

**New Milford Board of Education
Operations Sub-Committee Minutes
September 3, 2013
Lillis Administration Building, Room 2**

COPIES TO: LILLIS BEE
METRO. INCL. 10/1/13
2013 SEP - 6 A 8:53
NEW MILFORD, CT

Present: Mr. Thomas McSherry, Chairperson
Mrs. Wendy Faulenbach
Mr. David A. Lawson
Mr. William Wellman

Absent: Mrs. Lynette Celli Rigdon

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

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mr. McSherry. Mrs. Faulenbach was seated in the absence of Mrs. Celli Rigdon and the unavailability of an alternate.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> 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"> Ms. Baldelli said it had been a busy beginning of school and the Exhibit was quite lengthy. She acknowledged Mr. Miller's resignation and said he would be greatly missed. Mrs. Faulenbach noted that eleven certified staff took other positions. She said that seemed high and asked if exit interviews were done. Ms. Baldelli said yes and she had met with almost all. For many, the change was one that they had been looking for over time for personal reasons. Mrs. Faulenbach asked about staffing status 	Discussion and Possible Action Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<p>and Ms. Baldelli said the district was in good shape with only a few vacancies.</p> <ul style="list-style-type: none"> • Mr. Lawson asked about the salary for the SNIS intern and what that person's duties were. Ms. Baldelli said the cost was approximately \$13,000, payable to the university, and the person would be a classroom substitute. • Mrs. Faulenbach noted that most of the coaches were listed pending materials and asked if progress was being made. Ms. Baldelli said that most were all set, just waiting on cards and certificates for finalization. • Dr. Paddyfote pointed out the hiring of a first grade teacher at HPS. This was due to larger than anticipated enrollment there and was funded by an unfilled position at JPS for a remedial reading teacher. She said that Ms. Baldelli and Mr. Miller are working on finalizing staff changes now and will firm up the balance to try to hire for that position as well. • Mr. McSherry pointed out an error in the stipends listed for field hockey coaches. Ms. Baldelli said she would correct the Exhibit prior to next week's Board meeting. <p>Mrs. Faulenbach 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. Lawson.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-657 2. Budget Position as of August 31, 2013 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mr. Miller clarified an item on page 8 of the purchase resolution. An incorrect account was listed for Herff Jones. The resolution will be 	<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> <p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-657 2. Budget Position as of August 31, 2013 3. Request for Budget Transfers
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	<p>corrected for the Board meeting next week.</p> <ul style="list-style-type: none"> • Mr. Wellman questioned who is the insured under the All Star Insurance item. Mr. Miller said the district is. • Mr. McSherry noted the staggering amount of money spent for licenses each year. • Mr. Wellman noted the same for copiers. • Mr. Lawson asked who set the amount required to be paid for workers' comp insurance. Mr. Miller said the carrier sets it off the payroll amount. He said the figure is audited annually. • Mr. Wellman asked what GL-LAP was for and Mr. Miller said that was general liability insurance. <p>Mr. Lawson moved to bring the monthly reports: Purchase Resolution D-657, Budget Position as of August 31, 2013 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Faulenbach.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <p>1. Stop & Shop A+ Rewards Donation</p> <ul style="list-style-type: none"> • There was no discussion. <p>Mr. Lawson moved to bring Gifts & Donations: Stop & Shop A+ Rewards Donation to the full Board for approval.</p> <p>Motion seconded by Mrs. Faulenbach.</p> <p>Motion passed unanimously.</p> <p>D. Grant Approvals</p> <p>1. School Security Competitive Grant Program</p> <ul style="list-style-type: none"> • Mr. Lawson noted this grant had already been discussed in detail at the Facilities Sub-Committee meeting. 	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-657, Budget Position as of August 31, 2013 and Request for Budget Transfers to the full Board for approval.</p> <p>Gifts & Donations</p> <p>1. Stop & Shop A+ Rewards Donation</p> <p>Motion made and passed unanimously to bring Gifts & Donations: Stop & Shop A+ Rewards Donation to the full Board for approval.</p> <p>Grant Approvals</p> <p>1. School Security Competitive Grant Program</p> <p>2. P-3 Preschool/K Transition and Collaboration Grant</p>
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<p>2. P-3 Preschool/K Transition and Collaboration Grant</p> <ul style="list-style-type: none"> Mr. Lawson asked if this grant was done in the past and was told yes. <p>3. Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant</p> <ul style="list-style-type: none"> Mr. Smith said that the Smarter Balanced Assessment will start next year at the very least as a pilot. This is a newly created State grant that allots a total of 10 million dollars to help schools prepare for the national assessment. The district is requesting approximately \$250,000 to purchase new network equipment for all six schools and the Lillis building. Mr. McSherry asked if we had sufficient laptops. Mr. Smith said we are not where we want to be but that the focus for now is on equipment which will have a more lasting impact. Mr. Lawson asked if this was a competitive grant and Mr. Smith said it was. Mrs. Faulenbach asked when the grant would be awarded and Mr. Smith said no date was given. Mr. Lawson asked if the grant was already submitted and Mr. Smith said it was with a note that it was pending Board approval. <p>4. ED 229 Bilingual Education Program Grant</p> <ul style="list-style-type: none"> Mr. Smith said this grant was awarded last year as well and funds will be used to continue community outreach to parents. <p>Mr. Lawson moved to bring the School Security Competitive Grant Program Grant, P-3 Preschool/K Transition and Collaboration Grant, Technology</p>	<p>3. Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant</p> <p>4. ED 229 Bilingual Education Program Grant</p> <p>Motion made and passed unanimously to bring the School Security Competitive Grant</p>
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	<p>Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant and ED 229 Bilingual Education Program Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Faulenbach.</p> <p>Motion passed unanimously.</p> <p>E. Authorization of Signatory on School District Accounts</p> <ul style="list-style-type: none"> Mr. Miller said this was necessary due to the change in principal at HPS. Mrs. Ness has been deleted but Dr. Stuhlman needs to be added. <p>Mrs. Faulenbach moved to bring Dr. Anne Stuhlman as signatory on Hill and Plain School Accounts to the full Board for approval.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <p>F. Adoption of Resolution for Flexible Spending Plan</p> <ul style="list-style-type: none"> Mr. Miller said this resolution was necessary because the federal government has set a new cap on the maximum allowable amount for healthcare flexible spending accounts. <p>Mr. Lawson moved to bring the Adoption of Resolution for Flexible Spending Plan to the full Board for approval.</p> <p>Motion seconded by Mrs. Faulenbach.</p> <p>Motion passed unanimously.</p>	<p>Program Grant, P-3 Preschool/K Transition and Collaboration Grant, Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant and ED 229 Bilingual Education Program Grant to the full Board for approval.</p> <p>Authorization of Signatory on School District Accounts</p> <p>Motion made and passed unanimously to bring Dr. Anne Stuhlman as signatory on Hill and Plain School Accounts to the full Board for approval.</p> <p>Adoption of Resolution for Flexible Spending Plan</p> <p>Motion made and passed unanimously to bring the Adoption of Resolution for Flexible Spending Plan to the full Board for approval.</p>
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<p>G.</p>	<p>Tuition Rates for 2013-2014</p> <ul style="list-style-type: none"> • Mr. Miller said the criteria for setting the rates have not changed and that enrollment is one factor. Since enrollment is down, tuition rates have gone up. • Mrs. Faulenbach asked for the current enrollment figure. Dr. Paddyfote said it is approximately 4400 students but is still in flux. Attendance vs. enrollment is being monitored daily with the opening of school. She will give an update at next week's Board meeting. <p>Mrs. Faulenbach moved to bring the Tuition Rates for 2013-2014 to the full Board for approval.</p> <p>Motion seconded by Mr. Wellman.</p> <p>Motion passed unanimously.</p>	<p>Tuition Rates for 2013-2014</p> <p>Motion made and passed unanimously to bring the Tuition Rates for 2013-2014 to the full Board for approval.</p>
<p>H.</p>	<p>Substitute Rates</p> <ol style="list-style-type: none"> 1. Teachers 2. Para-educators 3. Secretaries 4. Tutors <ul style="list-style-type: none"> • Dr. Paddyfote said this item was intended to start discussion on the topic of substitute rates. The rates have not increased in over ten years. Currently, a teacher sub receives \$70 per day or \$75 per day if over three years, para subs receive \$9 per hour, secretary subs receive \$8.50 per hour and tutors receive \$14 per hour or \$15 per hour after three years. Minimum wage is due to increase in January. Human Resources is gathering information regarding what is paid in competing districts and starting to calculate the cost of increases. Dr. Paddyfote plans to bring additional information to the October Operations meeting with a recommendation for the Board. • Mr. Lawson said he thinks what the district pays substitutes is an embarrassment and that 	<p>Substitute Rates</p> <ol style="list-style-type: none"> 1. Teachers 2. Para-educators 3. Secretaries 4. Tutors

	<p>“you get what you pay for”. He suggested data include the New York area near New Milford as well.</p> <ul style="list-style-type: none"> • Mr. McSherry would like the data to include how many subs the district has used each year historically. Dr. Paddyfote said that in the case where there is no teacher sub available another teacher covers at a cost of approximately \$210. • Mrs. Faulenbach said she appreciates the start of the discussion. 	
I.	<p>Request to Accept a Tuition Student</p> <ul style="list-style-type: none"> • Mr. Lawson asked if this student was currently enrolled and what rate would be paid. Mr. Smith said the student was enrolled and would pay tuition at the 2013-2014 rate. <p>Mrs. Faulenbach moved to bring the Request to Accept a Tuition Student to the full Board for approval.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p>	<p>Request to Accept a Tuition Student</p> <p>Motion made and passed unanimously to bring the Request to Accept a Tuition Student to the full Board for approval.</p>
J.	<p>Update: End-of-Year Balance for 2013</p> <ul style="list-style-type: none"> • Mr. Miller said the unaudited balance for 2013 was \$786,775. Most of the balance was in certified salary savings due to early retirement. Replacement hiring cost savings doesn't show until long after the retirements take place and is a one-time adjustment. Excess cost and energy were also favorable this year. • Mrs Faulenbach asked what the capital reserve balance was and Mr. Miller said just under a half million. Mrs. Faulenbach suggested the year-end balance should best go there and said it would be her recommendation to bring the balance to the full Board for discussion. <p>Mrs. Faulenbach moved to bring the end-of-year balance for 2013 to the full Board for discussion and</p>	<p>Update: End-of-Year Balance for 2013</p> <p>Motion made and passed unanimously to bring the end-of-</p>

	<p>possible action.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <p>K. Consultant to Follow-up on School Facility and Utilization Study Committee recommendations</p> <ul style="list-style-type: none"> • Dr. Paddyfote said she had provided a memo to the Committee where she outlined the reasons behind her request to hire a consultant to provide the information necessary to make the final decision about closing a school. She said the amount of time required is substantial and this hiring was recommended many times during Facility and Utilization Study Committee meetings. • Mrs. Faulenbach said she had been a member of that committee and agreed that this hiring should be brought to the full Board for discussion. • Mr. Lawson said he thinks this hiring is jumping the gun as the full Board has not met as a whole to discuss the closing of a school. He said money already was paid to a consultant to do the study itself. Extra administrators were hired in spite of declining enrollment. He also objected to using money for a consultant that could go to eliminating pay to play instead. He feels strongly that we should use in house resources. • Dr. Paddyfote said she respectfully disagreed. The in house team is already stretched thin with the demands of the new teacher and administrator evaluation and the migration to the new financial software Munis. The Accounting Manager is leaving in November and will need to be replaced and the Fiscal Services Director spends more time out of the building on the Munis project than in. Per the study, a decision to close should be done six months in advance if it is to happen. This 	<p>year balance for 2013 to the full Board for discussion and possible action.</p> <p>Consultant to Follow-up on School Facility and Utilization Study Committee recommendations</p>
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	<p>consultant would provide the Board with the good information it needs in a timely fashion.</p> <ul style="list-style-type: none">• Mrs. Faulenbach said she thinks the full Board should at least discuss this issue. The Board will need information and community involvement to ultimately make the decision.• Mr. Lawson said this will not be the same Board in November and the new Board should have input.• Mrs. Faulenbach said that business goes forward and that the Board still needs to do the charge at hand, not sit and wait in the meantime, but continue the process.• Mr. McSherry asked what more information this person could provide. He thinks closing a school is the clear choice already with only the year in question. He says there is a push from outside to do so as soon as possible.• Dr. Paddyfote referenced her handout for the consultant's responsibilities. This information will need to be in hand before the budget is set: Can we close the school? Does the Board want to? When will it happen?• Mr. McSherry asked if it was the accelerated track that required the consultant and Dr. Paddyfote said yes.• Mr. Lawson said regardless a public hearing should be scheduled as soon as possible and that he thought the consultant decision should wait until after that.• Mrs. Faulenbach said she would move to bring the topic to the Board for discussion and possible action.• Mr. Lawson said he would reluctantly second it so that the full Board could discuss it but that he was not in favor.• Mr. Wellman said he would not second it because he wanted the topic to be for discussion only with no possible action. <p>Mrs. Faulenbach moved to bring the authorization for the superintendent to hire a Consultant to Follow-up on School Facility and Utilization Study Committee</p>	<p>Motion made and passed to bring the authorization for the superintendent to hire a Consultant</p>
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	<p>recommendations to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed 3-1. Yes: Mrs. Faulenbach, Mr. Lawson, Mr. McSherry No: Mr. Wellman</p>	<p>to Follow-up on School Facility and Utilization Study Committee recommendations to the full Board for discussion and possible action.</p>
4.	<p>Items of Information</p> <p>Mr. McSherry said we would hear the Munis update first.</p> <p>B. Update on Munis</p> <ul style="list-style-type: none"> Mr. Miller said the project was on track for July 1, 2014. Because of the need to coordinate with the Town system, it is very important to keep the schedule on track. It is his first experience with a conversion and it is tremendously time consuming. Between 60% and 75 % of his time is currently involved with Munis training. The conversion is made more difficult on the Board of Education side because there are so many more active accounts on the Board side. It is compounded by the new chart of accounts required by the state. <p>A. Update on SEED</p> <ul style="list-style-type: none"> Dr. Paddyfote said all administrators have been trained on SEED and the two teacher days at the beginning of the year covered the topic. Administrators facilitated those days. <p>C. Superintendent's Goals</p> <ul style="list-style-type: none"> Dr. Paddyfote reviewed her goals and strategic objectives for the year and said she would appreciate any feedback or questions. She said 	<p>Update on Munis</p> <p>Update on SEED</p> <p>Superintendent's Goals</p>

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	there was a great deal to be accomplished this year.	.
5.	Adjourn Mrs. Faulenbach moved to adjourn the meeting at 8:42 p.m. seconded by Mr. Lawson and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:42 p.m.

Respectfully submitted:



Thomas McSherry, Chairperson
Operations Sub-Committee