

**New Milford Board of Education  
Operations Sub-Committee Minutes  
June 11, 2019  
Lillis Administration Building—Room 2**

**Present:** Mrs. Wendy Faulenbach, Chairperson  
Mr. Brian McCauley  
Mr. Joseph Failla, Alternate

**Absent:** Mr. Bill Dahl  
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  
Ms. Alisha DiCorpo, Assistant Superintendent  
Mrs. Laura Olson, Director of Pupil Personnel and Special Services  
Mr. Nestor Aparicio, Assistant Facilities Director  
Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School  
Dr. Christopher Longo, Principal, Schaghticoke Middle School

1.	<p><b>Call to Order</b></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. Mr. Failla was seated in the absence of Mr. Dahl.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>Barbara Morris, the Practical Arts teacher at SMS, said she wanted to speak to the budget cuts. She said she is hoping the Board will choose to keep Practical Arts, which connects the full spectrum of students to real life experiences. She said the course content includes food production and service, nutrition, and textiles and fabrics. In grade 8, it includes household finances. The course embeds social studies, science, math, and ELA content.</li> </ul>	<p><b>Public Comment</b></p> <p>RECEIVED TOWN CLERK 2019 JUN 12 P 2:55 NEW MILFORD, CT</p>
3.	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <ul style="list-style-type: none"> <li>Ms. Baldelli said she does not expect to have a revision for the full Board meeting.</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p>

<p>Mr. McCauley 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. Failla.</p> <p>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated 5/31/19</b></li><li><b>2. Purchase Resolution D-723</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mr. Giovannone drew attention to the certified salary line that is at \$83,565. Last year at this time the total was \$357,876.</li><li>• Mrs. Faulenbach noted that the Board had been discussing this line over the past several months.</li><li>• Mr. Giovannone said he would have a revised memo regarding excess cost for the full Board, because the Town received the actual payment on June 11, after the original memo was written. In a memo in March, he had anticipated the shortfall would be \$121,918. Based on the actual payment, that shortfall will be approximately \$211,000. Other revenue shortfalls include LHTC tuition, gate receipts, parking, and pay to play.</li><li>• Mr. Failla asked why pay to play revenue was less than expected. Mr. Giovannone said it could be due to lower participation but also to declining enrollment in general.</li><li>• Mrs. Faulenbach asked if the actual excess cost shortfall would have an effect on recommended year end projects. Mr. Giovannone said it is still his recommendation to consider the projects. While excess cost is coming in about \$89,000 lower than expected, other areas have not dropped as drastically, so he is anticipating a net difference of about \$30,000, bringing the expected year end balance from \$233,198 to \$203,198 after the projects.</li><li>• Mr. Giovannone noted that some projects on the</li></ul>	<p><b>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.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated 5/31/19</b></li><li><b>2. Purchase Resolution D-723</b></li><li><b>3. Request for Budget Transfers</b></li></ol>
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	<p>purchase resolution also require bid awards by the Board so he suggested the bid awards be moved up on the Board agenda to be considered before monthly reports.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked if the Omni bid of \$144,000 captures the full camera piece. Mr. Giovannone said it does; the bid came in lower than anticipated. He said the HPS cafeteria floor may ultimately come in lower as well, that is why it is listed as to not exceed on the resolution. Other items are related to five year capital for technology. The last third is usually held until towards the end of the year to make sure funds are not needed for emergency technology replacements.</li><li>• Mr. Giovannone noted the detail provided regarding the budget transfer requests.</li></ul> <p>Mr. McCauley moved to bring the monthly reports: Budget Position 5/31/19, Purchase Resolution D-723 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Failla.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"><li><b>1. PTO — Exhibit B</b></li><li><b>2. Goldring Family Foundation</b></li></ol> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said the Board is grateful for the continued support and these truly amazing gifts. She asked if the Board will see a total of PTO donations for the year.</li><li>• Mr. Giovannone said he is working on that for the July Board meeting, and will include a summary of fundraising in the schools.</li><li>• Mr. McCauley asked if the Goldring Family Foundation gift is an annual donation. Mr. Giovannone said he would check.</li></ul> <p>Mr. McCauley moved to bring Gifts &amp; Donations: PTO-Exhibit B and Goldring Family Foundation to the</p>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 5/31/19, Purchase Resolution D-723, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"><li><b>1. PTO — Exhibit B</b></li><li><b>2. Goldring Family Foundation</b></li></ol> <p><b>Motion made and passed unanimously to bring Gifts &amp;</b></p>
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	<p>full Board for approval.</p> <p>Motion seconded by Mr. Failla.</p> <p>Motion passed unanimously.</p> <p><b>D. Bid Awards</b></p> <ol style="list-style-type: none"> <li><b>1. Food and Nutrition Services – Milk</b></li> <li><b>2. Food and Nutrition Services – Frozen Dessert</b></li> <li><b>3. Boiler Cleaning</b></li> <li><b>4. Septic Cleaning</b></li> <li><b>5. Security Cameras and Equipment with Windows 10</b></li> </ol> <ul style="list-style-type: none"> <li>• Mr. Giovannone said these are all annual bids with the exception of the security cameras. The annual bids are for the 2019-20 budget. They are with current providers. The cameras would come from end of year funds if approved.</li> <li>• Mr. Failla asked why there was only one bidder for the Food Services bids. Mr. Giovannone said he would ask Mrs. Sullivan to see if she knew the reason.</li> <li>• Mrs. Faulenbach asked for confirmation that the security cameras and HPS cafeteria floor are the only two requested year end projects and that their approval would still allow the district to finish in the positive. Mr. Giovannone said that is correct.</li> </ul> <p>Mr. McCauley moved to bring the bid awards for Milk, Frozen Dessert, Boiler Cleaning, Septic Cleaning and Security Cameras and Equipment with Windows 10 to the full Board for approval.</p> <p>Motion seconded by Mr. Failla.</p> <p>Motion passed unanimously.</p> <p><b>E. Grant</b></p> <ol style="list-style-type: none"> <li><b>1. Adult Education PEP Grant</b></li> </ol> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said this is year 3 of 3 for this grant. In 2020-21, the criteria from the state is</li> </ul>	<p><b>Donations: PTO-Exhibit B and Goldring Family Foundation to the full Board for approval.</b></p> <p><b>D. Bid Awards</b></p> <ol style="list-style-type: none"> <li><b>1. Food and Nutrition Services – Milk</b></li> <li><b>2. Food and Nutrition Services Frozen Dessert</b></li> <li><b>3. Boiler Cleaning</b></li> <li><b>4. Septic Cleaning</b></li> <li><b>5. Security Cameras and Equipment with Windows 10</b></li> </ol> <p><b>Motion made and passed unanimously to bring the bid awards for Milk, Frozen Dessert, Boiler Cleaning, Septic Cleaning and Security Cameras and Equipment with Windows 10 to the full Board for approval.</b></p> <p><b>E. Grant</b></p> <ol style="list-style-type: none"> <li><b>1. Adult Education PEP Grant</b></li> </ol>
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	<p>changing. For this grant, the emphasis is on readying students for the workforce and on ELL. It enhances what the district provides.</p> <ul style="list-style-type: none"><li>• Mr. Failla asked what the participation number is for Adult Education. Ms. DiCorpo said she would check.</li><li>• Ms. DiCorpo said she attended a meeting at the Mayor's office with Dr. Tracy and Mr. Shugrue regarding career readiness opportunities. The Town has received a grant from the Workforce Investment Board. She said they are waiting to view the manufacturing courses to see how they might be infused into the school day or as summer options for example. Once they get a sense of all the options, they will bring them to the Board. Ms. DiCorpo said the Perkins grant is being revised to be more career based. The district has signed an intent to apply but there is not much information beyond that yet.</li><li>• Mr. Failla said he has spoken in the past about career readiness. He thinks it is incredibly important and that the district hasn't done enough in this area in the past.</li><li>• Ms. DiCorpo says they have been trying hard in this area for years, but have been hampered by certification and insurance issues. She says it appears the state is trying to open this up to make opportunities more feasible.</li></ul> <p>Mr. McCauley moved to bring the Adult Education PEP Grant to the full Board for approval.</p> <p>Motion seconded by Mr. Failla.</p> <p>Motion passed unanimously.</p> <p><b>F. Authorization of Signatory on School District Accounts – Exhibit D</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said this item is self-explanatory.</li></ul> <p>Mr. McCauley moved to bring Authorization of Signatory on School District Accounts – Exhibit D to</p>	<p><b>Motion made and passed unanimously to bring the Adult Education PEP Grant to the full Board for approval.</b></p> <p><b>F. Authorization of Signatory on School District Accounts – Exhibit D</b></p> <p><b>Motion made and passed unanimously to bring Authorization</b></p>
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	<p>the full Board for approval.</p> <p>Motion seconded by Mr. Failla.</p> <p>Motion passed unanimously.</p> <p><b>G. Shepaug Agriscience Agreement</b></p> <ul style="list-style-type: none"><li>• Dr. Tracy said he and Mr. Giovannone had a phone conference with Shepaug this morning and they agreed on eight New Milford seats for next year. Superintendent Bennett asked that the last paragraph be added to the agreement. It states that New Milford will open additional seats to the program in the event the State of CT lessens or absorbs the local budgetary obligation for agriscience students to attend out of district programs.</li><li>• Mrs. Faulenbach said she would like the document revised to say “may” open versus “will”.</li><li>• Mr. Failla said he is bothered by the limiting of seats and says we should promote the program to encourage more students to go. He asked how this program is promoted.</li><li>• Ms. DiCorpo said Shepaug was provided the same opportunity to promote its program that other programs, such as Nonnewaug, Abbott Tech, and the Magnet School are offered. They are allowed to distribute information and come in to promote if they wish. She noted that New Milford has not historically filled all seats.</li><li>• Mrs. Faulenbach asked if the district has to pay for the total 20 seats it has committed to. Ms. DiCorpo said that the district pays only if the seat is used.</li><li>• Mr. Giovannone said the agreement to send up to eight students means there is no change to the budget. For the 2019-20 year, the district has a verbal agreement with All Star to provide transportation at no additional charge.</li><li>• Mrs. Faulenbach asked what time the current bus contract covers. Mr. Giovannone said it goes through June 2023. Mrs. Faulenbach</li></ul>	<p><b>of Signatory on School District Accounts – Exhibit D to the full Board for approval.</b></p> <p><b>G. Shepaug Agriscience Agreement</b></p>
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	<p>noted that matches this agreement.</p> <p>Mr. McCauley moved to bring the revised Sending Town Agreement for the Shepaug Regional Agriscience Program 2019-20 to the full Board for approval.</p> <p>Motion seconded by Mr. Failla.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach suggested they discuss the Items of Information before moving on to the Recommended Budget Adjustments. See #4 on the agenda for any discussion.</li></ul> <p><b>H. Recommended Adjustments to the 2019-20 Budget</b></p> <ul style="list-style-type: none"><li>• Dr. Tracy said he wanted to thank his administrative colleagues for working through these cuts with him in a collaborative manner. He said there were a lot of mixed feelings with the recommendations and ultimately the final recommendations are his. He said there is no good news to a loss of \$600,000.</li><li>• Dr. Tracy highlighted ten major points regarding the proposed adjustments: 1. Sustains the Board's earlier decision to eliminate "pay to participate", at a cost of \$60,000; 2. Results in fractional reductions in assistant principal positions at the primary, intermediate and middle school levels, totaling 1.00 FTE; 3. Restores 0.60 of the 1.00 assistant principal position that was eliminated at SNIS when the Board's proposed budget was adopted in January. Dr. Tracy said he believes for several reasons, including the growing number of SNIS children requiring special services, that a reduction in the assistant principal staff of 0.40 (rather than 1.00) is prudent; 4. Includes the elimination of two and a half teaching positions (a Practical Arts position at the middle school and a Business Education position at the high school, based on enrollment, and 0.50 of the</li></ul>	<p><b>Motion made and passed unanimously to bring the revised Sending Town Agreement for the Shepaug Regional Agriscience Program 2019-20 to the full Board for approval.</b></p> <p><b>H. Recommended Adjustments to the 2019-20 Budget</b></p>
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	<p>district's 2.00 teachers of the Gifted &amp; Talented); 5. Includes a reduction in the custodial workforce, from 31.5 to 30.5; 6. Reduces the substance abuse counselor position (currently vacant) from 1.00 to 0.50; 7. Reduces the proposed increase spending on copier equipment and services from \$36,081 to \$6,081; 8. Reduces spending in various equipment, supply and materials lines in each of our schools; 9. Reduces school based Chrome Book purchases from 322 to 285 (for a savings of \$10,360) and reduces the cost of Chrome Book purchases by \$36 per unit (for a further reduction of \$10,260), based on savings achieved in collaboration with EdAdvance; and 10. Eliminates funding related to the updating of the district's strategic plan and related enrollment study, for a savings of \$55,000.</p> <ul style="list-style-type: none"><li>• Mr. Failla said he appreciates that this is a difficult process and he offered his thoughts. He has been vocal in recommending against pay to play and thinks its removal works with the district's emphasis on wellness. He said the Board made hard choices during its budget deliberations and chose to eliminate an elementary assistant principal then. He thinks that decision should stand. He opposes the elimination of the Practical Arts position. He said the district continues to make eliminations in areas that help across the board with unique student skills. He will continue to advocate for students that we don't seem to help enough. He'd rather eliminate two TAG positions and keep this type of position. He is against eliminating the Substance Abuse counselor in any fashion in light of the rampant problems in society. He said the issues with the copiers are obvious. Overall, he favors taking out the assistant principal at \$72,000 and removing the two TAG positions while covering the rest somehow.</li><li>• Mr. McCauley said he has similar thoughts. He said he thinks Practical Arts and Business are important areas and asked for the rationale</li></ul>	
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**June 11, 2019**

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behind the recommended cuts.

- Mrs. Faulenbach asked for enrollment numbers for these areas as well as TAG.
- Mrs. Faulenbach said Board members were invited to give input and/or make an appointment with the Superintendent regarding budget suggestions and she did that. She also requested an appointment with the Mayor to respectfully remind the Town that it was said that if its municipal reimbursement came back better than thought, they would come back to the Board to partner. On the capital side, the Town also promised to work collaboratively with the Board to use reserves.
- Dr. Tracy said based on calculations they've done, the Town will receive an estimated \$400,000 more than thought when reductions were made.
- Mrs. Faulenbach said the Town paid for the first district enrollment study and suggested maybe they could be asked to pay for the new one. She suggested if Board members think of things like this, or other suggestions, they let the Superintendent know prior to the Board meeting.
- Dr. Tracy asked if Mrs. Bilko could speak regarding the elimination of the assistant principal.
- Mrs. Bilko said she had provided Dr. Tracy with sixteen bullet points for justification to add the position back. She asked the Board to weigh cost savings versus impact to the school. She presently has a team of 3.9 administrators. The school is losing a full time (1.0) assistant principal and a 0.5 SPED department chair. Mrs. Bilko said the special education population is at roughly 15%, with very complicated needs within that. They held 305 PPTs this year, averaging 90 minutes each. That works out to three months of an administrator's time just for that. She said the suggested "reallocation" of the cut eliminates the shared administrator who is between schools. This current model is ineffective due

	<p>to the many unanticipated events that bring about changes to that person’s schedule and don’t allow adequate planning of time. She said she does not come to the Board lightly, and has been committed to working with the cuts to general and special education, unified arts personnel etc. that SNIS has taken over the past several years but said that the school is on the precipice at this point. She does not believe they will be able to get the work done that has to be done, never mind the work that they want to do, such as getting into classrooms.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said it would be helpful to see the previous reductions and current concerns in a memo format prior to the Board meeting. She encouraged Mrs. Bilko to do that to help focus decision making.</li> <li>• Dr. Longo said he is also concerned with the administrative cut and its impact on PPTs. He agreed that the shared administrator model is not effective.</li> <li>• Dr. Tracy reminded Board members that the bottom line has been fixed by the voters so ultimately the reductions must be made. If Board members are not in favor of any of his recommendations, he asked that they come prepared with alternatives and their cost.</li> </ul> <p>Mr. McCauley moved to bring the Recommended Adjustments to the 2019-20 Budget to the full Board for discussion.</p> <p>Motion seconded by Mr. Failla.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the Recommended Adjustments to the 2019-20 Budget to the full Board for discussion.</b></p>
<p><b>4.</b></p> <p><b>A.</b></p> <p><b>B.</b></p>	<p><b>Items of Information</b></p> <p><b>Perkins V Grant</b></p> <ul style="list-style-type: none"> <li>• The Perkins grant was previously discussed under item 3E.</li> </ul> <p><b>Annual Emergency Preparedness Report</b></p>	<p><b>Items of Information</b></p> <p><b>A. Perkins V Grant</b></p> <p><b>B. Annual Emergency</b></p>



<p><b>E.</b></p>	<p><b>Clubs and Activities Report</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach noted that the Board requested this annual report. She asked if there were fewer offerings this year. Ms. Baldelli said the clubs and activities ebb and flow over time. She noted that Mr. Failla had requested additional information and that she and Mr. Giovannone were working on it.</li> </ul>	<p><b>E. Clubs and Activities Report</b></p>
<p><b>F.</b></p>	<p><b>Excess Cost Payment 2 of 2 for 2018-19</b></p> <ul style="list-style-type: none"> <li>Mr. Giovannone said he would have a revised memo for the full Board.</li> </ul>	<p><b>F. Excess Cost Payment 2 of 2 for 2018-19</b></p>
<p><b>5.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<p><b>Public Comment</b></p>
<p><b>6.</b></p>	<p><b>Adjourn</b></p> <p>Mr. McCauley moved to adjourn the meeting at 9:14 p.m. seconded by Mr. Failla and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 9:14 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee