

**New Milford Board of Education
Operations Sub-Committee Meeting Minutes
March 6, 2007**

Board Members Present:	Dr. Lisa Diamond, Committee Chair
	Mr. Tom McSherry*
	Mr. Joseph Vita*
	Mrs. Julie Turk*
	Mr. David A. Lawson*
	Mr. Joseph Failla*
	Mr. Robin Ruggiero
	Dr. Lawrence Stillman
	Mrs. Wendy Faulenbach, Board Chair

***Committee Member**

**** Alternate Committee Member**

Administration Present:	Dr. JeanAnn C. Paddyfote, Superintendent
	Mr. Thomas Mulvihill, Asst. Superintendent
	Mr. Thomas Corbett, Director of Operations
	Mr. John Turk, Director of Fiscal Services
	Mr. John Calhoun, Director of Facilities
	Mrs. Adele Johnson, Supervisor Special Education
	Mr. Dave Elmore, Director of Technology

1.	Dr. Lisa Diamond called the Operations Committee meeting to order at 7:30 p.m.	Call to Order
2.	There was no public comment.	Public Comment
3A.	<p>Exhibit A</p> <p>Dr. Paddyfote advised the Operations Committee that an Assistant Facilities Manager was being brought forward on Exhibit A. Dr. Paddyfote, Mr. Turk and Mr. Calhoun have interviewed this individual.</p> <p>Mr. Lawson advised the committee that he would be recusing himself from the vote on Exhibit A due to the fact that he knew one of the individuals listed on the document.</p> <p>Motion made by Mr. McSherry: Move that the Operations Sub-Committee bring Exhibit A to the full Board for approval. Seconded by: Mr. Failla</p>	<p>Discussion and Possible Action</p> <p>Motion made and passed to bring Exhibit A to the full Board for approval</p>

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	<p>Aye: Dr. Diamond, Mr. McSherry, Mr. Vita, Mrs. Turk, Mr. Lawson, Mr. Failla Nay: Abstain:</p> <p>Motion Passed – Unanimously</p>	
<p>3B.</p>	<p>Monthly Reports:</p> <p>1. Purchase Resolution D-598</p> <ul style="list-style-type: none"> ➤ Mrs. Turk emailed the Superintendent listing the purchase orders she would like to address at the Operations meeting and she requested information regarding “Request for Quotes”. ➤ Dr. Paddyfote explained Policy 3300 is implemented by Mr. Turk. Mr. Turk is responsible for insuring all proper procedures are followed when he authorizes purchase requisitions. <p>The following purchase orders were questioned:</p> <ul style="list-style-type: none"> ➤ 21980 – This purchase order is a service contract with Life Safety Service & Supply. This company will walk-through the buildings and, when needed, makes replacements. ➤ 21881 – Mr. Turk explained that several purchase orders had been consolidated into one purchase order for this vendor. An RFP was not sought for this P.O. due to the fact that the items differed greatly within the individual purchase orders for this vendor. Mrs. Turk stated that an RFP could be made for the more common athletic supplies and then the purchase mix can change throughout the year. Mr. Turk advised the committee that this company had been the lowest bidder in the past, but the district is presently having some problems with them. Mr. Turk stated that there had been a history with this company and the demand for supplies is generally the same every year. He did not anticipate going to an RFP every year. ➤ Mr. Lawson stated that the lowest bidder is not always the best bidder. 	

	<ul style="list-style-type: none">➤ Mr. Calhoun stated that with the general maintenance supplies, a state vendor is used, guaranteeing the lowest prices.➤ 21757 – Mr. Calhoun explained that this purchase order is for the second year of roofing repairs at JPS. This contract began in 2004 and repairs are being made that are specific to the work that needed to be done at that time. A quote was obtained three years ago for the work this company will be doing. A new quote was not obtained for this year. The past quality and price was strong enough to go forward with the same company this year.➤ Dr. Diamond asked if the work, which has been completed thus far, was what was expected from the initial quote. Mr. Calhoun stated the work was absolutely what was expected and that there is a good history with this company.➤ Mr. Ruggiero asked what the difference is between a RFP and RFQ, what type of information goes into a RFQ? Mr. Turk stated that specifications and costs are included in an RFQ.➤ 21755 – Mr. Calhoun stated annual bids are made for this item. Four quotes were received, with Tall Order being the lowest bidder. Rental uniforms were once used, but uniforms are now purchased. The staff launders their own uniforms. A cost savings of \$8,000 was realized from this change.➤ 19787 – Dr. Paddyfote addressed the committee. Five years ago there was a grant from the Waterbury Foundation that funded a counselor for substance abuse. The grant ended. Different vendors were looked into, in addition to New Milford Behavioral Services. The hospital applied for a matching grant through the United Way. There have been problems with other vendors regarding an increase in fees to the district without any advance notice. Mrs. Turk asked if the district went out to bid on this item. Dr. Paddyfote explained that groups were interviewed, as a certain type of skill is	
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needed. A committee was formed at the high school, which has been done periodically to interview prospective agencies that provide this service. Dr. Diamond explained the history behind this purchase order and the quality of the counselor that is providing the necessary, skilled services. It would be difficult, if not impossible, to find someone of this caliber and experience to provide these services at the rate the district is currently paying. Mr. Lawson stated that this service is a partnership between the school district and the community. The district draws on resources within the community when it can. Mr. Vita asked if this was an annual amount, 20 hours/week for \$10,000. Mr. Failla asked if the individual is being utilized the whole 20 hours at the high school. Dr. Diamond stated that the counselor is assigned to the high school for the entire school year and actually puts in more than 20 hours a week. Mrs. Faulenbach added that the outcome of this relationship has been beneficial to both the Board and the community.

- 21973 – Mrs. Turk asked if the radon testing had been completed. Mr. Calhoun stated the testing is complete and the Board had been notified. Out of three vendors, Environmental Transaction was the lowest bidder.
- 2. Budget Transfer Requests
 - There were no questions regarding this report.
- 3. Budget Position as of 2/28/07
 - Mr. Lawson asked how the district is doing. Mr. Turk stated we are in a better position this year than last year, at this point in time. Mr. Turk will do a complete forecast for the next Operations meeting.
 - Mr. Corbett stated that there would be more information coming in regarding special education reimbursement.

Motion by Mr. Lawson: Move that the Operations Committee bring the monthly

	<p>financial reports to the full Board for approval. Seconded by: Mr. McSherry</p> <p>Aye: Dr. Diamond, Mr. Lawson, Mr. McSherry, Mr. Vita, Mr. Failla</p> <p>Nay:</p> <p>Abstain: Mrs. Turk</p> <p>Motion Passed – 5-0-1</p> <p>Mrs. Faulenbach asked Mrs. Turk to give a reason for her abstention. Mrs. Turk stated that information was lacking that she would like to see before the reports are presented to the full Board. Dr. Diamond asked if the responses from the administration did not satisfy her inquiries. Dr. Diamond stated she was pleased by the responses and felt they were well thought out responses. Mrs. Turk stated there should have been more information and in some cases, there should have been more “requests for quotes”. Mr. Lawson and Mr. McSherry were satisfied with the answers to the questions raised by Mrs. Turk.</p>	<p>Motion made and passed that the Operations Committee bring the monthly financial reports to the full Board for approval</p>
<p>3C.</p>	<p>Alert Now</p> <ul style="list-style-type: none"> ➤ Mr. Turk explained that this is a calling system that would help the district in times of crisis, the closing of one particular school or all schools, there are a myriad of uses. ➤ If there is a power outage, the system still works. ➤ Ten thousand calls can be made in ten minutes. ➤ There is also a human contact with this company, and not a machine recording. ➤ More information will be forthcoming. Dave Elmore needs to be involved to determine if the service would interface with our system. ➤ Dr. Paddyfote stated that this is an item that would be put into next year’s budget. ➤ Mr. Failla questioned the cost of the program. Mr. Turk responded for a population of approximately 4,500 students, the costs could be \$9,000 annually. ➤ Mr. Failla asked what other services could 	

	<p>be provided by this calling system. Mr. Turk responded that this system would be a double count at times, to make sure a message went through to the homes. It would be used in a crisis situation or for school closings.</p> <ul style="list-style-type: none"> ➤ Every call is logged. ➤ The district would know if a person or a machine received the message. ➤ Dr. Paddyfote mentioned that the system could be used for situations other than a crisis, such as Open House at NES. The message can be school specific. ➤ Mr. Failla asked if this service would replace Channel 17. Dr. Paddyfote stated no, it would be a supplement to Channel 17. ➤ Mr. Turk stated the cost of this program is not certain at this time. ➤ Mr. Failla asked if the company would be inputting the data. Mr. Turk was not sure, only knew that the data would have to be clean. 	
<p>3D.</p>	<p>Sherman Contract</p> <ul style="list-style-type: none"> ➤ The contract was sent to Dr. Michael Perrone, Supt. of Sherman, after the Board had agreed to the proposed new language in the contract. ➤ The new language referred to a limit on the number of students New Milford would accept from Sherman. ➤ Sherman is negotiating with New Fairfield, New Milford and Shepaug. ➤ Sherman is concerned about the change in the language limiting the number of students attending New Milford High School. ➤ Dr. Perrone retired and Mr. Joe Reardon is the new Superintendent of Schools for Sherman. ➤ The real issue is that Sherman does not feel they should pay for any of the debt service. ➤ It was reported in the <u>Sherman Sentinel</u> that New Fairfield's offer to Sherman is as follows: <ul style="list-style-type: none"> • "... a flat tuition rate for the next three years (\$8,900), again with no 	

	<p>upper or lower limits.”</p> <ul style="list-style-type: none">• It was also mentioned in the article that New Fairfield would take the first four students from Sherman tuition-free. <p>➤ Mrs. Faulenbach stated that New Milford is in year one of a rollover contract with Sherman.</p> <p>➤ Sherman is looking to New Milford to make some financial concessions.</p> <p>➤ Currently, the breakdown of Sherman high school students is as follows:</p> <ul style="list-style-type: none">• 60 students to Shepaug• 103 students to New Milford• 13 - 15 students to New Fairfield• The number of Brookfield students is not known <p>➤ Reportedly, if Sherman students go to New Fairfield, it will help New Fairfield with its building project. New Fairfield would be able to get more in the sense of a facility, if Sherman designates New Fairfield as their high school.</p> <p>➤ Technically, Sherman does not have a designated high school, according to Ron Harris of the SDE.</p> <p>➤ Sherman has contracts with four districts and of those four contracts; Shepaug and New Fairfield expire this year.</p> <p>➤ Dr. Paddyfote advised waiting to see what happens with the other contracts.</p> <p>➤ Dr. Stillman asked if the relationship with Sherman is advantageous to New Milford.</p> <p>➤ Mrs. Faulenbach stated that technically, the town receives the revenue.</p> <p>➤ Dr. Paddyfote stated that back in 1970, there was a ten-year contract with Sherman, in which New Milford was stated as being the designated high school. Subsequent contracts do not contain that language.</p> <p>➤ Mr. Ruggiero asked if anyone knew where the money from the Sherman tuition went regarding New Fairfield and Shepaug, i.e., back to school or to the town? Mr. Corbett stated in New Fairfield the tuition money goes to the town of New Fairfield</p>	
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	<p>but with Shepaug, which is regional, it is completely different.</p> <ul style="list-style-type: none"> ➤ Mr. Failla asked if there was a disadvantage to not having New Milford as the designated high school for Sherman? Dr. Paddyfote stated it could, because the town is anticipating approximately 1.1 million dollars in tuition revenue from Sherman. ➤ Mr. Failla asked, other than the revenue, could the decision affect us? Mr. Mulvihill stated that since all the students are not together, it would be hard to pinpoint where the effect would be felt. A class size might be reduced from 23 students to 22. ➤ Mr. Lawson stated that New Milford is not making unreasonable demands and the district's costs are reasonable. ➤ Mrs. Faulenbach stated that the New Milford Board of Education could decide to give Sherman a break on the financial end of the contract or wait and see what happens with the other districts, because New Milford already is in year one of a rollover contract with Sherman. ➤ Mrs. Faulenbach stated it could go several ways: <ul style="list-style-type: none"> • The original contract between Sherman and the New Milford Board of Education will continue as per year one of the rollover contract; • Sherman could breach the contract; • Sherman could come back to New Milford with a follow-up or counter offer. ➤ Mrs. Faulenbach, not hearing any direction from the Operations Committee, understood that New Milford would wait and see the outcome of Sherman's negotiations with the other districts. 	
3E.	<p>Gifts & Donations Motion made by Mr. McSherry: Move that the Operations Committee bring the PTO Gifts and Donations to the full Board for approval. Seconded by: Mr. Lawson</p>	<p>Motion made and passed to bring the PTO Gifts and Donations to the full Board for approval</p>

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	<p>Aye: Dr. Diamond, Mr. Lawson, Mr. McSherry, Mr. Vita, Mrs. Turk, Mr. Failla.</p> <p>Motion Passed - Unanimously</p>	
<p>4.</p>	<p>Motion made by Mr. McSherry: Move that the Operations Sub-Committee adjourn. Seconded by: Mr. Vita</p> <p>Aye: Dr. Diamond, Mr. McSherry, Mr. Vita, Mrs. Turk, Mr. Lawson, Mr. Failla</p> <p>Nay:</p> <p>Abstain:</p> <p>Motion Passed—Unanimously The Operations Sub-Committee meeting adjourned at 8:44 p.m.</p>	<p>Adjournment</p>

Respectfully submitted,

**Dr. Lisa Diamond
 Chair—Operations’ Sub-Committee**