

**New Milford Board of Education  
Operations Sub-Committee Minutes  
November 13, 2018  
Lillis Administration Building—Room 2**

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NEW MILFORD, CT

**Present:** Mrs. Wendy Faulenbach, Chairperson  
Mr. Brian McCauley  
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  
Mrs. Laura Olson, Director of Pupil Personnel and Special Services  
Mr. Kevin Munrett, Facilities Director  
Mrs. Jennifer Hankla, Assistant Principal, Hill and Plain Elementary School  
Mrs. Susan Murray, Principal, Northville Elementary School

<p><b>1.</b></p>	<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.</p>	<p><b>Call to Order</b></p>
<p><b>2.</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>3.</b></p> <p><b>A.</b></p>	<p><b>Discussion and Possible Action</b></p> <p><b>New Milford Substance Abuse Prevention Council Survey Request</b></p> <ul style="list-style-type: none"> <li>• Mr. Jason O'Connor, Vice Chair of the New Milford Substance Abuse Prevention Council, and Mr. Justin Cullmer, President of the Council, spoke regarding their survey request. Mr. O'Connor said the survey was administered in December 2016. The plan is to run it every two years to collect data for trends. It is given to students in grades 8, 10 and 12. Last time, high school students took it in PE classes at different times. This time, they are hoping to have students take the survey in advisory all at the same time. The last survey results were used to generate programs of need.</li> <li>• Mrs. Faulenbach said the Board was able to see</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. New Milford Substance Abuse Prevention Council Survey Request</b></p>

	<p>a copy of the survey last time before it was distributed and asked to see a copy this time prior to the November 20 BOE meeting.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked how many opt outs there were last time. Mr. O'Connor said he was aware of three. He said the survey was modified slightly for grade 8.</li><li>• Dr. Tracy said all parents should have an opportunity to see the survey ahead of time and opt out if they wish.</li><li>• Mr. O'Connor said copies of the survey were made available at the New Milford Public Library. Dr. Tracy suggested a more assertive take this time, perhaps sending the survey electronically to all parents and posting on the website.</li><li>• Mrs. Faulenbach said she thought she remembered issues with how the survey could be shared last time and concerns that answers might be skewed. She suggested information be pulled from two years ago and given to the Board to inform discussion for next week.</li><li>• Mr. O'Connor noted that a public forum was held last time to share survey results obtained.</li></ul> <p>Mr. McCauley moved to bring the New Milford Substance Abuse Prevention Council Survey Request to the full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>B. 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 would have a revised Exhibit A for Friday's packet.</li><li>• Mrs. Faulenbach asked about the status of vacancies. Ms. Baldelli said the revised Exhibit A will reflect additional recommendations so that there are only small pieces due to leaves of absence still to fill. Even the paraeducators are</li></ul>	<p><b>Motion made and passed unanimously to bring the New Milford Substance Abuse Prevention Council Survey Request to the full Board for discussion and possible action.</b></p> <p><b>B. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p>
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	<p>in good shape, with only one opening at the high school.</p> <ul style="list-style-type: none"><li>• Mr. McCauley asked about the math opening at the high school. Ms. Baldelli said that is being filled by current certified teachers teaching an additional class.</li></ul> <p>Mrs. Monaghan 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. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>C. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated 10/31/18</b></li><li><b>2. Purchase Resolution D-716</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mr. Giovannone said the two vacancies that are about to be filled, SMS bilingual and NES kindergarten teacher, are not encumbered yet so are not reflected in the balance on the budget position. Mrs. Faulenbach asked for a comparison to last year and Mr. Giovannone said he would get that for the full Board meeting. Regarding revenues, there is no excess cost until February.</li><li>• Mrs. Faulenbach asked about the status of the security grant reimbursement. Mr. Giovannone said it is still in process but so far is within the expected range of \$100,000-\$200,000. Money will go directly to the Town, even though it is a reimbursement of BOE funds, and the Board will need to make a capital reserve request. Mrs. Faulenbach said the Board needs to continue to follow the process so as to collaborate with the Town.</li><li>• Mrs. Faulenbach asked about any revenue shortages. Mr. Giovannone said there was one previously identified in LHTC tuition.</li><li>• Regarding the purchase resolution, Mr. Giovannone said lines 2 and 3 relate to awards</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>C. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated 10/31/18</b></li><li><b>2. Purchase Resolution D-716</b></li><li><b>3. Request for Budget Transfers</b></li></ol>
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	<p>for the oil tanks.</p> <ul style="list-style-type: none"><li>• Dr. Tracy thanked Mr. Giovannone for his work in the rebidding of the SNIS tank.</li><li>• Mrs. Faulenbach said it is important always to look out for funding, whether it is for BOE or the Town, as we are all in this together.</li><li>• Mrs. Faulenbach asked about the chiller motor. Mr. Munrett said this is one of approximately thirty electronic operating components of this nature. He said they are beginning to work to set up scheduled equipment replacement cycles for items such as these.</li><li>• Mr. Giovannone distributed a revised copy of the budget transfer report which corrected a mislabeled item: maintenance to music.</li><li>• Mrs. Faulenbach noted the addition of a line at the bottom for DOI. Mr. Giovannone said they are carving this out prior to budget so as to be more transparent. This reflects transportation costs associated with unfunded mandates such as DCF placements and homelessness, for example.</li><li>• Mrs. Monaghan asked if this includes the HPS bus added for downtown. Mr. Giovannone said yes this is where it will be charged in the future.</li></ul> <p>Mr. McCauley moved to bring the monthly reports: Budget Position 10/31/18, Purchase Resolution D-716 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>D. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"><li><b>1. PTO — Exhibit B</b></li><li><b>2. CAS/CIAC</b><ul style="list-style-type: none"><li>• Mrs. Faulenbach said these are self-explanatory and much appreciated.</li></ul></li></ol>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 10/31/18, Purchase Resolution D-716, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>D. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"><li><b>1. PTO — Exhibit B</b></li><li><b>2. CAS/CIAC</b></li></ol>
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	<p>Mr. McCauley moved to bring the Gifts &amp; Donations to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>E. Grant Approval</b></p> <p><b>1. Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation</b></p> <ul style="list-style-type: none"> <li>• Mrs. Hankla said this is her first year writing this grant which strengthens the preschool and daycare partnership with kindergarten through the Early Childhood Council.</li> <li>• Mr. McCauley noted that this is a hugely important connection.</li> <li>• Mrs. Hankla says that the expectation is that the organization will become more self-sustainable each year. The district is at about 60% this year.</li> <li>• Dr. Tracy said he would like to be invited to the next Council meeting.</li> </ul> <p>Mrs. Monaghan moved to bring the Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>F. Bid Awards</b></p> <p><b>1. SNIS Oil Tank</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said ETT Environmental had not bid this project the first time due to timing issues with other projects. They are the vendor doing the current HPS and Lillis projects. The recommendation memo for the bid aligns funding with the Town motion.</li> </ul>	<p><b>Motion made and passed unanimously to bring the Gifts &amp; Donations to the full Board for approval.</b></p> <p><b>E. Grant Approval</b></p> <p><b>1. Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation</b></p> <p><b>Motion made and passed unanimously to bring the Pre-K / Kindergarten Transition Initiative Grant from the CT Community Foundation to the full Board for approval.</b></p> <p><b>F. Bid Awards</b></p> <p><b>1. SNIS Oil Tank</b></p>
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<p>Mrs. Monaghan moved to bring the bid award for the SNIS Oil Tank to ETT Environmental to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>2. Special Transportation Services</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this is bid every three years. They are requesting bids now so as to have dollar amounts for budget planning. This is based on current runs and placements and current schedules of facilities.</li> <li>• Mr. McCauley noted that one run went to EdAdvance even though they were a higher bidder. Mrs. Olson said this was to benefit the students who are serviced in this case by an EdAdvance school. It helps with continuity and creates less disruption so it is worth the extra cost. Mr. Giovannone said they do discuss all aspects when making decisions on awards. He said it is a difference of \$14 per day.</li> </ul> <p>Mrs. Monaghan moved to bring the bid award for Special Transportation Services to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>G. Activity Stipend Request</b></p> <p><b>1. New Milford High School</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted the significant shift in responsibilities. Ms. Baldelli said the musical component varies with the personnel hired but the total does stay within the overall stipend budgets; it is just shifted among positions.</li> </ul> <p>Mrs. Monaghan moved to bring the Activity Stipend</p>	<p><b>Motion made and passed unanimously to bring the bid award for the SNIS Oil Tank to ETT Environmental to the full Board for approval.</b></p> <p><b>2. Special Transportation Services</b></p> <p><b>Motion made and passed unanimously to bring the bid award for Special Transportation Services to the full Board for approval.</b></p> <p><b>G. Activity Stipend Request</b></p> <p><b>1. New Milford High School</b></p> <p><b>Motion made and passed</b></p>
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	<p>Request for New Milford High School to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>H. NMHS Roof</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said this continues a conversation that started at Facilities.</li> <li>• Mr. McCauley said the Facilities Committee viewed a presentation regarding the bids and options and asked for additional information. They made a motion to move the item to the full Board for discussion and possible action.</li> <li>• Mrs. Faulenbach said the Board would not be approving the financial component as the Town is looking into bonding but the Board is the steward of the building so it is important for them to have input. She said she thought there was an MOU with the Town when the SMS roof was done that helped to make a formal recommendation.</li> <li>• Dr. Tracy said he hopes consensus can be reached with the Town over the next few weeks.</li> </ul>	<p><b>unanimously to bring the Activity Stipend Request for New Milford High School to the full Board for approval.</b></p> <p><b>H. NMHS Roof</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>1. District Consolidated Grant</b></p> <p><b>2. Title III Grant</b></p> <p><b>3. Bilingual Grant</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said she appreciates all the work that goes into obtaining these grants.</li> <li>• Mr. Giovannone said some grants are up slightly and some are down slightly; the net year to year is pretty much a wash.</li> </ul> <p><b>Update on Transportation Complaints</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this was previously a</li> </ul>	<p><b>Items of Information</b></p> <p><b>1. District Consolidated Grant</b></p> <p><b>2. Title III Grant</b></p> <p><b>3. Bilingual Grant</b></p> <p><b>Update on Transportation Complaints</b></p>

verbal report. He put it in memo form this year because complaints were up in number. He wanted to memorialize that this is due primarily to issues at the beginning of the year with the heat wave and to the work on the roundabout on Still River Drive. The requests regarding the downtown bus for HPS are considered separately and are not included in the totals since it is non-routine.

**C. Possible Budget Drivers**

- Mr. Giovannone said they are looking at health insurance for next year with the actuarial and that it will be a big budget driver. He said he is also looking for input from the Board regarding format of the budget book. Mr. Giovannone said he thinks the current format is fine but is open to suggestions from Board members.
- Mrs. Faulenbach said she thinks Board members can always ask for breakout information if they need it. She does find the revenue piece important to show since it is not always clear what money goes to the Board and what goes directly to the Town.

**D. Capital Reserve**

- Mrs. Faulenbach thanked Mr. Giovannone for this update on totals regarding capital reserve. She said it is helpful to have a paper trail for all to see. She asked if the \$322,500 that was taken out of capital reserve as a result of the passed budget is drawn on right away. Mr. Giovannone said it is and is aligned to the five year plan. He noted that the \$20,000 for the roof study came from here and meant other things planned do not happen.
- Mrs. Faulenbach asked for confirmation that the 2017-18 end of year balance was still to be added and Mr. Giovannone said that is correct, subject to final audit and minus the \$50,000 approved for turf field replacement. She noted that capital reserve is historically low at this

**C. Possible Budget Drivers**

**D. Capital Reserve**



	<p>point. She said the Board needs to keep this in mind at budget time when considering capital expenditure requests.</p> <p><b>E. Superintendent Search Update</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said the Ad-Hoc Committee has met a few times and the process is moving along.</li> <li>• Mr. Giovannone said the bid request for a superintendent search consultant will be posted tomorrow with a closing date of November 28, 2018. It includes notice of a possible special meeting of the Board on December 11, 2018 at 5:00 p.m. at which prospects may be asked to present and the bid awarded.</li> <li>• Mrs. Faulenbach said this timeline fits what was done with the last opening.</li> <li>• Mr. Giovannone said funding could come from the \$20,000 in strategic planning that the Board had budgeted if the Board wishes. They are both considered professional services so no transfer would be needed; it would just show on the purchase resolution.</li> </ul>	<p><b>E. Superintendent Search Update</b></p>
<p>5.</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>6.</p>	<p><b>Adjourn</b></p> <p>Mr. McCauley moved to adjourn the meeting at 8:57 p.m. seconded by Mrs. Monaghan and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:57 p.m.</b></p>

Respectfully submitted:

Wendy Faulenbach, Chairperson  
 Operations Sub-Committee