

**New Milford Board of Education
 Operations Sub-Committee Special Meeting Minutes
 June 7, 2016
 Sarah Noble Intermediate School, Library Media Center**

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. Robert Coppola
 Mr. Brian McCauley
 Mr. J.T. Schemm

Also Present: Mr. Joshua Smith, Superintendent Elect
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations
 Ms. Roberta Pratt, Director of Technology
 Mr. Kevin Munrett, Facilities Manager
 Mr. Nestor Aparicio, Assistant Facilities Manager
 Mrs. Sandra Sullivan, Director of Food and Nutrition Services

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NEW MILFORD, CT

1.	<p>Call to Order The special 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>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"> • Ms. Baldelli said she would have a revised Exhibit A for next week's Board meeting. • Mr. Coppola asked if there were any more retirements and Ms. Baldelli said not at this time. • Mr. Coppola asked about the several band position resignations, specifically Mr. Polhemus. Ms. Baldelli said Mr. Polhemus had resigned from a stipend position and not his teaching position at SMS. She said the band positions change over frequently as they require a significant time commitment. • Mr. Coppola said he was pleased to provide Mrs. Singer, last year's New Milford teacher 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

of the year, with additional leave as requested but disappointed she was not back teaching yet.

Mr. McCauley moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.

Motion seconded by Mr. Schemm.

Motion passed unanimously.

B. Monthly Reports

- 1. Budget Position dated 5/31/16**
- 2. Purchase Resolution D-687**
- 3. Request for Budget Transfers**

- Mr. Giovannone distributed an updated Budget Position and said he would provide an additional update for the full Board meeting next week.
- Mrs. Faulenbach asked about the certified staff line and Mr. Giovannone said it reflects summer pays to teachers.
- Mr. Coppola asked about the projected end of year balance and Mr. Giovannone said it is at roughly 1% of the budget now with adjustments still coming, so we are in good shape.
- Mrs. Faulenbach said last year there were unexpected revenues in Medicaid and excess costs and asked for the projection for this year. Mr. Smith said if anything excess costs are anticipated to be less than budgeted. He said athletic gate fees are down too due to the field project.
- Mr. Schemm said he appreciates the new format. He likes both the real time reporting and projection and finds them both helpful, especially since this is a budget driver.
- Mr. Giovannone said the purchase resolution contains some end of year projects such as the therapeutic program at the high school, the cooling of the server room and closets, and

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. Monthly Reports

- 1. Budget Position dated 5/31/16**
- 2. Purchase Resolution D-687**
- 3. Request for Budget Transfers**

	<p>catwalk.</p> <ul style="list-style-type: none"> • Mr. Schemm asked about the Dell computers for SNIS. Ms. Pratt said they tie to the refresh cycle. The district waited until the end of the year to purchase in order to make sure the funds were not needed for other unanticipated expenses. Ms. Pratt said they replace computers that are seven to nine years old. • Mr. Schemm asked about the adjustment involving the therapeutic program. Mr. Smith said excess costs had been budgeted at 70% for next year but current thinking is that it will be 65%. Since the therapeutic program is being funded with this year's money, the funds budgeted for that program next year are able to be reallocated to cover the expected reduction in excess cost revenue. • Mr. Coppola thanked Mr. Giovannone for the clarity of the transfer report and the continued practice of transferring within departments. • Mr. Giovannone said the transfer document would be revised for the full Board meeting to reflect tonight's discussion regarding the purchase resolution. • Mrs. Faulenbach asked if Mr. Smith anticipated discussion of additional end of year projects next week and Mr. Smith said yes. • Mrs. Faulenbach asked if the capital item was in the five year plan and Mr. Munrett said no, that it was an unexpected need. <p>Mr. Coppola moved to bring the monthly reports: Budget Position dated 5/31/16, Purchase Resolution D-687, and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations 1. PTO – Exhibit B</p> <p>Mr. Coppola moved to bring Gifts and Donations:</p>	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 5/31/16, Purchase Resolution D-687, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations 1. PTO – Exhibit B</p> <p>Motion made and passed</p>
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	<p>PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> • Mr. Coppola thanked the PTO for their donation. • Mr. Schemm said he was happy to see money being spent in town on great programs like those offered at the Pratt Center for example. <p>Motion passed unanimously.</p> <p>D. Bid Awards</p> <p>1. Food and Nutrition Services – Milk</p> <ul style="list-style-type: none"> • Mr. Coppola asked if having only one bidder was unusual and he also asked to know the dollar amount of the bid. • Mrs. Sullivan said she did not know why only one bid; historically there have been two or three. She said the district had used Wades in the past. She said it was a per unit bid of 20 cents per unit with roughly 2000-2200 units used per day. Mr. Smith said the bid would total approximately \$80,000 based on those figures. <p>2. Food and Nutrition Services – Frozen Dessert</p> <ul style="list-style-type: none"> • Mr. Coppola asked why the bidder was chosen and the dollar amount. Mr. Giovannone said he did not have the dollar amount at hand but would provide it for the full Board meeting. • Mrs. Sullivan said there were 20 items on the bid and the company not chosen only bid on three, so could not service to full capacity. • Mrs. Faulenbach asked if we had used the company before and Mrs. Sullivan said they are the current provider. • Mr. Schemm asked for clarification that the Food Services program is self-sustaining and does not affect the district’s operating budget. Mr. Smith said that is correct but if for some 	<p>unanimously to bring Gifts and Donations: PTO – Exhibit B to the full Board for approval.</p> <p>D. Bid Awards</p> <p>1. Food and Nutrition Services – Milk</p> <p>2. Food and Nutrition Services – Frozen Dessert</p>
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	<p>reason it became not self-sustaining then the budget would have to support it.</p> <ul style="list-style-type: none"> • Mr. Schemm asked if it was appropriate for the Board to approve bids in this case. Mr. Smith said this has been the historical practice. <p>3. Special Education - Occupational Therapy</p> <p>4. Special Education - Physical Therapy</p> <ul style="list-style-type: none"> • Mr. Coppola asked why the district does not hire personnel directly for these services. Mr. Smith said contracting is less expensive and gives more flexibility in how student services are provided. • Mrs. Faulenbach said she would like to see a memo with more detail on how the bid reflects dollar-wise with past services and what the determination was for the recommendation. Mr. Giovannone said he would provide that for next week's meeting. <p>5. SMS Server Room(s) Cooling</p> <ul style="list-style-type: none"> • Mr. Smith said the number quoted on the purchase resolution is reflected here. • Mr. McCauley asked why there was only one bidder. Mr. Giovannone said it was probably due to the tight timeframe required for the project to be completed. • Mr. Schemm asked what the cost is of the equipment in the room. Mr. Smith said between the server room and closets the cost is in the six figures. Ms. Pratt said it would be devastating to the district if there was a problem and the equipment is not protected. <p>Mr. Coppola moved to bring the bid awards for Food and Nutrition Services – Milk; Food and Nutrition Services – Frozen Dessert; Special Education – Occupational Therapy; Special Education – Physical Therapy; and SMS Server Room(s) Cooling to the full</p>	<p>3. Special Education - Occupational Therapy</p> <p>4. Special Education - Physical Therapy</p> <p>5. SMS Server Room(s) Cooling</p> <p>Motion made and passed unanimously to bring the bid awards for Food and Nutrition Services – Milk; Food and Nutrition Services – Frozen Dessert; Special</p>
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	<p>Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>E. Grants</p> <p>1. Carl D. Perkins Grant</p> <ul style="list-style-type: none"> • Mr. Smith said this grant helps fund business courses at the high school. It is an annual, non-competitive grant. • Mr. Coppola asked if the request is similar to that in the past and Mr. Smith said yes. <p>2. Adult Education – El Civics for Work and Life Transitions CCR ready Grant</p> <ul style="list-style-type: none"> • Mr. Smith said this is an entitlement grant which requires matching funds. It is very similar to last year’s request. He said the grant expands the culinary partnership begun this year. <p>Mr. Coppola moved to bring the Carl D. Perkins Grant and Adult Education – El Civics for Work and Life Transitions CCR ready Grant to the full Board for approval.</p> <p>Motion seconded by Mr. Schemm.</p> <p>Motion passed unanimously.</p> <p>F. Recommended Adjustments to 2016-2017 Budget</p> <ul style="list-style-type: none"> • Mr. Smith said the top of the chart reflects the Town Council reduction of May 31, 2016. • Mrs. Faulenbach asked for clarification on the insurance reduction. Mr. Smith said that has been clarified since the May 31st meeting and it has been determined that the reduction is from the Town side and it will be taken from the Town’s insurance line. 	<p>Education – Occupational Therapy; Special Education – Physical Therapy; and SMS Server Room(s) Cooling to the full Board for approval.</p> <p>E. Grants</p> <p>1. Carl D. Perkins Grant</p> <p>2. Adult Education – El Civics for Work and Life Transitions CCR ready Grant</p> <p>Motion made and passed unanimously to bring the Carl D. Perkins Grant and Adult Education – El Civics for Work and Life Transitions CCR ready Grant to the full Board for approval.</p> <p>F. Recommended Adjustments to 2016-2017 Budget</p>
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- Mr. Coppola said he remains concerned with this reduction until he sees the actual adjustment made on the Town side.
- Mr. Smith said the additional \$70,395 in workers comp and L.A.P. reduction will come from the Board's side.
- Mrs. Faulenbach clarified that the actual total reduction to the Board was more than \$380,000 then including those two items, not \$310,000, and Mr. Smith said that is correct.
- Mr. Schemm said he understood the insurance numbers moved with time but asked when they settle on a number. Mr. Smith said he believes it is firm as of July 1st but would check that before the Board meeting on Tuesday.
- Mr. Smith said the items at the bottom of the chart are Central Office administrative team suggestions for possible reductions.
- Mr. Coppola asked when cuts would actually be made and Mr. Smith said he recommends that the Board decide on the reductions at next week's meeting with the motion contingent on the budget passing. If the budget fails then an additional meeting will be necessary to make further reductions.
- Mrs. Faulenbach said she thought that would work well procedurally and also give the public information on what the Board is thinking regarding reductions.
- Mr. Coppola asked about the revenue, excess cost reduction on the chart and Mr. Smith said this was a year-end recommendation for budget adjustment that would have taken place regardless of the budget vote.
- Mrs. Faulenbach asked if there was documentation supporting the transportation reduction and Mr. Smith said he would try to have a memo for Tuesday's Board meeting.
- Mr. Schemm asked about the salary control account and Mr. Giovannone said this is a catch-all account for all adjustments to salary lines.
- Mr. Smith said that if the Board members

	<p>would like any information on the proposed reductions to let him know prior to Tuesday's meeting.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she would like some background on where the line item reductions originated. • Mr. Coppola suggested an email be sent to all Board members asking them to make requests for any other line item information they wished considered to the superintendent before Tuesday's meeting. • Mr. McCauley asked for a status report on summer school for Tuesday. • Mr. Giovannone asked the Board to let him know if they would like any change made to the report's format. It was suggested that the chart be separated into two pages: one for "regular" adjustments to the budget, the other page for adjustments recommended to meet the reduction. • Mrs. Faulenbach said she would also like to see the full total of \$380,000 reflected. <p>Mr. Schemm moved to bring the Recommended Adjustments to the 2016-2017 Budget to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>G. Recommendation for End-of-Year Projects</p> <ul style="list-style-type: none"> • Mr. Smith said these projects show up in the purchase resolution which has been previously discussed. • Mrs. Faulenbach asked when the Board typically requests the end of year balance go to capital reserve and Mr. Smith said that is usually in September. 	<p>Motion made and passed unanimously to bring the Recommended Adjustments to the 2016-2017 Budget to the full Board for discussion and possible action.</p> <p>G. Recommendation for End-of-Year Projects</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Certified Substitute Coverage</p>	<p>Items of Information</p> <p>A. Certified Substitute Coverage</p>

	<ul style="list-style-type: none">• Mrs. Faulenbach suggested the Board might want to consider if they still needed to see this report every month.• Mr. Schemm said originally he was looking to see if a pattern would emerge but does not think the report is yielding high value data. He would prefer that Human Resources just spot check.• Mr. Coppola said he would prefer to see the data only when Ms. Baldelli had additional plans to propose for discussion on how to increase the fill rate. <p>B. Annual Emergency Preparedness Report</p> <ul style="list-style-type: none">• Mr. Smith said this report is a follow up in many ways to the security workshop. It is a required annual report to the Board. <p>C. Annual Wellness Report</p> <ul style="list-style-type: none">• Mr. Smith said this is also a required annual report.• Mr. Coppola said it was an impressive list of accomplishments. <p>D. John J. McCarthy Observatory Annual Report</p> <ul style="list-style-type: none">• Mr. Smith said this is an extremely impressive volunteer group. He was pleased to see the report highlight student accomplishments as it has in previous years.• Mr. Schemm said he believed there are still excellent opportunities to integrate this program even more in our schools.• Mr. Smith said strides had been made in that direction this year with observatory visits required for astronomy students and the teacher joining the Observatory Board.• Mr. Coppola asked if the planetarium is still used at SNIS and Mr. Smith said yes. The K-5 Science enrichment teacher has increased the	<p>B. Annual Emergency Preparedness Report</p> <p>C. Annual Wellness Report</p> <p>D. John J. McCarthy Observatory Annual Report</p>
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	<p>focus there this year.</p> <p>E. Teacher and Administrator Educator Evaluation and Support Plans 2016-2017</p> <ul style="list-style-type: none"> Mr. Smith said there has been a change in state statute and the Board is no longer required to approve these plans annually unless there have been significant changes, which there have not been this year. 	<p>E. Teacher and Administrator Educator Evaluation and Support Plans 2016-2017</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>Executive Session (Anticipated)</p> <p>A. Discussion of the employment and salary of the Director of Human Resources, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, and Mail Courier.</p> <p>Mr. Schemm moved that the Committee enter into Executive Session to discuss the employment and salary of the Director of Human Resources, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, and Mail Courier, and to invite Mr. Smith, Superintendent Elect, into the session.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>The Committee and Mr. Smith entered executive</p>	<p>Executive Session (Anticipated)</p> <p>A. Discussion of the employment and salary of the Director of Human Resources, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, and Mail Courier.</p> <p>Motion made and passed unanimously that the Committee enter into Executive Session to discuss the employment and salary of the Director of Human Resources, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, and Mail Courier, and to invite Mr. Smith, Superintendent Elect, into the</p>

	<p>session at 9:20 p.m. The Committee and Mr. Smith returned to public session at 9:48 p.m.</p> <p>Mr. Coppola moved to send the positions of the Director of Human Resources, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, and Mail Courier, to the full Board for discussion and possible action regarding salary adjustments.</p> <p>Motion seconded by Mr. Schemm.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she appreciated the opportunity for the Committee to review salary adjustments prior to the referendum vote and to be able to send the discussion on to the full Board. 	<p>session.</p> <p>Motion made and passed unanimously that the Committee send the positions of the Director of Human Resources, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, and Mail Courier, to the full Board for discussion and possible action regarding salary adjustments.</p>
<p>7.</p>	<p>Adjourn</p> <p>Mr. McCauley moved to adjourn the meeting at 9:50 p.m. seconded by Mr. Coppola and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:50 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee