

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

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 NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. David R. Shaffer
 Mrs. Theresa Volinski
 Mrs. Angela C. Chastain, Alternate

Absent: Mr. Robert Coppola

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
 Mr. Joshua Smith, Assistant Superintendent of Schools
 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

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach. Mrs. Chastain was seated in the absence of Mr. Coppola.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> • Ms. Baldelli said she will likely have a revision for the Board meeting next week. • Mr. Shaffer asked when he will see the names of new hires for next year and Ms. Baldelli said if they are hired before next week’s Board meeting they will be on the revised exhibit. <p>Mrs. Volinski moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>Motion made and passed unanimously to bring Exhibit A:</p>

<p>and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-675 2. Budget Position dated 5/29/15 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mrs. Faulenbach asked for questions or comments. • There were none on the purchase resolution. • Mr. Hubelbank said this year’s budget is in good shape and he has no concerns. • Mr. Shaffer asked if the cold winter had an effect and Mr. Hubelbank said the budget covered costs. • Under budget transfers, Mr. Shaffer asked if NEASC expenses stayed under the \$24,000 budgeted. Mr. Hubelbank said it did and he would have the breakdown for the next meeting. <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 Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none"> 1. PTO – Exhibit B <ul style="list-style-type: none"> • Mrs. Faulenbach asked if the total amount of PTO donations for the year was known and Mr. Hubelbank said he could get that information. • Mrs. Chastain said the Town-wide PTO President would report that figure at the June Board meeting. 	<p>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-675 2. Budget Position dated 5/29/15 3. Request for Budget Transfers <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> <p>C. Gifts & Donations</p> <ol style="list-style-type: none"> 1. PTO – Exhibit B
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<p>Mrs. Volinski moved to bring Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>D. Bid Awards</p> <p>1. Food and Nutrition Services – Milk</p> <ul style="list-style-type: none">• Mr. Hubelbank said there were two bids with Marcus Dairy slightly higher but the lower bidder could not guarantee delivery times. Marcus has been a satisfactory vendor for several years. <p>Mrs. Chastain moved to bring the bid award for Food and Nutrition Services – Milk to Marcus Dairy for a one year period to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>2. Food and Nutrition Services – Frozen Dessert</p> <ul style="list-style-type: none">• Mr. Hubelbank said New England Ice Cream Company was the only bidder. They have been the vendor for several years and Mrs. Sullivan was satisfied with the pricing.• Mr. Shaffer asked if the frozen dessert was ice cream and Mr. Hubelbank said the products offered meet all state and federal requirements.• Mr. Shaffer asked what kind of milk was offered and Dr. Paddyfote said there is a variety. <p>Mr. Shaffer moved to bring the bid award for Food and Nutrition Services – Frozen Dessert to New England Ice Cream Company for a one year period to the full Board for approval.</p>	<p>Motion made and passed unanimously to bring Gifts & Donations to the full Board for approval.</p> <p>D. Bid Awards</p> <p>1. Food and Nutrition Services – Milk</p> <p>Motion made and passed unanimously to bring the bid award for Food and Nutrition Services – Milk to Marcus Dairy for a one year period to the full Board for approval.</p> <p>2. Food and Nutrition Services – Frozen Dessert</p> <p>Motion made and passed unanimously to bring the bid award for Food and Nutrition Services – Frozen Dessert to New England Ice Cream Company for a one year</p>
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	<p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>E. Grants</p> <p>1. Carl D. Perkins Grant</p> <ul style="list-style-type: none"> Mr. Smith said this is an entitlement grant for the high school for which we apply every year. The funding is fairly level in comparison to last year. <p>Mrs. Volinski moved to bring the Carl D. Perkins Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>2. Adult Education – El Civics for Work and Life Transitions CCR ready</p> <ul style="list-style-type: none"> Mr. Smith said this is an entitlement grant which requires some matching funds that are budgeted. It covers mandated federal programs. <p>Mr. Shaffer moved to bring the Adult Education grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>F. Education Connection Contract Extension for Special Education Vehicles</p> <ul style="list-style-type: none"> Mr. Hubelbank said there was a memo in the packet explaining this item. The contract will be extended an extra year at this year’s pricing. This has been a good provider in the past. <p>Mrs. Volinski moved to bring the Education</p>	<p>period to the full Board for approval.</p> <p>E. Grants</p> <p>1. Carl D. Perkins Grant</p> <p>Motion made and passed unanimously to bring the Carl D. Perkins Grant to the full Board for approval.</p> <p>2. Adult Education – El Civics for Work and Life Transitions CCR ready</p> <p>Motion made and passed unanimously to bring the Adult Education grant to the full Board for approval.</p> <p>F. Education Connection Contract Extension for Special Education Vehicles</p> <p>Motion made and passed</p>
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	<p>Connection Contract Extension for Special Education Vehicles to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>G. Additional Munis Funding</p> <ul style="list-style-type: none"> • Mr. Hubelbank said the Town and Board have been working on this undertaking for a number of years and are past the originally planned implementation date by a year. This extra funding will guarantee the training necessary for a July 1, 2015 start date with the HR and Payroll piece beginning in January of 2016. The \$90,000 cost will be split between the Town and Board; the Town Council approved their part at their last meeting. This request will be part of the end of the year projects. It is unfortunate but needed for successful completion of the project. • Mr. Shaffer asked if training was not included in the original price and Mr. Hubelbank said it was but there were fits and starts with the project and the parameters were exceeded. This is above and beyond the budgeted annual maintenance contract. • Mr. Shaffer asked if the Town Council vote was unanimous and Mr. Hubelbank said it was. <p>Mrs. Volinski moved to bring the request for additional Munis funding to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>H. Teacher and Administrator Educator Evaluation and Support Plans 2015-2016</p> <ul style="list-style-type: none"> • Dr. Paddyfote said this is a required annual 	<p>unanimously to bring the Education Connection Contract Extension for Special Education Vehicles to the full Board for approval.</p> <p>G. Additional Munis Funding</p> <p>Motion made and passed unanimously to bring the request for additional Munis funding to the full Board for approval.</p> <p>H. Teacher and Administrator Educator Evaluation and Support Plans 2015-2016</p>
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	<p>update to the state and was presented at Committee on Learning as well.</p> <ul style="list-style-type: none"> • Mr. Smith said there were no substantive changes to the structure of the plan just date changes and small adjustments to some terms used. He expects to receive state approval before the next Board meeting. • Mr. Shaffer asked if changes can be made to the plan after the state approves. Mr. Smith said not for that year. • Mr. Shaffer said he has heard many concerns from staff about the amount of time to make the uploads at the end. Mr. Smith said he thought it was better this year than last but that most are mandated by the state so can't be changed. He said the Professional Growth Committee meets during the year to look at how to make the plan better in the future. <p>Mrs. Volinski moved to bring the Teacher and Administrator Educator Evaluation and Support Plans 2015-2016 to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>I. Reclassification of Assistant Superintendent Position</p> <ul style="list-style-type: none"> • Dr. Paddyfote said she had discussed this topic with the Board during her evaluation and is asking to reclassify the position to a Deputy Superintendent in light of leadership changes that are expected over the next few years. Two additional areas will be added: involvement in contract negotiations and the evaluation of principals. • Mr. Shaffer asked if any responsibilities will be taken away and Dr. Paddyfote said with the new distribution of staff next year she envisions shifting some of the current evaluations to the building principals for 	<p>Motion made and passed unanimously to bring the Teacher and Administrator Educator Evaluation and Support Plans 2015-2016 to the full Board for approval.</p> <p>I. Reclassification of Assistant Superintendent Position</p>
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	<p>people such as the health educator, enrichment teacher and district-wide personnel etc. with some fluidity built in.</p> <ul style="list-style-type: none">• Mr. Shaffer asked if Dr. Paddyfote would still do contract negotiations as well and she said in the form of caucuses at least. She said teamsters negotiations had not started yet so that would be a good one to involve Mr. Smith in.• Mr. Shaffer asked if Dr. Paddyfote was going to recommend a larger salary increase due to the reclassification and she said that would be her recommendation.• Mr. Shaffer asked for a copy of the job description prior to the Board meeting including positions supervised. <p>Mrs. Chastain moved to bring the Reclassification of the Assistant Superintendent Position to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed 3-1.</p> <p>Aye: Mrs. Chastain, Mrs. Faulenbach, Mrs. Volinski No: Mr. Shaffer</p> <p>J. Recommended Adjustments to 2015-2016 Budget</p> <ul style="list-style-type: none">• Mr. Hubelbank distributed a handout detailing the recommendations.• Mr. Shaffer asked if the \$75,000 budgeting for attrition was new and Dr. Paddyfote said this was the third year it had been done.• Mrs. Chastain asked about the request for an Excel teacher at HPS. Mrs. Olson said referral numbers had been creeping up over time and with rolling admission the numbers were projected to be high at HPS.• Mrs. Chastain asked if there was reimbursement for the three year old referrals and Mrs. Olson said no but revenue does come	<p>Motion made and passed to bring the Reclassification of the Assistant Superintendent Position to the full Board for approval.</p> <p>J. Recommended Adjustments to 2015-2016 Budget</p>
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	<p>in from the matching typical peers.</p> <p>Mr. Shaffer moved to bring the Recommended Adjustments to the 2015-2016 Budget to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>K. Recommendation for End-of-Year Projects</p> <ul style="list-style-type: none"> • Mr. Hubelbank distributed a handout detailing the recommendations. He said the funds come from increased excess cost revenue and Medicaid reimbursements. He learned Friday that the state would be making an additional cut. That \$100,000 has been accounted for in this list. • Mrs. Chastain asked for more information on the Naviance request for SMS. Mr. Smith said this would allow the incoming freshmen to be scheduled for courses online as the high school students were last year. Naviance also provides a student success planning piece that counselors could use to work with students. • Mrs. Faulenbach asked if Mr. Smith has any general feedback on Naviance use and Mr. Smith said he had heard parents sometimes find it complicated to get up and running but find it a useful tool over time. • Mrs. Chastain said she would not be in favor of this request unless there was a large parent education component too. Parent portal is a great tool but Naviance education needs work. • Mr. Shaffer wondered if this was too much for SMS with the other changes happening next year. Mr. Smith said the real impetus for use was with the course selection piece which will be for eighth graders later in the year. Other pieces can be added in gradually as it fits student needs. • Mrs. Faulenbach asked about moving the CEN 	<p>Motion made and passed unanimously to bring the Recommended Adjustments to the 2015-2016 Budget to the full Board for approval.</p> <p>K. Recommendation for End-of-Year Projects</p>
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	<p>line to SNIS from Lillis. Mr. Smith said it will result in faster internet and that SNIS also has a generator for backup power. Ms. Pratt said the room at SNIS is also air conditioned and locked.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked about the Chromebooks for Special Education teachers and Mrs. Olson said these would be for student use in the classroom under teacher direction. • Mr. Shaffer says he hears lots of complaints about textbooks in poor shape and wondered if the principals had been consulted. Mr. Hubelbank said he did ask the principals to list their needs. Dr. Paddyfote said there was an administrative meeting tomorrow and she would double check once more. • Mrs. Chastain asked why the phone system was not on the list. Mr. Hubelbank said they are still reviewing and will probably make a request in the fall to take the amount out of capital as it is a large expense. Ms. Pratt said the Technology department will be focusing on many projects over the summer and wants to make sure this project is done properly as well. • Mrs. Faulenbach said she thinks this project is well suited for capital use as safe communications are essential. • Mr. Hubelbank said the fall will coincide well for E-rate timing as well. <p>Mrs. Chastain moved to bring the Recommendation for End-of-Year Projects to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>L. Uniform Chart of Accounts (UCOA) Resolution of Endorsement and Authorization – Exhibit C</p> <ul style="list-style-type: none"> • Mr. Hubelbank said this ties in to the Munis project as the grant referenced will help with 	<p>Motion made and passed unanimously to bring the Recommendation for End-of-Year Projects to the full Board for approval.</p> <p>L. Uniform Chart of Accounts (UCOA) Resolution of Endorsement and Authorization – Exhibit C</p>
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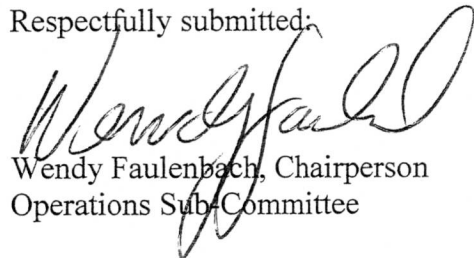
	<p>the Uniform Chart of Accounts and Munis will do a lot of work in that area.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked how the funds will be distributed. Mr. Hubelbank said it is a Town grant so the Town will decide. The Town covered Munis costs for the first year and the project affects us all. <p>Mrs. Volinski moved to bring the Uniform Chart of Accounts (UCOA) Resolution of Endorsement and Authorization – Exhibit C 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 Uniform Chart of Accounts (UCOA) Resolution of Endorsement and Authorization – Exhibit C to the full Board for approval.</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Status of District Substitutes</p> <ul style="list-style-type: none"> • Ms. Baldelli said she belongs to a regional personnel group and at the last meeting the topic was the universal problem districts have finding substitutes; it is not just a New Milford problem. She will prepare a detailed report over the summer to share at the beginning of next year. She gave an example of one day in May this year, a Friday, where there were 77 staff members out with 27 vacancies going unfilled. • Mrs. Faulenbach asked what happens in that case and Ms. Baldelli said teachers volunteer to give up their prep period for compensation, sometimes tutors are pulled, and juggling takes place. The idea of a permanent sub in each building has been floated but would not really help with these numbers. They would also be expensive as benefits would need to be offered. • Mr. Shaffer said he was aware that many teachers use sick days, especially around a weekend, when they are not in fact sick. Ms. Baldelli said teachers are expected to be 	<p>Items of Information</p> <p>A. Status of District Substitutes</p>

	<p>professional in all aspects of their job.</p> <ul style="list-style-type: none"> • Mrs. Chastain asked if the district had considered any kind of attendance incentive. Ms. Baldelli said she would be exploring this idea over the summer through a survey of other districts. <p>B. Annual Emergency Preparedness Report</p> <ul style="list-style-type: none"> • Mrs. Faulenbach noted how much this area had evolved with time and the significant amount of work spent. <p>C. Annual Wellness Report</p> <ul style="list-style-type: none"> • Mr. Smith said Mrs. Olson joined him as co-chair this year. The committee's scope has grown from just food concerns to issues of mental and emotional wellness. <p>D. John J. McCarthy Observatory Annual Report</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the memorandum of understanding with the observatory calls for an annual review. She said the observatory does a phenomenal job and their partnership with the high school has improved significantly. • Mrs. Faulenbach encouraged Board members to visit. • Mrs. Chastain said she is visiting on Friday. <p>E. New Milford Public Schools 2015-2016 School Calendar Draft</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the calendar will be released on June 4th through School Messenger. With the new contract with the NMEA there are no early dismissal days for professional development or parent conferences; they will take place after school now. There are also six evening events: four parent conferences, one open house event in the fall and a spring event. 	<p>B. Annual Emergency Preparedness Report</p> <p>C. Annual Wellness Report</p> <p>D. John J. McCarthy Observatory Annual Report</p> <p>E. New Milford Public Schools 2015-2016 School Calendar Draft</p>
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	<ul style="list-style-type: none"> • Mr. Shaffer asked what the projected last day of school is if there are no snow days. Dr. Paddyfote said June 8, 2016. • Mrs. Volinski asked for the number of students graduating versus the number of new kindergarteners entering. Dr. Paddyfote said the actual enrollment can be found under the transition button on the website, but estimated 370 students exiting twelfth grade this year with a projected enrollment of 226 incoming kindergarteners. 	
<p>6.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked if there was any public comment before she entertained a motion to go into Executive Session. There was none. 	<p>Public Comment</p>
<p>5.</p>	<p>Executive Session (Anticipated)</p> <p>A. Discussion of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Director of Technology, Network Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, Mail Courier and Lab Assistant.</p> <p>Mrs. Chastain moved that the Committee enter into Executive Session to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Director of Technology, Network Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the</p>	<p>Executive Session (Anticipated)</p> <p>A. Discussion of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Director of Technology, Network Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, Mail Courier and Lab Assistant.</p> <p>Motion made and passed unanimously that the Committee enter into Executive Session to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food</p>

	<p>Superintendent and to invite in Dr. JeanAnn Paddyfote.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>The Committee and Dr. Paddyfote entered executive session at 8:55 p.m.</p> <p>The Committee and Dr. Paddyfote returned to public session at 9:09 p.m.</p>	<p>Services, Director of Technology, Network Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent and to invite in Dr. JeanAnn Paddyfote.</p>
<p>7.</p>	<p>Adjourn</p> <p>Mr. Shaffer moved to adjourn the meeting at 9:10 p.m. seconded by Mrs. Volinski and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:10 p.m.</p>

Respectfully submitted;



Wendy Faulenbach, Chairperson
 Operations Sub-Committee