

**New Milford Board of Education
Operations Sub-Committee Minutes
October 7, 2014
Lillis Administration Building, Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. David R. Shaffer
Mr. John W. Spatola
Mr. Robert Coppola, Alternate

Absent: Mrs. Theresa Volinski

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Mr. Joshua Smith, Assistant Superintendent
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Jay Hubelbank, Director of Fiscal Services and Operations
Ms. Roberta Pratt, Director of Technology
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Mr. John Calhoun, Facilities Manager
Mr. Nestor Aparicio, Assistant 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 7:30 p.m. by Mrs. Faulenbach. Mr. Coppola was seated in the absence of Mrs. Volinski.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> Mr. Coppola said he was a member of the advisory interview committee for the assistant principal opening and he wanted to commend Ms. Baldelli for the manner in which she handled the debriefing of the committee, ensuring that all opinions were heard. 	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. Shaffer said, based on a personal conversation, that he thought a name was missing from the list of substitutes and would an updated Exhibit A be distributed before Tuesday. Ms. Baldelli said if a name was left off by mistake a revision would be made. She said a revision may come anyways for other 	Discussion and Possible Action Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<p>pending positions. She asked Mr. Shaffer to see her after the meeting to give her the person's name.</p> <ul style="list-style-type: none"> • Mr. Coppola asked why the assistant principal candidate was not on Exhibit A and Dr. Paddyfote said she would answer that under item 4D: Update on Hiring of Assistant Principal. • Mr. Spatola asked about the certification of the fourth name on Exhibit A. Ms. Baldelli said the candidate is certified in Special Education and she will add that information to the Exhibit. <p>Mr. Coppola 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. Shaffer.</p> <p>Motion passed unanimously.</p>	
B.	<p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-668 2. Budget Position dated 9/30/14 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mrs. Faulenbach asked for comments or questions on the purchase resolution. • Mr. Shaffer asked about the tuition payment to Region 10 and Mr. Hubelbank said it was for a Nexus student who is from New Milford but in foster care. • Mr. Spatola asked why the tuition was so high and Mrs. Olson said there were special education costs included. • Mr. Shaffer asked why the Board had not approved the new Algebra II texts. Mr. Smith said they are an updated version of the current text so were already approved. • Mr. Shaffer asked for clarification of the Northwest Evaluation Association. Mr. Smith said this is for the MAP assessments grades 	<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>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-668 2. Budget Position dated 9/30/14 3. Request for Budget Transfers

	<p>K-10. Mr. Shaffer asked if this was three times a year and Mr. Smith said yes.</p> <ul style="list-style-type: none">• Mr. Coppola asked about the Boys and Girls Village tuition. Mrs. Olson said it was for a special education student in a residential program in Milford.• Mr. Spatola asked if the CT Junior Republic was court mandated as in the past. Mrs. Olson said no that the program had changed over the last five years. It is a progressive hands-on program for grades 7-12. Three students attend on a rotating basis as an incentive program to help keep them on track. Mr. Spatola asked if the students receive any kind of certificate for the program. Mrs. Olson said no that it was incentive only with the goal of transitioning the students back to New Milford schools full time.• Mr. Hubelbank handed out a revised budget position which added last year's comparison to the bottom. He pointed out several categories which are running over budget: small overages in salary lines 1116 and 1121 due to new hires offset by other lines where new hires were less than budgeted; 1211 and 1212 - Excel and Transition where revenues are still to come; Tuition which will be covered with excess cost revenue in the spring.• Mr. Spatola asked if the \$50 overage in ELL could be taken from the Title III grant and Mr. Hubelbank said there are other uses earmarked for that grant money.• Mr. Spatola questioned the \$55,000 in consumable texts and asked if non-consumable texts would be a better choice budget-wise. Mr. Smith said that math and phonics in the early years are done in workbooks that the children can write in. Using non-consumable texts has other costs in copying of materials, staff time etc.• Mr. Spatola asked if there was a text to go with the workbook. Mr. Smith said sometimes there is a companion resource and sometimes not.	
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- Mr. Shaffer expressed concern that the legal services account 332 was already at \$127,000 in October. Mr. Hubelbank said that is for the retainer which is paid up front and is estimated based on prior years' usage.
- Mr. Shaffer said he thought the \$12,000 expended for new texts 641 seemed low and shouldn't we have texts in by now. Mr. Hubelbank said texts are likely here but just not invoiced at this point.
- Mr. Shaffer asked about program 2310 for legal services for the Board. Mr. Hubelbank said this is the program for the legal services already discussed under object code 332.
- Mr. Coppola asked if the budget was on target and Mr. Hubelbank said yes that he had no concerns at this time. He distributed a handout showing a comparison of substitute costs from this year to last year which is running more favorable. He said he will provide this comparison monthly.
- Mr. Coppola said he was glad to see the savings in September and asked if staff had returned from leave. Ms. Baldelli said there were fewer leaves at the moment.
- Mrs. Faulenbach asked for an update on Munis. Mr. Hubelbank said the Town Council will hear a recommendation next week from the Town side that the transition to Munis be delayed until July 1st and the new fiscal year. He said there was still a lot of work to do.
- Mr. Coppola asked if this year's budget would be in the old format that he is used to and Mr. Hubelbank said it would.
- Mr. Coppola thanked Mr. Hubelbank for providing an item list on the transfer sheet and asked about the transfer for transportation. Mr. Hubelbank said it was more accurately reflected as a rental for special education.
- Mr. Spatola asked why not take it from the 442 rental line and Mr. Hubelbank said there were other programs besides special education using that line.

<p>Mr. Shaffer moved to bring the monthly reports: Purchase Resolution D-668, Budget Position dated 9/30/14 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none"> 1. PTO – Exhibit B 2. New Milford High School Band Parents Organization – Exhibit C 3. Goldring Family Foundation – Exhibit D <ul style="list-style-type: none"> • Mrs. Faulenbach expressed a hearty thank you to the community for their generosity. • Mr. Spatola asked for information on the program sponsored by the PTO donation. Mr. Smith said it was a hands-on program brought in by the Eli Whitney Museum to enrich the science curriculum. • Mr. Coppola said he did not realize the Band Parents paid for stipends. • Mr. Shaffer asked if this had been done in the past. Dr. Paddyfote said they had been doing it but that it was felt the donation should be approved by the Board and that it should be included in the funding of future budgets. • Mr. Shaffer asked if the positions were included in last year's budget and Dr. Paddyfote said they were not. • Mr. Coppola asked for background on the Goldring Family Foundation and Dr. Paddyfote said this is the second year that Mr. Goldring's Foundation has donated approximately \$50,000 to the high school: \$20,000 for two college scholarships and the rest for Project Lead the Way materials. She said the district is very fortunate to have such a generous donor. <p>Mr. Coppola moved to bring Gifts & Donations: PTO – Exhibit B, New Milford High School Band Parents</p>	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-668, Budget Position dated 9/30/14 and Request for Budget Transfers to the full Board for approval.</p> <p>Gifts & Donations</p> <ol style="list-style-type: none"> 1. PTO – Exhibit B 2. New Milford High School Band Parents Organization – Exhibit C 3. Goldring Family Foundation – Exhibit D <p>Motion made and passed unanimously to bring Gifts &</p>
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	<p>Organization – Exhibit C, and Goldring Family Foundation – Exhibit D to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>D. Grants</p> <ol style="list-style-type: none"> 1. District Consolidated Grant 2. Title III Grant <ul style="list-style-type: none"> • Mr. Shaffer asked if these were automatic grants and Mr. Hubelbank said they are entitlement grants for which we apply each year and that they are based on free and reduced numbers. • Mr. Shaffer asked if the coaches' salaries are not included in the budget since these grants come each year and Mr. Smith said that is correct. Mr. Shaffer asked if the grant covered the benefits for these positions and Mr. Smith said no, salary only. • Mr. Spatola said he would like to see a breakdown of how the \$271,000 in the Title I grant is distributed and Mr. Smith said he would provide that. <p>Mr. Shaffer moved to bring the District Consolidated Grant and the Title III Grant to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>E. Section 125 Cafeteria Plan Amendment</p> <ul style="list-style-type: none"> • Mr. Hubelbank referred to the changes outlined in the memo that was provided to the committee prior to the meeting. He said the changes are designed to make it a more attractive benefit for employees. There is no cost to the Board. 	<p>Donations: PTO – Exhibit B, New Milford High School Band Parents Organization – Exhibit C, and Goldring Family Foundation – Exhibit D to the full Board for approval.</p> <p>Grants</p> <ol style="list-style-type: none"> 1. District Consolidated Grant 2. Title III Grant <p>Motion made and passed unanimously to bring the District Consolidated Grant and the Title III Grant to the full Board for approval.</p> <p>Section 125 Cafeteria Plan Amendment</p>
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	<ul style="list-style-type: none"> Mr. Spatola asked who absorbed the costs to monitor the program and wouldn't those costs go up with more participation. Mr. Hubelbank said that a third party administrator monitors the program and that costs actually decrease with higher participation. The change in how reimbursement occurs will also reduce some internal clerical work load. Mr. Spatola asked what was the maximum amount an account could have and Mr. Hubelbank said the maximum carryover is \$500. <p>Mr. Shaffer moved to bring the Section 125 Cafeteria Plan amendment to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p>	
F.	<p>Appointment of Medical Advisor</p> <ul style="list-style-type: none"> Mr. Coppola said Dr. Hack had been the district's medical advisor for many years. <p>Mr. Coppola moved to bring the appointment of the Medical Advisor to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the Section 125 Cafeteria Plan amendment to the full Board for approval.</p> <p>Appointment of Medical Advisor</p> <p>Motion made and passed unanimously to bring the appointment of the Medical Advisor to the full Board for approval.</p>
G.	<p>School Security and Safety Plans</p> <ul style="list-style-type: none"> Mr. Hubelbank distributed a handout that outlined the requirements for school security and safety plans. He said the district had already been doing 90% of the requirements but on a district level not individually by school. He summarized the key changes and training requirements and the approvals that are needed. The plans have been submitted to the state for review and he received a complimentary email saying the spot-checked 	<p>School Security and Safety Plans</p>

	<p>plan chosen met all guidelines.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach noted the tremendous amount of work involved in developing the plans. • Mr. Coppola said he was pleased to see the requirement of using plain language versus code words for transparency. • Mr. Shaffer asked how an intruder will be described at each school. Mr. Hubelbank said he is in discussion with the principals regarding age appropriate language. • Mr. Spatola asked if substitutes will be trained in the plans and Mr. Hubelbank said he and Ms. Baldelli are working to ensure that happens. Ms. Baldelli said they will reach out to current substitutes for training and include training in the new substitute orientation process. • Mr. Hubelbank said volunteers, interns and vendors will all receive a letter which tells them about the plan and where materials are in each school. They will be required to sign an acknowledgement. Parents will receive a separate required letter. • Mr. Shaffer asked if false fire alarms, such as the water pressure alarm the high school occasionally receives, will count as drills. Mr. Hubelbank said he would check. • Mr. Shaffer asked how reunification will occur for large groups such as lunch waves. Mr. Hubelbank said some things are in place at each school but it is still a concern they are working on. <p>Mr. Shaffer moved to bring the School Security and Safety Plans to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p>	
H.	<p>Activity Stipend Request</p> <p>1. New Milford High School</p>	<p>Motion made and passed unanimously to bring the School Security and Safety Plans to the full Board for approval.</p> <p>Activity Stipend Request</p> <p>1. New Milford High School</p>

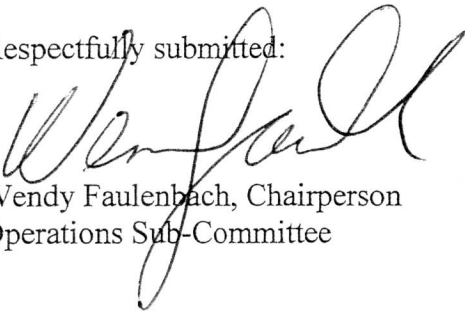
	<ul style="list-style-type: none"> Mr. Shaffer said he is not opposed to this activity but would like more information on guidelines to join, how many students are involved, what community service is involved etc. He was also concerned with the activity replacing the Mock Trial and intramurals which he thinks are important. Ms. Baldelli said most activities originate in activity period as students are interested and she said this activity is more in line with the Spanish, French, and German Honor Societies than the National Honor Society. Ms. Baldelli said the position was developed according to the Stipend Committee rubric. The Mock Trial and intramurals do not take place due to lack of student interest. She said she would provide additional information regarding Mr. Shaffer's questions. <p>Mr. Coppola moved to bring the stipend position for Math Honor Society at New Milford High School to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the stipend position for Math Honor Society at New Milford High School to the full Board for approval.</p>
4.	<p>Items of Information</p> <p>A. Copier Lease</p> <ul style="list-style-type: none"> Mr. Hubelbank said he has renegotiated with the current vendor, Ricoh, to provide 17 new copiers to replace 16 older district copiers at a cheaper price going forward. The lease was originally vetted under the US Commodities Bid Process. There will be one maintenance agreement going forward versus three current ones. Mr. Coppola asked if the request for maintenance was good and Mr. Hubelbank said the company gives a quick response of the same day in most cases or the day after. 	<p>Items of Information</p> <p>Copier Lease</p>

	<ul style="list-style-type: none"> Mr. Spatola asked about the one additional copier and Mr. Hubelbank said it would be added as a larger copier was replaced. The new one will be smaller but give more access to staff now that there is no longer dedicated staff for copying. 	
B.	<p>Update on Transition Year</p> <ul style="list-style-type: none"> Dr. Paddyfote said a Transition Year button has been added to the website and last week answers to questions were uploaded there. Dr. Paddyfote, Ms. Baldelli and Mr. Smith have attended five faculty meetings and four PTO meetings, with the HPS PTO scheduled for November, to talk about the process. She is in the process of speaking with a candidate for the Project Manager position. Mr. Coppola asked if the Board would approve the Project Manager. Dr. Paddyfote said it may be a contract with a group not one person. Mr. Coppola asked if the Board would be approving the duties referenced in the letter to the Mayor. He said he understood the necessity of the time issue and was not looking to critique the duties but he would like to see discussion on the tasks and timeline and the reasons behind them so that the community would be aware for public relations purposes. Dr. Paddyfote said the letter could be added as an Item of Information for the Board meeting. She could also have the letter uploaded to the website if the committee wished. The consensus was that should be done. 	<p>Update on Transition Year</p>
C.	<p>Superintendent's Goals</p> <ul style="list-style-type: none"> Dr. Paddyfote said she has updated her goals for this year and asked for any feedback. Mr. Coppola said he was very impressed but thinks they are time consuming and wonders when Dr. Paddyfote will sleep. Dr. Paddyfote said many of her goals are accomplished with 	<p>Superintendent's Goals</p>

	<p>the help of other administrators.</p> <ul style="list-style-type: none">• Mr. Shaffer says he thinks they are too ambitious overall. He asked about the Parent Portal which is referenced in the goals. He wanted to know if it is mandatory as he is hearing from parents that not all teachers are using it. Mr. Smith said it is tied to the teacher gradebook so if information is not entered there yet parents would not see it.• Mrs. Faulenbach said she has two daughters at the high school and she loves the Parent Portal but does notice that the information included varies.• Mr. Shaffer asked about the goal to increase graduation credits since credits have recently been increased. Dr. Paddyfote said they could be increased further and it is something the Policy Sub-Committee might consider.• Mr. Coppola asked if an increase would require more staff and Dr. Paddyfote said it could.• Mr. Shaffer suggested an addition under the goal regarding Advanced Placement courses to include college credit from universities.	
D.	Update on Hiring of Assistant Principal <ul style="list-style-type: none">• Dr. Paddyfote said all applications for this position were reviewed by her, Mr. Smith and Ms. Baldelli with five candidates selected to go before an advisory interview committee of two Board members, two parents, the SNIS principal and six teachers. Ms. Baldelli debriefed the committee and one candidate clearly emerged for recommendation. That recommendation will be brought to the Board next week in executive session.• Mr. Coppola asked if a motion to hire would follow on Tuesday as he wants to get the candidate on board as quickly as possible. Mrs. Faulenbach said the plan was to make that motion in public session following executive session if the Board agreed.	Update on Hiring of Assistant Principal

5.	Adjourn Mr. Shaffer moved to adjourn the meeting at 8:57 p.m. seconded by Mr. Coppola and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:57 p.m.
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Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee