

**New Milford Board of Education
 Operations Sub-Committee Minutes
 March 7, 2017
 Lillis Administration Building—Room 2**

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NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mrs. Angela C. Chastain
 Mr. Robert Coppola
 Mr. Brian McCauley

Also Present: Mr. Joshua Smith, Superintendent
 Ms. Alisha DiCorpo, Assistant Superintendent
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations
 Ms. Roberta Pratt, Director of Technology
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services
 Mr. Kevin Munrett, Facilities Manager
 Mr. Nestor Aparicio, Assistant Facilities Manager

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| 1. | Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach. | Call to Order |
| 2. | Public Comment <ul style="list-style-type: none"> • There was none. | Public Comment |
| 3. | Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence <ul style="list-style-type: none"> • Mr. Coppola recognized two long term employees on Exhibit A who are retiring and wished them well, thanking them for their service. • Mr. Smith distributed a revised Exhibit A. Ms. Baldelli said the revisions were for the resignation of a paraeducator who was taking a long term teaching substitute position and two coaches for Unified Sports at SMS. • Mr. Smith said the approval of the Unified Sports activities would be added to next week's Board agenda for approval but they were adding the coaches here so that the students | Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence |

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| <p>would not be disrupted.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked when the activities started and Mr. Smith said unofficially yesterday.• Ms. Baldelli said she may have one more revision before the Board meeting.• Mrs. Faulenbach thanked the Superintendent and administration for correcting the situation. <p>Mrs. Chastain moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 2/28/172. Purchase Resolution D-6963. Request for Budget Transfers <ul style="list-style-type: none">• Mr. Coppola asked about the charge for Canterbury School for the girls swim team on the purchase resolution. Mr. Smith said Canterbury has gone up substantially in cost. The teams have started using the Dive Shop in Brookfield and Mr. Lipinsky is looking into other alternatives as well. Mr. Smith said adjustments are being made to the athletic budget to take this into account.• Mr. Giovannone noted a correction to the purchase resolution. Revision Learning is being paid by a grant not from general. He will note which grant going forward.• Mrs. Chastain asked if the jointer was for a class and Mr. Smith said yes, Woodworking.• Mr. Coppola said he appreciated that budget transfers continue to be within programs. Mr. Giovannone said this is an ongoing conversation with staff when they make requests for transfers.• Mr. Coppola asked specifically about library | <p>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 2/28/172. Purchase Resolution D-6963. Request for Budget Transfers |
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| <p>books and if that account had been underfunded. Mr. Smith said this transfer, as with others, resulted from a January meeting regarding unspent funds. There was some reprioritizing done as a result.</p> <p>Mr. Coppola moved to bring the monthly reports: Budget Position dated 2/28/17, Purchase Resolution D-696 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <ul style="list-style-type: none">• Mr. Coppola thanked the PTO.• Mr. Smith said a revision to this exhibit is expected for the Board meeting. HPS has a donation coming for a field trip that is currently in the PTO approval process. <p>Mr. McCauley moved to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>D. Bid Awards</p> <p>1. HPS Security System</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked what this is for and Mr. Munrett said it is to replace equipment that is over 18 years old. It includes a data recorder, cameras and wiring.• Mrs. Faulenbach asked where it was budgeted and Mr. Smith said in the Facilities capital. <p>Mr. Coppola moved to bring the bid award for the HPS security system to the full Board for approval.</p> | <p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 2/28/17, Purchase Resolution D-696, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval.</p> <p>D. Bid Awards</p> <p>1. HPS Security System</p> <p>Motion made and passed unanimously to bring the bid award for the HPS security system to the full Board for approval.</p> |
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| <p>Motion seconded by Mr. McCauley. Motion passed unanimously.</p> <p>2. SNIS roof top air conditioning unit</p> <ul style="list-style-type: none">• Mr. Smith said the chosen vendor has worked with the district in several buildings and was the lowest bid.• Mrs. Faulenbach asked if they were recommending repair or replace and Mr. Smith said repair. He said he is concerned about the cuts to special education reimbursement and how that may affect the end of year balance so is concerned with spending the funds. A repair could also be done in a few weeks, while replacement may take months.• Mrs. Faulenbach asked about warranty and Mr. Munrett said it would be one year on the replacement parts only. Mr. Munrett said this would repair the biggest piece of the unit, which makes up about 60% of the total.• Mr. Coppola said he would prefer to replace the unit.• Mrs. Chastain asked if the multipurpose room is used every day or if students go outside in the nicer weather. Mr. Smith said it is used every day.• Mr. Munrett said the current unit can still circulate air at least just not cool it.• Mrs. Faulenbach asked if we choose to replace and commit to a vendor are we locked in. Mr. Smith said if replacing, we could probably wait to commit since we are fast approaching the end of the school year.• Mrs. Chastain asked if capital reserve can be used at the end of the year if needed. Mr. Smith said he thought only if the Board does not choose to fund it now. <p>Mr. Coppola moved to bring the bid award for the SNIS roof top air conditioning unit to the full Board for discussion and possible action.</p> | <p>2. SNIS roof top air conditioning unit</p> <p>Motion made and passed unanimously to bring the bid award for the SNIS roof top air conditioning unit to the full Board</p> |
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| | <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>E. Certified Substitute Coverage</p> <ul style="list-style-type: none">• Mrs. Faulenbach said this has been an ongoing discussion for over a year.• Mr. Smith said Ms. Baldelli has vetted both vendors, talked to current districts using their services, and the recommendation is to use Source4Teachers for both teachers and paraeducators beginning July 1, 2017.• Mrs. Chastain asked if it was a one-year contract and Ms. Baldelli said yes. Ms. Baldelli said Bridgeport and Portland Connecticut both use Source4Teachers and had high praise for the partnership. Bridgeport reported a fill rate of 97%.• Mrs. Faulenbach asked what Plan B would be if things did not go well. Ms. Baldelli said the partnership will make adjustments as we go. She said the company provides a dedicated liaison 24 hours a day, 7 days a week as well as an implementation team for 10 to 12 weeks.• Mr. Coppola said the daily bill rate was higher than what we pay subs now but that Ms. Baldelli had talked about additional savings in the past. Ms. Baldelli said the company will pay the Aesop fee that the district now pays. They will also pay the substitutes workers compensation and unemployment charges, as they will no longer be employed by the district. She said there will be additional savings in not having to use our teachers for period coverage, as well as savings in administrative time.• Mr. Smith said the main driver for this change is not cost savings but the desire to increase the fill rate.• Mrs. Chastain asked if our current substitutes would be incorporated and Ms. Baldelli said yes, they will be notified and meetings set up to change them over to Source4Teachers. | <p>for discussion and possible action.</p> <p>E. Certified Substitute Coverage</p> |
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| <ul style="list-style-type: none">• Mr. Coppola said he would like the topic brought to the full Board for discussion and to make the choice of company there. <p>Mr. Coppola moved to bring the Certified Substitute Coverage memo to the full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>F. Five Year Technology Capital Plan Update</p> <ul style="list-style-type: none">• Mr. Smith said this was a tie in to budget discussions.• Mrs. Faulenbach said the plan was already moving forward for Board approval as part of a previous discussion of the Facilities Capital Plan at the Facilities meeting so no additional motion was needed. <p>G. Request to Waive Turf Field Usage Fees</p> <ul style="list-style-type: none">• Mr. Smith said Special Olympics has been using the fields for several years for their program. With the new turf fields, there are new per student and event fees. As a non-profit with limited ability to fund raise, they are asking for a waiver.• Mrs. Faulenbach asked if there was a current protocol or waiver form and Mr. Smith said there was not for the turf fields.• Mrs. Chastain asked if these were New Milford students and if the program was free. Mrs. Olson said it is free and participants are typically from our region and not school-aged.• Mrs. Chastain said it was a worthy cause but she is hesitant to set a precedent for non-profit groups.• Mr. Smith said he calculates that the waiver would be for \$1584 in event fees and approximately \$860 in roster fees. | <p>Motion made and passed unanimously to bring the Certified Substitute Coverage memo to the full Board for discussion and possible action.</p> <p>F. Five Year Technology Capital Plan Update</p> <p>G. Request to Waive Turf Field Usage Fees</p> |
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| | <ul style="list-style-type: none"> • Mrs. Faulenbach said she would like a follow up memo that lists how many other non-profits currently use the fields and what the potential dollar amount would be for waivers. She said she would like it for discussion with the full Board. <p>Mr. McCauley moved to bring the request to waive turf field usage fees to the full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> | <p>Motion made and passed unanimously to bring the request to waive turf field usage fees to the full Board for discussion and possible action.</p> |
| <p>4.</p> <p>A.</p> | <p>Items of Information</p> <p>Health Inspections</p> <ul style="list-style-type: none"> • Mr. Smith said this is the mid-year report and commended Mrs. Sullivan and her staff on an excellent job. • Mrs. Faulenbach noted the ratings had actually gone up from October and that it was a great report. <p>B. Town of New Milford Audit Report dated June 30, 2016</p> <ul style="list-style-type: none"> • Mr. Smith said the audit was presented to the Town on Monday and a summary memo had been provided to the committee by Mr. Giovannone. • Mrs. Faulenbach asked for the current balance in capital reserve. Mr. Giovannone said it is \$1,003,284 now with the possible addition of \$264,406 from the end of year balance still to consider. • Mr. Coppola asked to clarify that the internal service fund can only be used to offset insurance. Mr. Smith said that is correct and that the balance shown in the audit as of June 30, 2016 is now \$800,000 less due to offsets | <p>Items of Information</p> <p>A. Health Inspections</p> <p>B. Town of New Milford Audit Report dated June 30, 2016</p> |

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| | <p>taken on July 1, 2016; \$400,000 each to Town and BOE. Mr. Smith said the Town also approved offsets of \$250,000 each on Monday so an additional \$500,000 would be coming out next year if the referendum passed.</p> <ul style="list-style-type: none"> • Mr. Coppola said the fund shows a very healthy balance. • Mrs. Faulenbach said she hopes there is room for conversations to have a more complex dialogue about the internal service fund going forward. • Mrs. Faulenbach said she believed this was the third year with this auditing firm and she asked if they had requested that the Board formulate policies for use. • Mr. Giovannone said the Town is the driver of any policies and the Board cannot initiate the process. • Mr. Smith said the new Town Finance Director was working on this topic. • Mrs. Faulenbach asked if any response was given to the audit and Mr. Giovannone said he worked together with the Town to formulate responses. • Mr. Coppola asked to see a copy of the full report and Mr. Giovannone said he could provide that along with the summary report. • Mrs. Faulenbach said it was agreed at the October Operations meeting to send the capital reserve request forward to the Board based on final audit. Since the topic is an item of information only on the agenda, no formal motion can be made tonight. • Mr. Coppola agreed and suggested action be taken in the form of a request to the Chair to add this item to the Board agenda. • Mr. Smith said the audit showed a budget surplus of 0.43%. He was very pleased to come within a half percent of projections. <p>C. Special Education Reimbursement</p> <ul style="list-style-type: none"> • Mr. Smith said special education | <p>C. Special Education Reimbursement</p> |
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| | <p>reimbursement can swing substantially. We were 99.6% accurate in budgeting last year. Being that close can cause issues if the reimbursement changes.</p> <ul style="list-style-type: none"> • Mr. Coppola said the Town is able to have a contingency fund but the Board cannot. • Mrs. Faulenbach agreed and said that is why it is important to protect the capital reserve whenever we can. • Mr. Smith said the state is currently projecting capping the reimbursement at 23%, which would result in a \$231,000 loss in revenue this year. He said they have begun looking internally at where the revenue cut would come from. • Mr. Coppola asked if a spending freeze was necessary. Mr. Smith said he is not recommending that at this time but will be keeping a very close eye on the bottom line. • Mr. Giovannone said the loss would definitely affect any end of year projects. | |
| 5. | <p>Public Comment</p> <ul style="list-style-type: none"> • There was none. | Public Comment |
| 6. | <p>Adjourn</p> <p>Mr. Coppola moved to adjourn the meeting at 9:00 p.m. seconded by Mr. McCauley and passed unanimously.</p> | <p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:00 p.m.</p> |

Respectfully submitted:

Wendy Faulenbach

Wendy Faulenbach, Chairperson
 Operations Sub-Committee