

City of Norwich and Norwich Public Schools Ad Hoc Committee Meeting April 30, 2020

Questions from Alderwoman Gould-Responses from NPS

1. When will the BOE be ready to transfer their payroll to the City's Finance Department? It is my understanding that this move could save the BOE over \$100,000.

As we see it, there are two big ideas here:

- It is imperative that these discussions do not cause our two payroll employees to resign, as that would jeopardize our ability to pay our employees on time. If that occurs (one of the two employees resign) we respectfully ask the City to take over payroll immediately so that all of our employees continue to be paid.
- It is essential to ensure that our employees are treated fairly in this transition.

From our perspective, the City could take over the NPS Payroll (this currently includes both BOE & Adult Education payroll as they have already merged) immediately now that we have two employees MUNIS trained and in place (as opposed to January when our only MUNIS trained payroll employee resigned). Athena recently received correspondence from Josh, which seemed to indicate that the City is ready to do this. However, Josh's email also included the potential merger of NPS Food Service payroll. That is confusing as Food Services is self-funded and operates their own budget and expenditures independently from NPS (not within the NPS budget). We would need a conference call among Josh, Athena and Erin from Food Service to discuss that portion of Josh's proposal as to what he is envisioning.

This is what we see as the logical next steps:

- The City would need to begin their staffing transition process.
- The City would set a merger start date (immediately, one week or one month).
- The City would need to decide if they are offering employment to our two employees or start the process with new employees.
- Athena and Josh could approach the union payroll clerk to see if she wanted to join their City union group. If she does, then she transfers. If she does not, then the City hires someone new and we transfer her elsewhere in her union group. In either case, we dissolve the position and remove the salary and benefits from the NPS Budget. This would ideally happen before the end of the fiscal year.
- The City would repeat the process as stated above with our payroll coordinator.
- We await the City's decision in order to immediately begin the process.

The process for the Maintenance/Custodial group would take a similar form. If that department is going to transition to the City, it should be done before July 1. If it is not transitioned by then we would need to hire a Maintenance Director to transition back to school in the fall and manage all of our summer work projects.

2. What is the per pupil expenditure for the City of Norwich including NFA students? Please provide the formula.

- 2018 CSDOE (CT Department of Education) PPE for NPS is \$16,610 (that is the most recent). That figure includes high school tuition.
- We do not know the NFA PPE as CSDOE does not seem to report it.

- CSDOE formula for PPE is General Fund Expenditures PLUS In-kind expenditures PLUS grants (State/Federal/Community) LESS Adult Education expenditures LESS Nonpublic Expenditures LESS Non Public Grants (State/Federal/Community) LESS any programs that we are simply acting as the fiscal funding agent. *Food Services is not included unless there is a fresh fruit and vegetable grant, which may be included.*

3. Can a budget document be compiled with the TOTAL BOE budget for 20-21? This document should include all revenue streams (state and federal grants), and all expenditures. A budget summary, similar to the one that the City of New London provides to the public, would be ideal.

We are happy to create a new budget format for next year that would be more user friendly to the Council. Perhaps we could your gather ideas during the Ad Hoc meetings and propose a new format to the BOE for next year. Unfortunately, as our Grants Coordinator resigned, we do not have the staffing to transition to a new format this year.

4. When will the BOE be meeting to strategize budget revisions in the event that the City Council adopts a budget with less funding than originally requested by the BOE?

Per the BOE Chair, the next regularly scheduled meeting of the BOE is scheduled for May 12, 2020 and it will be an agenda item.

5. Has a team from BOE met with NFA Officials to discuss special education tuition costs? If not, why? If yes, what were the results of that meeting?

There have been several conversations with BOE officials/staff and NFA officials/staff discussing the new tuition rates as set by NFA. To date, we have not received any indication that the rates were up for discussion or negotiation. The Mayor is setting up a meeting with NFA, City and BOE and we await the details of that meeting.