

**New Milford Board of Education
 Regular Meeting Minutes
 October 16, 2018
 Sarah Noble Intermediate School Library Media Center**

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2018 OCT 19 A 8:15

NEW MILFORD, CT

Present:	Mr. David A. Lawson, Chairman Mr. Bill Dahl Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan
Absent:	Mrs. Angela C. Chastain Mr. Joseph Failla Mr. J.T. Schemm

Also Present:	Dr. Stephen Tracy, Interim Superintendent of Schools Ms. Alisha DiCorpo, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Kevin Munrett, Facilities Director Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Dr. Christopher Longo, Schaghticoke Middle School Principal Mrs. Susan Murray, Northville Elementary School Principal Mr. Greg Shugrue, New Milford High School Principal Ms. Elizabeth Meskill, Student Representative
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1. A.	<p>Call to Order Pledge of Allegiance</p> <p>The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. The Pledge of Allegiance immediately followed the call to order.</p>	<p>Call to Order A. Pledge of Allegiance</p>
2. A.	<p>Recognition</p> <p>NMPS Retirees: Helen Crossen and Kathleen Lazzaro</p> <ul style="list-style-type: none"> Dr. Tracy said he wanted to publicly recognize the retirees for their service: Mrs. Crossen for 28 years as a secretary at HPS and Mrs. Lazzaro for 22 years as a paraeducator at SNIS and JPS. The retirees were not present, but the assembly gave them a round of applause. 	<p>Recognition</p> <p>A. NMPS Retirees: Helen Crossen and Kathleen Lazzaro</p>

<p>B.</p>	<p>NMPS Stars of the Month: Michael Abraham, Nicole DuVerger, Meredith Jaskolka, Christy Martin, Cortni Muir, and Christine Talarico</p> <ul style="list-style-type: none"> • Mr. Lawson invited up Mrs. Tracey O'Connor from Ingersoll Automotive to assist with the recognition. • Dr. Tracy read a comment about each Star from the person who nominated them. They each received a pin recognizing their nomination. • Star Nicole DuVerger was randomly selected to drive the Ingersoll Automotive Courtesy Car for the month. <p>The meeting recessed at 7:38 p.m. for a short reception and reconvened at 7:44 p.m.</p>	<p>B. NMPS Stars of the Month: Michael Abraham, Nicole DuVerger, Meredith Jaskolka, Christy Martin, Cortni Muir, and Christine Talarico</p>
<p>3.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • Lynn Sheeran spoke in her position as Library Media Specialist at Hill and Plain School. She said her main focus is to encourage a love of reading in her PK-2 students. She said the library clerk was cut to part time this year and as a result her instructional time has basically been cut in half due to the clerical tasks she now must do. She is requesting that the Board consider bringing the clerk back full time in next year's budget. 	<p>Public Comment</p>
<p>4.</p>	<p>PTO Report</p> <ul style="list-style-type: none"> • Town-wide PTO president Mandi MacDonald said the PTO has been very busy in all schools. • K-8 will hold book fairs around parent conferences. K-5 is also planning family fun nights. • The annual Maureen Haas Cross Country meet is this weekend. • At the high school the PTO assisted with Spirit Week through rotunda decorating. The Grad Party has met and chosen a theme. 	<p>PTO Report</p>

	<ul style="list-style-type: none"> • At SMS, the PTO has offset the cost of two team building field trips and there is a Halloween Dance upcoming. • SNIS PTO has completed their Cards for a Cause and will host the APEX fun run in November. • NES and HPS completed the fun run this month. • PTO discount cards are still available. • The New Milford Sip and Shop will take place on November 16 at JPCC. 	
<p>5.</p>	<p>Student Representative’s Report</p> <ul style="list-style-type: none"> • Elizabeth Meskill said last week was Spirit Week and the Homecoming Dance. The week included several theme days. • The National Honor Society inducted 78 new members last night. • October 21 is the Antique Show and Sale. Proceeds will be used to decrease prom expenses. • October 22 is the Math Honor Society induction. • Oct 25 is a Wind Ensemble/Advanced Chorus concert. • October 30 is the annual NAMES event. • November 5 and 6 are parent conference days. • Dramatics has begun practicing for their production “Game of Tiaras”. • The all school musical this year will be Footloose. 	<p>Student Representative’s Report</p>
<p>6.</p> <p>A.</p>	<p>Approval of Minutes</p> <p>Approval of the following Board of Education Meeting Minutes:</p> <p style="padding-left: 40px;">1. Regular Meeting Minutes September 18, 2018</p> <p>Mr. McCauley moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes September 18, 2018, seconded by Mrs. Faulenbach and passed unanimously.</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p style="padding-left: 40px;">1. Regular Meeting Minutes September 18, 2018</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes September 18, 2018.</p>

	<p>2. Special Meeting Minutes October 2, 2018</p> <p>Mr. Dahl moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes October 2, 2018, seconded by Mr. McCauley and passed 4-0-2.</p> <p>Aye: Mr. Lawson, Mr. Dahl, Mr. McCauley, Mrs. McInerney Abstain: Mrs. Faulenbach, Mrs. Monaghan</p>	<p>2. Special Meeting Minutes October 2, 2018</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes October 2, 2018.</p>
<p>7.</p>	<p>Superintendent's Report</p> <ul style="list-style-type: none"> • Interim Superintendent Dr. Steve Tracy said the additional grade 2 teacher at NES was welcomed on October 3 and her class fully assembled on October 10. He thanked Principal Murray, HR Director Ellamae Baldelli and the other NES grade 2 teachers for their help in making the transition. • He attended the National Honor Society induction and congratulates all inductees. • Mrs. Mannion's grade 1 class at HPS is working with the Mayor and Town Hall on a Tower Garden project. They will be touring Town Hall and adding plants to the tower. • Budget development is underway. He asked Board members to bring any thoughts forward to him. He will be asking the PTO to do the same. • The selection process for the Director of Technology is underway; an advisory committee met candidates yesterday. He is hoping to bring a candidate forward by next month. In the meantime, Stephen Kern is acting as Interim. • Temporary repairs have been made to the high school roof and bids are in for the full project. The HPS oil tank project is underway. Thanks to the Town for their prompt follow up on the Board's request to use funds from its capital reserve account. Thank you to Mitchell Oil for their donation of a temporary tank to be used to heat the building in the interim. 	<p>Superintendent's Report</p>

<p>8.</p>	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> • Mr. Lawson said he was pleased that the capital reserve requests were approved so projects can move forward. He reiterated the request for Board member input in budget planning. 	<p>Board Chairman's Report</p>
<p>9.</p> <p>A.</p> <p>B.</p> <p>C.</p>	<p>Committee And Liaison Reports</p> <p>Facilities Sub-Committee – Mr. McCauley</p> <ul style="list-style-type: none"> • Mr. McCauley said they discussed oil tanks, the high school roof, SNIS condensation follow up, and an Eagle Scout project by Matt Marano of a compost bin for the NES garden. <p>Operations Sub-Committee – Mrs. Faulenbach</p> <p>Mrs. Faulenbach said several items discussed are up for approval tonight. The SNIS oil tank is not one of them, since the committee did not move that forward. There is a revised budget transfer page for tonight. A question was raised regarding Board preference for the budget format. If you have a suggestion, please let administration know. Next month, topics will include budget input and capital reserve relating to budget. A list of substitutes was provided. Mrs. Faulenbach said unless there was an objection, they would discontinue this request as it is no longer needed.</p> <p>Policy Sub-Committee – Mr. Schemm</p> <ul style="list-style-type: none"> • Mrs. McInerney reported for Mr. Schemm. The committee is continuing its review of the 1000 series with an eye to reviewing, revising or removing. There are none to move forward tonight. Some discussion was sent to legal for input and there may be some to report on in November. 	<p>Committee And Liaison Reports</p> <p>A. Facilities Sub-Committee</p> <p>B. Operations Sub-Committee</p> <p>C. Policy Sub-Committee</p>

	<p>D. Committee on Learning</p> <ul style="list-style-type: none"> Mrs. McInerney said there are two curriculum for approval tonight: Digital Photography, which is a new class added as a result of interest expressed in a student survey, and Graphic Design, formerly known as Cut, Paste & Copy. The committee also heard a curriculum update from Ms. DiCorpo. <p>E. EdAdvance</p> <ul style="list-style-type: none"> Mrs. Monaghan said they held their first annual meeting. The Executive Committee met to hear a complaint against Access North and EdAdvance is reviewing its processes as a result. New Milford has one student in the program. <p>F. Connecticut Boards of Education (CABE)</p> <ul style="list-style-type: none"> Mr. Lawson said it is not too late to sign up for the CABE Convention. He said Board members had received CABE updates on new laws and policy recommendations. <p>G. Negotiations Committee – Mrs. Faulenbach</p> <ul style="list-style-type: none"> Mrs. Faulenbach said the committee is wrapping up after a very busy several months and expects to have agreements to bring forward within the next month or so. <p>H. Magnet School – Mrs. Monaghan</p> <ul style="list-style-type: none"> Mrs. Monaghan said she has no report at this time. 	<p>D. Committee on Learning</p> <p>E. EdAdvance</p> <p>F. Connecticut Boards of Education (CABE)</p> <p>G. Negotiations Committee</p> <p>H. Magnet School</p>
<p>10.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 16, 2018</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 16, 2018</p>

Mrs. McInerney moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of October 16, 2018, seconded by Mr. McCauley.

- Mrs. Faulenbach referenced the clarification memo provided regarding one appointment and wanted to make sure all members had seen it prior to the vote.

The motion passed unanimously.

B. Monthly Reports

- 1. Budget Position**
- 2. Purchase Resolution: D-715**
- 3. Request for Budget Transfers**

Mrs. Faulenbach moved to approve monthly reports: Budget Position dated September 30, 2018; Revised Purchase Resolution D-715; and Revised Request for Budget Transfers, seconded by Mr. McCauley.

- Mrs. Faulenbach said there was a handout revising the Budget Transfer request.
- Mr. Giovannone said there was a question at Operations that resulted in a review of the request. As a result, a doubled up purchase order was caught in the MUNIS conversion. The transfer is not needed.
- Mr. Lawson asked what the current number is for capital reserve. Mr. Giovannone said after the withdrawals for the HPS oil tank the amount in the account is \$449,006.09. Mr. Lawson said he believes this is historically low. Mr. Giovannone said that is correct; usually the account averages between \$700-800,000.
- Mr. Giovannone said in regards to the budget position, several questions were asked at Operations.
- Regarding the new NES grade 2 teacher, that salary is included in the certified salary line.
- The MUNIS fee is shared 50/50 with the Town. We are in year five of a ten year agreement. The

Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of October 16, 2018.

B. Monthly Reports

- 1. Budget Position**
- 2. Purchase Resolution: D-715**
- 3. Request for Budget Transfers**

Motion made and passed unanimously to approve monthly reports: Budget Position dated September 30, 2018; Revised Purchase Resolution: D-715; and Revised Request for Budget Transfers.

annual cost to the BOE is \$61,500. The contract will be renegotiated in 2023-24.

- Mrs. Faulenbach asked where this is captured in the budget and Mr. Giovannone said it is part of purchased services, line 53200.
- Mr. Giovannone said regarding the amount of budgeted capital and how much has been spent so far this year, that can be found at the top of the budget position under five year capital. It is spent by Facilities and Technology on a quarterly basis. Mrs. Faulenbach asked if this amount has already been removed from the capital reserve number quoted earlier and Mr. Giovannone said it has been.
- Mr. Giovannone said the purchase resolution was revised to include the HPS oil tank project now that the Town has approved use of capital reserve funds.
- He said the police supervision is for athletic events only and historically hovers around \$20,000. It is dependent on the number of home games and post season play.
- Mrs. Faulenbach asked for clarification that this number does not include other events, such as family nights, and Mr. Giovannone said that is correct.

The motion passed unanimously.

C. Gifts & Donations

1. PTO – Exhibit B

Mr. McCauley moved to accept Gifts and Donations: PTO – Exhibit B in the amount of \$6,320.00, seconded by Mrs. Faulenbach.

- Mr. Lawson thanked the PTO for their generous donation. He said they do so much to give back to the schools in a variety of areas that benefit all students.

The motion passed unanimously.

C. Gifts & Donations

1. PTO – Exhibit B

Motion made and passed unanimously to approve Gifts & Donations: PTO – Exhibit B in the amount of \$6,320.00.

<p>D. Bid Awards</p> <p>1. Medical Advisor</p> <p>Mrs. McInerney moved to award the bid for Medical Advisor for the 2018-2019 school year to Dr. Evan Hack, seconded by Mr. McCauley.</p> <ul style="list-style-type: none">• Mr. Lawson said he would be recusing himself from this vote. <p>The motion passed 5-0-1.</p> <p>Aye: Mr. Dahl, Mrs. Faulenbach, Mr. McCauley, Mrs. McInerney, Mrs. Monaghan Abstain: Mr. Lawson</p> <p>2. Lillis Oil Tank</p> <p>Mrs. Faulenbach moved to award the bid for the Lillis Oil Tank project to ETT Environmental in the amount of \$97,713 and request that the Town fund the project at the amount in their original budget motion of June 7, 2018 in the amount of \$105,108, with the understanding that any unspent funds would be returned to the Town at the conclusion of the project unless otherwise stipulated, seconded by Mr. McCauley.</p> <ul style="list-style-type: none">• Mrs. Faulenbach said the Operations Sub-Committee discussed both the Lillis and SNIS oil tanks but decided not to bring SNIS forward. The SNIS oil tank project will go back out to bid and the Committee will re-examine the numbers. There are five tanks in total under project, two of which are the Board's. The Board will be awarding the bids for Lillis and SNIS, overseeing the projects, but they will be paid for by the Town.• Mr. Giovannone said they are rebidding the SNIS oil tank tomorrow, with a close of October 30. The plan is to bring the bid award to the November Operations meeting.	<p>D. Bid Awards</p> <p>1. Medical Advisor</p> <p>Motion made and passed to award the bid for Medical Advisor for the 2018-2019 school year to Dr. Evan Hack.</p> <p>2. Lillis Oil Tank</p> <p>Motion made and passed unanimously to award the bid for the Lillis Oil Tank project to ETT Environmental in the amount of \$97,713 and request that the Town fund the project at the amount in their original budget motion of June 7, 2018 in the amount of \$105,108, with the understanding that any unspent funds would be returned to the Town at the conclusion of the project unless otherwise stipulated.</p>
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<ul style="list-style-type: none">• Dr. Tracy said for anyone that may be asking why it seems to be the season for oil tanks, they are complying with environmental regulations regarding tank age. <p>The motion passed unanimously.</p> <p>E. Activity Stipend Requests</p> <p>1. Schaghticoke Middle School</p> <p>Mrs. McInerney moved to approve the stipend positions of Robotics Club advisor and Writing Lab advisor for Schaghticoke Middle School, seconded by Mr. Dahl.</p> <p>The motion passed unanimously.</p> <p>F. Approval of Signatories for ED-099 Agreement for Child Nutrition Programs</p> <p>Mr. Lawson moved to approve Signatories for ED-099 Agreement for Child Nutrition Programs, seconded by Mr. McCauley.</p> <ul style="list-style-type: none">• Mr. Giovannone said the district receives \$538,000 per year in reimbursement through its participation in this program, and an additional \$134,000 in vendor credits. <p>The motion passed unanimously.</p> <p>G. Approval of the Following Curricula</p> <p>1. Digital Photography 2. Graphic Design</p> <p>Mrs. McInerney moved to approve the following curricula:</p> <p>1. Digital Photography 2. Graphic Design</p> <p>Seconded by Mr. Lawson.</p>	<p>E. Activity Stipend Requests</p> <p>1. Schaghticoke Middle School</p> <p>Motion made and passed unanimously to approve the stipend positions of Robotics Club advisor and Writing Lab advisor for Schaghticoke Middle School.</p> <p>F. Approval of Signatories for ED-099 Agreement for Child Nutrition Programs</p> <p>Motion made and passed unanimously to approve Signatories for ED-099 Agreement for Child Nutrition Programs.</p> <p>G. Approval of the Following Curricula</p> <p>1. Digital Photography 2. Graphic Design</p> <p>Motion made and passed unanimously to approve the following curricula:</p> <p>1. Digital Photography 2. Graphic Design</p>
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	<p>The motion passed unanimously.</p> <p>H. Bus Service to Village Center for the Arts</p> <p>Mrs. McInerney moved to approve bus service for HPS students to the downtown area for the remainder of the 2018-19 school year, at a cost not to exceed \$7,500.</p> <p>Seconded by Mr. Dahl.</p> <ul style="list-style-type: none">• Mrs. Faulenbach said parents spoke about providing bus service from HPS to the Village Center for the Arts in public comment at Operations. She asked where the dollar figure comes from. Dr. Tracy said it is \$50 per day for the service.• Mrs. Faulenbach asked if other buses service the area and at what cost. Mr. Giovannone said NES and SNIS both go there and there is no additional cost because it is part of their current routes geographically.• Mrs. McInerney said she is in support of this motion. Village Center for the Arts provides great programs, including a homework program and scholarships, and if other schools benefit, HPS should too.• Mr. Giovannone said it was mentioned during public comment that the bus from SNIS to there was in jeopardy but he investigated and found no truth to the statement.• Mrs. Faulenbach said she struggled with this and will reluctantly support it. The facility is outstanding but she is not in favor of adding to the budget after approval. The Board did choose to add support at NES, and now a \$7,500 bus for afterschool activities, while our students are paying for sports.• Mr. Dahl said historically there was a large bus from HPS to this area that also serviced the Children's Center so there was room for additional riders. There were fewer children at the Children's Center this year so the bus	<p>H. Bus Service to Village Center for the Arts</p> <p>Motion made and passed unanimously to approve bus service for HPS students to the downtown area for the remainder of the 2018-19 school year, at a cost not to exceed \$7,500.</p>
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	<p>company chose a smaller bus. He said if they had kept the bigger bus this wouldn't be an issue. He said this is the right thing to do for fairness.</p> <p>The motion passed unanimously.</p>	
11.	<p>Items For Information And Discussion</p> <p>A. Field Trip Report</p> <ul style="list-style-type: none"> • There was no discussion. <p>B. BOE Annual Report 2017-18</p> <ul style="list-style-type: none"> • Mr. Lawson said it was remarkable how much work was accomplished. • Mrs. Faulenbach asked if the report would be posted on the district website and was told yes. 	<p>Items For Information And Discussion</p> <p>A. Field Trip Report</p> <p>B. BOE Annual Report 2017-18</p>
12.	<p>Adjourn</p> <p>Mr. McCauley moved to adjourn the meeting at 8:40 p.m., seconded by Mrs. McInerney and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn at 8:40 p.m.</p>

Respectfully submitted:

Eileen P. Monaghan
 Assistant Secretary
 New Milford Board of Education