

Scotland Board of Education, Regular Meeting, Agenda

Date: April 2, 2024

Start Time: 7:00 pm

Location: School Cafeteria w/ZOOM Link

Liaison Assignments 2024- Curriculum & Instruction- Kaitlyn Shafer & Beth Troeger; **Infrastructure, Health & Safety-** Clark Stearns; **Community Relations, Spec Programs-** Lisa LaBelle; **Finance-** Clark Stearns; **Technology-** Gracie Martin; **EASTCONN-** Lisa LaBelle; **School Readiness-** Brittany Santiago & Kaitlyn Shafer; **Policy-** Brittany Santiago; **Regional Issues-** Cassidy Martin

Agenda Item	Notes
1. Call to Order /Pledge of Allegiance/Chairperson's Intro Statement	
2. Comments from the Public	
3. Communications to the Board	
4. Approval of Minutes <ul style="list-style-type: none"> • Regular Meeting of March 5, 2024 	
5. Opportunity to Add or Delete Agenda Items	<i>Additions to the agenda may be considered at a regular BOE meeting upon a 2/3 vote of those members present and voting, per state statute</i>
6. Celebrations:	
7. Reports <ul style="list-style-type: none"> A. Chairperson's Oral Report B. Superintendent's Report C. Principal's Report D. Special Education Report E. Financial Report F. Shared Services updates G. Liaison Reports including Readiness Council & PTO 	
8. Board Business <ul style="list-style-type: none"> A. Item: 24/25 SY BOE Budget Action: Discussion & Action B. Item: Bus Contract Extension Action: Discussion & Action 	
9. Old Business updates: Newsletter	
10. Comments from the Public on Agenda Items	
11. Other Action Items	
12. Upcoming Meetings <ul style="list-style-type: none"> • Regular Board Meeting May 7, 2024 • Items for Next Meeting and Assignments: Policies updates 	
13. Adjournment	

Persons requiring interpreters or related services call 860-423-0064 at least three (3) business days before the meeting.

Members of the public may address an issue on the agenda. The board may, at its discretion, limit the amount of time you will be allowed to speak. If you wish to speak on an item not listed on the agenda, you may do so at the end of the meeting during the Audience for Citizens.

Scotland Elementary School's Non-Discrimination Statement:

Scotland Elementary School is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, marital status, ancestry, genetic information, veteran status, gender identity or expression or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Each student is encouraged to develop and achieve individual educational goals. SES will provide every student with equal educational opportunities. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Inquiries regarding Scotland School's nondiscrimination policies should be directed to the Building Title IX coordinator,, Scotland Elementary School, PO Box 97, Scotland, CT 06264, (860) 423-0064, the District Coordinator, Ms. Bruneau, or the Office for Civil Rights.

Zoom US is inviting you to a scheduled Zoom meeting.

Topic: BOE meeting 4-2-24

Time: Apr 2, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/5061158586?pwd=Wi9RVWduam81YzV0bXpDcUNqRkZBUT09&omn=87418674549>

Meeting ID: 506 115 8586

Passcode: Scotland

One tap mobile

+13017158592,,5061158586#,,,,*44192356# US (Washington DC)

+13052241968,,5061158586#,,,,*44192356# US

Dial by your location

• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 646 931 3860 US

• +1 929 205 6099 US (New York)

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

• +1 689 278 1000 US

• +1 719 359 4580 US

Meeting ID: 506 115 8586

Passcode: 44192356

Find your local number: <https://us06web.zoom.us/j/kcFnLU6UsH>

Introduction Script for Board Meetings

Good evening. As Chairperson of the Scotland Board of Education, I wish to extend a warm welcome to everyone present and on Zoom. The Board, Superintendent, and I are pleased that you have joined us as we celebrate achievement, review information, and make policy decisions related to the effective operation of SES.

This is a regular meeting, and all items that will be discussed or voted on this evening have been posted as required by state law.

As the Scotland Board of Education, we are tasked with setting goals; listening to reports of the Superintendent and admin, approving budgets, contracts, and personnel appointments; and making policy for the district. We are not here to make management decisions or solve the problems of individuals. Management is the responsibility of the Superintendent.

Meetings of the Board are open to the public. It is the time when the Board conducts its business of governing the school system in a public arena. The regular meetings are not meetings with the public. Therefore, comments from the audience will be confined to the time designated for the public to address the Board.

Decorum and courtesy are important elements in effective public meetings. Please silence your cell phones or communication devices and refrain from talking while others are speaking.

Since it is legally mandated that proceedings be accurately recorded, the Board Chair may have to ask for order periodically, should noise begin to interfere with our recording capabilities.

I am pleased that you have taken the time this evening to join us. We are very proud of this school system and thank you for your interest and support of the Scotland Board of Education.

ARE THERE ANY COMMENTS FROM THE PUBLIC?

2023-2024 General Fund

April 2024 Update

- **Salaries (51110-51901)**
 - Salary accounts include certified and non-certified positions. The total budget for all salary accounts for fiscal year 2024 is \$1,549,016 which is about 65% of the total budget. April's forecast reflects a deficit of (\$55,789.36). This deficit includes a forecasted expenditure in our Substitute accounts.
- **Benefits (52100-52700)**
 - Benefit accounts include Health Insurance, Employer Payroll Taxes (FICA/Med), Tuition Reimbursement, Unemployment Compensation, and Workers' Compensation. The total budget in these object codes for fiscal year 2024 is \$204,650 this accounts for 8% of the total budget. The forecast for April's update reflects an unreserved balance of \$26,959.47.
- **Professional Services (53020-53400)**
 - Professional Services include legal fees, testing services, in-service, field trips, and audit services. The total budget for professional services is \$246,665 which is about 10% of the total budget. Currently we are forecasting an unreserved balance of \$9,753.21.
- **Property Services (54300-54400)**
 - Property Services include repairs and maintenance, software, and rentals. The total budget for these object codes is \$50,275 which is about 2% of the total budget. For April we continue to forecast that these accounts have an unreserved balance of \$6,264.96. This could change as we move forward through the year, specifically in the Repairs & Maintenance account.
- **Purchased Services (55100-55910)**
 - Purchased service accounts include pupil transportation, property & liability insurance, communications (telephone services), postage, advertising, printing services, tuition, and travel. These accounts make up 9% of the total budget at \$214,555. Our April forecast reflects an unreserved balance of \$10,431.41.
- **Supplies (56010-56410)**
 - Supply accounts include general supplies, instructional supplies, maintenance supplies, and operations supplies (electricity, heating fuel, and gasoline), and textbooks. Overall these object codes make up 4% of the budget with a total budgeted amount of \$92,786. For April we are forecasting these accounts to be just about fully spent.
- **Equipment (57300)**
 - Equipment is budgeted at \$3,500 and is mostly related to technology. Currently we are forecasting an unreserved balance of \$2,863.66.
- **Dues & Fees (58100-58900)**
 - Dues and fees / other expenditure accounts are budgeted at \$3,550. Dues and fees accounts include (but are not limited to) memberships to professional organizations such as CABA, CAPP, and CAS; RESC memberships for EASTCONN. For April we are forecasting a small unreserved balance of \$51.73.

For Fiscal Year 2024, our total spend to date is \$1,589,648.87 which is 67.2% of our total budget of \$2,364,997.

DRAFT

SCOTLAND BOARD OF EDUCATION
FY 2022-2023 Budget

3/5/24, 4
24-25 blank budget worksh

	G	I	K	L	M	N	O	P
				BUDGET 2022-2023	BUDGET 2023-2024	CHANGE (Col.P-M)	CHANGE %	BUDGET 2024-2025
1								
2								
3	1000							
4	1000	51110	REGULAR INSTRUCTION	745,460	767,823	24,900	3.24%	792,723
5	1000	51120	TEACHERS	11,689	11,669	11,670	100.01%	23,339
6	1000	51130	INSTRUCTIONAL AIDES	6,000	6,000	600	10.00%	6,600
7	1000	51130	SUBSTITUTES - TEACHERS	1,000	2,000	0	0.00%	2,000
9	1000	52100	SUBS - INSTRUCTIONAL AIDES	142,122	142,122	10,948	7.70%	153,070
10	1000	52200	GROUP INSURANCE	12,237	12,237	1,701	13.90%	13,938
11	1000	52510	FICA TAXES	2,500	2,500	0	0.00%	2,500
12	1000	52600	TUITION REIMB. FOR TEACHERS	2,000	2,000	0	0.00%	2,000
13	1000	52700	UNEMPLOYMENT COMP.	12,319	12,319	0	0.00%	12,319
14	1000	53070	WORKER'S COMPENSATION	9,100	9,100	0	0.00%	9,100
15	1000	53240	TESTING/SCORING	1,640	1,640	0	0.00%	1,640
16	1000	54400	FIELD TRIPS	5,856	5,856	0	0.00%	5,856
17	1000	55610	RENTALS	40,376	50,470	0	0.00%	50,470
18	1000	55800	TUITION/PUBLIC IN STATE	500	500	0	0.00%	500
19	1000	56110	TRAVEL REIMBURSEMENT	7,078	7,078	0	0.00%	7,078
20	1000	56410	INSTRUCTIONAL SUPPLIES	3,000	3,000	0	0.00%	3,000
21			TEXTBOOKS	1,002,857	1,036,314	49,819	4.81%	1,086,133
22	1001		TOTAL					
23	1001	51120	PRESCHOOL	0	0	0		
24	1001	52200	INSTRUCTIONAL AIDES	0	0	0		0
25			FICA TAXES	0	0	0		0
26	1210		TOTAL					
27	1210	51110	SPEC. ED.	125,799	158,823	6,558	4.13%	165,381
28	1210	51120	TEACHERS	122,035	122,035	3,648	2.99%	125,683
29	1210	51130	INSTRUCTIONAL AIDES	3,000	5,600	0	0.00%	5,600
30	1210	51130	SUBSTITUTES - TEACHERS	10,000	10,000	0	0.00%	10,000
31	1210	51901	SUBS - INSTRUCTIONAL AIDES	64,000	64,000	(15,000)	-23.44%	49,000
32	1210	52200	ADMINISTRATION	13,082	13,082	3,873	29.61%	16,955
33	1210	53020	FICA TAXES	5,000	5,000	0	0.00%	5,000
34	1210	53070	LEGAL SERVICES	1,000	1,000	0	0.00%	1,000
35	1210	53220	TESTING/SCORING	650	1,650	0	0.00%	1,650
36	1210	53400	IN SERVICE	0	16,000	0	0.00%	16,000
37	1210	54301	OTHER PROFESSIONAL SERVICES	5,274	5,274	0	0.00%	5,274
			SOFTWARE RENEWAL					

SCOTLAND BOARD OF EDUCATION
FY 2022-2023 Budget

DRAFT

	G	I	K	L		M		N		O	P
				BUDGET	BUDGET	BUDGET	CHANGE	CHANGE	CHANGE		
				2022-2023	2023-2024	(Col. P-M)			%		2024-2025
1											
2											
38	1210	55301		500	500	0		0	0.00%		500
39	1210	55610		101,530	31,000	33,000		33,000	106.45%		64,000
40	1210	56110		1,000	1,000	0		0	0.00%		1,000
41	1210	56410		700	700	(700)		(700)	-100.00%		0
42	1210	57300		500	500	(500)		(500)	-100.00%		0
43	1210	58100		150	150	(150)		(150)	-100.00%		0
44				454,220	436,314	30,729		30,729	7.04%		467,043
45											
46	1300										
47	1300	55910	ADULT EDUCATION	2,000	2,000	0		0	0.00%		2,000
48			TOTAL	2,000	2,000	0		0	0.00%		2,000
49	1400										
50	1400	51110	TEACHERS	1,751	1,751	0		0	0.00%		1,751
51	1400	51120	INSTRUCTIONAL AIDES	694	694	0		0	0.00%		694
52	1400	52200	FICA TAXES	187	187	0		0	0.00%		187
53	1400	53400	OTHER PROFESSIONAL SERVICES	3,600	3,600	0		0	0.00%		3,600
54	1400	56110	INSTRUCTIONAL SUPPLIES	150	150	(150)		(150)	-100.00%		0
55			TOTAL	6,382	6,382	(150)		(150)	-2.35%		6,232
56	2130										
57	2130	51130	HEALTH OFFICE	1,000	1,000	0		0	0.00%		1,000
58	2130	51900	SUBSTITUTES	54,227	54,798	1,202		1,202	2.19%		56,000
59	2130	52200	OTHER SALARIES	4,225	4,225	136		136	3.22%		4,361
60	2130	53220	FICA TAXES	370	370	0		0			0
61	2130	53400	IN SERVICE	1,000	1,800	0		0	0.00%		1,800
62	2130	54300	OTHER PROFESSIONAL SERVICES	500	500	0		0	0.00%		500
63	2130	55200	REPAIRS & MAINTENANCE	230	230	0		0	0.00%		230
64	2130	56010	INSURANCE	1,000	1,000	(200)		(200)	-20.00%		800
65			GENERAL SUPPLIES	62,552	63,553	1,138		1,138	1.79%		64,691
66	2140										
67	2140	51110	PSYCHOLOGICAL SERVICES	0	0	0		0			0
68	2140	52200	TEACHERS	0	0	0		0			0
69	2140	53070	FICA TAXES	7,000	10,000	(1,000)		(1,000)	-10.00%		9,000
70	2140	53220	TESTING/SCORING	0	0	0		0			0
71	2140	56110	IN SERVICE	0	0	0		0			0
72			INSTRUCTIONAL SUPPLIES	0	0	0		0			0
			TOTAL	7,000	10,000	(1,000)		(1,000)	-10.00%		9,000

2

DRAFT

SCOTLAND BOARD OF EDUCATION
FY 2022-2023 Budget

3/5/24,
24-25 blank budget worksh

	G	I	K	L			M			N		O	P
				BUDGET	BUDGET	BUDGET	BUDGET	CHANGE	CHANGE	CHANGE	%		
1													
2													
73	2150												
74	2150	51110											
75	2150	52200											
76	2150	53400											
77													
78	2160												
79	2160	51900											
80	2160	52200											
81	2160	53400											
82													
83	2210												
84	2210	53220											
86													
87													
88	2220												
89	2220	51110											
91	2220	52200											
92	2220	54301											
93	2220	56010											
94	2220	56400											
95													
96	2230												
99	2230	51900											
100	2230	52200											
101	2230	53400											
102	2230	54300											
103	2230	57300											
104													
105	2310												
106	2310	51900											
107	2310	52200											
108	2310	53220											
109	2310	56010											

**SCOTLAND BOARD OF EDUCATION
FY 2022-2023 Budget**

DRAFT

3/5/24, 4
24-25 blank budget worksh

	G	I	K	L	M	N	O	P
				BUDGET 2022-2023	BUDGET 2023-2024	CHANGE (Col. P-M)	CHANGE %	BUDGET 2024-2025
1								
2								
110	2310	58100		1,000	1,000	0	0.00%	1,000
111				3,821	3,821	171	4.48%	3,992
112	2320		SUPERINTENDENT'S OFFICE					
113	2320	51900		13,691	13,691	409	2.99%	14,100
114	2320	51901		60,000	60,000	8,000	13.33%	68,000
115	2320	52200		1,917	1,917	148	7.72%	2,065
116	2320	55800		500	500	0	0.00%	500
117	2320	56010		600	600	0	0.00%	600
118	2320			500	500	0	0.00%	500
119	2320	58100		2,800	1,500	0	0.00%	1,500
120				80,008	78,708	8,557	10.87%	87,265
121	2330		GENERAL ADMINISTRATION					
122	2330	53020		9,000	9,000	0	0.00%	9,000
123	2330	53310		11,500	11,500	2,000	17.39%	13,500
124	2330	53400		2,800	2,800	0	0.00%	2,800
125	2330	55200		19,000	19,000	1,500	7.89%	20,500
126				42,300	42,300	3,500	8.27%	45,800
127	2400		SCHOOL OFFICE					
128	2400	51900		48,328	49,777	0	0.00%	49,777
129	2400	51901		103,500	103,500	6,500	6.28%	110,000
130	2400	52200		5,198	5,198	0	0.00%	5,198
131	2400	53220		1,000	1,000	0	0.00%	1,000
132	2400	54300		2,300	2,300	0	0.00%	2,300
133	2400	55300		8,800	8,800	0	0.00%	8,800
134	2400	55301		650	650	0	0.00%	650
135	2400	55400		1,750	1,750	(950)	-54.29%	800
136	2400	55500		1,000	1,000	0	0.00%	1,000
137	2400	55800		400	400	0	0.00%	400
138	2400	56010		1,300	1,300	(500)	-38.46%	800
139	2400	58100		200	200	0	0.00%	200
140				174,426	175,875	5,050	2.87%	180,925
141	2510		BUSINESS OFFICE					
142	2510	51900		31,117	31,117	883	2.84%	32,000
143	2510	52200		2,380	2,380	68	2.86%	2,448

DRAFT

SCOTLAND BOARD OF EDUCATION
FY 2022-2023 Budget

3/5/24,
24-25 blank budget worksh

	G	I	K	L	M		N	O		P
					BUDGET	BUDGET		CHANGE	CHANGE	
				2022-2023	2023-2024	(Col. P-M)		%		
1										
2										
144	2510	53220		200	200	0		0.00%		200
145	2510	53400		10,468	10,468	2,032		19.41%		12,500
146	2510	55800		300	300	(300)		-100.00%		0
147	2510	56010		450	450	(450)		-100.00%		0
148	2510	58100		200	200	0		0.00%		200
149				45,115	45,115	2,233		4.95%		47,348
150	2600									
151	2600	51900		83,697	83,697	2,510		3.00%		86,207
152	2600	52200		6,403	6,403	192		3.00%		6,595
153	2600	54300		34,000	34,000	0		0.00%		34,000
154	2600	55800		125	125	0		0.00%		125
155	2600	56010		7,783	7,783	0		0.00%		7,783
156	2600	56220		20,000	20,000	1,000		5.00%		21,000
157	2600	56240		44,805	44,805	(1,740)		-3.88%		43,065
158				196,813	196,813	1,962		1.00%		198,775
159	2700									
160	2700	55100		97,330	97,330	4,866		5.00%		102,196
161	2700	56290		4,000	4,000	0		0.00%		4,000
162				101,330	101,330	4,866		4.80%		106,196
163	3100									
164	3100	53400		22,000	24,500	1,500		6.12%		26,000
165				22,000	24,500	1,500		6.12%		26,000
166										
167				2,364,997	2,364,997	99,919		4.22%		2,464,916

Salaries	Amount	%
Salaries	1,588,855	64%
Taxes	51,839	2%
Transportation	106,196	4%
All Others	718,026	29%
Total	2,464,916	100%

