

**New Milford Board of Education
 Operations Sub-Committee Minutes
 November 3, 2015
 Lillis Administration Building, Room 2**

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 NEW MILFORD, CT

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

Absent: Mrs. Theresa Volinski

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
 Mr. Joshua Smith, Deputy Superintendent of Schools
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Jay Hubelbank, Director of Fiscal Services and Operations
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services

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 Mrs. Volinski.</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"> • Mrs. Faulenbach said that if the committee was agreeable, a Skype link would be established so that questions could be asked of Dr. Slone whose name is on Exhibit A for appointment as Acting Assistant Superintendent. The plan is to do this at the full Board meeting next week as well. Board counsel had been consulted and said this was allowable. • Mr. Coppola asked if this would take place in public or executive session and Mrs. Faulenbach said in public session as Dr. Slone's name was already published in the 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

	<p>exhibit.</p> <ul style="list-style-type: none"> • Dr. Slone was requested to give an opening statement and summarized her years of experience. Board members asked questions about her time in Brookfield, her past curriculum initiatives, SBAC opt outs and educational track for non-college bound students. • Mrs. Faulenbach thanked Dr. Slone for agreeing to the Skype call while she is on vacation. • Mr. Coppola wished Dr. Eileen Cooper well on her retirement and thanked her for her over 19 years as teacher for the gifted program. • Mr. Shaffer asked about the status of the substance abuse counselor and Ms. Baldelli said she is waiting on the candidate's certification confirmation which is expected soon. • Mrs. Faulenbach asked how the district is doing with hiring of coaches and Ms. Baldelli said there are just a few remaining. She may have a revision to Exhibit A before next week's Board meeting. <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 Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-680 2. Budget Position dated 10/30/15 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mr. Hubelbank handed out a revised purchase resolution with an additional item added. • Mrs. Faulenbach asked for questions or comments. 	<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>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-680 2. Budget Position dated 10/30/15 3. Requests for Budget Transfers
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	<ul style="list-style-type: none">• Mr. Shaffer asked for explanations on the Torrington, Thomaston and Sacred Heart items. Mr. Hubelbank said the first two are for out of district placements. Mr. Smith said the Sacred Heart item is for an internship. The person is in the Masters program at Sacred Heart and works in the district every day either as a substitute or in classes and will student teach during the second half of the year. Mr. Hubelbank said using an intern results in a savings to the district versus hiring a regular substitute.• Mrs. Faulenbach asked if the boiler repair charge reflected an annual cost district wide and Mr. Hubelbank said yes.• Mrs. Faulenbach asked about the PLTW equipment and supplies and Mr. Smith said this is for elementary classrooms as part of the science enrichment program.• Mr. Coppola asked if the Frontier charge was an annual payment and Mr. Hubelbank said yes for the link to CEN from the schools.	
	<ul style="list-style-type: none">• Mr. Coppola thanked Mr. Hubelbank for providing the detail regarding the transportation line item that he had requested last month. He highlighted the large amount of money that goes to after school activities, in particular to the sports program. Mr. Coppola said after school expenses for band have also mushroomed over the years. Only a very small portion of this money goes towards regular field trips.• Mrs. Chastain said the sports program costs close to \$1,000,000 and that is why she is a proponent of Pay to Play to help offset this cost.• Mr. Coppola said it was his opinion that if the Board is going to charge athletes, they should charge the band as well. Dr. Paddyfote said this had been discussed in the past but that band has been differentiated because it is considered part of the curriculum and meets during the school day for credit as well as after	

	<p>school.</p> <ul style="list-style-type: none"> • Mr. Shaffer asked why the curriculum development line does not show money spent since the Board has approved revised curriculum written during last summer. Mr. Smith said summer work is paid out of the previous year's budget. • Mr. Shaffer asked about the amount listed for substitutes and Mr. Hubelbank said that is for non-certified substitutes. • Mr. Shaffer asked about summer transportation and Mr. Hubelbank said there are items to be posted. • Mrs. Faulenbach asked about the sewer assessment which is higher than budgeted and Mr. Hubelbank said that number is given to us. • Mr. Coppola asked about any general concerns and Mr. Hubelbank said the special education ODP costs and substitute expenses continue to be high. A bad winter weather-wise would also bring concern. • Mrs. Faulenbach mentioned that in some years it was necessary to freeze spending prior to year's end and Dr. Paddyfote said that is a real possibility this year. • Mr. Coppola said he was pleased not to see any budget transfers in the 611 line. <p>Mrs. Chastain moved to bring the monthly reports: Purchase Resolution D-680; Budget Position dated 10/30/15; and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations 1. PTO – Exhibit B</p> <ul style="list-style-type: none"> • Mrs. Faulenbach thanked the PTO for their continued generosity. 	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-680; Budget Position dated 10/30/15; and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations 1. PTO – Exhibit B</p>
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	<p>Mr. Shaffer moved to bring Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>D. Request for Capital Reserve Funds – Exhibit C</p> <ol style="list-style-type: none"> 1. Telephone System 2. CEN line to SNIS 3. Corrective Action Plan – Office of Civil Rights <ul style="list-style-type: none"> • Mrs. Faulenbach said requesting from capital reserve is a long process; this is the first step in recommending items to the full Board before going to the Town. • Mr. Shaffer asked for more detail on the request. • Mr. Hubelbank said the telephone system has 	<p>Motion made and passed unanimously to bring Gifts & Donations to the full Board for approval.</p> <p>D. Request for Capital Reserve Funds – Exhibit C</p> <ol style="list-style-type: none"> 1. Telephone System 2. CEN line to SNIS 3. Corrective Action Plan – Office of Civil Rights
	<p>many issues. A digital replacement system is being recommended versus an internet based system so that phones will not be lost if the internet goes down. The proposal will include direction connections with all schools and a three year warranty. This same system was just purchased by the Town.</p> <ul style="list-style-type: none"> • Mrs. Chastain said she is thrilled to see this request and that it is well past time for a replacement. • Mrs. Faulenbach said she agreed completely and feels the current system is a safety issue. • Mr. Smith said moving the CEN line to SNIS is recommended because SNIS has a back up generator and all network traffic currently goes there so it will help data flow. • The corrective action plan items were discussed at Facilities and will provide accessibility to the fields and in and out of the building and bathrooms. • Mrs. Chastain questioned the security of the door access and Mr. Hubelbank said it would 	

	<p>still need to be unlocked from the inside before entry was allowed.</p> <ul style="list-style-type: none">• Mr. Coppola questioned why accessibility issues were only being addressed at the high school since other district schools have the same problem. Mr. Hubelbank said that is the only school the report addresses so immediate action is needed there. The other schools should be addressed as well but hopefully gradually over time so as not to stress the budget.• Mr. Shaffer asked if this addressed the auditorium issues mentioned in the report and Mr. Hubelbank said it did not as there is already other accessibility there. <p>Mr. Coppola moved to bring the Request for Capital Reserve Funds – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>E. Memorandum of Understanding re School Resource Officers</p> <ul style="list-style-type: none">• Dr. Paddyfote said this has been reviewed by the New Milford Police and Town Attorney who requested one sentence be added to the version presented last month. The Board attorney recommended it be added on page 3 under item #7. The Mayor has confirmed her agreement. <p>Mrs. Chastain moved to bring the Memorandum of Understanding re School Resource Officers 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 Request for Capital Reserve Funds – Exhibit C to the full Board for approval.</p> <p>E. Memorandum of Understanding re School Resource Officers</p> <p>Motion made and passed unanimously to bring the Memorandum of Understanding re School Resource Officers to the full Board for approval.</p>
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<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>New Milford High School Chiller</p> <ul style="list-style-type: none"> • Mr. Hubelbank said two different engineering firms will be making proposals including the firm that the Town is using as part of its energy audit. • Mr. Coppola asked about the estimated replacement cost and Mr. Hubelbank said \$350,000. Mr. Coppola asked if the recommendation would be to take this from capital reserve and Mr. Hubelbank said yes. • Mrs. Faulenbach asked if there was any sense of urgency in replacing the chiller since the capital reserve request takes time and we are moving into budget season. Mr. Hubelbank said no, that the work could be done in the summer. • Dr. Paddyfote noted that there is no back up if the small chiller goes down. 	<p>Items of Information</p> <p>A. New Milford High School Chiller</p>
<p>B.</p>	<p>Certified Substitute Coverage</p> <ul style="list-style-type: none"> • Mr. Hubelbank distributed a breakdown of the costs associated with this account to accompany the chart provided by Ms. Baldelli regarding teacher absences and reasons. • Ms. Baldelli said the pool of substitutes is still lacking and that other districts are in the same boat. She has started to explore alternatives. One avenue she is exploring is a sub finding service where the district pays a fee and the service hires and provides the subs. This would lower costs in other areas since the substitutes would not be district employees so would not generate workers comp or insurance costs. She is also starting to gather information regarding possible incentives. • Mrs. Chastain asked what degree the state of Connecticut required substitutes to have and Ms. Baldelli said a bachelor's degree is required. 	<p>B. Certified Substitute Coverage</p>

	<ul style="list-style-type: none"> • Mr. Shaffer asked if the numbers included the extra amount paid to long term substitutes and Mr. Hubelbank said it did. • Mrs. Faulenbach said this topic provides both a coverage and financial challenge. • Mr. Coppola asked if this includes professional development. Ms. Baldelli said the absences show those for professional development. Mr. Smith said the funding comes out of the professional development line. <p>C. Update on Munis</p> <ul style="list-style-type: none"> • Mr. Hubelbank said Munis continues to move along. Accounts Payable has been active since July. The HR and Business staff are committed to the January 2016 Payroll launch. Budget training to enter the 2016-17 budget started last week. 	<p>C. Update on Munis</p>
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
<p>6.</p>	<p>Adjourn</p> <p>Mr. Coppola moved to adjourn the meeting at 8:47 p.m. seconded by Mr. Shaffer and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:47 p.m.</p>

Respectfully submitted:

Wendy Faulenbach
 Wendy Faulenbach, Chairperson
 Operations Sub-Committee