



**TOWN OF OLD SAYBROOK  
Board of Finance**

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**302 Main Street • Old Saybrook, Connecticut**

**BOARD OF FINANCE/BOARD OF SELECTMEN MEETING  
MINUTES**

**February 6, 2024 6:30 P.M.**

**This was a hybrid meeting**

BOF Attendant Members

Bruce Carlson, Chairman  
George Chang, V. Chairman  
John O'Brien  
Paul Carver  
Brad Thorpe  
Meghan Brady

Absent Members

Eric Dussault

In Attendance

Carl Fortuna, First Selectman  
Scott Giegerich, Selectman  
Matt Pugliese, Selectman  
Lee Ann Palladino, Finance Director  
Barbara Labriola, Treasurer  
Chief Michael Spera, Department of Police Services  
Jan Perruccio, Superintendent of Schools  
Pam Listorti, Business Manager, OS Schools  
Gerri Lewis, Clerk

**I. CALL TO ORDER**

Chairman Carlson called Board of Finance meeting to order at 6:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

Chairman Carlson led the pledge.

**III. ROLL CALL**

Eric Dussault, absent.

**IV. PUBLIC COMMENT – None**

**V. MINUTES 1/6/2024**

A motion to approve the minutes of January 6, 2024 was made by Mr. O'Brien, seconded by Ms. Brady, and was so VOTED unanimously.

**At this time, Chairman Carlson adjourned the Board of Finance meeting, seconded by Mr. Thorpe and it was so VOTED unanimously.**

## **JOINT BOARD OF SELECTMEN/BOARD OF FINANCE MEETING**

### **VI. CALL TO ORDER**

Selectman Fortuna called the joint meeting to order at 6:50 p.m.

### **VII. ROLL CALL**

All selectmen present. Board of Finance members present with the exception of Mr. Dussault.

### **VIII. PUBLIC COMMENT – None**

### **IX. COMMENTS FROM SELECTMEN – None**

### **X. FY2025 BUDGET REVIEW**

Mr. Fortuna referred to the memorandum with regard to supporting a funding mechanism for the Parks and Recreation Strategic Plan. Please see attached memo.

### **XI. DEPARTMENT OF POLICE SERVICES BUDGET REVIEW**

Chief Spera passed out a questionnaire and the Department of Police Services Budget 2024-2025 Operating and Capital Proposal. This Budget Proposal was approved by the Old Saybrook Police Commission on 1/11/2024 and, again, with adjustments made by the Police Commission on 1/22/2024. This budget request was developed by analyzing the past; ensuring the current policing needs of our community are met, while maintaining a fiscally responsible mindset. It is based on sound budgeting formulas that have proven successful in past years along with the continued use of philosophies designed to increase efficiencies. This budget proposal was prepared for discussion. A copy of this proposal can be obtained from the Department of Police Services or the First Selectman's Office.

### **XII. BOARD OF EDUCATION FY25 BUDGET PRESENTATION**

The Board of Education Budget presentation was presented by Jan Perruccio, Superintendent of Schools and Pam Listorti, Business Manager. This presentation is attached.

Mr. Carlson thanked Ms. Perruccio and Ms. Listorti. He thanked Ms. Perruccio for her hard work and years of service as Superintendent of Schools in Old Saybrook

### **XIII. ADJOURNMENT**

A motion to adjourn the joint meeting was made by Mr. Carlson, seconded by Mr. Thorpe and was so VOTED unanimously at 9:10 p.m.

**The regular Board of Finance meeting continued at 9:10 p.m.**

**XIV. LIAISON REPORTS - None**

**XV. COMMENTS FROM BOARD MEMBERS – None**

**XVI. COMMENTS FROM THE CHAIR - None**

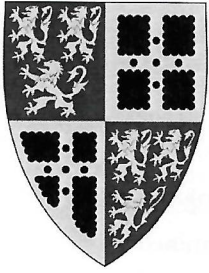
**XVII. PUBLIC COMMENT – None**

**XVIII. ADJOURNMENT**

A motion to adjourn the Board of Finance meeting was made by Mr. Thorpe, seconded by Mr. O'Brien and was so VOTED unanimously at 9:11 p.m.

**This meeting was recorded and is on the Town of Old Saybrook video library website and posted in the Town Clerk's office.**

Submitted: Gerri Lewis, Clerk



TOWN OF OLD SAYBROOK  
SELECTMEN'S OFFICE

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302 Main Street • Old Saybrook, Connecticut 06475-2384  
Telephone (860) 395-3123 • Fax (860) 395-3125

To: Boards of Selectmen and Finance

From: Carl P. Fortuna, Jr., First Selectman

Re: Park and Recreation Strategic Plan Funding Mechanism

Date: February 2, 2024

The purpose of this memorandum is to recommend to the Boards of Selectmen and Finance to support a funding mechanism for the Park and Recreation ("P&R") Strategic Plan. Specifically, to transfer \$100 thousand dollars for FY25 from P&R general fund revenues to the P&R Sinking Fund (3053).

By way of background, the Board of Finance appropriated funding for a P&R study to develop a strategic plan for the town's major parks, which has been completed and is now in the process of determining implementation and funding for the recommendations. As part of that process the P&R commission raised the price of a mini golf ticket to \$7 from \$5 and recommended that \$2 per ticket be set aside in the P&R Sinking Fund to fund a portion of the plan recommendations. The Board of Finance approved that plan and the P&R sinking fund, presently has a balance of \$355,085.

The overarching goal of this general fund revenue transfer recommendation is to create a long-term, self-sustaining path for the implementation of the strategic plan. As outlined in the plan, P&R strives to enhance the quality of life for our residents and attract visitors to our community. It was evident that our parks and recreational spaces require substantial improvements that will likely cost several million dollars over the long term to address the current shortcomings in our parks and facilities. These enhancements are not only essential for the well-being of our community members but also for promoting a vibrant and active lifestyle. This includes upgrading playgrounds, sports fields, walking trails, and other amenities to meet the evolving needs of our community.

It is recommended that \$100 thousand be transferred from the General Fund revenues for FY25 associated with Park and Recreation services to further fund the P&R Sinking Fund. Ultimately, the funding plan would be to transfer all the annual P&R revenues directly to this strategic account to fund implementation of the improvements. However, to lessen the mill rate impact of reducing this revenue all at once, I recommend slowly increasing the annual transfer amount until no budgeted revenues from P&R activities remain as part of general fund revenues.



# 2024-2025 OLD SAYBROOK PUBLIC SCHOOLS BOARD OF EDUCATION'S PROPOSED BUDGET

# STRATEGIC PLAN GOALS: 2021-2026

**GOAL #1: Equity** All students will be challenged and respected, and represented throughout the district so that they will be prepared to achieve their highest aspirations in a global society.

**GOAL #2: High Quality Instruction** All students will collaborate with educators, their families, and the community to develop learning and life goals, create personalized pathways, and define opportunities for application of skills and knowledge aligned to the Vision of a Learner.

**GOAL #3: Safe and Supportive Environment** All students will engage in challenging and culturally rich school experiences that support their socio-emotional development and sense of belonging.





Pilot of new intake and individual learning plans for multi-lingual students



Professional development focused on scaffolding for multi-lingual students



Focus on teaching rigorous content and academic vocabulary in context



Utilize learning targets as a high-leverage instructional strategy to focus learning in areas of high need



Old Saybrook Public Schools has the 2<sup>nd</sup> fastest growing Multi-Lingual Learner population by percentage in the state

## STRATEGIC PLAN PROGRESS – GOAL 1

**GOAL #1: Equity** All students will be challenged, respected, and represented throughout the district so that they will be prepared to achieve their highest aspirations in a global society. <sup>3</sup>

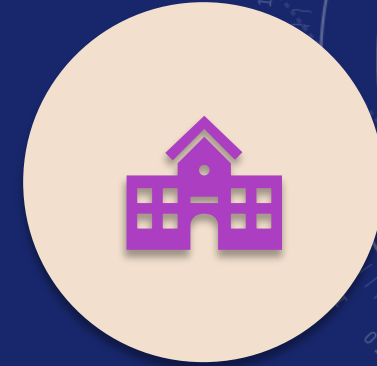




Collaborative Learning Using Data  
Cycles To Improve Instruction



Continued Use Of Instructional  
Rounds, Including Students



Implementing PDSA (Plan, Do, Study, Act)  
cycles in all three buildings

## STRATEGIC PLAN PROGRESS – GOAL 2

**GOAL #2: High Quality Instruction** All students will collaborate with educators, their families, and the community to develop learning and life goals, create personalized pathways, and define<sup>4</sup> opportunities for application of skills and knowledge aligned to the Vision of a Learner.





FOCUS ON INCREASING BELONGING FOR  
ALL STUDENTS



LUNCH BUNCHES TO BRING  
TOGETHER MULTI-LINGUAL STUDENTS  
AND ENGLISH-SPEAKING STUDENTS



ADVISORY LESSONS FOCUSED ON  
BELONGING



GOODWIN SCHOOL HAS IMPLEMENTED  
THE RESPONSIVE CLASSROOM STRATEGY  
OF LOGICAL CONSEQUENCES BUILDING  
WIDE

## STRATEGIC PLAN PROGRESS – GOAL 3

**GOAL #3: Safe and Supportive Environment** All students will engage in challenging and culturally rich school experiences that support their socio-emotional development and sense of belonging.

# ABOUT OUR PROGRAMS

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Old Saybrook High School

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Old Saybrook Middle School

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Kathleen E. Goodwin School

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Extra Curriculars & Athletics

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Emotional, Physical, & Social  
Wellbeing

# CLASS OF 2023

We Prepare  
Our Students  
Well For:

- College/University
- Trade Schools
- Military Service
- Transition Programs
- Employment

American  
University

Boston University

Bryant University

Carnegie Mellon  
University

Central  
Connecticut State  
University

Champlain  
College

Clemson  
University

Coastal Carolina  
University

Colby-Sawyer  
College

College of  
Charleston

Connecticut  
College

Drexel University

Eastern  
Connecticut State  
University

Eckerd College

Employment

Endicott College

Fairfield  
University

Florida State  
University

Fordham  
University

Franklin and  
Marshall College

Gateway  
Community  
College

Georgia Institute  
of Technology-  
Main Campus

Ithaca College

Johnson & Wales  
University-  
Providence

Lehigh University

Marist College

Massachusetts  
Institute of  
Technology

# CLASS OF 2023

**We Prepare  
Our Students  
Well For:**

- **College/University**
- **Trade Schools**
- **Military Service**
- **Transition Programs**
- **Employment**

Massachusetts  
Maritime  
Academy

Merrimack  
College

Miami  
University,  
Oxford

Middlesex  
Community  
College

National Guard

Nichols College

Northwestern  
University

Quinnipiac  
University

River Valley  
Esthetics  
Institute

Sacred Heart  
University

Salve Regina  
University

Suffolk  
University

The University  
of Alabama

The University  
of Tampa

The University  
of Texas at  
Austin

Three Rivers  
Community  
College

Tufts University

Tulane  
University of  
Louisiana

University of  
Alabama at  
Birmingham

University of  
Connecticut

University of  
Hartford

University of  
Massachusetts-  
Amherst

University of  
Miami

University of  
North Carolina  
Wilmington

University of  
Rhode Island

University of  
Vermont

18-21 Program

# BUDGET DEVELOPMENT 2024-2025

PLANNING THE BUDGET AND BUDGETING THE PLAN

1

**Strategic Plan  
Review: Progress on  
action steps in  
current year and  
implications for  
action steps ahead**

2

**Discuss goals and  
challenges with  
Budget and Fiscal  
Committee and  
Board of Education**

3

**Review enrollment  
and program  
projections and  
create a sustained  
services budget**

4

**Identify cost savings  
opportunities**

5

**Discuss needs with  
practitioners in  
schools**

# OTHER CONSIDERATIONS WHEN BUILDING THE BUDGET FOR 2024/25

Starting with a “0”  
based budget process

Fiscal responsibility

Enrollment and  
staffing projections

Changing educational  
needs and models of  
instruction

Legislative Mandates

Maintaining facilities  
and providing clean,  
safe, and healthy  
learning environments

Central Office  
Transitions

Regional Academic  
Opportunities

Teacher Evaluations

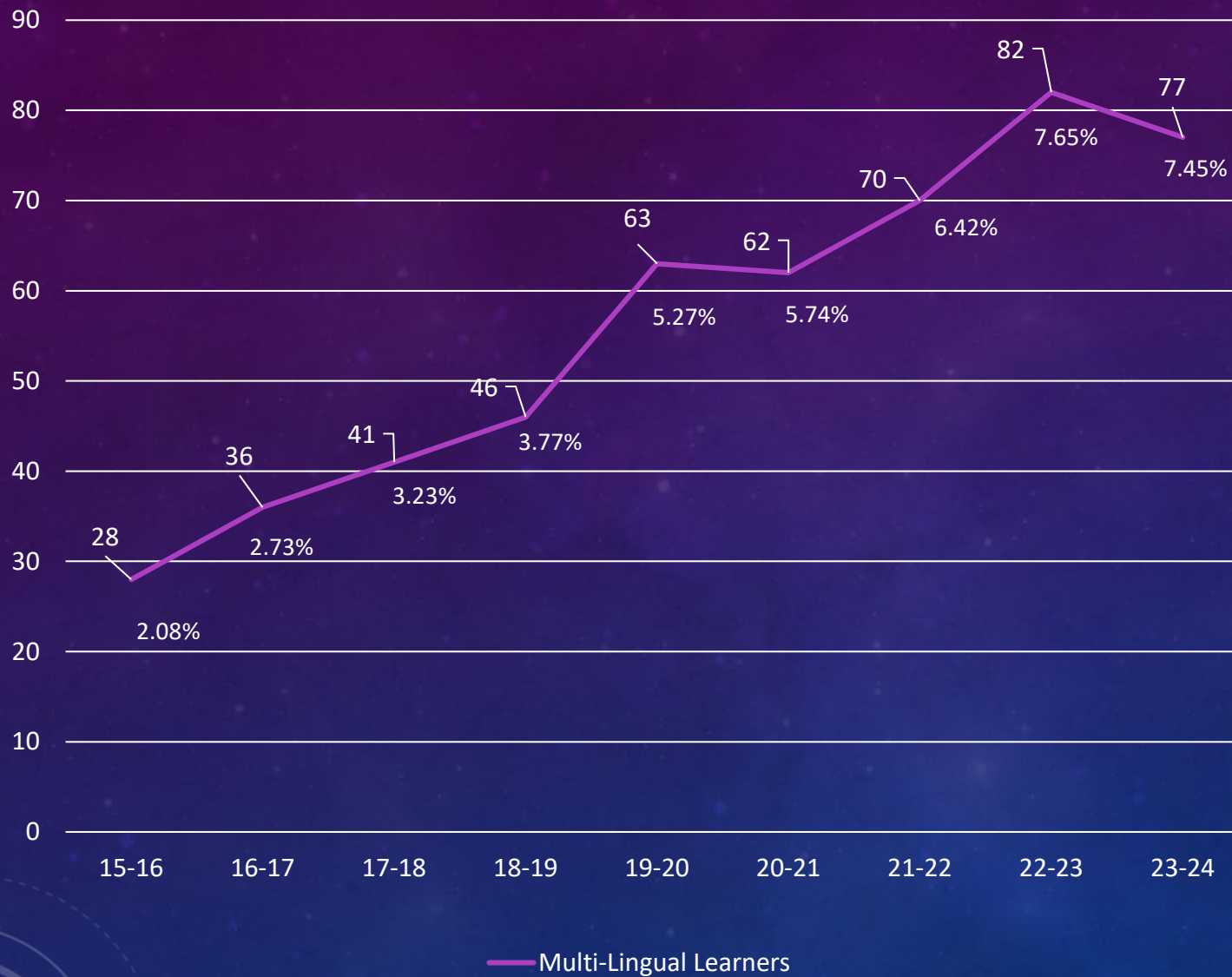
Science of Reading K-3



	10/1/2021	10/1/2022	10/1/2023
SPECIAL EDUCATION	<b>177</b> (16.24%)	<b>157</b> (14.65%)	<b>156</b> (15.10%)
504	<b>99</b> (9.08%)	<b>84</b> (7.84%)	<b>78</b> (7.55%)
FREE & REDUCED	<b>284</b> (26.06%)	<b>259</b> (24.16%)	<b>261</b> (25.27%)
TOTAL ENROLLMENT	<b>1,090</b>	<b>1,072</b>	<b>1,033</b>

# HISTORICAL ENROLLMENT DATA





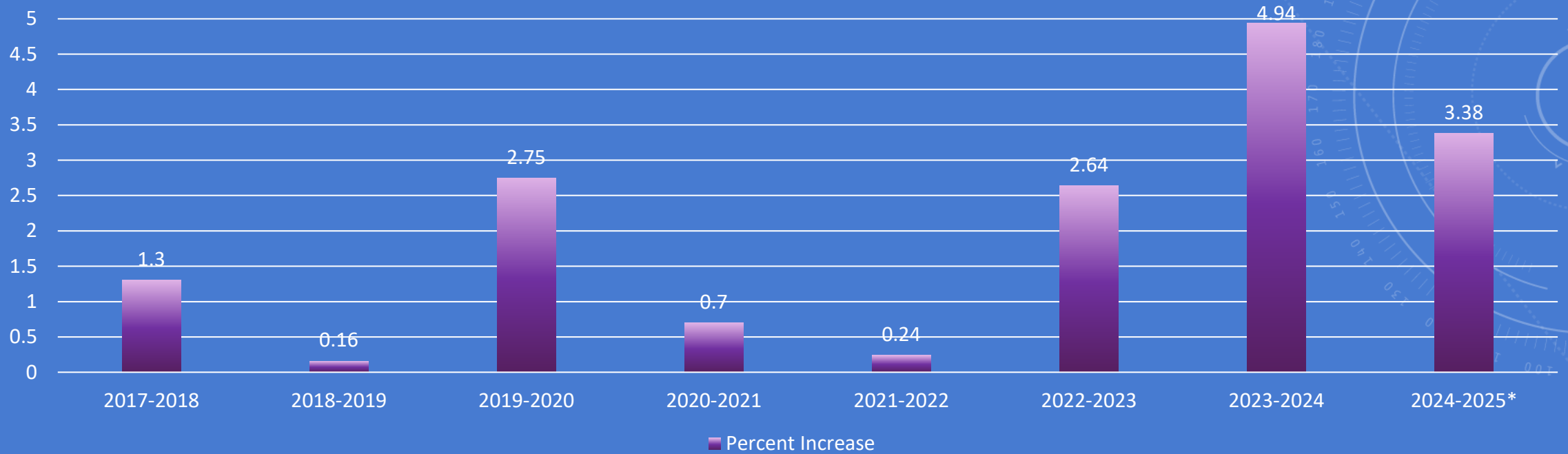
# MULTI-LINGUAL LEARNERS

\* Percent of enrolled students

Click here to see:  
[Multi-Lingual Learners by Building](#)

	<b>TOTAL:</b>	<b>% INCREASE</b>	<b>\$ INCREASE</b>
SUSTAINED SERVICES BUDGET	\$30,406,192	5.47%	\$1,576,686
ADMINISTRATORS' BUDGET	\$30,107,643	4.43%	\$1,278,137
<b>BOARD OF EDUCATION'S BUDGET</b>	<b>\$29,805,318</b>	<b>3.38%</b>	<b>\$975,812</b>

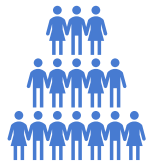
# 2024-25 BOARD OF EDUCATION'S PROPOSED BUDGET



## APPROVED BUDGET HISTORY

\*Board of Education's Proposed Budget

# FY25 BUDGET INCREASE 3.38%



Instructional Staffing  
\$320,932



Non-Instructional Staffing  
\$211,931



Medical Benefits  
\$199,127



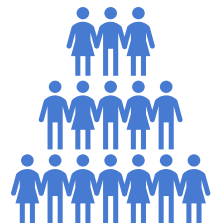
Capital Plan  
\$148,618



Other  
\$95,204

# AREAS OF SALARY INCREASE \$532,863

Certified Staff  
\$300,235

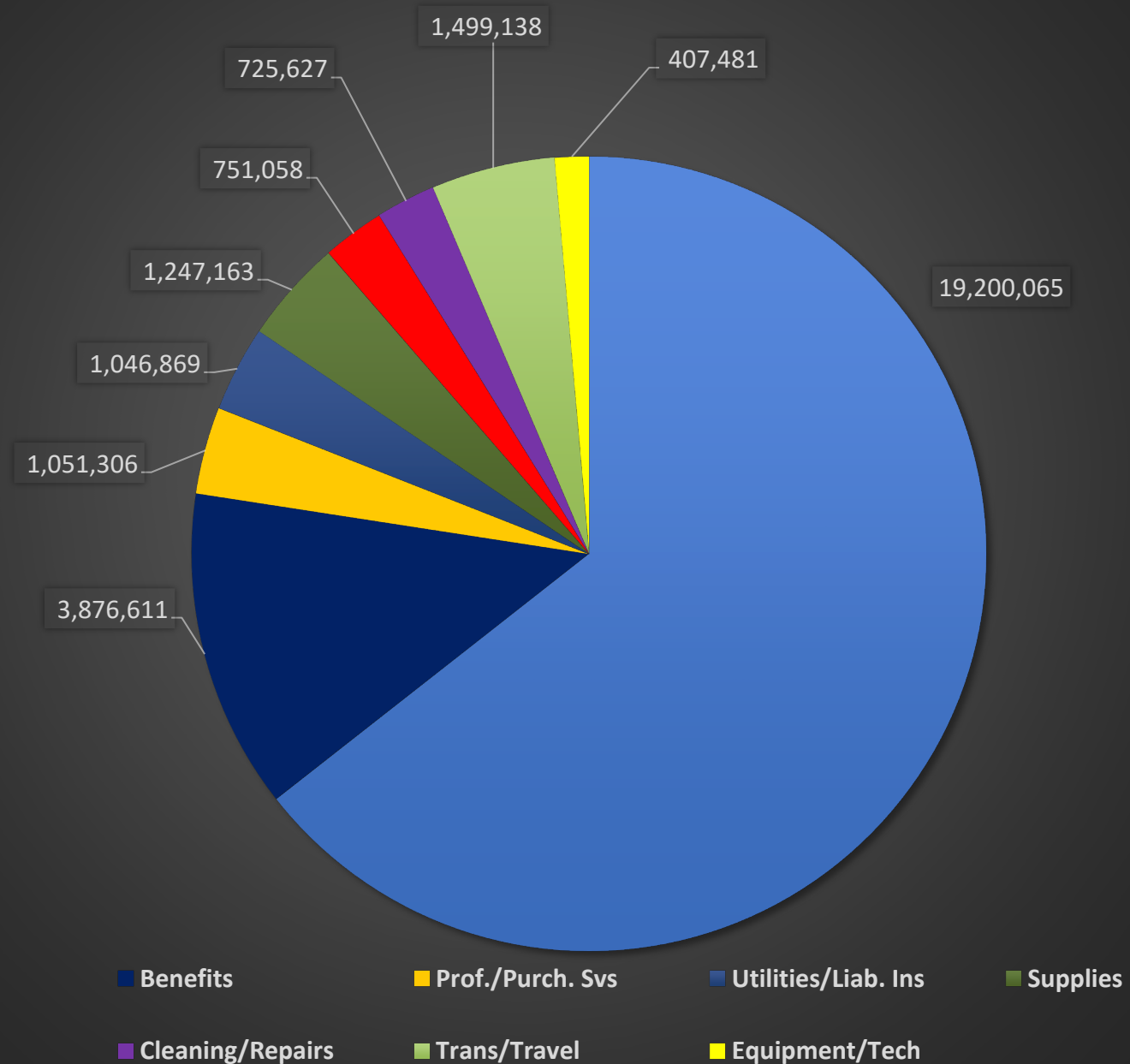


Non-Certified Staff  
\$166,948

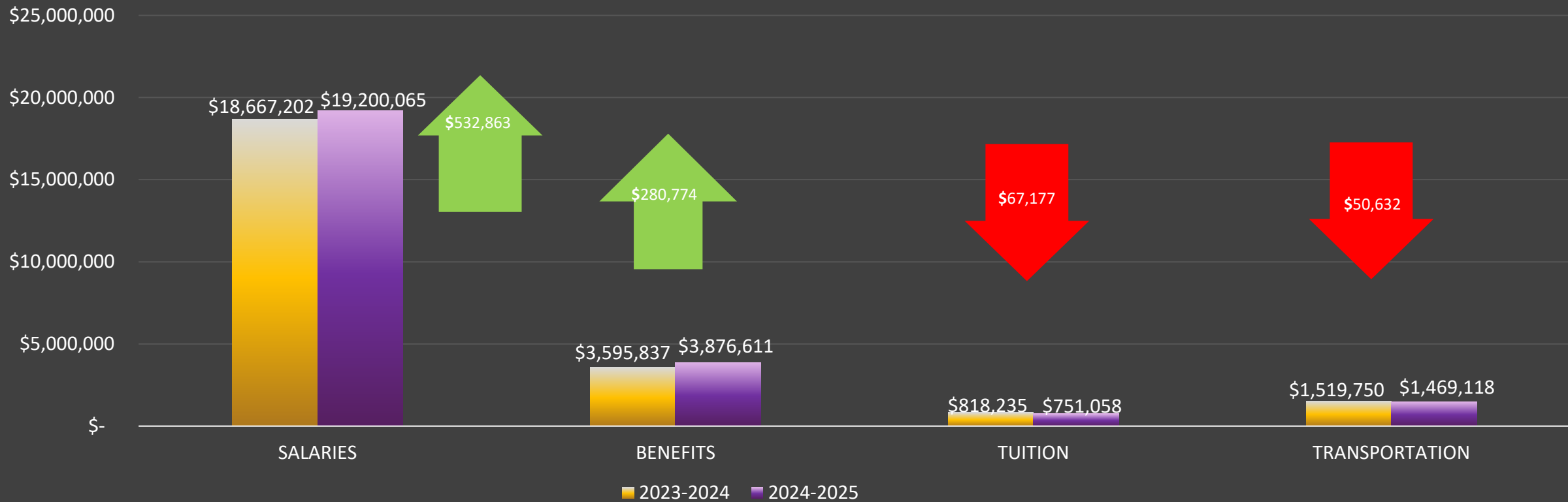


Substitutes  
\$65,680

# BUDGET ALLOCATIONS 2024-2025



## FY24 Approved vs. FY25 Proposed

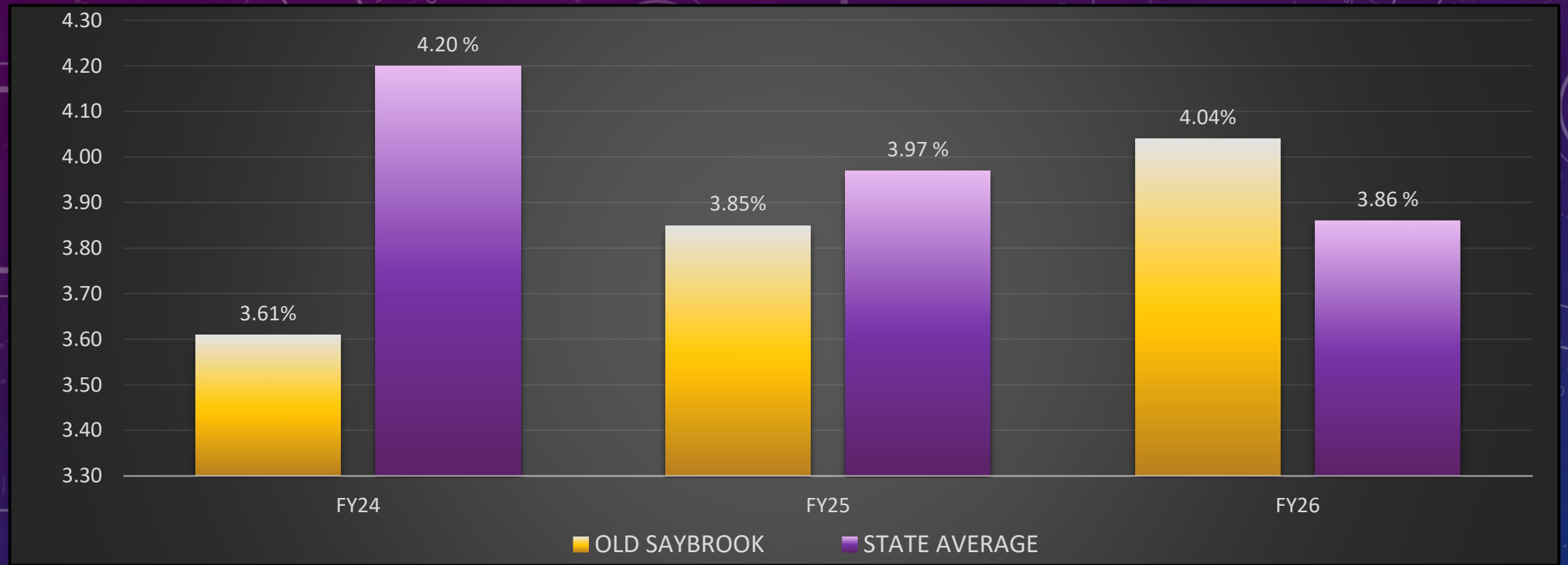


## COMPARISON OF SALARIES, BENEFITS, TUITION, & TRANSPORTATION

\$25,296,852 OF TOTAL BUDGET REQUEST

**Salaries and Benefits represent 77% of the total budget**





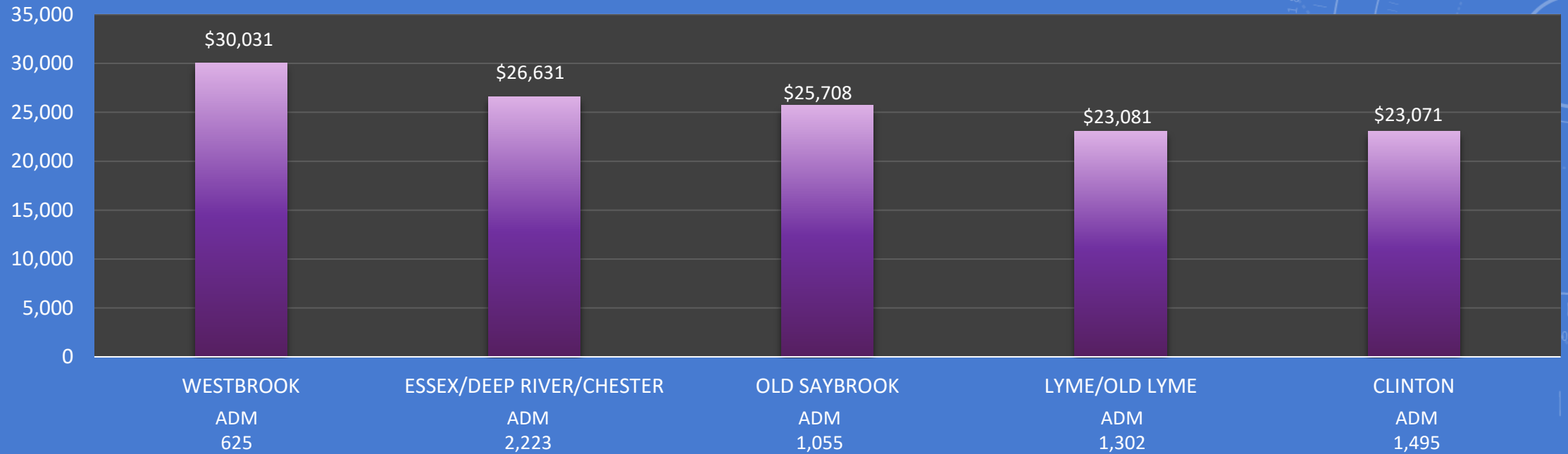
TEACHER CONTRACTED WAGE  
% INCREASES 2023-2026  
OLD SAYBROOK 3-YEAR INCREASE 11.50%  
CT STATE 3-YEAR INCREASE 12.03%

## YEAR OVER YEAR



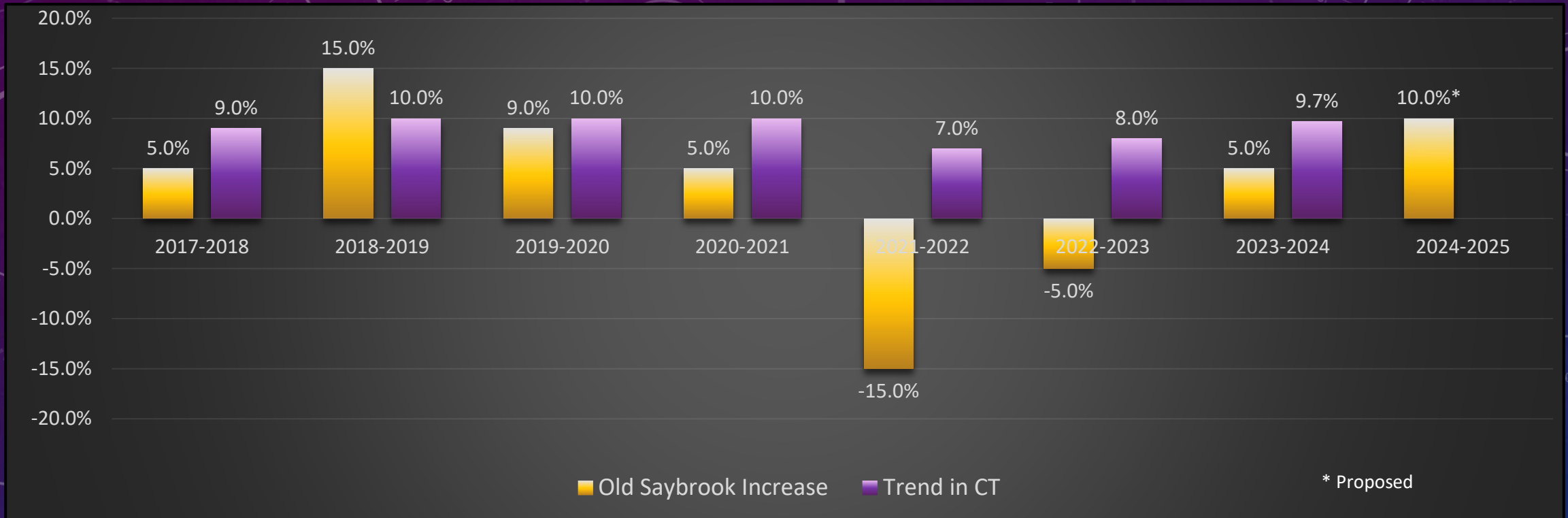
# HISTORY OF TEACHING POSITIONS

## AREA TOWNS

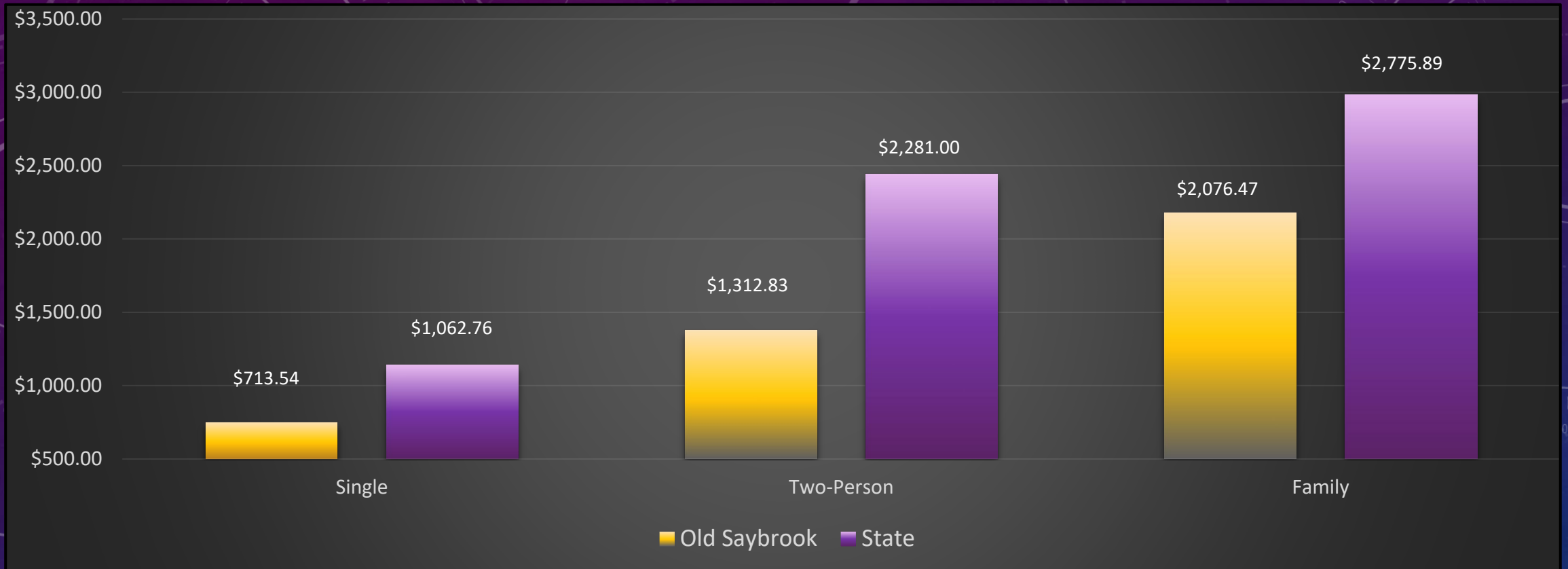


### PER PUPIL EXPENDITURE & Average DAILY MEMBERSHIP (ADM)\* 2022-2023

\* Average Daily Membership (ADM) – This is the average number of students over the entire school year that the State Department of Education uses to calculate each district's per pupil expenditures.



## HISTORY OF OLD SAYBROOK HEALTH INSURANCE % INCREASES VS. STATE TREND INCREASES



## MONTHLY HEALTH INSURANCE RATES OLD SAYBROOK VS. STATE PLAN

# GENERAL EXPENDITURES

WATER,  
ELECTRICITY, &  
NATURAL GAS

MAINTENANCE &  
REPAIRS

COMMUNICATIONS  
& PRINTING

TRAVEL

PROFESSIONAL  
LEARNING

PROPERTY  
INSURANCE &  
WORKERS'  
COMPENSATION

CLASSROOM,  
OFFICE, &  
CLEANING  
SUPPLIES

GASOLINE & DIESEL

SOFTWARE &  
WORKBOOKS

TECHNOLOGY  
EQUIPMENT

VEHICLES &  
EQUIPMENT

DUES & FEES





# PROPOSED CAPITAL OPERATION BUDGET 2024-2025

## **Middle School:**

Gym Paint & Floor Refinish = \$53,000  
Softball Dugouts = \$5,600  
Art Room Vent = \$2,500  
Gym Dividing Wall Repair = \$50,000

## **High School:**

Track Resurfacing Phase 1 = \$125,000  
Seal Parking Lot = \$35,000  
Gym Floor Refinish = \$3,000  
Library Shelving = \$40,000  
Art Room Stools = \$5,250  
ABC Lab Furniture = \$10,460

## **Central Office:**

Replace 2012 Grounds/Plow Truck = \$50,000



# ANTICIPATED GRANT FUNDS

State and Federal Grants			
TOWN		FY23	FY24
<i>Education Cost Sharing (ECS)</i>			
	State funding paid directly to towns based on all enrolled students	\$ 130,788	\$ 131,261
BOE		FY23	FY24
<i>Special Education High-Cost Students</i>			
	State funding paid based on actual expenditures for identified students	\$ 112,869	TBD
<i>Federal Grants (Annual)</i>			
	IDEA 611, IDEA 619, Title I, Title IIA, Title III, Title IV	\$ 390,851	\$ 440,377

# ANTICIPATED GRANT FUNDS

State and Federal Grants			
<b>Federal Grants (Episodic)</b>		<b>FY23</b>	<b>FY24</b>
	FAFSA, Right to Read, ARP/ESSER Dual Credit, ESSER II Dyslexia, CT SEDS, ARPA Mental Health	\$ 25,250	\$ 114,012*
<b>State Grants (Annual)</b>		<b>FY23</b>	<b>FY24</b>
	Bi-lingual, Adult Education	\$ 9,027	\$ 9,100*
<b>State Grants (Episodic)</b>		<b>FY23</b>	<b>FY24</b>
	BSE - Special Education Initiatives	\$ 15,000	\$ 0.00
* Estimates pending final funding			

# CONCLUSION

## THE CONTEXT FOR OUR REQUEST

Support the District  
Strategic Plan – A  
Promise to the  
Community

Ongoing  
Investment in our  
Facilities

Legislative  
Mandates

Fiscally Responsible  
to the Taxpayer

Old Saybrook Public  
Schools - Assets in  
the Community

Identified College  
and Workplace  
Skills: Now and in  
the Future

Contractual  
Obligations

The Changing  
Demographics &  
Accompanying  
Student Needs

Program  
Development,  
Sustainment, &  
Elevation