

**New Milford Board of Education
Operations Sub-Committee Special Meeting Minutes
March 4, 2015
Lillis Administration Building, Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Robert Coppola
Mrs. Theresa Volinski
Mrs. Angela C. Chastain, Alternate

Absent: Mr. David R. Shaffer

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Mr. Joshua Smith, Assistant Superintendent of Schools
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Jay Hubelbank, Director of Fiscal Services and Operations
Ms. Roberta Pratt, Director of Technology
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Mr. John Calhoun, Facilities Manager

RECEIVED
TOWN CLERK

2015 MAR -6 P 1:46

NEW MILFORD, CT

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 6:33 p.m. by Mrs. Faulenbach. Mrs. Chastain was seated in the absence of Mr. Shaffer.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> There was none. 	Public Comment
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence <ul style="list-style-type: none"> Mr. Coppola asked if retirements were coming in now for the end of the year and if there was any incentive for staff to do that. Ms. Baldelli said there was no incentive but retirement plans are usually made three to six months ahead for benefit reasons. Mr. Coppola said he was concerned in light of the diminishing enrollment. Mrs. Faulenbach asked if there would be a revised Exhibit A for the Board meeting and 	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<p>Ms. Baldelli said yes.</p> <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>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>
B.	<p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-672 2. Budget Position dated 2/28/15 3. Request for Budget Transfers 4. Renaming Object 515 on Budget Position Report <ul style="list-style-type: none"> • Mrs. Faulenbach asked if the Arum and Associates charge was the amount the town had agreed to fund and Mr. Hubelbank said yes, that it would be paid and then reimbursement requested from the town. • Mr. Coppola asked what the renovations material was and Mr. Calhoun said it was soundproofing and wall material for the SMS art room and cafeteria. • Mr. Coppola asked if the SmartBoards were budgeted items and Mr. Hubelbank said yes. • Mr. Hubelbank said the budget is in good shape and he has no concerns at present. He has been meeting with principals and program directors to review any areas to keep an eye on and to make sure available funds are utilized. • Mr. Hubelbank said the 611 transfer was for a budgeted item that should have been coded as equipment. • Mrs. Chastain asked about the chairs for NEASC. Mr. Hubelbank said these were chairs that needed to be replaced; the NEASC visit was good timing for it. • Mrs. Chastain asked if the cafeteria graphics were being paid for by Food Services and Mr. Hubelbank said yes that is their budget line. 	<p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-672 2. Budget Position dated 2/28/15 3. Request for Budget Transfers 4. Renaming Object 515 on Budget Position Report

	<p>Dr. Paddyfote said two of the school projects had been completed and that they look wonderful.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked Mr. Hubelbank about the renaming of object 515. Mr. Hubelbank said this object included field trips and other school transportation such as sports trips and activities. He suggested renaming it to Transportation – Other. The committee consensus was to do this and Mrs. Faulenbach will report that in her Committee Report at the upcoming Board meeting. <p>Mrs. Chastain moved to bring the monthly reports: Purchase Resolution D-672, Budget Position dated 2/28/15 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p>	
C. Grant	<p>1. District Technology Upgrades to Support Transition to the New Standards</p> <ul style="list-style-type: none"> • Ms. Pratt said that last year's grant award covered the replacement of network switches. This year's grant will focus on decreasing network congestion and purchasing desktops to increase network speed. This year's grant requires matching funds; these figures are taken from the approved BOE budget for next year. • Mrs. Faulenbach asked about the timing of the award and Mr. Smith said the state is hoping for May so the funds will be available for the next fiscal year. <p>Mrs. Volinski moved to bring the Grant for District Technology Upgrades to Support Transition to the New Standards to the full Board for approval.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-672, Budget Position dated 2/28/15 and Request for Budget Transfers to the full Board for approval.</p> <p>C. Grant</p> <p>1. District Technology Upgrades to Support Transition to the New Standards</p> <p>Motion made and passed unanimously to bring the Grant for District Technology Upgrades to</p>

	<p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>D. Five Year Technology Capital Plan Update</p> <ul style="list-style-type: none"> • Ms. Pratt said this plan follows the refresh cycle which was discussed during budget hearings and includes SmartBoard technology. • Mrs. Chastain asked if the Channel 194 equipment was sufficient. Ms. Pratt said it was working properly but would need to be replaced eventually. • Mrs. Faulenbach pointed out that the plan was a fluid outline and that items could be moved from year to year as needed. • Mr. Coppola asked if the cable company provided any equipment and Mr. Smith said one free connection. <p>Mr. Coppola moved to bring the Five Year Technology Capital Plan Update to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p>	<p>Support Transition to the New Standards to the full Board for approval.</p> <p>D. Five Year Technology Capital Plan Update</p> <p>Motion made and passed unanimously to bring the Five Year Technology Capital Plan Update to the full Board for approval.</p>
4.	<p>Items of Information</p> <p>A. Mail Server</p> <ul style="list-style-type: none"> • Ms. Pratt said this project was completed and the migration went well. <p>B. Health Inspections</p> <ul style="list-style-type: none"> • Mr. Hubelbank said the reports were good and he commended Food Services on a great job. <p>C. Update on MUNIS</p>	<p>Items of Information</p> <p>A. Mail Server</p> <p>B. Health Inspections</p> <p>C. Update on MUNIS</p>

	<ul style="list-style-type: none"> • Mr. Hubelbank said they were continuing to move forward. The 2013/14 budget had been loaded into the system and they are working on the current budget year now. Training of BOE staff in accounts payable will start in May after the budget passes. Work on the HR/Payroll process would start in a few weeks. <p>D. Town of New Milford Audit Report dated June 30, 2014</p> <ul style="list-style-type: none"> • Mr. Hubelbank said there were very minor comments. • Mrs. Faulenbach said it was an excellent report. • Mr. Coppola commended Mr. Hubelbank and his department. <p>E. John Pettibone Building Follow-up</p> <ul style="list-style-type: none"> • Mr. Hubelbank passed out a handout which provided follow up information to questions asked previously about costs to maintain the JPS and Lillis buildings in their present state. He said he included mention of an elevator for handicap accessibility. • Mr. Coppola said in reviewing the handout it looked like there were no big issues at Lillis until about five years out. Mr. Calhoun said that was correct. • Mr. Calhoun said moving the Lillis offices to the JPS building would result in additional costs. Mr. Coppola asked for an estimate of that cost. Dr. Paddyfote said a study had been done in the past and she would get that information. • Mr. Coppola asked if there were any space issues at Lillis. Dr. Paddyfote said no, that Central Office was not growing. Mr. Calhoun said the Youth Agency was getting smaller so there would be additional space there if needed. • Mrs. Volinski said there might be issues with the stained glass and murals in the Lillis 	<p>D. Town of New Milford Audit Report dated June 30, 2014</p> <p>E. John Pettibone Building Follow-up</p>
--	---	--

	<p>Building if it were sold. Mr. Calhoun said they were protected federally.</p> <ul style="list-style-type: none">• Mr. Coppola said he appreciated the legal opinion provided regarding the disposition of the JPS building. He liked the options presented which included using it for cold storage and the fact that the Board has time to review them all.• Mrs. Faulenbach said the committee needed to be cognizant of the fact that a plan was needed to continue to move the discussion forward.• Dr. Paddyfote asked Mr. Calhoun if he remembered what triggered the turnover of the Bridge Street building when the off-site Alternative Ed program was eliminated and that building was used for cold storage. Mr. Calhoun said the building had a 30 year lease and it expired.• Mr. Coppola said he was on the Board at the time and he made a motion to eliminate all costs associated with the building. That led to the turnover back to the town.• Mrs. Faulenbach said she would mention this discussion in her Committee Report at the next Board meeting.	
F. Update on Transition Activities	<ul style="list-style-type: none">• Dr. Paddyfote said Q and A's from the focus group sessions had been added to the district website on the last two Fridays. Principals had met with administration to work on school maps for placement. The biggest challenge with that is SMS since it will be tight for the first two years. Mr. Hubelbank is double checking whether or not those can be posted on the website. Pods are coming in April. Boxes are in. Moving and packing guidelines will be sent to teachers on Friday. These include 10 hours after the school day to pack, in lieu of contractual meeting times so no additional compensation is required. Union leadership is aware. Teachers will be notified of assignments	F. Update on Transition Activities

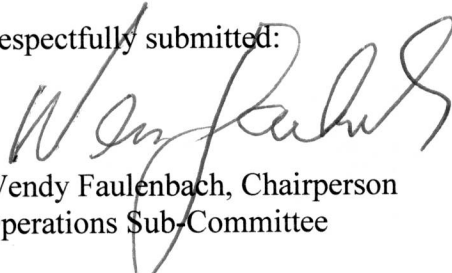
	<p>in late April. Principals have been informed. As of today, three notices of non-renewal would be required. They are all for non-tenured first year teachers. Dr. Paddyfote said the last big piece is to plan the transition visits for parents and students. There are a lot of logistics involved with these day and evening events.</p> <ul style="list-style-type: none"> • Mrs. Chastain asked if these non-renewals would have been required due to decreased enrollment even if JPS was not closed and Dr. Paddyfote said yes in all likelihood. • Mr. Coppola asked if HeadStart would be accommodated next year and Dr. Paddyfote said there is space at both elementary schools. • Mrs. Faulenbach said she appreciates all the additional work done by Dr. Paddyfote and her staff regarding the transition. 	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
6.	<p>Executive Session (anticipated)</p> <p>A. Discussion and possible action on proposed draft contract with Sherman</p> <p>Mrs. Volinski moved that the Committee enter into Executive Session to discuss and possibly take action on a proposed draft contract with Sherman and invite into the session Dr. JeanAnn Paddyfote and Mr. Jay Hubelbank, seconded by Mrs. Chastain and passed unanimously.</p> <p>The Committee, Dr. Paddyfote and Mr. Hubelbank entered executive session at 7:37 p.m.</p> <p>The Committee returned to public session at 7:41 p.m.</p> <p>Mr. Coppola moved to bring the Sherman contract to the full Board for approval.</p>	<p>A. Discussion and possible action on proposed draft contract with Sherman</p> <p>Motion made and passed unanimously that the Committee enter into Executive Session to discuss and possibly take action on a proposed draft contract with Sherman and invite into the session Dr. JeanAnn Paddyfote and Mr Jay Hubelbank.</p> <p>Motion made and passed unanimously to bring the Sherman contract to the full Board for</p>

**New Milford Board of Education
Operations Sub-Committee Special Meeting Minutes
March 4, 2015
Lillis Administration Building, Room 2**

Page 8

	Motion seconded by Mrs. Chastain. Motion passed unanimously.	approval.
7.	Adjourn Mrs. Chastain moved to adjourn the meeting at 7:43 p.m. seconded by Mrs. Volinski and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:43 p.m.

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee