

**New Milford Board of Education
Operations Sub-Committee Minutes
March 31, 2015
Lillis Administration Building, Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Robert Coppola
Mrs. Theresa Volinski
Mr. John W. Spatola, Alternate

Absent: Mr. David R. Shaffer

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Mr. Joshua Smith, Assistant Superintendent of Schools
Mr. Jay Hubelbank, Director of Fiscal Services and Operations
Ms. Roberta Pratt, Director of Technology
Mr. John Calhoun, Facilities Manager

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NEW MILFORD, CT

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:32 p.m. by Mrs. Faulenbach. Mr. Spatola was seated in the absence of Mr. Shaffer.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> Robert Coppola gave committee members a handout from the CAFE Day on the Hill with his notes attached. Mr. Coppola said he had done some research and learned that the last school closed was the Gaylordsville School in 1967. Mr. Coppola said that in 1968 a town meeting barred sale of the land and in 1969 there was a resolution to name it a historical site. 	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 asked if retirements were helping in the reconfiguration of staff. Dr. Paddyfote said yes, at this time only one person would be displaced and that person has been here less 	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<p>than a year.</p> <ul style="list-style-type: none"> • Mr. Coppola wished the retirees good luck and thanked them for their service. <p>Mrs. Volinski 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. Coppola.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-673 2. Budget Position dated 3/27/15 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mrs. Faulenbach asked for questions or comments. • Mr. Spatola asked for clarification on the \$6300 for AP. Mr. Hubelbank said that is to train staff who teach the advanced placement courses. • Mr. Hubelbank said transfers will become more prevalent towards the end of the school year. The budget was developed more than a year and a half ago so some adjustments become necessary in real time. Most are among programs at the same school. • Mrs. Volinski asked about the gym rental. Mr. Hubelbank said that is for gymnastics which practices at an outside facility since their equipment stays set up. Mr. Spatola asked if we rent the equipment too or provide our own. Mr. Hubelbank said the facility provides the equipment. • Mr. Coppola asked for clarification regarding the chromebooks. Ms. Pratt said this is a regularly budgeted purchase over \$5000. Mr. Coppola asked why they were not purchased earlier in the year for student use and Ms. Pratt said there is not enough tech help to push them out all at once so purchases are spread out 	<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. Purchase Resolution D-673 2. Budget Position dated 3/27/15 3. Request for Budget Transfers
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	<p>through the year.</p> <ul style="list-style-type: none"> Mr. Coppola asked about the typewriter included and Mr. Hubelbank said a typewriter is still needed for some forms that cannot be completed on computer. <p>Mrs. Volinski moved to bring the monthly reports: Purchase Resolution D-673, Budget Position dated 3/27/15 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p>	
C.	<p>Gifts & Donations</p> <ol style="list-style-type: none"> PTO – Exhibit B MCCA, Inc. – Exhibit C <ul style="list-style-type: none"> Mrs. Faulenbach said she was thrilled to receive this community support. Mr. Coppola said he thought it was a shame that these events could not be covered in the budget and that we needed to depend on the generosity of outside sources for science and theater enrichment. <p>Mrs. Volinski moved to bring Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-673, Budget Position dated 3/27/15 and Request for Budget Transfers to the full Board for approval.</p>
D.	<p>New Milford High School Graduation Date 2015</p> <ul style="list-style-type: none"> Dr. Paddyfote said the O'Neill Center had previously confirmed June 20, 2015 at 4:00 p.m. as the graduation date and time but Mr. Shugrue had received a call this week to say the time was now in flux. The high school is hoping to receive a firm time from the O'Neill 	<p>D. New Milford High School Graduation Date 2015</p> <p>Motion made and passed unanimously to bring Gifts & Donations to the full Board for approval.</p>

	<p>Center within a few days but Dr. Paddyfote would like to at least lock in the date.</p> <p>Mr. Coppola moved to bring the New Milford High School Graduation Date 2015 to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p>	
E. Adult Education Director	<ul style="list-style-type: none"> Mr. Smith said the budget process for next year approved restructuring this position to full time. Since the position is currently vacant, Mr. Smith would like to post it with the new structure for the rest of this year. There are funds to cover since the position has been vacant. <p>Mr. Coppola moved to bring the Adult Education Director to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <ul style="list-style-type: none"> Mrs. Faulenbach said she fully supports this position. <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the New Milford High School Graduation Date 2015 to the full Board for approval.</p> <p>E. Adult Education Director</p> <p>Motion made and passed unanimously to bring the Adult Education Director to the full Board for approval.</p>
F. E-Rate Contract for Internet	<ul style="list-style-type: none"> Mr. Hubelbank said this is for a five year contract for the internet fiber between buildings. It is eligible for e-rate reimbursement. Frontier has put in a cheaper bid than the current provider for ten times the speed per building. The cost is \$47,000 with a 35% reimbursement from e-rate. Mrs. Faulenbach asked if the reimbursement would show in revenue and Mr. Hubelbank said yes, each year. 	F. E-Rate Contract for Internet

	<ul style="list-style-type: none">• Mr. Coppola asked if it was already budgeted for and Mr. Hubelbank said it was.• Mr. Spatola asked if repairs are covered and Mr. Smith said yes for anything outside the building. Inside the building is the district's responsibility.• Mrs. Volinski asked if there were any concerns with Frontier and Mr. Hubelbank said no this was the commercial side which does not seem to have the same concerns. <p>Mr. Coppola moved to bring the E-Rate Contract for Internet to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the E-Rate Contract for Internet to the full Board for approval.</p>
<p>G. Food Certification Exemptions for School Fundraisers</p>	<ul style="list-style-type: none">• Dr. Paddyfote said occasionally groups such as the Booster Club or Bandaids will have fundraiser events on school grounds, such as pasta dinners, that do not meet standards for the Healthy Food Certification Program. The Superintendent can approve exemptions in these cases with Board approval.• Mr. Coppola asked whether the Board can give blanket approval or if it needed to be done on an individual basis. Dr. Paddyfote suggested approval could be given annually when the Healthy Certification is done.• Mr. Spatola asked if we certify the food as healthy. Mr. Hubelbank said we do not certify but we do refer organizations to Food Services for guidance if asked. <p>Mr. Coppola moved to bring the authorization for the superintendent to approve food certification exemptions for school fundraisers as appropriate to the full Board for approval.</p>	<p>G. Food Certification Exemptions for School Fundraisers</p> <p>Motion made and passed unanimously to bring the authorization for the superintendent to approve food certification exemptions for school</p>

	<p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>H. Projected 2014-15 EOY Balance</p> <ul style="list-style-type: none"> • Mr. Hubelbank said Excess Costs and Medicaid reimbursements are coming in higher than projected. This is leading to a positive variance of approximately \$486,000. He distributed a handout of additional purchases to be considered including items for which capital reserve use was projected. • Mrs. Faulenbach asked if Mr. Hubelbank is confident in these projections and he said he would not bring the recommendation forward unless that was the case. • Mr. Coppola asked for detail on the suggested purchase of two vans. Mr. Hubelbank said they are to replace a current LHTC van in very poor condition and to purchase an additional caravan type one for the program which is expanding from 11 students to 17 or 18 next year. • Dr. Paddyfote said this program services students 18-21 years old who go out to job sites with their job coaches. • Mr. Spatola asked for clarification on the suggested purchase of ten SmartBoards since 30 were already purchased. Ms. Pratt said the 30 are to complete the transition. These ten will finish the high school and are for new users. Future budgeting will be for replacements of older Boards. <p>Mrs. Volinski moved to bring the Projected 2014-15 EOY Balance to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p>	<p>fundraisers as appropriate to the full Board for approval.</p> <p>H. Projected 2014-15 EOY Balance</p> <p>Motion made and passed unanimously to bring the Projected 2014-15 EOY Balance to the full Board for approval.</p>
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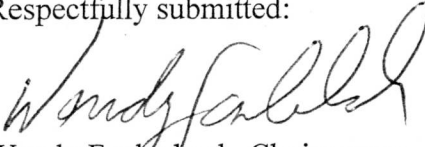
	<p>I. John Pettibone Building Follow-up</p> <ul style="list-style-type: none"> • Mr. Coppola asked if the JPS building could be shared with other town agencies as we do with Lillis currently. • Mrs. Faulenbach said she believed that was the correct interpretation but did not know if there was certain usage percentages required. • Mrs. Volinski asked if we could find that out for a future meeting. • Mr. Coppola said he was told by a New Milford resident that there may be deed restrictions on the JPS land for educational purposes and asked if that could be researched. • Mr. Coppola said he liked the idea of developing a culinary high school program ourselves and possibly expanding the alternative high school. He is a strong proponent of moving the Lillis offices there as well. He thinks there will be huge costs with Lillis going forward as the building continues to age. • Mr. Coppola asked if there were asbestos issues with Lillis. Mr. Calhoun said there is asbestos in several district buildings which is monitored, including JPS. Any renovations would need to take that into account. • Dr. Paddyfote said the report included with the agenda talked about moving Lillis offices into the third grade wing. • Mrs. Faulenbach asked if capital expenses would need to be added on top and Mr. Calhoun said yes. • Mr. Coppola said there would be cost avoidance issues gained for the Lillis building if the offices were moved. 	<p>I. John Pettibone Building Follow-up</p>
<p>4.</p>	<p>Items of Information</p> <p>A. Draft School Calendar</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the calendar for 2015-2016 	<p>Items of Information</p> <p>A. Draft School Calendar</p>

	<p>is not complete yet as she is working out the no half days and arbitration ruling guidelines still. She distributed a handout of important dates for next year. This will be uploaded to the website tomorrow.</p> <ul style="list-style-type: none"> • Mr. Coppola asked if we are going with the regional calendar next year and Dr. Paddyfote said no we are not required to. • Mr. Spatola asked what is the earliest start and end date allowed and Dr. Paddyfote said there is no guide per se but that June 30th ends the fiscal year. • Mr. Spatola asked how many days had release time this year due to weather; he estimated 14 to 16. Dr. Paddyfote said she did not think it was that many but would have to check. • Mr. Spatola said he was concerned about the loss to instructional time and asked if the calendar can be adjusted somehow to take this into account. Dr. Paddyfote said she believed that would be an issue for collective bargaining. • Dr. Paddyfote said next year there will be an additional 28 hours of instructional time due to the arbitration award. 	
B.	Update on MUNIS	B. Update on MUNIS
	<ul style="list-style-type: none"> • Mr. Hubelbank said the prior two years of budget info have been loaded. Staff is being trained on the Accounts Payable section. Payroll set up started last month for a January 1st implementation date. • Mr. Coppola asked if next year's budgeting process will be in MUNIS and Mr. Hubelbank said that is the plan. 	
C.	Affordable Care Act	C. Affordable Care Act
	<ul style="list-style-type: none"> • Mr. Hubelbank distributed a handout with information on the Affordable Care Act and its effect on New Milford Public Schools. 	

	<p>D. Update on Transition Activities</p> <ul style="list-style-type: none"> • Dr. Paddyfote said maps of the schools have been delivered to each school for staff and parents to view. Welcome event dates are set and on the website; invitations are coming. Teachers have received information on packing dates which are starting next week. Letters to teachers regarding school and room assignments will be delivered on April 10th. Pods are coming April 6th. <p>E. Planning SMS Schedule for 2015-2016</p> <ul style="list-style-type: none"> • Dr. Paddyfote said Ms. Baldelli and Mrs. Ford are working on the schedule. They are using the student database and converting it for next year's students. Each course section must be given a number and loaded. All students in grade 6 must be placed on teams. All classes for every student must be loaded into the scheduler. The master schedule is then run in May and conflicts must be resolved. Dr. Paddyfote distributed a draft of a proposed schedule for next year which includes a possible home room. The schedule runs lunch waves and academic labs at adjacent times within a period. It also includes locker time before dismissal. It is a six day rotation. Band and chorus scheduling is still being reviewed. Students without band and chorus will be placed in study halls or in other areas if there are opportunities. Areas under consideration are developmental guidance, computer classes and time in the LMC if staff and schedules permit. The goal is to have a solid schedule by the end of school. • Mr. Hubelbank said one purpose of the home room would be to provide a Breakfast Program at SMS. • Mrs. Faulenbach asked Dr. Paddyfote to speak to the Board Chair about adding this as an Item of Information to the regular Board meeting. 	<p>D. Update on Transition Activities</p> <p>E. Planning SMS Schedule for 2015-2016</p>
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	Dr. Paddyfote said she would.	
5.	Public Comment <ul style="list-style-type: none">• David Lawson said he is concerned that when we talk about costs only bits and pieces seem to be discussed at a time. He felt that the report discussed this evening was for a “taj mahal” set up at JPS and he just wants to know what the cost is for a basic set up.• Sandy Giancaspro suggested that TAG students be looked at as part of the grouping for SMS to enable the group to meet easily for offered programs, perhaps putting students on the same team.	Public Comment
6.	Adjourn <p>Mrs. Volinski moved to adjourn the meeting at 9:01 p.m. seconded by Mr. Coppola and passed unanimously.</p>	Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 9:01 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee