

WESTPORT BOARD OF EDUCATION

*AGENDA

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER:

6:00 p.m. Staples High School, Principal's Conference Room 1025C

ANTICIPATED EXECUTIVE SESSION: Strategies for Negotiations

RESUME PUBLIC SESSION

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

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: May 30, June 4, June 11 and June 28, 2012

INFORMATION:

Summer Maintenance Projects: June-August, 2012

Ms. Harris

DISCUSSION/ACTION:

- | | | |
|--|---------|--------------------------|
| 1. School System Goals: July 1, 2012-June 30, 2013 | (Encl.) | Dr. Landon |
| 2. P4118.55 and R4218.55: Social Networking | (Encl.) | Dr. Landon |
| 3. Use of School Facilities: Increase in Rental Fees | (Encl.) | Dr. Landon
Ms. Harris |
| 4. 2011-12 End-of-Year Financial Report | (Encl.) | Ms. Harris |

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. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @www.westport.k12.ct.us

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

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: School System Goals: July 1, 2012-June 30, 2013

Date: August 27, 2012

We have discussed the above-referenced goals at the Board of Education meetings that were held on June 11 and August 13. At the June 11 meeting, the Board instructed me to move those goals and objectives which have become a part of our organizational standard into the "Continuing Goals" section of our *School System Goals*, to accompany those sections entitled, "School System Priorities" and "Board of Education Goals, Objectives and Action Plans." Those transfers have been made and the recommended goals, objectives and action plans that were presented to you in June reflect those transfers. At the August 13 meeting, the Board asked me to consolidate the goals and action plans, and the current version, included as an attachment to this memo, reflects my best attempt to do that.

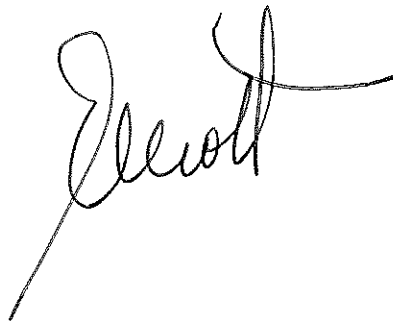
Also at the June 11 meeting, several members of the Board requested that the following issues be discussed as possibilities for inclusion into our priorities and goals at our August 13 meeting:

1. Investigate curriculum initiatives and successes in high performing school systems throughout the nation, e.g., Scarsdale (NY), New Trier (IL), Beverly Hills (CA), so as to utilize the best of programs and initiatives as benchmarks to inform our *Westport Education 2025* efforts
2. Working backwards from the 12th grade at Staples, develop a profile of expectations for students at the conclusion of the 2017-18 school year through *Westport Education 2025* that reflects structural programmatic changes, tactics and strategic changes, and class size modifications.
3. Report on class size guidelines used in high performing school systems locally and throughout the nation.
4. Develop measurements to assess the effectiveness of individual *Westport Education 2025* program initiatives and report on the findings on or about February 2013.
5. Assess whether Singapore Math offers sufficient challenges for children identified as gifted.
6. Enunciate a vision for making Westport a "lighthouse school district" on addressing issues related to school climate and bullying and develop specific goals and objectives related to the issue of School Climate that include analyses of how Westport rates against the national school climate standards.
7. Examine the need for additional programs to address student/student, staff/staff, teacher/student and parent/teacher bullying.
8. Analyze the feasibility of reducing the size of our school bus fleet.

9. Develop a plan for increasing revenues through a more aggressive effort to seek grants.
10. Determine the cost savings and feasibility of having parents pay for all school supplies.
11. Contract for an independent survey of graduates of the classes of 2011 and 2006 to analyze short- and long-term effects of their education in the Westport Public Schools.

In discussing these suggestions, as well as others that might be made by members of the Board, we will need to focus on those issues that will require a financial expenditure to be objective and successful. For example, in reviewing the activities of other high performing school systems, much can be accomplished through written surveys, but it also will be necessary for members of our staff to visit those sites and talk with teachers and administrators working in those school systems (as we have done in the past), if we are to be able to understand fully how their successful programs work and are sustained. To assess the effectiveness of our *Westport Education 2025* initiative, our School Climate initiative, or the success of Singapore Math we will need to contract with Teachers College, Columbia University as well as with the Tri-State Consortium to develop tools to assess our success and/or failures and to objectively determine where we have succeeded and/or failed. And, finally, with regard to reducing the size of our bus fleet and surveying students in selected Staples graduating classes, it will be necessary for us to contract with an independent consultant, as we have in the past, to accomplish these goals.

I look forward to discussing our priorities, goals, objectives and objective plans with the Board at our meeting of August 27.

A handwritten signature in black ink, appearing to read "J. Elliott", with a long horizontal stroke extending to the right.

BOARD OF EDUCATION GOALS, OBJECTIVES AND ACTION PLANS: **2012-13**

I. STUDENT ACHIEVEMENT

GOAL: Continuous Improvement in Curriculum, Instruction and Assessment

Action Plans

- Report semi-annually to the Board of Education on the progress being made with Westport Education 2025: Meeting the Global Challenge, including recommendations for modifying curriculum, programs and assessments consistent with the goals of the project.
- Continue to communicate with high performing school systems in the Tri-State Consortium and with Teachers College researchers in order to benchmark our curriculum, instruction, and assessment against the best school systems nationally and internationally.
- Review beliefs concerning class sizes and class size breakpoints and guidelines, K-12, and the impact of modifications upon facilities.
- Prepare an assessment report concerning 2012-13 modifications and enhancements to the Program for the Gifted (May 2013).
- Review the enhancement of Staples graduation requirements with a focus on: (1) the types of courses and numbers of credits required for graduation, to include current courses and new and revised courses; (2) the length and placement of courses at various grade levels; (3) the numbers of credits required in the various academic departments; and, (4) the addition of Advanced Placement courses not currently being offered.
- Expand efforts to differentiate instruction in the core curriculum areas at all middle school grade levels, to include the development of middle school enrichment programs that focus on engineering, design and humanities to ensure that all students are appropriately challenged
- Review and make recommendations concerning Singapore Math, science inquiry, and social studies programs from a K-8 perspective .
- Review staffing levels for all special area offerings and alternative methods of scheduling for both special areas and core academic subjects to maximize student instructional time in the core academic areas, K-12. (December 2013)
- In view of recent legislative activity and new initiatives in high performing school districts throughout Connecticut and DRG A school districts, review and make recommendations concerning the implementation of five-day, full day Kindergarten (December 2012)
- Establish "School Climate Committees" at all schools, K-12 and train all certified and non-certified staff, as well as contractors employed by the school system (e.g., bus drivers, school food services workers), to be able to identify "mean behavior" wherever it may occur and intervene appropriately.

II. FACILITIES

GOAL: Provide appropriate space for all students and administrators and support services in safe, secure buildings that are maintained in exemplary fashion

III. FISCAL MANAGEMENT

GOAL: Manage the schools in an efficient and cost effective manner, while maintaining and improving the quality of educational programs

IV. BOARD OF EDUCATION EFFECTIVENESS

GOAL: Maintain appropriate Board policies aligned with educational goals and sound educational practices.

Action Plans

Objective 1. Ensure that Board of Education goals and related action plans are producing desired effects.

- Align Board of Education goals and related action plans to the BOE/Superintendent's jointly-developed Superintendent's performance objectives
- Provide opportunities for the Board of Education to engage in self-evaluation. (December 2012)
- Develop schedules of formal visitations by Board of Education members to each of the school system's schools. (December 2012)
- Design a strategic plan for curriculum program development that reflects responsiveness to the need to provide all students with globally competitive 21st century skill development and integrates technology with instruction.

Objective 2. Examine the annual school calendar approval process for the purpose of structuring a standardized formula to guide its development.

- Establish a fixed policy to guide the creation of the school calendar on an annual basis. (December 2012)

V. HUMAN RESOURCES

GOAL: Staff the school system with highest quality teachers, administrators and staff.

Objective 1. Maintain the highest quality of staff in all employment categories.

Action Plans

- Review and revise the Professional Development and Evaluation Plan (PDEP) document to: (1) be consistent with the 2012 legislation as incorporated into the Connecticut General Statutes and the Regulations of the State Board of Education; (2) guarantee that only the highest quality staff is being retained; and (3) ensure that the evaluative procedures, performance indicators, standards and procedures and instructional practices are equipping all students with globally competitive 21st century skills.
- Provide leadership training for all administrators in terms of consistent practice in implementing PDEP standards during teacher evaluations.

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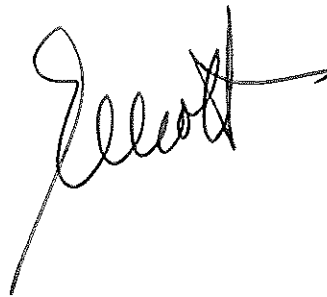
To: Members of the Board of Education
From: Elliott Landon
Subject: P4118.5 and R4218.55: Social Networking
Date: August 27, 2012

Social networking has evolved rapidly among students, teachers, and administrators within the school system. To address this matter system wide through policies and procedures, on April 11, 2011 the Board adopted its initial policy concerning social networking and approved corresponding regulations so as to develop appropriate guidelines for social networking within the school system.

To address the changing landscape with regard to social networking, I have prepared for the Board's review modifications to the original documents that relate to this matter. This item was last presented to the Board for review at our meeting of August 13. It has been placed on the agenda of the meeting of August 27 for Board approval.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves modifications and amendments to Board Policy P4118.5 and Regulation R4218.55, copies of which will be appended to the Minutes of the Meeting of August 27, 2012.

A handwritten signature in black ink, appearing to read "Elliott", with a long horizontal stroke extending to the right.

**AMENDED POLICY AND REGULATIONS
WITHOUT AMENDMENTS SHOWN**

Personnel – Certified

Social Networking By Staff

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with, or disrupts the work of the school district;
- 2) is used to harass coworkers or other members of the school community;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees,
- 5) disrupts the work of the school district;
- 6) harms the goodwill and reputation of the school district in the community; or
- 7) violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

ADOPTED:

L:\Social Networking Policy BOE Approved. April 11 2011.doc

Personnel – Certified

Administrative Regulations Regarding Use of Social Media Definitions:

Social Media includes, but is not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, MySpace, blogs, other electronic communications systems and future or newly-developed sites and networking media.

Board of Education includes the Board of Education itself and its members and all names, logos, buildings, images and entities under the authority of the Board of Education.

Rules Concerning Personal Social Media Activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal Social Media in a manner that could reasonably be construed as an official school district communication, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education. Employees are solely responsible for their personal communications and posts. The Board of Education is not responsible for employees' personal communications, posts, and conduct using Social Media.
2. Employees must use caution in mentioning other Board of Education employees or other members of the school community, *e.g.*, parents or others, on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to same. Such postings are outside of the employee's job responsibilities and employees are subject to potential liability as described in section 6 below. In no case may a Board of Education employee mention specific students or post student photographs on personal Social Media unless there is an unrelated special relationship, *e.g.*, relative or family friend. For the purposes of this Section, "specific" shall mean the identification of a student by name (first, middle or last) or the mention of information that could reasonably lead to the identification of the student.
3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship, *e.g.*, relative or family friend, it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal Social Media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school. Nothing herein would prohibit a teacher, administrator, or other staff from "friending" a student who is no longer enrolled in the Westport Public Schools so long as professionalism is maintained.

R4118.55(b)

4. Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district. This provision does not apply to photographs of: (a) the employee or other adults wearing clothing bearing the Board of Education's logos or trademarks; (b) facilities (e.g., athletic fields and gymnasias) where the logos or trademarks were previously in place or displayed as part of the event; and (c) students wearing clothing bearing the Board of Education's logos or trademarks where an unrelated special relationship exists with the employee, e.g., relative or family friend.
5. Employees shall refrain from: (a) harassing, defamatory, abusive, discriminatory, or threatening communications and (b) other inappropriate communications where such communications substantially interfere with an employee's ability to fulfill his/her job responsibilities. Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on Social Media. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.
8. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.
9. All posts on personal Social Media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
10. An employee may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her building administrator.

11. All Board of Education policies that regulate off-duty conduct apply to Social Media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her building administrator prior to setting up the site.
2. If an employee wishes to use Facebook or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or an school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "moderated" (e.g. the employee has the ability to access and supervise communications on the social media site).
 - Members will not be established as "friends" or similar designations but as members of the group list. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee, e.g. teacher, administrator, supervisor or coach. Persons desiring to access the page may join only after the employee invites them and allows them to join.
 - Parents shall be permitted to access any social media site that their child has been invited to join. Parents will be notified when their child is invited to join a social media site. Any user who is disruptive may have their access and privileges modified appropriately with administrative approval.
 - Access to the site may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the site will monitor it regularly.
 - The employee's building administrators shall be permitted access to any site established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
3. Employees are required to use appropriately respectful speech in their social media posts on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.
5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through Social Media while using district computers, cellular telephones or other data devices.
6. All posts on district-sponsored Social Media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her building administrator prior to making the post.
7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.
8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose.
9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be reasonably construed as such.

Disciplinary Consequences

Violation of this Policy or Regulation may lead to discipline up to and including the termination of employment consistent with state and federal law, existing collective bargaining agreements, management prerogatives and Board of Education policies.

Legal References:

U.S. Constitution, Amend. I

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3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship (e.g., relative or family friend), it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal Social Media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school. Nothing herein would prohibit a teacher, administrator, or other staff from "friending" a student who is no longer enrolled in the Westport Public Schools so long as professionalism is maintained.

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R4118.55(b)

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4.3. Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district. This provision does not apply to photographs of: (a) the employee or other adults wearing clothing bearing the Board of Education's logos or trademarks; (b) facilities (e.g., athletic fields and gymnasias) where the logos or trademarks were previously in place or displayed as part of the event; and (c) students wearing clothing bearing the Board of Education's logos or trademarks where an unrelated special relationship exists with the employee, e.g., relative or family friend.

R4118.55(b)

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5.4. ~~Employees are required to use appropriately respectful speech in their personal social media posts; and to shall refrain from:~~ (a) harassing, defamatory, abusive, discriminatory, or threatening or other inappropriate communications and (b) other inappropriate communications where such communications substantially interfere with an employee's ability to fulfill his/her job responsibilities. Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.

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6.5. Employees are individually responsible for their personal posts on Ssocial Mmedia. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.

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7.6. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.

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8.7. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.

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9.8. All posts on personal Ssocial Mmedia must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.

R4118.55(c)

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~~10.9.~~ An employee may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.building administrator.

~~11.10.~~ All Board of Education policies that regulate off-duty conduct apply to Ssocial Mmedia activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

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R4118.55(e)

Rules Concerning District-Sponsored Social Media Activity

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2. If an employee wishes to use Facebook or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or an school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - o The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "moderated" (e.g. the employee had has the ability to access and supervise communications on the social media site).
 - o ~~When Facebook is used as the social media site, m~~Members will not be established as "friends;" or similar designations but as members of the group list. ~~When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized.~~

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• **R4118.55(d)**

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- Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.
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R4118.55(d)

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4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.
5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through Social Media while using district computers, cellular telephones or other data devices.

6. All posts on district-sponsored Social Media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor building administrator prior to making the post.
7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.
8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose.
9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be reasonably construed as such.

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Disciplinary Consequences

Violation of ~~this the~~ this Board's Policy or Regulation concerning the use of social media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law, existing collective bargaining agreements, management prerogatives and Board of Education policies.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

ADOPTED:

L:\Social Networking Policy BOE Approved. April 11 2011.doc

WESTPORT PUBLIC SCHOOLS

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: Use of School Facilities: Increase in Rental Fees

Date: August 27, 2012

Please find appended to this memorandum Board Policy P1330, Use of School Facilities and the accompanying Regulation R1330, Rental Rates Effective. Both the Policy and the Rental Rates have been unchanged since their adoption by the Board of Education in July, 2004.

Pursuant to the request of the Board that we review those rates and revise them in a manner that should not adversely affect utilization of school facilities by school-related and community organizations and Town of Westport agencies, but does increase our revenue stream by expanding use of the schools to other organizations not in the current acceptable use categories, the rental rates have been revised accordingly. Please see memorandum attached from Nancy Harris to Elliott Landon providing you with a restructuring of the fee schedule.

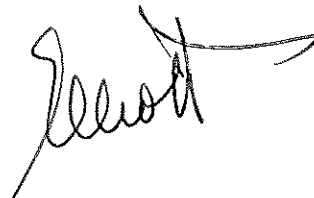
In addition to the change in fee schedule for Westport-based community groups and Westport-based private, non-profit, educational, recreational, cultural, social or athletic groups, we have added a fourth category that is responsive to the request of the Board of Education that we adopt a fee schedule for the use of our schools by non-Westport-based private, non-profit, educational, recreational, cultural, social or athletic groups. This latter category includes private schools, private nursery schools, dance academics, drama groups, music groups, children's activity programs, etc., where at least 50% of whose members or participants are not Westport residents.

Pursuant to the Board's request, we have included comparative data for: Darien, Easton, New Canaan, Ridgefield, Weston, Wilton, Greenwich, Fairfield, Trumbull and Norwalk.

It is my recommendation that the rental rates applicable to the use of school facilities be amended for implementation as suggested in the materials accompanying this memorandum effective August 28, 2012.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education adopts for implementation August 28, 2012, Use of Schools Policy P1330, Use of School Facilities with the addition of the creation of Category IV to include non-local private, non-profit, educational, recreational, cultural, social or athletic groups and Regulation R1330, Effective Rental Rates.



INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON,
FROM: NANCY J. HARRIS
 ASSISTANT SUPERINTENDENT FOR BUSINESS
SUBJECT: FEES - USE OF FACILITIES
DATE: JUNE 8, 2012; **REVISED AUGUST 23, 2012**
CC: R. WOOSLEY, BLDG RENTAL FILE

I have surveyed surrounding districts, including District Reference Group (DRG) A school districts as well as Fairfield, Norwalk and Trumbull among others to determine if the Westport Public Schools' (WPS) facilities usage fees should be revised as requested. A summary of the survey results is attached.

Based on a comparison of the rates charged by other DRG A school districts with the rates currently in place for the WPS I am proposing the following for the 2012-2013 fiscal year:

<u>PROPOSED RENTAL CHARGE FOR USE OF SCHOOL FACILITIES</u>				
(Rates per day; rates include set-up one night before; one surcharge per week or portion thereof.)				
FACILITY	Daily Rates		Weekly Surcharge All Categories	PROPOSED NEW Category IV (NON-LOCAL)
	Category II (COMMUNITY)	Category III (PRIVATE)		
<u>STAPLES</u>				
Field House	420	840	600	4,000
Auditorium	240	480	600	4,000
Gymnasium	180	360	120	
Library	180	360		
Cafeteria	180	360	120	
Kitchen	N/A	N/A		
Music Room	36	75		
Pool	Only for YMCA and DP&R, by special arrangement			
<u>CMS, BMS LLS & SES</u>				
Auditorium	240	480	600	4,000
Gymnasium	180	360	120	
Cafeteria	100	120	120	
Library	60	120		
Kitchen	N/A	N/A		
<u>CES, GFS, KHS</u>				
Auditorium	100	200	100	
Library	60	120		
Gymnasium	100	200	100	
Cafeteria	50	100	75	
Kitchen	N/A	N/A		

		ALL SCHOOLS	
ATHLETIC FIELDS	50	75	100
CLASSROOMS: ALL	30	50	
Each additional	30	50	
Surcharge if 11 or more classrooms are needed			200

In order to facilitate the review of this proposal, I have attached a comparison of existing and proposed rates, by category.

I have also inserted into the policy under Section D. – Classification of Groups a description of the proposed new Category IV for use of the auditoriums and field house by non-Westport private, non-profit, educational, recreational, cultural, social or athletic groups for consideration.

CATEGORY IV USERS: (NEW CATEGORY PROPOSED)

Non-Westport-based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups.

Category IV includes private schools, private nursery schools, dance academies, drama groups, music groups, children’s activity programs, etc., where at least 50% of whose members or participants are not Westport residents.

Attachments
 NJH:abm

WESTPORT PUBLIC SCHOOLS
 Adopted Facilities Use Charges
 Effective April 12, 2004
WESTPORT COMMUNITY GROUPS

	CATEGORY II CURRENT RATES		CATEGORY II PROPOSED RATES	
	Daily Rate	Surcharge*	Daily	Surcharge*
<u>Staples High School</u>				
Field House	350	500	420	600
Auditorium	200	500	240	600
Gymnasium	150	100	180	120
Pool	N/A		N/A	
Library	150		180	
Cafeteria	150	100	180	120
Kitchen	60		N/A	
Music Room	30		36	
POOL NOT AVAILABLE EXCEPT TO PARKS & REC & YMCA				
<u>Bedford & Coleytown Middle Schools.</u>				
<u>Long Lots & Saugatuck Elementary Schools</u>				
Auditorium	100	200	240	600
Gymnasium	100	50	180	120
Library	50		60	
Cafeteria	50	100	100	120
Kitchen	35		N/A	
<u>Coleytown, Greens Farms, & Kings Highway Elementary Schools</u>				
Auditorium	75		100	
Gymnasium	50	50	100	100
Library	50		60	
Cafeteria	35	50	50	75
Kitchen	20		N/A	
<u>All Schools</u>				
First Classroom	25		30	
Each Additional classroom*	10		30	
Athletic Fields	30		50	

*SURCHARGE - MAJOR EVENT - OVER 500 PEOPLE

WESTPORT PUBLIC SCHOOLS

Adopted Facilities Use Charges
 WESTPORT BASED - PRIVATE, NON-PROFIT, EDUCATIONAL, RECREATIONAL, CULTURAL,
 SOCIAL OR ATHLETIC GROUPS

CURRENT RATES
CATEGORY III - PRIVATE

Daily Rate Surcharge*

<u>Staples High School</u>		
Field House	700	500
Auditorium	400	500
Gymnasium	300	100
Library	300	
Cafeteria	300	100
Kitchen	120	
Music Room	60	
Pool	N/A	

POOL NOT AVAILABLE EXCEPT TO PARKS & REC & YMCA

Bedford & Coleytown Middle Schools,
Long Lots & Saugatuck Elementary Schools

Auditorium	200	200
Gymnasium	200	50
Library	100	
Cafeteria	100	100
Kitchen	70	

Coleytown, Greens Farms, &
Kings Highway Elementary Schools

Auditorium	150	
Gymnasium	100	50
Library	100	
Cafeteria	70	50
Kitchen	40	

All Schools

First Classroom	40	
Each Additional classroom*	20	
Athletic Fields	60	

CATEGORY III
PROPOSED RATES

Daily Rate Surcharge*

	840	600
	480	600
	360	120
	360	
	360	120
	N/A	
	75	
	N/A	

	480	600
	360	120
	120	
	120	
	N/A	

	200	
	200	
	120	
	100	
	N/A	

	50	
	50	
	75	

NEW CATEGORY
NON-LOCAL

Daily Rate

	4,000
	4,000

4,000

- *SURCHARGE IS REQUIRED IF EVENT:
- INVOLVES MORE THAN 500 PARTICIPANTS OR ATTENDEES
 - CREATES SIGNIFICANT WEAR AND TEAR
 - RAISES FUNDS THROUGH ADMISSION CHARGES OR CONTRIBUTIONS, SALE OF MERCHANDISE, RAFFLES, DOOR PRIZES, ETC.
 - USES VENDORS' OR EXHIBITORS' BOOTHS
 - USES FIELD HOUSE OR TWO MAJOR FACILITIES (GYM, CAFETERIA, AUDITORIUM, 11 + CLASSROOMS)

2011-2012 BUILDING RENTAL FEES
SURVEY RESULTS

COMMUNITY	PRIVATE	WESTPORT						DARIEN						EASTON		NEW CANAAN	
		LOCAL NON-PROFIT			COMMERCIAL / FOR PROFIT			NON-PROFIT		PROFIT		LOCAL NON-PROFIT	LOCAL COMMERCIAL	NON-LOCAL			
		HRLY RNT	HRLY HEAT	HRLY AC	HRLY RNT	HRLY HEAT	HRLY AC	HRLY RNT	HRLY HEAT	HRLY AC	PER DAY	PER DAY	HOURLY RATE	HOURLY RATE			
AUDITORIUM PER USE 4 HOURS																	
HIGH SCHOOL																	
AUDITORIUM	400.00	580	1,110	56.00	18.50	221.50	56.00	18.50	400.00	320	440	560					
FIELD HOUSE	700.00																
GYMNASIUM	300.00																
LIBRARY	300.00																
CAFETERIA	150.00																
CAFÉ & KITCHEN	300.00																
CAFÉ & KITCHEN	420.00																
MUSIC ROOM	60.00																
CLASSROOM	40.00																
EACH ADD'L ROOM	20.00																
REHEARSALS	10.00																
MIDDLE SCHOOL																	
AUDITORIUM	200.00																
GYMNASIUM	200.00																
CAFETERIA	100.00																
CAFÉ & KITCHEN	170.00																
CLASSROOM	20.00																
EACH ADD'L ROOM	20.00																
REHEARSALS	10.00																
LIBRARY	50.00																
ELEMENTARY																	
AUDITORIUM	150.00																
GYMNASIUM	50.00																
CAFETERIA	35.00																
CAFÉ & KITCHEN	55.00																
CLASSROOM	20.00																
EACH ADD'L ROOM	10.00																
LIBRARY	50.00																
ATHLETIC FIELDS																	
UTILITY/FUEL SURCHARGE																	
SECONDARY ELEMENTARY																	

2011-2012 BUILDING RENTAL FEES
SURVEY RESULTS

	RIDGEFIELD		WESTON		WILTON			GREENWICH	
	LOCAL	OUT OF TOWN	COMMUNITY	PRIVATE	PRIVATE	COMMUNITY	NON-LOCAL	NON-PROFIT	FOR PROFIT
	COMMERCIAL	TOWN	HOURLY RATE	HOURLY RATE	RATE PER USE	RATE PER USE	*BASE 3 HR + 1 HR SETUP/CLEAN		
AUDITORIUM PER USE 4 HOURS									
HIGH SCHOOL									
AUDITORIUM	200	300	248	496					
FIELD HOUSE	50.00	75.00	62.00	124.00	650.00	1,500.00	3,000.00	398.00	597.00
GYMNASIUM	50.00	75.00	72.00	144.00	800.00	2,000.00	3,800.00	378.00	567.00
LIBRARY	25.00	50.00			150.00	225.00	300.00		
CAFETERIA	45.00	65.00	62.00	124.00	275.00	350.00	700.00	623.00	935.00
CAFÉ & KITCHEN									
MUSIC ROOM									
CLASSROOM	25.00	50.00	31.00	62.00	25.00	35.00	50.00	261.00	391.00
EACH ADD'L ROOM								252.00	379.00
REHEARSALS									
MIDDLE SCHOOL									
AUDITORIUM	45.00	70.00			300.00	500.00	800.00	292.00	439.00
GYMNASIUM	45.00	65.00	72.00	144.00	250.00	500.00	750.00	267.00	401.00
CAFETERIA	40.00	60.00			200.00	350.00	500.00	264.00	396.00
CAFÉ & KITCHEN					450.00	600.00	900.00		
CLASSROOM	25.00	50.00	31.00	62.00	25.00	35.00	50.00	251.00	376.00
EACH ADD'L ROOM									
REHEARSALS									
LIBRARY	25.00	50.00	62.00	124.00					
ELEMENTARY									
AUDITORIUM	40.00	65.00			125.00	250.00	400.00	244.00	366.00
GYMNASIUM	40.00	60.00	36.00	72.00	275.00	400.00	600.00	244.00	366.00
CAFETERIA	35.00	55.00			200.00	350.00	550.00	235.00	353.00
CAFÉ & KITCHEN					35.00	45.00	60.00		
CLASSROOM	25.00	50.00	31.00	62.00	35.00	45.00	60.00	231.00	347.00
EACH ADD'L ROOM									
LIBRARY	25.00	50.00							
ATHLETIC FIELDS									
UTILITY/FUEL SURCHARGE									
SECONDARY ELEMENTARY									

*Mon-Sat

2011-2012 BUDGETING RENTAL FEES
SURVEY RESULTS

FAIRFIELD		TRUMBULL		NORWALK		
NOT FOR PROFIT	OUT OF TOWN NOT FOR PROFIT	NOT FOR PROFIT	OUT OF TOWN, NOT FOR PROFIT	NOT FOR PROFIT - COMMUNITY/CULTURAL	OUT OF TOWN NOT FOR PROFIT AND ALL FOR PROFIT	AIR CONDITIONING PER HOUR
HOURLY	DAILY	4 HOURS		HOURLY RATE		
400				500	1,040	300
100.00	2,500.00	500.00	1,500.00	125.00	260.00	75.00
35.00	1,000.00	200.00	500.00	100.00	200.00	N/A
35.00	1,500.00			100.00	200.00	65.00
				75.00	150.00	60.00
20.00	400.00	60.00	120.00	15.00	30.00	15.00
100.00	2,500.00	150.00	500.00	100.00	200.00	N/A
35.00	1,000.00	150.00	500.00	75.00	150.00	N/A
35.00	1,000.00	150.00	400.00	50.00	100.00	15.00
20.00	400.00	60.00	120.00	15.00	30.00	N/A
				75.00	150.00	15.00
25.00	500.00	100.00	400.00	65.00	125.00	N/A
25.00	500.00	100.00	300.00	40.00	80.00	15.00
		300.00	950.00			
20.00	400.00	60.00	120.00	15.00	30.00	N/A
				50.00	100.00	15.00
75.00	150/HR					

AUDITORIUM PER USE 4 HOURS

HIGH SCHOOL

- AUDITORIUM
- FIELD HOUSE
- GYMNASIUM
- LIBRARY
- CAFETERIA
- CAFÉ & KITCHEN
- MUSIC ROOM
- CLASSROOM
- EACH ADD'L ROOM
- REHEARSALS

MIDDLE SCHOOL

- AUDITORIUM
- GYMNASIUM
- CAFETERIA
- CAFÉ & KITCHEN
- CLASSROOM
- EACH ADD'L ROOM
- REHEARSALS
- LIBRARY

ELEMENTARY

- AUDITORIUM
- GYMNASIUM
- CAFETERIA
- CAFÉ & KITCHEN
- CLASSROOM
- EACH ADD'L ROOM
- LIBRARY

ATHLETIC FIELDS

UTILITY/FUEL SURCHARGE

- SECONDARY
- ELEMENTARY

BOARD POLICY

P1330 USE OF SCHOOL FACILITIES

and

R1330 RENTAL RATES EFFECTIVE

ADOPTED JULY 2004

Community Relations

Use of School Facilities

A. Authorized Users/Order Of Priority

1. The Westport public school program has 1st priority in the use of all school facilities.
2. The Westport Continuing Education (WCE) program (including Adult Education and Summer School) has next priority after the regular program.
3. The Westport Dep't. of Parks & Recreation (DPR) has 3rd priority for use of facilities.
4. Activities of school-related organizations, e.g., PTA, booster clubs and parent support groups shall have 4th priority for use of school facilities.
5. When not being used by the above groups, school facilities may be made available to other users, limited to agencies of the Town of Westport, and Westport-based, private non-profit groups, at least 50% of whose membership and/or participants must be Westport residents, for uses not directly competitive with school-sponsored activities, e.g., adult education, summer school, etc.
6. Use by the media or individual photographers, filmmakers, etc., wishing to photograph, televise or film school facilities or activities, is governed by the media access policy.

B. Requirements and Application Procedures

1. Written permission from the Superintendent or designee is required for all outsiders' use of buildings and equipment, use of grounds for any purpose involving 25 or more people (including participants and spectators), or use of parking lots on a weekend or after school hours by Westport residents for guest parking for a wedding or other private (non-commercial) event. Non compliance with this stipulation will constitute trespassing.
2. Applicants shall file a complete application with the facilities manager in the maintenance office.
3. All users not covered by the Westport Town/Board of Education insurance policy must provide a liability insurance certificate of no less than \$5 million, naming the Westport Board of Education/Town of Westport as additional named insureds. Insurance limits will be reviewed and updated periodically by the Assistant Superintendent for Business.

Community Relations

Use of School Facilities

B. Requirements and Application Procedures (continued)

4. Police and/or fire department protection may be required at the users' expense. This condition is to be determined by the supervisor of buildings, in consultation with the relevant departments.

C. Usage Types:

Standard Use is defined as routine meetings, programs, classes, etc.

Major Use which requires a surcharge, is defined as having one or more of the following characteristics:

Creates significant wear and tear.

- Funds are raised through admission charges (including "voluntary" contributions), sale of merchandise, raffles, door prizes, etc.
- Event uses vendors' or exhibitors' booths.
- Event uses the Staples field house.
- Event at any school requires two major facilities: (gym, cafeteria, auditorium). Ten or more classrooms = major facility.
- Event involves more than 500 participants or attendees.

D. Classification Of Groups For Payment Of Fees And Rent

(Identified groups are examples; groups not listed will be classified by Superintendent or designee).

*Category I Users No Rent For Standard Use

Category I includes:

- a) **School-Related:** e.g., student organizations, PTAs, parent support groups affiliated with school teams, clubs, etc., recognized parent advocate groups such as CLASP, etc.
- b) **Town Groups:** Town boards, commissions, and committees; DPR, Senior Center, Health District, Library, Transit District, Levitt Pavilion, First Night, etc.
- c) **Youth-Serving:** Westport-based non-profit youth-serving groups, such as: Boy & Girl Scouts, Little League, PAL, Babe Ruth League, Westport Soccer Association.
- d) **Grandfathered Groups:** Power Squadron, Red Cross, Westport Arts Center.
- e) **Others:** Superintendent or designee may waive or reduce fees for state/national professional or educational organizations; or for other groups serving the public interest; or for elected officials holding public meetings.

Community Relations

Use of School Facilities

D. Classification Of Groups For Payment Of Fees And Rent (continued)

***Category II Users Basic Rent: Westport-Based Community Groups**

Category II includes:

- a) Westport agencies supported by the United Way, and non-profit service organizations that serve Westport, e.g., Rotary, Kiwanis, Masons, Westport Woman's Club, Westport Young Woman's League, Veterans' groups, Nursing and Home Care, etc.
- b) Westport political, religious and ecumenical groups. (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, these groups may be classified as Category III for rental fee purposes.)
- c) Westport YMCA: for use of pool only, with special financial arrangements.

***Category III Users Basic Rent Doubled: Westport-Based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups**

Category III includes: private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are Westport residents.

***Category I, II And III Users: Additional Charges For Major Use**

When a Category II or III group makes major use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, Superintendent or designee may require a contribution to the school's student activity fund, amount to be determined by Superintendent, but no less than \$1000.)

Other Users: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge requests individually and determine rental category.

All Categories: Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym and field house floors if necessary. All groups pay surcharge for major use. Superintendent may reduce surcharge by 50% for Categories I and II if event is a fund raiser benefiting the Westport schools or the public, or when the event itself is a public service. Rental fees, administrative fee and surcharge required in advance. Personnel charges are billed.

Special Conditions: Regardless of user's category, the Superintendent (or designee) may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

Community Relations

Use of School Facilities (continued)

E. Restrictions On Use Of School Facilities

1. Illegal activities will not be tolerated.
2. School facilities may not be rented by individuals, businesses or trade organizations or used for private purposes.
3. No school facility may be used by individual entrepreneurs, either Westport Board of Education employees or others, to give private instruction for a fee to individuals or groups.
4. School facilities may not be used for the promotion of any commercial interest or private or corporate gain except in conjunction with a fund-raising activity by a permitted, non-profit user. In such cases, regardless of category, users may be required to make a donation to the student activity fund of the school of a minimum of \$1,000 in addition to paying custodial costs and applicable rental fees. The decision about whether to require a donation, and the amount of the donation, will be made by the Superintendent or designee, in consultation with the sponsor of the program.
5. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
6. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
7. Obscene advertising, decorations or materials shall not be permitted on school property.
8. Users must comply with all administrative regulations governing use of school facilities. Non-compliance may result in revocation of privileges.

All exceptions to this policy require approval of the Superintendent, whose decision on all aspects is final.

Legal Reference: Connecticut General Statutes

10-239 Use of School Facilities for Other Purposes

Policy adopted: July 29, 2004

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

RENTAL RATES EFFECTIVE

All groups pay custodial and kitchen workers, and surcharge, if applicable
(Rates per day; rates include set-up one night before; one surcharge per week or portion thereof.)

FACILITY	Daily Rates			Weekly Surcharge All Categories
	*Category I (School/Town)	**Category II (Community)	Category III (Private)	
STAPLES				
Field House	No rent*	350	700	500
Auditorium	" "	200	400	500
Gymnasium	" "	150	300	100
Library	" "	150	300	
Cafeteria	" "	150	300	100
Kitchen	" "	60	120	
Music Room	" "	30	60	
Pool	Only for YMCA and DPR, by special arrangement			

CMS, BMS LLTS & SES

Auditorium	100	200	200
Gymnasium	100	200	50
Cafeteria	50	100	100
Library	50	100	
Kitchen	35	70	

CES, GFS

Auditorium	75	150	100
Library	50	100	
Gymnasium	50	100	50
Cafeteria	35	70	50
Kitchen	20	40	

ALL SCHOOLS

Athletic Fields	30	60	100
Classrooms: First	20	40	
Each Add'l Classrm	10	20	
Surcharge if 11 or more classrooms are needed			50

Parking lot special use: Lights if needed: \$50; Custodians if needed \$50.

SURCHARGE IS REQUIRED IF EVENT:

- Creates significant wear and tear.
- Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc.
- Uses vendors' or exhibitors' booths
- Uses field house or two *major* facilities: (gym, cafeteria, auditorium, 11+ classrooms)
- Involves more than 500 participants or attendees.

EXTENDED USE: SURCHARGES ARE FOR EACH WEEK OR PORTION THEREOF

Superintendent or designee may reduce surcharge by 50% for events whose proceeds benefit the Westport Schools or other charitable Town organizations or for events that are, per se, public services

OTHER FEES:

- Administrative Charge: \$25 per contract
- Fees will also be charged for piano tuning, gym and field house floor covering, excess garbage collection and use of lighting/sound equipment. School system technicians required to operate equipment. Custodians, kitchen workers and technical personnel will be paid according to current fee schedule, up-dated yearly.

EXCEPTIONS :

* When a Category I group makes *major* use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, Superintendent or designee may require basic rental fees. Under those circumstances, for all groups, Superintendent or designee may also require a donation to the student activity fund; amount to be determined by Superintendent, (minimum \$1000).

** . (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, Category II groups may be classified as Category III for fee purposes.)

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1010
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To: Board of Education
From: Elliott Landon
Subject: 2011-12 End of Year Financial Report
Date: August 27, 2012

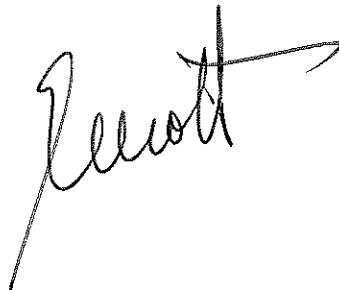
Enclosed with this memorandum is the above-referenced 2011-12 end of year financial report and budget closeout as prepared by Nancy Harris.

It is recommended that the Board approve the End of Year Financial Report, as presented.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the transfer of funds within its 2011-12 budget in the amount of \$541,911, as shown in the materials accompanying this memorandum, and

Be It Further Resolved, That the Board of Education approves the 2011-12 End of Year Financial Report, as presented.

A handwritten signature in black ink, appearing to read "Elliott Landon", with a long horizontal stroke extending to the right.

INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT OF SCHOOLS

FROM: NANCY J. HARRIS
ASSISTANT SUPERINTENDENT FOR BUSINESS

SUBJECT: 2011-2012 END OF YEAR FINANCIAL REPORT

DATE: AUGUST 22, 2012

CC: F. MEILAN, BUDGET FILE

The 2011-2012 fiscal year has been closed and reconciled with the Town of Westport's records. The year ended having spent \$98,095,118 or 100.00% of the \$98,095,118 budget with a \$0.00 fund balance.

The following are the final general fund balances in the designated line items (*see Exhibit A for detailed references*):

ACCOUNT CATEGORY	AMOUNT
Salaries	\$337,514
Employee Benefits	84,899
Contracted Services	40,785
Purchased Property Services	(295,072)
Other Purchased Services	(211,884)
Supplies and Materials	74,699
Equipment	(34,955)
Other Expenses	4,014
Net Surplus/Deficit	<u>\$0</u>

The Board of Education traditionally approves final transfer of funds to enable administration to make a final adjustment to the budgeted line items which reflect the actual expenditures for the year. The adopted budget remains as adopted which will allow appropriate comparison

between budget and final expenditures should the need arise. Therefore we are requesting the following:

I. ADMINISTRATIVE RECOMMENDATION:

It is requested that the Board approve the following transfers:

Transfer from:

Salaries	\$337,514
Employee Benefits	84,899
Contracted Services	40,785
Supplies and Materials	74,699
Other Expenses	4,014
	<hr/>
	\$541,911
	<hr/>

Transfer to:

Purchased Property Services	\$295,072
Other Purchased Services	211,884
Equipment	34,955
	<hr/>
	\$541,911
	<hr/>

A review of Exhibit A, Expenditures by Object Codes indicates the following:

Salaries - \$64,948,565 was expended to 99.48% of the budget appropriation.

Employee Benefits – \$15,217,392 or 99.45% was expended in this category leaving a fund balance of \$84,899 in these accounts. Additional fund balances were generated by lower than budgeted Health Care and Group Term Life costs, as well as lower than budgeted Course Reimbursement for certified staff.

Contracted Services – \$1,143,376 was expended (96.56% of budget) in this category of accounts leaving a fund balance of \$40,785. The lower than budgeted legal costs produced a fund balance of \$32,953.

Purchased Property Services - A total of \$5,376,787 was expended or 105.81% of this budget category leaving a fund balance shortfall of \$295,072. Electricity is the single largest expenditure in this category with an adjusted budget and expenditures of

\$1,774,810 from the General Fund. In addition, \$48,787 was funded for electricity from the Rentals and Reimbursements Fund. Adult and Continuing Education also contributed \$150,000 towards Electricity payments. The warmer than normal winter season was a large factor in reduced consumption of heating energy. Our favorable contract rates for electricity and oil/natural gas have proven to be very beneficial to the BOE this year. We also continue to manage consumption with various cost saving techniques including use of high efficiency light bulbs, occupancy sensors, and containment of electrical consumption for computers. The savings in these energy accounts provided the funds to pay for a number of unanticipated indoor air quality (IAQ) projects required throughout the school district.

Other Purchased Services – This represents \$7,487,583 or 102.91% of the category leaving a fund balance shortfall of \$211,884. A fund shortfall in special education tuition of \$205,137 in Public and Private Tuitions is net of the Excess Cost reimbursements from the State Department of Education. A total of \$776,799 was received by the Board of Education from the State Excess Cost Grant in order to reduce the high costs of certain special education programs, transportation and outside placements. These funds were applied to both special education transportation and tuition costs as applicable. A credit of \$13,475 from the Universal Services Fund (USF) was netted to the Communication/Telephone account that helped to improve other network and communications linkages as has been done in previous years.

Supplies and Materials – These accounts reflect expenditures of \$2,323,317 or 96.88% with an unexpended balance of \$74,699.

Equipment – A category deficit balance of (\$34,955) was generated. A total of \$1,131,743 or 103.19% of the category was expended.

Other Expenses – A total of \$466,356 was expended or 99.15% of this budget category, leaving a fund balance of \$4,014.

Included in this report are several exhibits that help to explain the activities of the fiscal year as follows:

- | | |
|------------------|--|
| Exhibit A | General Fund Operating Expenditures by Object
This report details the financial records by object, i.e. what types of goods and services were purchased during the year. |
| Exhibit B | General Fund Operating Expenditures by Functional Area
This report shows the financial records by functional area, i.e. the purpose of the purchases or why the funds were used. |
| Exhibit C | Tuition Based Budgets
This report represents expenditures supported by tuition payments received from other school districts and Preschool participants. No |

expenditures are made from this fund without the corresponding revenue to support the payments. Comparison to budget is merely a reference and does not generate "turnback" funds to the town.

Exhibit D Private School Services

This report represents mandated program expenditures such as a school nurse and transportation for Green's Farms Academy.

Exhibit E State & Federal School Grants

This report details the total state and federal grants received and expended during the fiscal year. The two largest grants received are IDEA Part B to support special education children and Title I ESEA for programs supporting children who are educationally at risk. Most federal grants are of a two year duration which allows funds to be "carried over" to the following fiscal year.

Exhibit F Rentals & Reimbursements Summary

This report summarizes the activity indicating the source of the revenue (Activity Code) and the total expenditures made for each activity. The Board of Finance and RTM use this report to appropriate the funds expended as part of the Town's year end closing process.

Exhibit G Project Summary

Robert Woosley, Director of Facilities, has prepared the report of Maintenance Projects that were completed during the 2011-2012 fiscal year, displayed by school.

II. ADMINISTRATIVE RECOMMENDATION:
It is requested that the Board approve the End of Year Financial Report as presented.

WESTPORT PUBLIC SCHOOLS
EXPENDITURES BY OBJECT CODES
as of June 30, 2012

Object Codes	Descriptions	2007-08 Year-End Expense	2008-09 Adjusted Budget	2009-10 Year-End Expense	2010-11 Year-End Expense	2011-12 Adjusted Budget	2011-12 Year-End Expense	DIFFER- ENCE
	SALARIES							
110	Certified Personnel	45,193,478	47,134,142	48,674,747	49,393,727	51,026,604	50,916,719	109,885
120	Non-Certified Personnel	11,250,848	11,982,341	12,386,071	12,348,127	12,591,281	12,492,138	99,143
140	Continuing Education Director & Teachers	4,000	-	-	-	-	-	-
150	Temporary Certified Personnel	1,020,680	1,204,956	980,588	1,059,030	1,234,003	1,105,517	128,486
155	Temporary Non-Certified Personnel	331,509	437,666	386,937	357,081	434,191	434,191	0
	ARRA Salary Hold	-	-	182,843	182,843	-	-	-
	Total Salaries (Object 100)	57,800,515	60,759,105	62,611,186	63,340,808	65,286,079	64,948,565	337,514
	BENEFITS							
210	Employee Insurance	10,756,851	11,540,219	11,907,589	12,566,364	12,604,000	12,573,168	30,832
211	Group Term Life	244,486	259,227	262,035	272,589	313,000	284,462	28,538
212	Child Care	30,081	19,762	29,165	27,662	33,500	29,500	4,000
213	Health Insurance Waiver	54,000	44,500	51,250	36,500	51,700	44,725	6,975
220	Social Security	1,547,232	1,641,912	1,699,533	1,669,911	1,732,390	1,731,120	1,270
240	Course Reimb & In-Service Training	16,180	26,569	33,584	33,875	43,000	32,228	10,772
250	Unemployment Compensation	45,597	27,858	103,901	115,197	146,500	145,488	1,012
260	Workers' Compensation	220,950	261,261	255,334	279,176	316,527	316,027	500
287	Uniform Allowances	33,169	32,375	32,082	33,670	33,000	32,923	77
290	Other Employee Benefits - Relocation	14,263	1,846	17,804	25,852	28,674	27,751	923
200	Benefits Hold	-	-	-	-	-	-	-
	Total Benefits (Object 200)	12,962,809	13,855,529	14,392,277	15,050,796	15,302,291	15,217,392	84,899

WESTPORT PUBLIC SCHOOLS
EXPENDITURES BY OBJECT CODES
as of June 30, 2012

Object Codes	Descriptions	2007-08 Year-End Expense	2008-09 Adjusted Budget	2009-10 Year-End Expense	2010-11 Year-End Expense	2011-12 Adjusted Budget	2011-12 Year-End Expense	DIFFER- ENCE
	CONTRACTED SERVICES							
320	Homebound	79,687	118,642	173,418	114,936	100,162	100,161	1
321	Gifted Activities	32,659	12,527	16,874	20,183	24,956	24,956	-
322	Educational Interns	121,530	117,042	141,357	116,626	20,295	20,295	-
323	Inst'l Program Improvements	277,750	276,401	254,170	226,595	225,653	225,653	-
324	Pupil Services	38,330	44,120	18,784	15,047	8,015	8,015	-
325	PPT Consultations	64,519	131,284	69,556	58,702	116,491	115,509	982
325	OT/PT	15,405	-	-	-	-	-	-
327	Student Evaluations-Outside	111,179	54,644	95,161	58,490	78,295	78,295	-
328	Medical Advisor	11,701	20,571	32,097	20,450	25,435	25,435	-
330	Other Prof/Technical Services	357,040	328,332	250,791	273,231	245,321	238,497	6,824
331	Legal/Negotiations Services	283,775	377,435	386,638	291,277	297,467	264,514	32,953
332	Licenses/Fees	148,534	100,944	43,176	26,231	42,071	42,046	25
	Total Contracted Services (Object 300)	1,542,109	1,581,942	1,482,022	1,221,768	1,184,161	1,143,376	40,785

WESTPORT PUBLIC SCHOOLS
EXPENDITURES BY OBJECT CODES
as of June 30, 2012

Object Codes	Descriptions	2007-08 Year-End Expense	2008-09 Adjusted Budget	2009-10 Year-End Expense	2010-11 Year-End Expense	2011-12 Adjusted Budget	2011-12 Year-End Expense	DIFFER- ENCE
	PURCHASED PROPERTY SERVICES							
410	Water & Sewer	82,402	83,938	74,493	83,025	84,181	84,181	-
413	Electricity	2,234,847	2,381,732	2,005,862	1,934,775	1,774,810	1,774,810	-
414	Natural Gas	1,060,023	1,185,036	876,472	939,664	817,686	817,686	0
415	Heating Oil	19,537	204,055	211,798	19,461	20,188	20,188	0
421	Contracted Maintenance/Refuse Removal	551,834	461,775	429,014	505,069	440,929	440,929	-
431	Building Maintenance	258,655	356,705	386,894	551,204	434,818	450,718	(15,900)
432	Grounds Maintenance	243,922	147,244	200,300	209,275	207,000	229,639	(22,639)
433	Equipment Repair - Instructional	84,026	83,941	83,176	84,490	86,790	86,790	-
434	Equipment Repair - Non Instructional	34,536	31,690	37,442	66,276	48,570	49,606	(1,036)
435	Building Projects	367,037	183,367	78,984	63,975	317,928	543,673	(225,745)
436	Grounds Projects	105,638	58,830	46,000	105,240	30,260	30,260	-
437	Restorative/Preventative Maintenance	322,416	395,219	138,517	105,570	76,723	80,961	(4,238)
440	Copier Rentals	264,656	158,820	185,090	190,598	183,438	184,438	(1,000)
450	Gasoline for Vehicles	12,489	14,342	10,100	14,869	14,405	14,405	-
451	Custodial Supplies	196,231	187,941	213,036	225,423	226,357	226,357	-
452	Maintenance Supplies	205,112	258,520	293,613	248,036	239,341	262,176	(22,835)
490	School Security	56,270	80,846	74,917	74,762	78,291	79,970	(1,679)
492	Capital Non-Recurring Fund/Facilities Hold	-	-	-	-	-	-	-
	Total Property Services (Object 400)	6,099,631	6,274,001	5,345,708	5,421,712	5,081,715	5,376,787	(295,072)

WESTPORT PUBLIC SCHOOLS

EXPENDITURES BY OBJECT CODES

as of June 30, 2012

Object Codes	Descriptions	2007-08 Year-End Expense	2008-09 Adjusted Budget	2009-10 Year-End Expense	2010-11 Year-End Expense	2011-12 Adjusted Budget	2011-12 Year-End Expense	DIFFER- ENCE
OTHER PURCHASED SERVICES								
510	Pupil Transportation	3,750,262	3,902,397	3,594,515	3,608,025	3,790,791	3,790,791	-
520	Property Insurance	181,439	186,146	158,415	154,820	162,490	162,490	-
521	Flood Insurance	10,936	12,507	12,507	12,962	13,385	13,385	-
523	Liability Insurance	360,403	307,925	286,112	254,535	254,731	256,455	(1,724)
529	Athletic Insurance	9,955	22,765	25,765	26,825	33,639	33,639	-
530	Communication/Telephone Systems	576,206	461,159	465,513	425,302	445,256	445,256	-
532	Postage	85,898	75,680	57,463	56,543	50,000	55,023	(5,023)
540	Advertising & Recruiting	116,531	85,105	69,518	107,278	86,677	86,677	0
550	Printing & Binding	53,097	45,036	42,483	31,777	30,855	30,855	-
560	Tuition--Special Education	1,751,198	1,825,730	2,154,855	2,435,384	2,357,374	2,562,511	(205,137)
580	Staff Travel	26,438	26,879	32,715	33,783	50,501	50,501	-
500	ARRA - Other Purchased Services Hold	26,438	-	100,811	100,811	-	-	-
Total Other Purchased Services (Object 500)		6,922,363	6,951,329	7,000,672	7,248,045	7,275,699	7,487,583	(211,884)
SUPPLIES AND MATERIALS								
611	Instructional Supplies	777,513	885,693	798,944	840,644	860,631	823,407	37,223
612	Software	391,092	401,129	440,743	516,650	542,035	540,230	1,805
613	Technology Supplies	111,835	127,102	108,849	119,937	153,302	153,302	0
615	Graduation Expense	25,258	26,477	26,637	29,749	31,966	31,966	0
641	Textbooks	552,393	610,415	458,540	472,392	448,482	447,010	1,472
642	Library Books & Periodicals	117,845	141,543	137,206	146,707	151,084	141,921	9,163
643	Audio/Visual Materials	16,911	21,314	21,274	22,772	18,374	10,417	7,957
690	Other Supplies	201,317	183,835	165,013	152,984	163,093	149,596	13,497
691	Health Supplies	28,573	24,428	23,219	22,852	29,050	25,471	3,579
600	Supplies Hold	-	-	-	-	-	-	-
Total Supplies and Materials(Object 600)		2,222,737	2,421,936	2,180,425	2,324,687	2,398,016	2,323,317	74,699

WESTPORT PUBLIC SCHOOLS
EXPENDITURES BY OBJECT CODES
as of June 30, 2012

Object Codes	Descriptions	2007-08 Year-End Expense	2008-09 Adjusted Budget	2009-10 Year-End Expense	2010-11 Year-End Expense	2011-12 Adjusted Budget	2011-12 Year-End Expense	DIFFERENCE
	EQUIPMENT							
731,733	Instructional Equipment	124,154	104,536	68,813	70,746	39,443	71,986	(32,543)
732,734	Non-Instructional Equipment	46,300	57,897	40,846	38,459	36,059	37,198	(1,139)
735	Furniture	83,180	91,837	18,527	40,969	36,295	36,295	-
736	Instructional Technology	587,764	1,042,569	920,434	810,219	945,725	946,575	(850)
737	Non-instructional Equipment/Technology	41,176	43,233	86,340	45,691	39,265	39,688	(423)
739	Capital Expenditures for Transportation	-	-	-	-	-	-	-
	Total Equipment (Object 700)	882,574	1,340,072	1,134,960	1,006,084	1,096,787	1,131,742	(34,955)
	OTHER EXPENSES							
810	Dues and Fees	67,258	66,207	63,030	71,817	81,535	81,535	-
811	Student Activities/Awards	27,233	23,880	29,576	28,070	24,162	22,309	1,853
812	Student Athletics	314,962	349,315	328,801	355,872	364,673	362,512	2,161
800	Other Expenses Hold	-	-	-	-	-	-	-
	Total Other Expenses (Object 800)	409,453	439,402	421,407	455,759	470,370	466,356	4,014
	TOTALS	88,842,191	93,623,316	94,568,657	96,079,659	98,095,118	98,095,118	0

WESTPORT PL. SCHOOLS
EXPENDITURES BY FUNCTIONAL AREAS
as of June 30, 2012

Functional Areas	Descriptions	2007-08 Year-End Expense	2008-09 Year-End Expense	2009-10 Year-End Expense	2010-11 Year-End Expense	2011-12 Adjusted Budget	2011-12 Expended & Encumbered	Unexpended Balance	Percent of Budget Expended
1100	INSTRUCTION -- REGULAR EDUCATION (including salaries)	\$34,332,474	\$35,963,725	\$36,518,600	\$37,679,666	\$38,079,435	\$38,608,560	(\$529,125)	101.4%
	Other Program Expenses (excluding salaries)								
1102	- Art	48,870	51,755	45,427	53,976	48,821	56,915	(8,094)	116.6%
1105	- Language Arts	28,982	24,755	22,750	24,177	54,111	51,409	2,702	95.0%
1106	- Foreign Language	42,849	46,588	43,766	47,566	75,390	72,970	2,420	96.8%
1107	- Health	4,224	4,676	3,074	7,802	-	-	-	-
1108	- Physical Education	24,077	38,861	22,722	34,849	28,984	20,844	8,140	71.9%
1109	- Culinary	49,953	38,985	37,372	44,670	40,496	40,826	(330)	100.8%
1111	- Mathematics	29,388	35,828	32,337	22,169	42,885	157,743	(35,058)	128.6%
1112	- Music	106,955	91,510	83,058	63,411	69,259	62,128	7,131	89.7%
1113	- Sciences	66,485	61,553	58,062	57,558	152,598	137,186	15,412	89.9%
1114	- Reading	-	-	-	-	-	-	-	-
1115	- Social Studies	31,434	33,683	29,300	33,481	32,255	31,214	1,041	96.8%
1116	- Instructional Technology	1,271,677	1,805,779	1,729,270	1,551,281	1,721,793	1,809,046	(87,253)	105.1%
1117	- Vocational Ed	15,108	14,585	13,413	10,326	10,946	8,918	2,028	81.5%
1118	- Reg. Ed. ESOL	-	-	-	-	100	188	(68)	-
1120	- Pre-School	-	-	-	-	-	-	-	-
1122	- Computer Science	6,328	5,048	1,517	1,730	3,394	800	2,594	23.6%
1123	- Television	2,696	6,441	2,381	2,373	1,857	2,331	(474)	125.5%
1124	- Theater	7,489	10,371	10,653	12,363	12,635	11,612	1,023	91.9%
	Total Regular Education	\$36,068,989	\$38,234,114	\$38,654,302	\$39,647,378	\$40,454,759	\$41,072,670	\$ (617,911)	101.5%
1200	SPECIAL EDUCATION	9,287,858	10,079,203	10,840,662	10,727,003	10,809,097	11,190,373	(\$381,276)	103.5%
1300/1600	CONTINUING EDUCATION	\$11,372	\$90	\$0	\$600	\$0	\$0	\$ -	0.0%
	STUDENT SUPPORT SERVICES (including salaries)								
2111	Nursing Services	856,001	969,027	1,064,503	1,053,000	1,001,853	1,095,193	(93,340)	109.3%
2113	Social Work Services	265,051	275,979	295,567	272,972	285,867	279,978	5,889	97.9%
2120	Guidance	1,429,095	1,421,937	1,379,740	1,432,644	1,388,520	1,372,205	16,315	98.8%
2130	Health Services	31,305	42,548	50,362	38,520	40,630	40,805	(175)	100.4%
2140	Psychological Services	1,456,922	1,533,173	1,601,282	1,601,277	1,637,969	1,646,414	(8,445)	100.5%
2150	Speech Pathology & Audiology	799,656	857,880	915,441	928,001	964,675	988,675	(24,000)	102.5%
2160	Occupational & Physical Therapy	456,564	469,329	533,262	598,590	523,568	551,610	(28,042)	105.4%
2190	Other Support - Students	35,822	35,542	50,812	38,464	32,005	20,764	11,241	64.9%
2210	Improvement of Instructional Services	2,253,195	2,372,856	1,876,341	1,430,331	1,177,005	1,200,704	(23,699)	102.0%
2220	Educational Media Services (libraries/AV)	956,326	966,055	1,013,742	1,027,865	1,046,812	1,041,738	5,074	99.5%
2225	Instructional Technology Support	600,030	671,779	711,923	722,198	796,617	768,697	(28,080)	104.4%
	Total Student Support Services	\$9,139,967	\$9,636,105	9,492,974	9,083,862	8,895,521	9,006,783	(\$171,262)	101.9%

WESTPORT PUBLIC SCHOOLS
EXPENDITURES BY FUNCTIONAL AREAS
as of June 30, 2012

Functional Areas	Descriptions	2007-08 Year-End Expense	2008-09 Year-End Expense	2009-10 Year-End Expense	2010-11 Year-End Expense	2011-12 Adjusted Budget	2011-12 Expended & Encumbered	Unexpended Balance	Percent of Budget Expended
ADMINISTRATION AND SUPERVISION (Including salaries)									
2300	General Administrative Support - District Wide	83,955	65,846	49,833	48,033	62,237	65,059	(2,822)	104.5%
2310	Board of Education	254,165	306,758	229,994	246,386	211,441	190,482	20,959	90.1%
2320	Office of Superintendent	511,439	535,982	488,196	409,596	411,678	428,445	(16,767)	104.1%
2400	School Administrative Support Services								
2410	Office of the Principals	4,898,445	4,989,852	5,529,941	5,666,883	5,636,815	5,733,356	(96,541)	101.7%
2420	Pupil Personnel Services	190,012	176,123	184,258	193,382	197,050	237,927	(40,877)	120.7%
2490	Graduation	25,258	26,477	26,637	29,749	31,966	31,966		100.0%
2510	Financial Services	665,241	684,685	734,149	759,450	751,059	775,651	(24,592)	103.3%
2590	Rental of Copiers - TSO	29,834	11,520	8,841	15,057	9,000	8,514	486	94.6%
2600	Operations and Maintenance	9,746,408	10,026,916	8,972,642	9,126,495	8,745,375	9,150,116	(404,741)	104.6%
2660	Security	122,523	140,697	140,350	134,455	141,071	142,170	(1,099)	100.8%
	Total Administrative and Supervision	\$16,517,280	\$16,964,855	\$16,364,842	\$16,629,466	\$16,197,692	\$16,763,686	(\$565,994)	103.5%
TRANSPORTATION (Including salaries)									
2700	Student Transportation - Reimbursable	3,134,980	3,253,330	2,946,512	2,949,911	3,083,251	3,095,618	(12,367)	100.4%
2700	Student Transportation - Special Ed - In District	487,043	537,063	560,836	540,138	612,726	612,726		100.0%
2700	Student Transportation - Special Ed out-of district	308,008	310,011	299,934	332,926	301,478	301,478		100.0%
2790	Student Transportation - Non-Reimbursable	5,231	4,493	6,135	1,742	3,120	2,588	522	83.3%
	Total Transportation	\$3,935,262	\$4,104,896	\$3,813,417	\$3,824,717	\$4,000,575	\$4,012,420	(\$11,845)	100.3%
ADMINISTRATIVE SUPPORT SERVICES (Including salaries)									
2810	Planning, Research & Development								
2820	Information Services	18,029	15,843	6,561	5,858	1,500	4,345	(2,845)	289.7%
2830	Staff Services	135,774	117,406	222,089	253,647	247,464	259,139	(11,675)	104.7%
2832	Personnel Recruitment and Placement	102,307	69,911	54,141	96,346	76,640	76,641	(1)	100.0%
2840	Data Processing Services	535,651	489,900	493,372	454,256	501,495	505,451	(3,956)	100.8%
	Total Administrative Support Services	\$791,761	\$693,060	\$776,164	\$820,107	\$827,099	\$845,576	(\$18,477)	102.2%

WESTPORT PUBLIC SCHOOLS
EXPENDITURES BY FUNCTIONAL AREAS
as of June 30, 2012

Functional Areas	Descriptions	2007-08 Year-End Expense	2008-09 Year-End Expense	2009-10 Year-End Expense	2010-11 Year-End Expense	2011-12 Adjusted Budget	2011-12 Expended & Encumbered	Unexpended Balance	Percent of Budget Expended
2900	Other Support Services								
	Switchboard Operator/Courier	65,008	24,761	58,072	60,961	61,497	62,645	(1,148)	101.9%
	Other Support Services	9,484	15,556	3,012	-	3,800	634	3,166	16.7%
	Liability & other non-empl insurance (excluding trans. & athletics)	552,778	506,578	457,034	422,317	430,806	432,330	(1,724)	100.4%
	Workers Compensation	220,950	261,261	255,334	279,176	316,527	316,027	500	99.8%
	Unemployment Insurance	45,597	27,858	103,901	115,197	146,500	145,488	1,012	99.3%
	Medical Insurance	10,810,851	11,584,719	11,958,839	12,602,864	12,655,700	12,617,893	37,807	99.7%
	Group Term Life	244,486	259,227	262,034	272,590	313,000	284,462	28,538	90.9%
	Child Care	30,081	19,762	29,165	27,662	33,500	29,500	4,000	88.1%
	Social Security	8,921	5,087	7,853	6,951	1,732,390	7,664	1,724,726	0.4%
	Total Other Support Services	11,988,136	12,704,808	13,135,244	13,787,718	15,693,520	13,896,643	\$1,796,877	88.6%
3200	ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES	\$1,101,566	\$1,206,186	\$1,207,398	\$1,275,154	\$1,276,855	\$1,306,967	(\$30,112)	102.4%
ARRA	PAYMENTS TO TOWN IN LIEU OF ECS GRANT FUNDS			\$283,654	\$283,654	\$0	\$0	\$0	
4000	CAPITAL PROJECTS - CAPITAL NON-RECURRING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	n/a
	TOTAL EXPENDITURES	\$88,842,191	\$93,623,316	\$94,568,657	\$96,079,659	\$98,095,118	\$98,095,118	\$0	100.00%

WESTPORT PUBLIC SCHOOLS
2011-2012 REVENUE OFFSET BUDGETS

NO EXPENDITURES ARE MADE WITHOUT CORRESPONDING REVENUE

	#	STUD ENTS	PROJ RETURN & SPED (310)	#	STUD ENTS	PRE SCHOOL (305)	TOT REV OFFSET BUDGETS
PROJECTED REVENUE			83,038			175,340	258,378
REFLECTS BUDGET - NOT EXPENDITURES							
TUITION TYPE							
PROJECT RETURN/SPECIAL ED							
SELF CONTAINED		2	83,038				83,038
PARTIAL SELF CONTAINED							
PRE-SCHOOL							
5 DAYS PER WEEK				5		28,565	28,565
4 DAYS PER WEEK							
EXTENDED DAY				15		135,480	135,480
EMPLOYEE EXTENDED DAY				5		11,295	11,295
TUITION PER PARAPROFESSIONAL							
			\$ 28,000				
APPROPRIATION REQUESTED			\$ 83,038			\$ 175,340	\$ 258,378
ACTUAL REVENUE			46,991			84,975	131,966
REVENUE GENERATED BUT NO APPROPRIATION REQUESTED FOR:							
NON RESIDENT TUITION							21,080
EMPLOYEE TUITION							90,142
							\$ 111,222

	# STUD ENTS	PROJ RETURN & SPED (310)	# STUD ENTS	PRE SCHOOL (305)	TOT REV OFFSET BUDGETS
2011-2012 ACTUAL EXPENSES		PROJ RETURN		PRE SCHOOL	
CERTIFIED STAFF:					
TEACHERS					
CLASSROOM		40,726		18,719	59,445
HEARING IMPAIRED TCHR		-		-	-
ADAPTIVE PHYS ED		-		-	-
OCCUPATIONAL THERAPY TCHR		-		-	-
PHYSICAL THERAPIST		-		-	-
PSYCHOLOGIST		-		-	-
SOCIAL WORKER		-		-	-
SPEECH & LANGUAGE		-		-	-
SUB TOTAL CERT SAL		40,726		18,719	59,445
NON-CERTIFIED STAFF:					
NURSE		-		-	-
CUSTODIANS		-		-	-
PARAPROFESSIONALS		-		51,850	51,850
SUB TOTAL NON CERT SAL				51,850	51,850
BENEFITS:					
HEALTH & LIFE INSURANCE		6,265		10,000	16,265
SOCIAL SECURITY		-		4,406	4,406
WORKERS COMP		-		-	-
SUB TOTAL BENEFITS		6,265		14,406	20,671
CONTRACTED SERVICES:					
OT/PT		-		-	-
CONSULTATIONS		-		-	-
EVALUATIONS		-		-	-
OTHER CONTRACTED SERVICES		-		-	-
SUB TOTAL CONTRACT SVCS				0	
STUDENT REFUNDS		-		-	-
SUPPLIES		-		-	-
EQUIPMENT		-		-	-
PROJECTED EXPENDITURES		46,991		84,975	131,966

WESTPORT PUBLIC SCHOOLS
Private School Budget
as of June 30, 2012

Object Codes	Descriptions	2007-08 Year-End Actual	2008-09 Year-End Actual	2009-10 Year-End Actual	2010-11 Year-End Actual	2011-12 Adopted Budget	2011-12 Expended & Encumbered	Account Balance
111	Certified Personnel		\$27,946	\$44,089	\$45,412	\$46,798	\$46,798	\$0
112	Non-Certified Personnel	\$35,560	\$38,672	\$40,218	\$41,425	\$42,738	\$41,843	\$896
113	Continuing Education Director & Teachers							
121	Temporary Certified Personnel		\$257	\$1,161				\$0
122	Temporary Non-Certified Personnel	\$469	\$11,000	\$13,000	\$13,500	\$13,770	\$13,770	\$0
210	Employee Insurance	\$10,000	\$3,389	\$3,589	\$2,796	\$2,885	\$3,709	(\$824)
220	Social Security	\$2,632						
240	Course Reimbursements & In-Service Training							
250	Unemployment Compensation							
260	Workers' Compensation							
510	Pupil Transportation	\$146,804	\$150,668	\$155,188	\$158,008	\$162,748	\$164,400	(\$1,652)
519	Pupil Transp--Voc Tech							
517	Gasoline/diesel	\$9,000	\$10,350	\$16,792	\$15,888	\$19,066	\$17,486	\$1,580
523	Liability Insurance							
529	Athletic Insurance							
530	Telephone & Alarm Systems							
550	Printing & Binding							
580	Staff Travel							
810	Dues and Fees							
	TOTALS	\$204,465	\$242,282	\$274,036	\$277,029	\$288,005	\$288,005	\$0

WESTPORT PUBLIC SCHOOLS
STATE & FEDERAL PUBLIC SCHOOL GRANTS
as of June 30, 2012

Descriptions	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Expended/ Encumbered	Current Balances	% Expended
Investing & Personal Finance	14,200	0	0	0	0	0	0	
Space Camp	71,907	67,360	0	0	0	0	0	
Open Choice	100,597	102,541	105,000	111,663	114,000	114,000	0	100.0%
Title I - ESEA Carry Over	233	6,709	44,528	24,957	944	944	0	100.0%
Title I - ESEA	185,487	122,628	117,076	149,400	133,987	129,034	4,953	96.3%
Carl D. Perkins	37,388	33,297	35,645	39,224	31,709	31,702	7	100.0%
Title II - Tech ARRA	1,188	50	1,541	202	0	0	0	0.0%
Title II - Tech Carry Over	402	8	818	0	0	0	0	
Title II - Teacher	61,389	56,130	73,685	85,037	89,301	87,846	1,455	98.4%
Title II - Teacher Carry Over	32,410	45,921	48,416	29,408	21,349	21,349	0	100.0%
Title III English	12,297	156	171	0	8,962	1,281	7,681	14.3%
Title III English Carry Over	12,520	1,278	12,151	11,898	9,930	9,930	0	100.0%
Title III English w/New Canaan	0	0	0	0	3,967	0	3,967	0.0%
Title III English w/New Canaan Carry Over	4,081	3,292	2,942	2,860	3,359	2,070	1,289	61.6%
Title IV - Safe & Drug Free Schools	7,049	3,224	3,119	0	0	0	0	
Title IV - Safe & Drug Free Schools Carryover	3,936	5,735	7,639	7,627	0	0	0	0.0%
Title V - Not Funded 09-10	21	0	0	0	0	0	0	
Title V Carry Over	173	1,587	0	0	0	0	0	
IDEA Part B Carryover	0	10,254	103,387	191,087	202,097	202,097	(0)	100.0%
IDEA Part B	806,824	761,168	738,679	788,422	988,162	879,150	108,012	89.0%
Section 619 Pre-School Grants Carryover	23,185	23,486	23,607	23,609	23,700	22,932	768	96.8%
Section 619 Pre-School	25,015	6,236	19,737	36,252	35,765	35,765	0	100.0%
Immigrant & Youth Carryover	0	0	4,593	891	0	0	0	0.0%
Immigrant & Youth	0	0	507,239	622,194	0	0	0	0.0%
ARRA IDEA Part B	0	0	32,858	15,052	0	0	0	0.0%
ARRA IDEA PreSchool	0	182,843	182,843	182,843	0	0	0	0.0%
ARRA Ed Stabilization	0	0	0	0	0	0	0	0.0%
ARRA Ed Job funds	0	0	0	0	1,717	1,717	0	0.0%
ARRA Gov Serv	0	0	100,811	100,811	0	0	0	100.0%
Total Public Grants	\$1,386,102	\$1,251,222	\$2,166,484	\$2,539,692	\$1,668,949	\$1,539,817	\$129,132	92.3%

CARRYOVER - Balance will Carryover to following year

NON-PUBLIC SCHOOL GRANTS

Descriptions	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Expended/ Encumbered	Current Balances	% Expended
Adult Ed	1,378	2,082	2,055	2,034	2,094	2,094	0	100%
Title I Neglected & Delinquent	2,498	6,044	4,573	4,108	3,988	3,988	0	100%
Title I N&D Carryover	4,812	1,331	963	500	0	0	0	0%
Title II - Tech ARRA	3	30	59	0	0	0	0	0%
Title II - Tech Carry Over	0	0	2	5	0	0	0	0%
Title II - Teacher	271	379	208	0	357	296	61	83%
Title II - Teacher Carry Over	32	374	86	280	545	545	0	100%
Title IV - Safe & Drug Free Schools Carryover	4	0	368	30	0	0	0	0%
Title IV - Safe & Drug Free Schools	64,212	31,768	30,883	41,841	583	583	0	100%
Title V - Innovative Educ Strategies - Not Funded	500	0	23,159	2,700	3,500	2,183	1,317	62%
IDEA Part B Carryover	0	0	0	0	0	0	0	0%
IDEA Part B	0	0	0	0	0	0	0	0%
Section 619 Pre-School Grants	0	0	75,833	5,029	0	0	0	0%
Section 619 Pre-School Carryover	0	0	0	0	0	0	0	0%
ARRA IDEA Part B	0	0	0	0	0	0	0	0%
Total Non Public Grants	\$73,710	\$42,008	\$138,211	\$56,527	\$11,067	\$9,689	\$1,378	87.5%

CARRYOVER - Balance will Carryover to following year

WESTPORT PUBLIC SCHOOL
 RENTALS & REIMBURSEMENTS
 as of June 30, 2012

	REVENUES RECEIVED 6/30/2012	EXPENDITURE DETAIL	EXPEN- DITURES 6/30/2012	BALANCE TO TOWN
ACCOUNT 848				
WESTPORT EDUCATION ASSOCIATION	\$ 32,271.59		\$ 32,271.59	\$ -
PAYROLL			31,824.15	
FICA/MED			\$447.44	
ACCOUNT 852				
OUTSIDE ACTIVITIES & SCHOOL USE	\$ 110,140.39		\$ 110,140.39	\$ 0.00
TOTAL OUTSIDE ACTIVITIES			47,933.14	
PAYROLL		\$ 44,628.50		
BOE staff				
FICA/MED		\$ 3,304.64		
PAYMENTS TO VENDORS			62,207.25	
TOTAL	\$ 142,411.98		\$ 142,411.98	\$ 0.00

WESTPORT PUBLIC SCHOOL
RENTALS & REIMBURSEMENTS
as of June 30, 2012

2011-12 RENTAL & REIMBURSEMENTS
REVENUE & EXPENSE DETAIL

REVENUES	
CAMP GAN ISRAEL	\$ 45,114.80
WEA	\$ 32,271.59
WYWL CREATIVE ARTS FESTIVAL	\$ 10,089.62
ACADEMY OF DANCE	\$ 9,336.22
CONGREGATION FOR HUMANISTIC JUDAISM	\$ 6,645.20
CT BREEZE	\$ 5,017.00
ALL OTHERS (UNDER \$5,000)	\$ 33,937.55
	<u>\$ 142,411.98</u>

EXPENDITURES	
PAYROLL	\$ 80,204.73

VENDOR PAYMENTS	
ELECTRICITY	\$ 48,787.25
REFUND TO CAMP GAN ISRAEL FOR ESCROW PAYMENT	\$ 10,000.00
FINGERPRINTING	\$ 2,870.00
MISCELLANEOUS SUPPLIES	\$ 550.00
TOTAL PAYMENTS TO VENDORS	<u>\$ 62,207.25</u>
	<u>\$ 142,411.98</u>

WESTPORT PUBLIC SCHOOLS
 PROJECT SUMMARY
 as of JUNE 30, 2012

<u>SCHOOL</u>	<u>PROJECT DESCRIPTION</u>	<u>AMOUNT</u>
BMS	Mold Remediation	81,990
	Insulate Chilled Water Pipes	9,300
	Replaced 4 Chilled Water Valves	9,871
	Courtyard Curtain Wall- remove and replace sealants	7,220
	Courtyard Sidewalk Seal- remove and replace sealants	4,950
	Courtyard Block Wall Seal-remove and replace sealants	8,820
	Hardware Replacement - Panic Bars	3,000
	Asphalt- Fill In The Cracks And Seal	5,130
	Carpet to Tile in core rooms- 2nd Floor Pods - IAQ	17,324
	Sub Total	147,605
CMS	Install 1 Yard Drain & Catch Basin In Front Of Bldg.	3,275
	Replace Chiller Refrigerant Monitor	4,550
	Front And Rear Repoint Exterior Masonry	11,600
	Install Lights Outside The Gym	1,680
	Install Camera Outside Walls By Loading Dock	3,885
	Clear Fence Line	2,350
	Mold Remediation- Art Room	11,700
	Waterproof Rotunda- Roof Over Lobby	4,400
	Sub Total	43,440
	SHS	Asbestos Removal Fieldhouse (Sign)
Pool - Chlorination upgrades, install CO2 Feeder & Injector system		3,431
HVAC Software Upgrade		5,160
Masonry Block For Pool Wall Repair		2,830
Chiller Frequency Drive Replacement		48,578
Boiler Monitoring Upgrade Building Automation		3,150
Clear Fence Line		8,500
HVAC Testing SHS Gym		2,431
Repairs to Walkway/Asphalt		2,465
Replace Two Way Radio Repeater		4,290
Pool Roof Repair		15,397
Sub Total		98,532
136 Riverside		Oil Tank Replacement
Sub Total	2,720	
System wide	Clean Up After Storm Irene	4,218
	Sub Total	4,218
TOTAL ALL SCHOOLS & SYSTEMWIDE		527,168

WESTPORT PUBLIC SCHOOLS
PROJECT SUMMARY
as of JUNE 30, 2012

hibit G

<u>SCHOOL</u>	<u>PROJECT DESCRIPTION</u>	<u>AMOUNT</u>	
CES	Repainting /Restoration Room # 10- Prevent Water Damage	3,900	
	Mold Clean Up In Classrooms	5,800	
	Purchased Unit Ventilators- Process of Installing	24,024	
	Repair Underground Heating Pipe Leak	9,070	
	Replace Library Carpet	17,738	
	Replace Door Handles with Lever Lock - ADA Compliance	2,460	
	Sub Total	62,992	
GFS	Replaced Carpet to Tile in Classrooms	13,176	
	Masonry Exterior Wall Repairs By Boiler	7,200	
	Replace Chiller Refrigerant Monitor	4,300	
	Repair Leaking Tower Stonework	3,916	
	Cooling Tower Renovation	1,048	
	Playground/Asphalt Repairs	1,750	
	Boiler Burner Conversion & Replacement	6,765	
	Sub Total	38,155	
KHS	Powerwash and Repoint Front Steps	7,850	
	Poison Ivy - Removal from Play Areas	2,160	
	Remove Asbestos In Boiler Room	6,500	
	Emergency Cupola Repairs	4,200	
	Water Heater Replacement	3,614	
	Remove carpet to tile	2,432	
		Sub Total	26,756
	LLS	Mold Remediation-200 Wing Front Elevation	42,354
Vent Kiln To Outside		3,085	
Clear Fence Line		4,500	
Trench Drain Installation		6,830	
Replace Door Handles with Lever Lock - ADA Compliance-Purchased		8,815	
		Sub Total	65,584
SES	Reinsulated chilled Water Pipe	4,200	
	Roof Seam Repairs	8,075	
	Repair Auditorium Steps	6,400	
	Courtyard Concrete Repairs	4,840	
	Remove & Install New Carpet - Library Nook "Secret Garden"	2,389	
	Water Heater Replacement	3,614	
	Repaired Loading Dock Steps	3,650	
	Curb Patching	4,000	
		Sub Total	37,168