

**New Milford Board of Education  
Operations Sub-Committee  
February 5, 2008  
Lillis Administration Building, Room 2**

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| Present: | Mrs. Wendy Faulenbach, Committee Chairperson*  |
|          | Mr. David Lawson*                              |
|          | Mrs. Amy Llerena*                              |
|          | Mr. Thomas McSherry*                           |
|          | Mrs. Julie Turk*                               |
|          | Mrs. Alexandra Thomas                          |
|          | Dr. Lisa Diamond, ex-officio Board Chairperson |

\* Committee Member

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| Also Present | Dr. JeanAnn C. Paddyfote, Superintendent of Schools           |
|              | Mr. Thomas Mulvihill, Assistant Superintendent                |
|              | Mrs. Adele Johnson, Supervisor of Special Education           |
|              | Mr. Thomas Corbett, Former Director of Operations, Consultant |
|              | Mr. Wilson, Director of Food Services                         |

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| 1.            | <b>Call to Order</b><br>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.            | <b>Public Comment</b><br>There was no public comment.   | Public Comment  |
| 3.<br>3.A     | <b>Discussion and Possible Action</b><br><b>Exhibit A: Personnel</b> —Certified, Non-Certified Appointments, Resignations and Leaves of Absence<br><ul style="list-style-type: none"> <li>➤ Mr. Wilson, who is retiring after 37 years as Director of Food Services, was complimented by Mr. Lawson and Mrs. Thomas.</li> <li>➤ Dr. Paddyfote noted that this is the time of year for non-renewals or resignations; she will present a revised Exhibit A for the Board meeting.</li> </ul> <p>Mrs. Turk moved to bring Exhibit A: Personnel to the full Board for approval, motion seconded by Mr. McSherry and passed unanimously.</p> | Discussion and Possible Action<br>Exhibit A: Personnel—Certified, Non-Certified Appointments, Resignations and Leaves of Absence<br><br>Motion made and passed unanimously to bring Exhibit A: Personnel—Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the Board for Approval. |
| 3.B.<br>3.B1. | <b>Monthly Reports</b><br><b>Purchase resolution D-607</b><br><ul style="list-style-type: none"> <li>➤ Mrs. Turk questioned the 65% increase in tutoring rates on P.O. 25029—Hampstead Hospital.</li> <li>➤ Mrs. Johnson explained the rate is less than other</li> </ul>   | Monthly Reports<br>Purchase Resolution D-607  |

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|       | <p>hospitalization placements. The tutor is hired by the hospital. Mrs. Johnson commented on the role of the tutor and noted that the tutor functions like he/she is running a small classroom.</p> <ul style="list-style-type: none"> <li>➤ Mrs. Turk questioned the item on P.O. 26601—a HM LVR bookroom.</li> <li>➤ Mr. Turk noted that this represented a complete book room with library books for grades 3-6. Mr. Mulvihill added that these books are leveled and are for remedial reading.</li> </ul>  |  |
| 3.B2. | <p><b>Request for Transfers</b><br/>         There were no questions from the committee members.</p>   | Request for Transfers  |
| 3.B3. | <p><b>Budget Position as of 1/31/08.</b></p> <ul style="list-style-type: none"> <li>➤ Mrs. Thomas asked if there were any areas of concern at this time.</li> <li>➤ Mr. Turk noted the position is at 94.3% of the budget, whereas last year it was at 93.4% for the same time period.</li> <li>➤ Mr. McSherry commented on the homebound instruction line and questioned the balance.</li> <li>➤ Mrs. Johnson noted the number of students is always an unknown. However, more students use this instruction near the end of the year.</li> <li>➤ Mr. McSherry also questioned intramural sports.</li> <li>➤ Mr. Turk noted that this item is not encumbered.</li> </ul> <p>Mr. McSherry moved to bring monthly reports to the Board for discussion and approval. The motion was seconded by Mr. Lawson and passed unanimously.</p> | <p>Budget Position as of 1/31/08</p> <p>Motion made and passed unanimously to bring monthly reports to the full board for discussion and approval.</p> |
| 3.C.  | <p><b>Gifts &amp; Donations</b></p>  | Gifts & Donations  |
| 3.C1. | <p><b>Exhibit B: PTO</b><br/>         The PTO is presenting a gift to John Pettibone Elementary School in the amount of \$2,000 to promote wellness activities and programs.</p> <p>Mrs. Llerena moved to bring Gifts and Donations to the Board for approval. Mr. McSherry seconded the motion which passed unanimously.</p>  | <p>Exhibit B: PTO</p> <p>Motion made and passed unanimously to bring Gifts and Donations – Exhibit B—PTO Gift to the full board for approval.</p>      |
| 3.D.  | <p><b>Food Service Program</b></p> <ul style="list-style-type: none"> <li>➤ Mr. Wilson and Mr. Corbett presented a comparison for the first four months of operation.</li> </ul>   | Food Service Program   |

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|      | <ul style="list-style-type: none"> <li>➤ The State Department of Education recommends 2-3 months of operating expenses carried in the account.</li> <li>➤ The beginning balance in this account would not cover one month. This program is operating on a thin margin.</li> <li>➤ Food costs are up 7-8% (5% was budgeted) and transportation costs have increased.</li> <li>➤ The program is not subsidized, but is completely self-sustaining.</li> <li>➤ New equipment has been added: point of sale terminal at the high school; new oven in order to make the pizza at the high school.</li> <li>➤ Mr. Wilson continues to search for foods acceptable to the students while following the healthy food initiative.</li> <li>➤ Mr. Lawson commented the program is non-profit and a profit should not be expected.</li> <li>➤ Mr. McSherry asked what happens if the program is not self-sustaining.</li> <li>➤ Mr. Corbett commented that the Board of Education would have to cover the shortage.</li> <li>➤ Mrs. Thomas suggested publicizing the healthy food initiative.</li> <li>➤ Mr. Mulvihill noted there are links on the website and there have been articles in the Northville newsletter to raise awareness of the healthy food initiative.</li> <li>➤ At Sarah Noble the long lines are a factor which effect the sale of lunches.</li> <li>➤ Mr. Mulvihill also noted that attempts have been made to schedule recess before lunch.</li> <li>➤ Mrs. Faulenbach asked for monthly updates on the food service program.</li> </ul> |            |
| 3.E. | <p><b>Pepsi Fund</b></p> <ul style="list-style-type: none"> <li>➤ Dr. Paddyfote copied the correspondence file regarding the annual payment of \$22,500.</li> <li>➤ Dr. Paddyfote noted there are three possible actions: (1) take the money offered (\$10,000); (2) push for the full amount of the annual payment; (3) go forward with litigation.</li> <li>➤ The contract dates are not accurate; this is year nine with two years to go.</li> <li>➤ Mrs. Faulenbach suggested the Board attorney draft a letter to be sent by the Superintendent.</li> <li>➤ Mr. Lawson is in favor of pursuing the \$22,500.</li> <li>➤ The source of the correspondence is from a regional representative, a corporate representative should be contacted.</li> <li>➤ Dr. Diamond expressed favor in going forward, with legal assistance in drafting a letter.</li> <li>➤ Mrs. Turk noted that with two years on the contract, the</li> </ul>   | Pepsi Fund |

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|      | <p>amount due would be \$45,000.</p> <ul style="list-style-type: none"> <li>➤ Mr. Wilson added that Pepsi has not come up with a product of the proper size as specified in the contract.</li> </ul>   |   |
| 3.F. | <p><b>Internal Service Fund</b></p> <ul style="list-style-type: none"> <li>➤ Mr. Lawson asked for a definition of this fund; how much is in this fund and is it accruing interest. He also would like to know how much this Board has contributed to the fund.</li> <li>➤ Dr. Paddyfote reported that she, Dr. Diamond, and Mr. McSherry met with the Mayor and Mr. Jankowski on Monday, February 4, 2008 and Mr. Jankowski brought up the Internal Service Fund.</li> <li>➤ Mr. Jankowski reported the account balance is over five million dollars, but the cash available is 3.3 million dollars. He also stated there is no accounting for this fund.</li> <li>➤ Mrs. Thomas recollected that for a number of years the Board contributed to this fund and that money can be traced. Also, she noted there have been expenditures from the fund.</li> <li>➤ Dr. Paddyfote commented that Mr. Jankowski reported the account was established in 1988.</li> <li>➤ Mr. Corbett commented on how the account was set up and that a reserve had to be accrued over the years. When asked, Mr. Corbett stated he could provide an accounting of contributions for the last 10 years. When the Board approved motions to contribute to the Fund, it was up to the Board of Finance and Town Council to approve and take the necessary action.</li> <li>➤ Mr. Corbett explained the account was called the Medical Reserve Fund when it was initiated. The auditor, DeLeo and Company, recommended the name 'Internal Service Fund' about 6-7 years ago. Any money from that account can only be used for medical purposes.</li> <li>➤ The committee agreed that specific financial details for the Board of Education's contribution should be tracked and brought back to the committee for discussion.</li> </ul> | Internal Service Fund   |
| 5.   | <p><b>Adjourn</b><br/>         Mrs. Turk moved to adjourn the meeting at 8:40 p.m., seconded by Mr. Lawson; motion passed unanimously.</p>   | Adjourn<br>Motion made and passed unanimously to adjourn the meeting at 8:40 p.m. |

Respectfully submitted,

Wendy Faulenbach, Chairperson  
 Operations Sub-Committee