

**New Milford Board of Education
 Operations Sub-Committee Minutes
 September 11, 2018
 Lillis Administration Building—Room 2**

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 NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. Bill Dahl, Alternate
 Mr. J.T. Schemm, Alternate

Absent: Mr. Brian McCauley
 Mrs. Eileen P. Monaghan

Also Present: Dr. Stephen Tracy, Interim Superintendent
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services
 Ms. Roberta Pratt, Director of Technology
 Mr. Kevin Munrett, Facilities Director
 Mr. Nestor Aparicio, Assistant Facilities Director
 Mrs. Susan Murray, Principal, Northville Elementary School

1.	<p>Call to Order</p> <p>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. Dahl was seated in the absence of Mr. McCauley. Mr. Schemm was seated in the absence of Mrs. Monaghan.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> Doranne Koval, NES grade 2 teacher, said she was speaking on behalf of her students and grade 2 team. She said she spoke on their behalf in public at the Committee on Learning meeting about the large disparity between HPS and NES grade 2 class sizes. They are concerned that the increased student work load, and student diversity both academically and behaviorally, will not enable them to reach the same projected student growth as their colleagues at HPS. She said studies consistently show the benefits of smaller class size. She said the disparity is unfair to students and urged the Board to make the tough decision now to add another grade 2 teacher 	<p>Public Comment</p>

	<p>at NES.</p> <ul style="list-style-type: none"> • Joseph Failla said he thought the Board should move cautiously in this area. The enrollment would have been roughly the same if HPS had not underprojected. He said the district is down 135 students overall. He said it was a difficult situation with the proposed budget and they knew what the NES numbers were then. He said numbers fluctuate over time, usually downward in recent history. He suggested moving teachers around perhaps versus adding. • Mr. Failla suggested using the end of year balance towards funding artificial turf replacement. He said the Town ended up with a surplus and the Town Council started spending it last night, everywhere but in the schools. The BOE gave \$450,000 back to the Town last year at the Town’s request and the Town did not look to the BOE at all with the surplus. 	
<p>3.</p>	<p>Discussion and Possible Action</p> <p>Mrs. Faulenbach asked for a motion to amend the agenda to add item 3H: HPS Oil Tank Funding for discussion and possible action; motion by Mr. Dahl, second by Mr. Schemm, and approved <i>unanimously</i>.</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>Mr. Schemm asked to move up item 3G on the agenda for discussion. Consensus was to move it up after Exhibit A discussion.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said no motion is required for Exhibit A or the Monthly Reports that follow since the Superintendent was authorized for approval in June through September 18, 2018. • Ms. Baldelli said she will have a revised Exhibit A for Friday’s packet. She said there are currently 5 certified openings. The high school has openings for a Spanish teacher, a Special Education teacher, a substance abuse 	<p>Discussion and Possible Action</p> <p>Motion made and passed unanimously to amend the agenda to add item 3H: HPS Oil Tank Funding for discussion and possible action.</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

counselor, and a computer based instructional program teacher. SMS is looking for a bilingual teacher. There are 6.5 non certified paraeducator openings.

- Mr. Schemm noted that a bilingual teacher had been added at SNIS. Ms. Baldelli said SMS now meets the requirements as well in that area so a second teacher is needed.
- Mr. Schemm asked if there are any open positions that are not required. Ms. Baldelli said no, there is a need in all cases; students are in the classes. They are using substitutes for now.
- Mrs. Faulenbach asked the status of the instructional coaches. Ms. Baldelli said they are all filled. Mrs. Faulenbach asked about athletic coaches. Ms. Baldelli said they are waiting on one.
- Mr. Schemm noted Ms. Pratt's resignation on the Exhibit. He wished her good luck and thanked her for her service to New Milford.

G. NES Grade 2 Enrollment/Staffing

- Mrs. Faulenbach said this topic is at Operations because there are personnel and financial implications.
- Dr. Tracy provided historical information regarding class enrollment. He said NES's numbers were close to those projected at budget time. He said his initial thought was to leave it alone but he changed his mind after reviewing the historical size of grade 2 classes. This is the highest size in the last seven years and the biggest differential between schools. He said if it was mid-summer, he would perhaps suggest moving a teacher from HPS to NES but now it would disrupt both schools. He recommends hiring another grade 2 teacher for NES to bring their class sizes to 19.6 average. He said there are sufficient funds in the certified salary account balance, though he is aware it is early in the year.
- Mr. Dahl asked about the options for space. Dr.

G. NES Grade 2 Enrollment/Staffing

Tracy said the seventh classroom from last year had been repurposed. NES Principal Susan Murray said they would move the STAR program to the room shared by the Science enrichment and ELL tutors, who are both in the building part-time. She would move the Science enrichment teacher to the stage area and the ELL tutor to the Reading Intervention classroom perhaps.

- Mr. Dahl asked if the stage area was a good place for the enrichment program. Mrs. Murray said it was not ideal but they would make do.
- Mrs. Faulenbach said the numbers district wide are down 131 students. Mrs. Faulenbach asked if a teacher could be moved within district versus making an additional hire.
- Dr. Tracy said the Board needs to weigh the benefit versus the disruption. Even if a teacher is added, moving students into the new class is disruptive too.
- Mr. Dahl said he is not big on comparing but, if there is a disparity, should we be starting to look at whether the boundary is off between the schools. He is concerned about precedent too. The last budget was defeated at referendum and in town the BOE is always accused of “hiding money”. Now after the budget passes we have added another Kindergarten teacher and may add a Grade 2 teacher. He said if money is available we should get rid of the burden of Pay to Play.
- Mrs. Faulenbach asked what the effect to the budget is to hire another teacher, including benefits. Mr. Giovannone said the salary figure used is \$53,000 and benefits could be up to 25% of salary depending on what the new hire elects to take.
- Mrs. Faulenbach said she thinks this topic should automatically go to the full BOE for further discussion. She said with a staffing issue, she is also concerned about precedent. She said she is really torn as the numbers don't lie. They did know these numbers at budget time, but not the disparity.

- Mr. Schemm asked about turnover savings. Mr. Giovannone said the balance is at \$627,000 right now but if vacancies fill it should more realistically show at about \$400,000 over the next month, assuming those positions are filled at the midpoint.
- Mrs. Faulenbach said she was glad there were funds in the certified salary line to cover but however cautioned that this is still early on in the year.
- Mr. Schemm asked about recall provisions. Ms. Baldelli said all teachers who were available have been recalled; some took other jobs.
- Dr. Tracy said he respected that this is a Board decision as they will be creating a new position if they choose, versus filling a vacancy.

B. Monthly Reports

- 1. Budget Position dated 8/31/18**
- 2. Purchase Resolution D-714**
- 3. Request for Budget Transfers**

- Mr. Giovannone said payroll encumbrances continue through September with September 14 being the second teacher paycheck.
- Mr. Giovannone said 55110 Student Transportation is showing a negative balance. It is overrun due to special education placements and there is money in 55630 Private Tuition to cover. He will bring a transfer request next month once encumbrances are more set.
- Mrs. Faulenbach asked if there was any additional savings available in general transportation with the new contract. Mr. Giovannone said they used that savings at the end of last year to reduce this year's Pay to Play and Parking fees.
- Mrs. Faulenbach asked if they could get an update on revenue versus projections by October. Mr. Giovannone said yes, and quarterly updates after.
- Mr. Giovannone mentioned the 44822 line which was an expected placement at LHTC

B. Monthly Reports

- 1. Budget Position dated 8/31/18**
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which didn't happen. That will be a hole to fill.

- Mr. Schemm asked how ODP placements were running versus projections. Mrs. Olson said they are slightly higher but right now within budget.
- On the purchase resolution, Mrs. Faulenbach questioned the SMS boiler repair and asked if it was tied into the \$12,000 transfer request. Mr. Giovannone said they were different. The \$12,000 was for chiller repairs at SNIS which were transferred from SMS, within major object code, to cover. This is unrelated to the SMS boiler repairs.
- Mrs. Faulenbach asked if School Messenger was an annual renewal and Ms. Pratt said it was.
- Mr. Schemm asked if the School Dude cost was just for facilities rental software. Mr. Giovannone said it covers both the rental software and the maintenance work order software. He said he would revise the description for the full Board packet.

C. Tuition Rates for 2018-2019

- Mr. Giovannone said he followed the historical format to determine these projected numbers.
- Mr. Schemm asked if these were the same numbers for Sherman students. Mr. Giovannone said Sherman was a separate contract.
- Mr. Schemm asked if these numbers show up as revenue on the regular education tuition line. Mr. Giovannone said no, that is for EXCEL.
- Mrs. Faulenbach asked what account they go into and what the numbers were last year. Mr. Giovannone said he thought it might go to the Town side and would check for the full Board. He noted the discounted rate for staff.

Mr. Dahl moved to bring the Tuition Rates for 2018-2019 to the full Board for approval.

Motion seconded by Mr. Schemm.

C. Tuition Rates for 2018-2019

Motion made and passed unanimously to bring the Tuition Rates for 2018-2019 to the full Board for approval.

	<p>Motion passed unanimously.</p> <p>D. New Milford High School Graduation Date 2019</p> <ul style="list-style-type: none"> • Mrs. Faulenbach referenced the memo. <p>Mr. Dahl moved to bring the New Milford High School Graduation Date 2019 of June 22, 2019 at 2:00 p.m. to the full Board for approval. Motion seconded by Mr. Schemm.</p> <ul style="list-style-type: none"> • Mr. Schemm said he was pleased that this date can be locked down so early in the year. Dr. Tracy said it allows the district to secure the venue at WCSU. <p>Motion passed unanimously.</p> <p>E. 2017-18 Year End Balance</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this was discussed at the June meeting. The projected unaudited amount is \$346,753, which is 0.55%. This is after the BOE paid the Town \$450,000 as requested by them. That amount took conscious work on the Board's part, freezing accounts, not filling positions, and other adjustments. • Mr. Giovannone said that is correct. The \$450,000 was expensed to the Town before books were closed last year. • Dr. Tracy said this is not an insignificant contribution for sure. • Mrs. Faulenbach said that, procedurally, a motion needs to be made to request that the end of year balance go to capital reserve, pending final audit. • Mr. Giovannone suggested that any amount that the Board might stipulate to go elsewhere, for example to the turf field account, should be separated out from this motion. • Mr. Schemm said last night's Town Council meeting reported a balance of \$328,000 on the BOE side, not \$346,753 which is the correct amount. He said the Council report also 	<p>D. New Milford High School Graduation Date 2019</p> <p>Motion made and passed unanimously to bring the New Milford High School Graduation Date 2019 of June 22, 2019 at 2:00 p.m. to the full Board for approval.</p> <p>E. 2017-18 Year End Balance</p>
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	<p>showed an amazing \$2.8 million Town expense variance. He said it is important to continue to ask questions in this area.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach agreed, saying that the \$450,000 requested by the Town affected the district. It was not available for other programs and staffing and that needs to be remembered. <p>Mr. Dahl moved to bring a request to send the year end balance for 2017-18, based on final audit, to the town for placement in the capital reserve account to the full Board for discussion and possible action. Motion seconded by Mr. Schemm.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach reiterated that should the Board choose at the full meeting to separate out a portion of the year end balance for other use, then that should be bifurcated out as a separate motion. <p>F. Superintendent Search</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she was asked to put this topic on the agenda to begin dialogue as to what the Board is looking to do. What is the timeline? How much is the Board willing to spend on this unbudgeted expenditure? Previously, the entire Board became the search and hiring committee. Is that what we want to do this time? • Mr. Dahl said he would like to discuss this at the full Board. He said he would like to know what other districts pay for the search process. • Mrs. Faulenbach said a consultant was used previously and suggested that information be pulled as a reference. <p>H. HPS Oil Tank Funding</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said three tanks were discussed and bid in May and it was agreed that HPS had to be done prior to heating 	<p>Motion made and passed unanimously to bring a request to send the year end balance for 2017-18, based on final audit, to the town for placement in the capital reserve account to the full Board for discussion and possible action.</p> <p>F. Superintendent Search</p> <p>H. HPS Oil Tank Funding</p>
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	<p>season. There was discussion with the Town, with the Town making it clear that the BOE had to pay for HPS. Now the Board has to decide how to pay for it, either from the operating fund or capital reserve. If from capital reserve, a formal request needs to be made. She said the conversation started in 2017-18 but now the funds would have to come out of the 2018-19 budget if that was the choice made.</p> <ul style="list-style-type: none"> • Mr. Giovannone said it is unrealistic to expect the general fund to absorb a cost of this size. • Mr. Schemm asked if capital reserve requests had to go to Town Council and Board of Finance both in putting in and taking out and Mrs. Faulenbach said yes, following the BOE request. <p>Mr. Dahl moved to bring a request to the Town Council and Board of Finance for \$92,000 from capital reserve to fund the HPS Oil Tank to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Schemm.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said there is a special meeting of the Town Council scheduled for September 24 and the next Board of Finance meeting is October 10. Mr. Giovannone said that timing is doable for paying the vendor. 	<p>Motion made and passed unanimously to bring a request to the Town Council and Board of Finance for \$92,000 from capital reserve to fund the HPS Oil Tank to the full Board for discussion and possible action.</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Turf Fields Committee Update</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this memo is in response to a previous request for an update. She said there is a separate, identifiable account for deposits. She said they are allowing advertising and hope to build on that. • Mr. Munrett said this is an advisory committee to the superintendent. 	<p>Items of Information</p> <p>A. Turf Fields Committee Update</p>

- Mr. Dahl said replacement will happen in 8 to 10 years and there is only \$4,000 in the account now. He said we need to add some funds from this year's end of year balance.
- Mrs. Faulenbach said if the Board wants to make a motion to set up funding automatically going forward for the turf fields from the year end balance, it cannot be a specific dollar figure since the end of year balance varies from year to year. She said she thought the Town should contribute to the account as well since the fields were a community project.
- Mr. Giovannone suggested that a percentage could be set for now and going forward.
- Mr. Dahl said an agreement had been reached in a teacher grievance and asked if there was any money available there.
- Mrs. Faulenbach said that anything fiscally available from the Town would be considered and not lost.
- Mr. Schemm agreed and said that he would hope the Board would not be the sole contributor to this project. He said the Town reported a \$2.8 million expense variance and an additional \$1.5 million available after Moody's removed a negative outlook label from the Town.

B. Tuition Students

- Mrs. Faulenbach said this is an informational update provided annually.
- Mr. Dahl asked if this was the total in district. He was surprised that only three staff members brought their children in district.
- Mrs. Faulenbach asked if the numbers had changed historically. Mr. Giovannone said he would check.
- Mr. Schemm said it was discussed at Committee on Learning that some students within district also attend out of zone at the elementary level, so numbers may be artificially skewed in some cases.

B. Tuition Students

<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • Joseph Failla said he would like to see a policy to bring down the 50% charge to staff for their children’s tuition in district. He said it would be a nice staff benefit. • Regarding the turf fields, Mr. Failla said it will cost \$1 million ten years out; that means \$100,000 per year and at least \$200,000 needed in the pot already. The Town has a surplus in addition to a \$450,000 Board of Education gift. He said the Town should be reminded of that. • Doranne Koval said she is hopeful the full Board will see the disparity between schools in grade 2 numbers and agree with Dr. Tracy’s recommendation. 	<p>Public Comment</p>
<p>6.</p>	<p>Adjourn</p> <p>Mr. Dahl moved to adjourn the meeting at 9:02 p.m. seconded by Mr. Schemm and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:02 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee