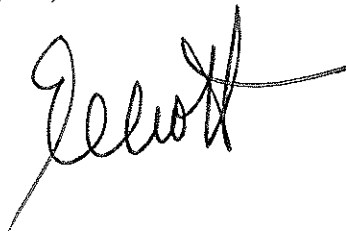
Based upon our enrollment projections and our current needs for teaching personnel at all levels of the school system, I am confident we can reduce our reserve teacher allotment by one full teaching position, bringing the number to 2.0, rather than 3.0.

In the areas of athletics and extracurricular activities, no reduction is being proposed to activities and programs for students. The only reductions to athletics will come from the support area described in object code 812 where, within the framework of this small reduction for such items as balls, ball bags, wrist bands, shorts and T-shirts, socks, clipboards, whistles, and the like, we will find ways to be more cost effective in the purchases we make.

With regard to the reductions being proposed in the maintenance and building projects areas, care has been given to ensure that anything not done will not have a negative impact upon the health and safety of staff and students during the 2010-11 school year.

**ADMINISTRATIVE RECOMMENDATION**

**Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education authorizes reductions to its proposed 2010-11 budget in the amount of \$500,000 as shown on the document entitled, "Superintendent's Recommended 2010-11 Budget Reductions as a Result of BOF/RTM \$500,000 Reduction" that is appended to the Minutes of the Meeting of May 26, 2010.**

A handwritten signature in black ink, appearing to read "J. Elliott", is written over the bottom of the text block.

WESTPORT PUBLIC SCHOOLS  
 SUPERINTENDENT'S RECOMMENDED 2010-2011 BUDGET REDUCTIONS  
 AS A RESULT OF BOF/RTM \$500,000 REDUCTION

<u>OBJ</u>	<u>LOC</u>	<u>FTE</u>	<u>ITEM</u>	<u>AMOUNT</u>
102		1.00	RESERVE TEACHER	\$ 58,000
210			BENEFITS	10,000
120	TSO	1.00	NON CERT STAFF	82,000
210			BENEFITS	10,000
121	BMS/CMS	1.00	SECRETARY (.5 BMS/.5CMS)	42,500
210			BENEFITS	10,000
121	CC	0.50	SECRETARY	21,250
121	SPED	0.50	SECRETARY	21,250
122	SHS	2.00	PARA	52,000
210			BENEFITS	20,000
421			CONTRACTED MAINTENANCE	41,103
435			BUILDING PROJECTS	35,300
437			RESTORATIVE MAINTENANCE	71,250
812	SHS		ATHLETICS	25,347
<b>RECOMMENDED BUDGET REDUCTIONS FROM PRIOR LIST</b>				<b>\$ 500,000</b>

TCHR \$ 58,000  
 PARA \$ 26,000  
 SEC \$ 42,500

WESTPORT PUBLIC SCHOOLS  
 PROPOSED 2010-11 BUDGET REDUCTIONS TO FACILITIES

<b>CONTRACTED MAINTENANCE - 421</b>		<b>\$ 41,103</b>
	CATCH BASIS DEBRIS REMOVAL	
 <b>BUILDING PROJECTS - 435</b>		
GREENS FARMS ELEM	INTERCOM (STAGE AREA TO OFFICE)	4,500
	INSTALL DUCT WORK AND MOUNTING STRUCTURE	17,500
COLEYTOWN MIDDLE	INSTALL PLATE SENSORS IN CLASSROOMS	4,000
STAPLE HIGH	ADD FIRE DOOR CLOSERS-BACK OF STAGE & DOORS TO BALCONY	<u>9,300</u>
		<b>\$ 35,300</b>
 <b>RESTORATIVE/PREVENTATIVE MAINTENANCE - 437</b>		
GREEN'S FARMS ELEM	CARPET TO TILE REPLACEMENT (ROOMS 228, 230A & B)	7,500
KINGS HIGHWAY ELEM	REPLACE STAIR TREADS 1966 BUILDING	16,500
LONG LOTS ELEM	SAND, RE-LINE AND REFINISH GYM FLOOR REPLACE AUDITORIUM CURTAINS	16,250 13,000
SAUGATUCK ELEM	GYMNASIUM POCKET DOOR	5,000
COLEYTOWN MIDDLE	REPLACE CEILING TILES IN 7TH GR. WING	<u>13,000</u>
		<b>\$ 71,250</b>