

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

BOARD OF EDUCATION
SPECIAL MEETING NOTICE

DATE:	June 19, 2013
TIME:	6:30 P.M.
PLACE:	Sarah Noble Intermediate School – Library Media Center

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. CALL TO ORDER

A. Pledge of Allegiance

2. PRESENTATION

A. School Facility and Utilization Study Committee Report

3. PUBLIC COMMENT

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of items on this agenda. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

4. DISCUSSION AND POSSIBLE ACTION

A. Review Recommendations of School Facility and Utilization Study Committee

5. EXECUTIVE SESSION (Anticipated)

A. Discussion of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.

B. Discussion of Superintendent's Performance, Evaluation and Future Employment

6. DISCUSSION AND POSSIBLE ACTION

A. Discussion and possible approval of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.

B. Discussion and possible approval of a new three-year contract for the Superintendent of Schools

7. ADJOURN

GEORGE C. BUCKBEE
TOWN CLERK
Jm
2013 JUN 18 P 12:32
NEW MILFORD, CT

New Milford Board of Education
Special Meeting Minutes
June 19, 2013
Sarah Noble Intermediate School Library Media Center

GEORGE C. SUCKBEE
 TOWN CLERK *gs*

2013 JUL 24 A 8:48

NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. David A. Lawson Mr. Thomas McSherry Mr. Daniel W Nichols Mrs. Lynette Celli Rigdon Mr. David R. Shaffer Mrs. Daniele Shook Mr. William Wellman
Absent:	

Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Gregg Miller, Director of Fiscal Services Mr. John Calhoun, Director of Facilities Mrs. Laura Olson, Director of Pupil Personnel and Special Services School Facility Utilization Study Committee Members: Mrs. Beth Falder Mr. Justin Mack Mrs. Michelle Romaniello Mrs. Gretchen Rondini Mr. Tom Pilla Mrs. Olga Rella Mrs. Julia Taborsak Dr. Len Tomasello, Principal, Sarah Noble Intermediate School
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1.	Call to Order A. Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 6:30 p.m. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	PRESENTATION A. School Facility and Utilization Study Committee Report <ul style="list-style-type: none"> Dr. Paddyfote noted that the School Facility and Utilization Study Committee had completed its report and was making a presentation of their recommendations to the Board tonight and invited members to present 	PRESENTATION A. School Facility and Utilization Study Committee Report

	<p>their part of the presentation.</p> <ul style="list-style-type: none">• Mrs. Beth Falder said the Committee discussed facility utilization in support of the schools' mission. The Committee met to determine the efficient use and allocation of resources in light of demographic and enrollment trends. They identified alternatives to current facility use, configuration, infrastructure, practices and procedures and their potential impacts. The Committee started its work in November of 2012, reviewed existing conditions including demographics and trends, reviewed educational programming and developed criteria for alternatives. The Committee reviewed and critiqued the alternatives, reviewed additional alternatives, reached a consensus on a proposed alternative and finalized their recommendation to be presented to the Board and public.• Mr. Gregg Miller noted that the demographic trend is that the under age five group is declining and women of child bearing age are declining so the feeder population is decreasing. There are a significant number of ownership units with older households – which also means fewer school age children.• Ms. Ellamae Baldelli said that the total enrollment peaked in 2003-04 and there has been a steady decline since, a 12% loss of students. Also, about 10% of New Milford residents enroll outside of New Milford. The student numbers are just not there to support keeping all elementary schools open.• Mrs. Michelle Romaniello noted that the trend line shows the birth rate of all children and all children potentially attending elementary schools declining.• Mrs. Gretchen Rondini noted the total enrollment decline which is expected to be 11.4% over the next five years. The enrollment loss will be more pronounced in Northville and Pettibone elementary schools.• Mr. Tom Pilla said the Committee results have been eye opening. He said he is not one for giving up an asset, especially a school, but the data is showing that closing one school is	
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needed to maintain affordability in town budgeting. He said the criteria the Committee looked at were low class sizes, operating costs and how much or how little the savings would be, and the transportation time to transport students to school. Mr. Pilla said after the Committee looked at various scenarios, it was clear closing John Pettibone was the best option. Mr. Pilla talked briefly about each scenario but went into more detail on Scenario B which was the closing of John Pettibone and the redistricting of the schools. He noted it would be important for the Board to show the savings in redistricting and closing a school.

- Mrs. Laura Olson noted that since the peak at the elementary school level in 2009-10, the trendline has shown decreased enrollment for K-3. The projected class sizes with closure of John Pettibone will be equal across the schools with an average class size of 19.
- Mr. Justin said with the enrollment decline there would be reduced staffing needs. He said the proposal would not decrease the rooms assigned for special programs such as art, music, computer, etc. Schaghticoke will experience a high point of student enrollment in the 2015-16 school year and then its population will decrease. With this proposed school redistricting, the utilization will be maintained around 60-70% across the schools, across the years.
- Mr. Miller presented the budget impact noting that the annual budgetary savings would be about \$635,000 but that the majority of the budget for John Pettibone is personnel and benefits and most of that would be moved to other schools in the district.
- Mrs. Olga Rella said the implementation tasks for this proposal would be for the Board to put in place a public planning process and eventual approval of the plan which would include a discussion with the Town Council on the future of the Pettibone property. Staffing assignments and notification to personnel would have to be made. Transportation routes would need to be

	<p>determined and notification to parents of the transition plans would be necessary. Mrs. Rella said this list is not all inclusive.</p> <ul style="list-style-type: none">• Mrs. Julia Taborsak said additional data will be needed for Board deliberations including the updated enrollment data for 2013-14, cost avoidance estimates, estimates of expenses to improve Schaghticoke's cafeteria, and an estimate of expenses to close and move facilities. She also spoke about the public planning process which would be to invite the public input through forums and other means, and to set up a first meeting as early in the next school year as possible. She noted that the public input would be invaluable to the whole planning process.• Ms. Baldelli said the Board would need to adopt or reject the recommended plan and then review the capital improvement plan for amendments. In terms of staffing, the union contracts would have to be reviewed, seniority lists created for employees, and personnel would have to be notified of anticipated vacancies and the need for reductions. The movement of equipment, teaching materials, etc. would have to be planned and the move related procedures would need to be clearly communicated. The other big issue would be the transportation routes which would need to be worked out with the transportation provider and public communications prepared and published on the website and in the newspaper.• Dr. Len Tomasello said the transition planning would have to be as detailed as possible to lessen the worries of students and parents. This would require that parents be notified in writing of new school assignments at least six months prior to the closure of the school and a place for parents to find more information detailed. Some potential transition activities could include new school visits before the school closure, new school and teacher visits prior to opening under the new configuration, and having the administration be prepared to answer questions. Dr. Tomasello said spring	
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	<p>time would be a good time for transitional visits and transitional PPTs.</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the question left unanswered was when to implement this change if it is approved. Some Committee members wanted to implement the plan in the 2014-15 school year and others felt it would be better to implement it the 2015-16 year. She noted that if the Board decides to move quickly, public information campaigns would need to begin immediately. The Board must make a quick decision while working on the budget process, and dedicated staff might have to be hired to coordinate the work to be done. If the Board waits until 2015-16, it would allow more time for planning and public input. It would allow the administration and teachers time to address all the pending initiatives including SEED and Common Core implementation. Dr. Paddyfote noted the Committee is recommending Scenario B and the Board should gather additional data during the summer including the updated enrollment data, detailed cost avoidance estimates, Schaghticoke cafeteria expense estimate, and the estimate of expenses to close and move the facilities. • Dr. Paddyfote thanked the members of the Committee for all the time and hard work they put into this study. 	
3.	<p>Public Comment</p> <ul style="list-style-type: none"> • Walter Bayer, a member of the Committee, said he was surprised at the discussion of the utilization of John Pettibone being below 50%. He also thought trying to do this in the 2014-15 year would be difficult as there are still many questions including staffing, the redistricting plan, the transportation, and maintenance. • Joan Kick said the transportation will be a big issue as students will be on the bus for a long time especially coming down from Gaylordsville. She said perhaps the Board should purchase smaller buses to move kids 	<p>Public Comment</p>

	<p>quicker. She also questioned the savings when a new Assistant Superintendent would be hired and the schools would have to be renovated. She suggested that East Street School be closed and the central office moved to John Pettibone.</p> <ul style="list-style-type: none"> • Michelle Romaniello in response to Mrs. Kick said the district was drawn east and west of the river for transportation. • Frank Wargo, a member of the Committee, noted there was a good cross section of the community represented on the Committee and they worked well together. He noted that this town has never had to consider closing a school before but with budgets being difficult to pass, having an underutilized building is going to make it even harder. He said that with this proposed change, many people will be affected, and not everyone is going to be happy. He also noted that the Committee was not charged with studying the East Street School utilization. • Jerry English suggested that the decision as to what to do with the schools should not be rushed and also the complete impact to the taxpayers should be made known. • Tom Pilla noted there is no perfect scenario, that some families will be inconvenienced by this change. He also noted John Pettibone School is a 50 year old building that will need work, including safety concerns for today's environment. • Roseann Patrico said she felt this would be a big undertaking and should be done in the 2015-16 timeframe to allow time for the Common Core curriculum transition. • Mrs. Faulenbach closed public participation and thanked the Committee members for the time they put into this project. 	
4.	DISCUSSION AND POSSIBLE ACTION	DISCUSSION AND POSSIBLE ACTION
A.	Review Recommendations of School Facility and Utilization Study Committee <ul style="list-style-type: none"> • Mrs. Faulenbach noted that some of the Board 	A. Review Recommendations of School Facility and Utilization Study Committee

	<p>also served on the Committee but asked for feedback on the proposal.</p> <ul style="list-style-type: none">• Mr. Lawson noted that public input would be needed on the proposal and facts would need to be clarified.• Mr. Wellman added his thanks to the Committee for the work done but asked when the point of no return was on making a decision. He was concerned with the data and the possibility that the trends could be different in the future.• Mrs. Faulenbach noted there were numerous questions on the projections and what would happen if they did change.• Mr. Wellman said he felt it would be important to work with the Town Council to understand the issue of closing a school and putting the property back on the town books. He wondered if that was a joint decision, a Board decision or a Town Council decision.• Mr. Lawson noted that the Board did turn the old post office over to the Town in consultation with the Council.• Mr. Shaffer asked what happened if the trends were wrong and people from Danbury started moving to New Milford. He said maybe the plan of putting the Central Office at John Pettibone and perhaps the alternate high school was good.• Mrs. Faulenbach asked Mr. Shaffer if he was suggesting a different plan or following the plan as recommended but keeping John Pettibone and Mr. Shaffer said he was considering the plan as recommended.• Mr. McSherry said the Board really has to make sure the enrollment projections are accurate though he noted the last time projections were done they were done for 10 years and they were spot on. He also suggested that the Board might consider giving the East Street School back to the Town and let the Youth Agency take it over.• Mr. Nichols also thanked the Committee but said he felt this plan could not be done in the shorter time period; he felt it would be better to	
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	<p>have all the ducks in a row before proceeding.</p> <ul style="list-style-type: none"> • Mr. Shaffer was concerned about Gaylordsville students going to Hill and Plain. Mr. Nichols noted that not everybody is going to be happy with the decision. • Mrs. Faulenbach noted this was just the beginning of the process and the next step would be to set a date for a public forum and ask the Administration to accumulate data over the summer. • Mr. McSherry noted that transportation will be a big issue and suggested the transportation company should be asked to do some work on this proposal. • Mrs. Faulenbach said she will work with the Administration on setting a date for the first forum. 	
5.	<p>EXECUTIVE SESSION</p> <p>A. Discussion of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.</p> <p>B. Discussion of Superintendent's Performance, Evaluation and Future Employment</p> <p>Mr. Nichols moved to enter into executive session to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager,</p>	<p>EXECUTIVE SESSION</p> <p>A. Discussion of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.</p> <p>B. Discussion of Superintendent's Performance, Evaluation and Future Employment</p> <p>Motion made and withdrawn to enter into executive session to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of</p>

	<p>Assistant Facilities Manager, and Administrative Assistant to the Superintendent, seconded by Mr. McSherry.</p> <p>Due to a technical error, Mr. Nichols withdrew his motion and Mr. McSherry withdrew his second.</p> <p>Mr. Nichols moved to go into executive session at 7:59 p.m. to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent and to discuss the Superintendent's Performance Evaluation and Future Employment and to invite into the session Dr. JeanAnn Paddyfote, seconded by Mr. McSherry and passed unanimously.</p> <p>The Board entered executive session at 7:59 p.m.</p> <p>Dr. Paddyfote left executive session at 8:13 p.m. and was invited back in at 8:27 p.m.</p> <p>The Board returned to public session at 8:28 p.m.</p>	<p>Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.</p> <p>Motion made and passed unanimously to go into executive session to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent and to discuss the Superintendent's Performance Evaluation and Future Employment and to invite into the session Dr. JeanAnn Paddyfote.</p>
6.	<p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Discussion and possible approval of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.</p>	<p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Discussion and possible approval of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.</p>

	<p>Mr. Nichols moved to approve the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent as discussed in executive session, seconded by Mr. McSherry and passed unanimously.</p> <p>B. Discussion and possible approval of a new three-year contract for the Superintendent of Schools</p> <p>Mr. McSherry moved that the Board of Education approve a new three-year contract for the Superintendent of Schools in accordance with the discussion in executive session, effective July 1, 2013, and to further move that the Board authorize the Board Chair to sign the contract on its behalf, seconded by Mrs. Shook and passed unanimously.</p>	<p>Motion made and passed unanimously to approve the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent as discussed in executive session.</p> <p>B. Discussion and possible approval of a new three-year contract for the Superintendent of Schools</p> <p>Motion made and passed unanimously that the Board of Education approve a new three-year contract for the Superintendent of Schools in accordance with the discussion in executive session, effective July 1, 2013, and to further move that the Board authorize the Board Chair to sign the contract on its behalf.</p>
7.	<p>Adjourn</p> <p>Mr. Nichols moved to adjourn the meeting at 8:30 p.m., seconded by Mr. McSherry and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:30 p.m.</p>

Respectfully submitted:

Daniele Shook

Daniele Shook

Secretary

New Milford Board of Education