

**New Milford Board of Education
 Regular Meeting Minutes
 July 18, 2017
 Sarah Noble Intermediate School Library Media Center**

Present:	Mr. David A. Lawson, Chairman Mrs. Angela C. Chastain Mr. Robert Coppola Mr. Bill Dahl Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mr. J.T. Schemm
Absent:	Mr. Dave Littlefield

Also Present:	Mr. Joshua Smith, Superintendent of Schools Ms. Alisha DiCorpo, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Ms. Roberta Pratt, Director of Technology Mr. Kevin Munrett, Facilities Manager Mr. Gregory Winkelstern, Student Representative
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1. A.	Call to Order Pledge of Allegiance 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.	Call to Order A. Pledge of Allegiance
2.	Public Comment • There was none.	Public Comment
3.	PTO Report • There was none.	PTO Report
4.	Student Representative's Report • Gregory Winkelstern reported that senior pictures are in progress and going well.	Student Representative's Report

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<p>5.</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes June 13, 2017 2. Special Meeting Minutes June 20, 2017 <p>Mr. McCauley moved to approve the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes June 13, 2017 2. Special Meeting Minutes June 20, 2017 <p>Seconded by Mr. Coppola.</p> <ul style="list-style-type: none"> • Mr. Schemm said page 7 of the Regular Meeting Minutes should be revised to correct Dr. Metovski to Dr. Nitowski. <p>The motion passed unanimously.</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes June 13, 2017 2. Special Meeting Minutes June 20, 2017 <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes June 13, 2017 2. Special Meeting Minutes June 20, 2017
<p>2.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • Mr. Lawson, seeing members of the public arrive and sign in to comment, asked the Parliamentarian if it was allowable to reopen public comment. • Mr. Coppola said it was. • Mr. Greg Mullen thanked the Board members for serving the town and schools and said he was pleased with his children's experiences. He asked that the Board give thought to expanding the Talented and Gifted enrichment program. • Mr. Stephen Looney said his high school daughter transitions back and forth from Florida and he is appreciative of the accommodations the high school provides to help her remain a student at New Milford High School. He is also glad the Board is looking into ADA accommodations at 	<p>Public Comment</p>

	<p>the Lillis Building as it is the right thing to do. He encourages the Board to cherish their general fund and keep their ability to remain autonomous as they take care of the education of New Milford's children.</p>	
6.	<p>Superintendent's Report</p> <ul style="list-style-type: none"> Mr. Smith said the end of the school year went well and he thanked Board members who participated in the Class of 2017 graduation, the culminating event for the year. He thanked Representative Buckbee for the CT flags given to all the schools. One for Lillis is coming. Summer school started this week. This is the second year for the targeted Bridge program. 	<p>Superintendent's Report</p>
7.	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> Mr. Lawson said the state still has no budget. He, Mr. Smith, and Mrs. Faulenbach as Operations Chair, met with Mayor Gronbach and the Finance Director regarding capital reserve and the topic is on the agenda for discussion. Mr. Lawson is confident it will be on the August Town Council agenda as well. The Superintendent's contract will be discussed in executive session tonight. 	<p>Board Chairman's Report</p>
8.	<p>Committee And Liaison Reports</p> <p>A. Facilities Sub-Committee – Mr. McCauley</p> <ul style="list-style-type: none"> Mr. McCauley said there was no July meeting so he has no report. He said the Facilities department is working hard on summer projects. <p>B. Operations Sub-Committee – Mrs. Faulenbach</p> <ul style="list-style-type: none"> Mrs. Faulenbach said there was no July meeting and any needed items are on tonight's agenda. 	<p>Committee And Liaison Reports</p> <p>A. Facilities Sub-Committee</p> <p>B. Operations Sub-Committee</p>

	<p>C. Policy Sub-Committee – Mr. Schemm</p> <ul style="list-style-type: none"> Mr. Schemm said the Responsible Use policy which brings staff, students and contractors into alignment, is up for approval tonight. The Superintendent Evaluation regulation is on the agenda as an item of information. He believes it is a new, good, workable document. The committee will continue the Advertising discussion begun in June at the August meeting with more information coming from other districts. <p>D. Committee on Learning – Mrs. McInerney</p> <p>Mrs. McInerney said the committee heard a very informative presentation from Ms. DiCorpo and Mrs. Olson regarding the District Literacy Evaluation Tool, which will be implemented to close the reading gap between students with disabilities and those without.</p> <p>E. EdAdvance – Mr. McCauley</p> <ul style="list-style-type: none"> Mr. McCauley said the next meeting is in September. <p>F. Connecticut Boards of Education (CABE) – Mr. Coppola</p> <ul style="list-style-type: none"> Mr. Coppola said he had received a July Legislative Update from CABE which included information on an Act Concerning Services for Gifted and Talented. The state now has a designated person for this program, the first action in this area in over 30 years. CABE will be offering workshops for new and returning Board members in the Fall. Mr. Schemm said the CABE dues provide good value and said the workshops provided by Nick Caruso, which are offered as included in the dues, are a good example. 	<p>C. Policy Sub-Committee</p> <p>D. Committee on Learning</p> <p>E. EdAdvance</p> <p>F. Connecticut Boards of Education (CABE)</p>
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	<p>G. Negotiations Committee – Mrs. Faulenbach</p> <ul style="list-style-type: none"> Mrs. Faulenbach said the team is working on one contract this year. The second meeting is this week. <p>H. Magnet School – Mr. Schemm</p> <ul style="list-style-type: none"> Mr. Schemm said there had been no meeting and he had no update. <p>I. Ad-Hoc Committee – Mr. Coppola</p> <ul style="list-style-type: none"> Mr. Coppola said the committee’s work is now done, with the superintendent evaluation regulation included in tonight’s packet. 	<p>G. Negotiations Committee</p> <p>H. Magnet School</p> <p>I. Ad-Hoc Committee</p>
<p>9.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated July 18, 2017</p> <p>Mrs. McInerney moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of July 18, 2017, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> Mr. Coppola recognized the retirees listed on the exhibit and wished them well. Mrs. McInerney said she was pleased to see so many positions being filled including the BCBA position and asked how many positions are still open. Mr. Smith said approximately six, with a few new hires in progress now. Mr. Schemm mentioned the importance of exit interviews to see what institutional knowledge could be shared by departing staff. Mr. Smith said Ms. Baldelli offers these to those leaving the district and in all cases, the HR Director, Building Principal or Superintendent had spoken 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated July 18, 2017</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of July 18, 2017.</p>

with the person directly about their decision to move on and why.

- Mrs. Faulenbach asked if the remaining open positions are in shortage areas and Ms. Baldelli said the majority are.
- Mr. Coppola said he was excited with the hiring of new kindergarten teachers at HPS and NES as it shows our general population growth may rebound down the road.
- Mrs. Chastain said it is disheartening to see talented teachers leaving and suggested her idea of a morale program should be revisited. Mr. Smith said, that to his knowledge of each situation, these staff members are not leaving due to morale issues but for reasons in their personal situations. In most cases, salary per se is not an issue though hiring freezes in the past do sometimes play an issue. He said the hiring pool has been very good and he is very happy with the quality of incoming staff.

The motion passed unanimously.

B. 2017-18 Monthly Reports

- 1. Budget Position**
- 2. Purchase Resolutions: D-700**
- 3. Request for Budget Transfers**

Mrs. Chastain moved to approve monthly reports: Budget Position dated July 13, 2017; Purchase Resolution D-700; and Request for Budget Transfers, seconded by Mrs. Faulenbach.

- Mrs. Faulenbach asked Mr. Smith if he wanted to highlight any areas in these first reports for the fiscal year. Mr. Smith mentioned the credit at the top of page 1, which they are hoping to transfer to the lighting project at HPS. They have begun to draw on the capital reserve approved through the budget process. The HSA payment is the Board contribution; there will be a second payment in January for some bargaining units.
- Mrs. McInerney questioned the large percentages used so early in the fiscal year and Mr. Smith

B. 2017-18 Monthly Reports

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- 2. Purchase Resolutions: D-700**
- 3. Request for Budget Transfers**

Motion made and passed unanimously to approve monthly reports: Budget Position dated July 13, 2017; Purchase Resolution D-700; and Request for Budget Transfers.

	<p>said these represent encumbrances of known items.</p> <p>The motion passed unanimously.</p> <p>C. Policy for Approval</p> <ol style="list-style-type: none">1. 6141.321/4118.4/4218.4 Responsible Use of Technology, Social Media, and District Network Systems <p>Mrs. McInerney moved to approve the following Policy:</p> <ol style="list-style-type: none">1. 6141.321/4118.4/4218.4 Responsible Use of Technology, Social Media, and District Network Systems <p>Seconded by Mr. McCauley.</p> <p>Mr. Schemm asked for confirmation that this policy will be publicized in an appendix for this upcoming school year and Mr. Smith said it would be.</p> <p>The motion passed unanimously.</p> <p>D. 2016-17 End-of-Year Balance</p> <p>Mrs. Chastain moved to request that the End-of-Year Balance for 2017, subject to final audit, go to capital reserve, seconded by Mrs. Faulenbach.</p> <ul style="list-style-type: none">• Mr. Coppola asked when the final audit number would be known. Mr. Smith said they usually have a soft audit figure in September and final number in January.• Mrs. Faulenbach said she appreciated the history of year end balances included and said the district does a very good job of staying close to target without a deficit. She suggested the	<p>C. Policy for Approval</p> <ol style="list-style-type: none">1. 6141.321/4118.4/4218.4 Responsible Use of Technology, Social Media, and District Network Systems <p>Motion made and passed unanimously to approve the following Policy:</p> <ol style="list-style-type: none">1. 6141.321/4118.4/4218.4 Responsible Use of Technology, Social Media, and District Network Systems <p>D. 2016-17 End-of-Year Balance</p> <p>Motion made and passed unanimously to request that the End-of-Year Balance for 2017, subject to final audit, go to capital reserve.</p>
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	<p>Operations committee be kept updated with any changes to the number.</p> <p>The motion passed unanimously.</p> <p>E. 2015-16 Capital Reserve Update</p> <ul style="list-style-type: none"> • Mr. Lawson said he, Mr. Smith and Mrs. Faulenbach met with Mayor Gronbach and Finance Director Palmer to discuss the 2015-16 capital reserve amount of approximately \$230,000 which was tabled by the Town Council. It will be put on the August 14 Town Council agenda for discussion and possible action pending state budget passage. They were assured that the money would be used in some manner for educational purposes. • Mrs. Faulenbach said they would like to capture a history of the capital reserve as part of the discussion. • Mrs. McInerney expressed concern that if the money is not transferred to capital reserve and instead is used to help offset potential state budget cuts, it could set a precedent for the future. She said the capital reserve funds are important and necessary to protect the district against unexpected issues that may arise and need to be addressed. • Mr. Lawson said this fund has been a resource for capital projects for 22 years and that the historical year end balances show need to have funds for unexpected expenditures. 	<p>E. 2015-16 Capital Reserve Update</p>
<p>10.</p> <p>A.</p> <p>B.</p>	<p>Items For Information And Discussion</p> <p>Turf Field Committee Update</p> <ul style="list-style-type: none"> • Mr. Munrett said the committee’s second meeting is tomorrow with advertising, revenue sources, and the town account for discussion. <p>Regulation 2400 Superintendent Evaluation Process</p>	<p>Items For Information And Discussion</p> <p>Turf Field Committee Update</p> <p>Regulation 2400 Superintendent Evaluation Process</p>

- Mr. Coppola said the newly revised regulation will be used next year for the first time. Since it is a regulation, it can be easily adjusted if needed.

C. Administrative Staffing

- Mr. Smith said discussion took place at budget time regarding expanding the role of the transition coordinator at SMS to social/emotional needs in the district. Since that time, the state has removed administrators from the shortage area, which requires a transfer of funds from administrative services to the contracted services line so that the current administrator can be used as planned. He is looking for Board input before making the transfer request next month.
- Mrs. Chastain said she was not in favor of this because she thinks there is a need for additional staffing at SMS still. There is a new assistant principal this year and other positions can cover lower grades.
- Mr. Dahl said lessening the administrative presence at SMS is the wrong thing to do and suggested leaving the position there as is as a contracted service. Mr. Smith said that would invite an unfair labor practice complaint. He said the Board could choose to fund both positions if they wished.
- Mrs. Faulenbach said she would like to see the job description for the transition administrator and for the new position. She would also like to see the financial impact of the three choices. She has vulnerability concerns with the middle school but also wants to utilize the person's talents.
- Mrs. Chastain said the discussion should be on what is in the best interests of the district not on keeping a specific person.
- Mr. Schemm said the Board should be careful not to get bogged down in people and positions and needs to trust that the administration will put people in the right places.
- Mr. Coppola asked Mr. Smith if he would be presenting choices in August. Mr. Smith said the motion will be for a budget transfer, not for the

C. Administrative Staffing

	<p>role itself. He said the role was already discussed and approved at budget time.</p> <ul style="list-style-type: none"> • Mrs. Chastain asked how many administrators were at SMS now and Mr. Smith said a full-time principal, two full time assistant principals, a 0.4 assistant principal and a 0.45 transition administrator. • Mr. Lawson encouraged Board members to share additional questions and concerns with Mr. Smith prior to August meetings. 	
<p>11.</p> <p>A.</p>	<p>Executive Session (Anticipated)</p> <p>Discussion of proposed, three-year contract for the Superintendent of Schools</p> <p>Mr. Coppola moved to enter into Executive Session to discuss the proposed, three-year contract for the Superintendent of Schools and to invite in Mr. Smith, seconded by Mr. Dahl.</p> <p>The motion passed unanimously.</p> <p>The Board entered Executive Session at 8:52 p.m.</p> <p>The Board returned to Public Session at 9:02 p.m.</p>	<p>Executive Session (Anticipated)</p> <p>A. Discussion of proposed, three-year contract for the Superintendent of Schools</p> <p>Motion made and passed unanimously to enter into Executive Session to discuss the proposed, three-year contract for the Superintendent of Schools and to invite in Mr. Smith.</p>
<p>12.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>Board vote on the Superintendent of Schools' proposed three-year contract</p> <p>Mr. Coppola moved that the Board approve a new, three-year contract under the terms previously discussed in Executive Session for Mr. Joshua Smith, Superintendent of the New Milford Public Schools, pending further legal review, and further move that the Board authorize the Board Chair to sign the contract on behalf of the Board, seconded by Mrs. McInerney.</p> <p>The motion passed unanimously.</p>	<p>Discussion and Possible Action</p> <p>A. Board vote on the Superintendent of Schools' proposed three-year contract</p> <p>Motion made and passed unanimously that the Board approve a new, three-year contract under the terms previously discussed in Executive Session for Mr. Joshua Smith, Superintendent of the New Milford Public Schools, pending further legal review, and further move that the Board authorize the</p>

		Board Chair to sign the contract on behalf of the Board.
13.	Adjourn Mrs. Faulenbach moved to adjourn the meeting at 9:03 p.m., seconded by Mrs. Chastain and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 9:03 p.m.

Respectfully submitted:



Tammy McInerney
Secretary
New Milford Board of Education