

**WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE**

<p>WESTBROOK BOARD OF EDUCATION Thursday, January 27, 2022 @ 6:00 p.m. - Revised Fiscal and Budget Planning Subcommittee Google Meet</p>

MINUTES

Members Present: Z. Hayden, M. Esposito, S. Greaves, A. Miesse, K. Walker

Also Present: Superintendent Kristina J. Martineau; Business Manager, Lesley Wysocki

I. Call to Order: Z. Hayden, Chair, called the Fiscal and Budget Planning Subcommittee meeting to order at 6:03 p.m.

II. Approval of Minutes

1. December 16, 2021: MOTION by M. Esposito and SECOND by S. Greaves to approve the minutes of December 16, 2022. Vote: Unanimously approved.

III. Review of staffing information:

Superintendent Kristina Martineau gave a brief introduction of two documents scanned to the committee prior to the meeting; Projected Staffing for 2022-2023 and 2021-2022 Current Staff Listing. Each committee member was poled for comments or questions. A. Miesse cautioned that people could be identified if there was only one person in the position. (Documents are subject to FOI anyway.) M. Esposito commented that salaries are the most important thing and the Board should understand we need a long term plan or process for better forecasting.

The Subcommittee discussed “substitutes.” It was clarified that substitutes were currently not in the salaries lines and questioned the liabilities we would take on if we assumed the responsibility of obtaining substitutes vs Kelly Services. (WC/unemployment). K. Walker suggested looking at rates, as substitutes continues to be an ongoing challenge.

Z. Hayden commented that the documents were useful and thanked the staff for the time and effort in producing them. Fiscal and Budget Committee should carefully consider whether it needs the Open House and documents generated for that and the salary and staffing documents created each year as well. Need to be mindful of the hours involved and the potential for marginalizing other important work of the central office staff. This balance can be considered as we plan for next year.

IV. Purpose of Committee and Future Meeting Dates/Topics

Suggestions:

A. Thursday, 5/19 @ 6:00 p.m.: Future Insurance Options (Insurance 101) and discussion. *A chart would be provided on what is out there.*

B. Thursday, 8/16 @ 6:00 p.m.: Budget Guidelines Related to Teaching and Learning and Review Budget Process Timeline for 2022-2023

C. Thursday, 10/20 @ 6:00 p.m.: Finalize Budget Guidelines w/Teaching & Learning Focus

D. Thursday, 1/15/2023: School Budget Open House (generate FAQ): The consensus was to continue the School Budget Open House. K. Walker suggested one more meeting after the budget passes to review the process and make long range plans.

Z. Hayden cautioned being mindful of hierarchy structure and sticking with goals of the committee. K. Walker will reach out to other Boards to assist with the definition and purpose of their committees and commented that it is important to understand and be confident in reviewing details and to be of assistance to the full board and community.

V. Next Meeting: May 19, 2022 @ 6:00 p.m.

VI. Adjourn: MOTION by Z. Hayden and SECOND by M. Esposito to adjourn at 6:33 p.m.
Vote unanimous.

TBA at next meeting

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk