

**Regular Operations Meeting Minutes**  
**October 3, 2006**  
**Lillis Administration Bldg., Rm. 2**

<b>Board Members Present:</b>	<b>*Dr. Lisa Diamond, Committee Chair</b>
	<b>Mrs. Wendy Faulenbach, Board Chairperson</b>
	<b>Mrs. Dian Traisci-Marandola</b>
	<b>*Mrs. Julie Turk</b>
	<b>*Mr. Robin Ruggiero</b>
	<b>*Mr. Tom McSherry</b>
	<b>*Mr. David A. Lawson</b>

**\*Committee Members**

<b>Administration Present:</b>	<b>Dr. JeanAnn C. Paddyfote, Superintendent</b>
	<b>Mr. Thomas Corbett, Director of Operations</b>
	<b>Mr. John Turk, Director of Fiscal Services</b>
	<b>Mr. David Elmore, Director of Technology</b>
	<b>Mrs. Adele Johnson, Supervisor of Special Education</b>
	<b>Ms. Ellamae Baldelli, Principal, SNIS</b>

<b>1.</b>	The Operations Sub-Committee was called to order at 6:33 p.m.	<b>Call to Order</b>
<b>2.</b>	There was no public comment.	<b>Public Comment</b>
	<p>Motion by Mr. McSherry: Move that the Operations Sub-Committee add to the agenda a discussion of a possible Board workshop.            Seconded by: Mr. Ruggiero</p> <p>Aye: Dr. Diamond, Mr. McSherry, Mr. Ruggiero, Mr. Lawson            Nay:            Abstain: Mrs. Turk</p> <p>Motion Passed: 4-0-1</p>	<b>Motion made and passed to add to the agenda a discussion of a possible Board workshop</b>
<b>3A.</b>	<p>Motion by Mr. McSherry: Move that the Operations Sub-Committee bring Exhibit A to the full Board for approval on October 10, 2006.            Seconded by: Mr. Lawson</p> <p>Aye: Dr. Diamond, Mr. McSherry, Mr. Lawson, Mr. Ruggiero            Nay:            Abstain: Mrs. Turk            Motion Passed: 4-0-1</p>	<p><b>Exhibit A</b></p> <p><b>Motion made and passed to bring Exhibit A to the full Board for approval on October 10, 2006</b></p>
<b>B.</b>	Motion by Mr. Lawson: Move that the Operations Sub-Committee bring the Monthly Reports to the full Board for approval on October 10, 2006.	<b>Monthly Reports</b>

	<p>Seconded by: Mr. Ruggiero</p> <p>Discussion: Money has been transferred from the electric/fuel account and put into the EEI Plan account.</p> <p>Aye: Dr. Diamond, Mr. Lawson, Mr. Ruggiero, Mr. McSherry, Mrs. Turk</p> <p>Nay:</p> <p>Abstain:</p> <p>Motion Passed: Unanimously</p>	<p><b>Motion made and passed to bring the Monthly Reports to the full Board for approval on October 10, 2006.</b></p>
<p><b>C.</b></p>	<p>Mr. Turk gave an overview of the status of the Energy Management Conservation Plan.</p> <ul style="list-style-type: none"><li>➤ Two consultants from EEI met with Mr. Turk and Mr. Knipple</li><li>➤ Computer has been loaded with appropriate software</li><li>➤ Electric, fuel and gas costs are being loaded into the computer to create a baseline</li><li>➤ EEI Plan to go to full Board for approval in October</li><li>➤ Energy guidelines have been distributed to the administrators</li><li>➤ Mr. Knipple will be meeting with school administrators</li><li>➤ Energy guidelines will be posted in the schools</li><li>➤ Mr. Knipple will be attending a three-day seminar</li><li>➤ Two consultants from EEI will be returning for further training</li><li>➤ Mr. Knipple will be giving Mr. Turk a written report every week on what he does everyday regarding energy education</li></ul> <p>Motion by: Mr. McSherry: Move that the Operations Sub-Committee bring to the full Board the recommendation that the Board Chairperson and Board Secretary sign the Energy Conservation Management Plan.</p> <p>Seconded by: Mr. Lawson</p> <p>Aye: Dr. Diamond, Mr. McSherry, Mr. Lawson, Mr. Ruggiero Mrs. Turk</p>	<p><b>Energy Management Conservation Plan</b></p> <p><b>Motion made and passed to bring to the full Board for approval on October 10, 2006 the recommendation that the Board Chairperson and Board Secretary sign the Energy Conservation Management Plan</b></p>

	<p>Abstain:</p> <p>Motion Passed – Unanimously</p>	
<p><b>D.</b></p>	<p>Dr. Paddyfote recommended to the Operations Committee that the district contract with The Cambridge Group to conduct a Strategic Plan which would be facilitated by Dr. Howard Feddema.</p> <ul style="list-style-type: none"> <li>➤ It was the consensus of the Operations Sub-Committee that an outside facilitator would be desirable.</li> <li>➤ The Cambridge Group translated well to an education system. and they are student focused and comprehensive.</li> </ul> <p>Motion by Mr. Lawson: Move that the Operations Sub-Committee recommend contracting the Cambridge Group to conduct a strategic plan for New Milford, as outlined by Dr. Howard Feddema to the full Board for approval on October 10, 2006. Seconded by: Mr. Ruggiero</p> <p>Aye: Dr. Diamond, Mr. Lawson, Mr. Ruggiero, Mr. McSherry, Mrs. Turk  Nay:  Abstain:</p> <p>Motion Passed – Unanimously</p>	<p><b>Strategic Planning</b></p> <p><b>Motion made and passed to recommend contracting the Cambridge Group to conduct a strategic plan as outlined by Dr. Howard Feddema to the full Board for approval on October 10, 2006.</b></p>
<p><b>E.</b></p>	<p>Dr. Paddyfote discussed the contract between New Milford Public Schools and Sherman Public Schools.</p> <ul style="list-style-type: none"> <li>➤ According to state law, New Milford cannot put a limit on the number of students that attend NMHS from Sherman, as New Milford is the designated high school.</li> <li>➤ The contract extends over five (5) years. After the third year either party can decide not to extend the contract. The contract automatically renews for another five (5) years if neither party does not make a change.</li> <li>➤ Region 12 also has a five (5) year renewal contract with Sherman.</li> <li>➤ The Boards of Education from both districts decide who is the designated school.</li> <li>➤ Sherman has shown some interest in pursuing New Fairfield as the designated</li> </ul>	<p><b>Sherman Contract</b></p>

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	<ul style="list-style-type: none"><li>➤ The district anticipated having 90 students from Sherman this year and the actual number is 103.</li><li>➤ Special ed services that are not part of a mainstream classroom are billed out separately.</li><li>➤ Dr. Paddyfote is looking for a turnaround time by November. The contract will go to the Board Counsel, back to Dr. Paddyfote and on to the full Board for approval.</li></ul>	
<b>F.</b>	<p>Motion by Mr. Lawson: Move that the Operations Sub-Committee bring the date of June 23, 2007 for New Milford High School Graduation to the full Board for approval on October 10, 2006. Seconded by: Mr. Ruggiero</p> <p>Aye: Dr. Diamond, Mr. Lawson, Mr. Ruggiero, Mr. McSherry, Mrs. Turk Nay: Abstain:</p> <p>Motion Passed – Unanimously</p>	<p><b>High School Graduation Date</b></p> <p><b>Motion made and passed to bring the date of June 23, 2007 for New Milford High School Graduation to the full Board for approval</b></p>
<b>G.</b>	<p>Motion by Mr. Lawson: Move that the Operations Sub-Committee recommend adding Ellamae Baldelli, Principal, as an authorized signatory on the Sarah Noble Intermediate School Activity and Sarah Noble Intermediate School Operations accounts both at New Mil Bank (Webster) to the full Board for approval on October 10, 2006. Seconded by: Mr. Ruggiero</p> <p>Discussion: There should be two signatures on everything coming in and going out.</p> <p>Aye: Dr. Diamond, Mr. Lawson, Mr. Ruggiero, Mr. McSherry, Mrs. Turk Nay: Abstain:</p> <p>Motion Passed – Unanimously</p>	<p><b>Authorization Signatures</b></p> <p><b>Motion made and passed to recommend adding Ellamae Baldelli, Principal, as an authorized signatory on the Sarah Noble Intermediate School Activity and Sarah Noble Intermediate School Operations Accounts both at New Mill Bank (Webster)</b></p>

	<p>Sub-Committee recommend authorizing Dr. Paddyfote and Mr. Corbett to sign for meal reimbursements from the State Department of Education to the full Board for approval on October 10, 2006.                  Seconded by: Mr. Ruggiero</p> <p>Aye: Dr. Diamond, Mr. McSherry, Mr. Lawson, Mr. Ruggiero, Mrs. Turk                  Nay:                  Abstain:</p> <p>Motion Passed – Unanimously</p>	<p><b>to recommend authorizing Dr. Paddyfote and Mr. Corbett to sign for meal reimbursement from the State Department of Education</b></p>
<p><b>H.</b></p>	<p>Motion by Mr. McSherry: Move that the Operations Sub-Committee recommend accepting gifts &amp; donations from the Carlson Family Foundation as reported on Exhibit B and from the PTO as reported on Exhibit C to the full Board for approval on October 10, 2006.                  Seconded by: Mr. Lawson</p> <p>Aye: Dr. Diamond, Mr. McSherry, Mr. Lawson, Mr. Ruggiero, Mrs. Turk                  Nay:                  Abstain:</p> <p>Motion Passed – Unanimously</p>	<p><b>Gifts &amp; Donations</b></p> <p><b>Motion made and passed to recommend accepting gifts &amp; donations from the Carlson Family Foundation as reported on Exhibit B and from the PTO as reported on Exhibit C</b></p>
<p><b>I.</b></p>	<p>Ms. Baldelli gave an overview of the status of Sarah Noble Intermediate School and its immediate and long range needs.</p> <ul style="list-style-type: none"> <li>➤ Extra help in special education, i.e., student care workers, paraeducators, tutors. Any of these positions would help. Last year there were nine (9) tutors in the building. This year there are only six (6) tutors but the number of students needing services or remediation has increased.</li> <li>➤ There were 56-57 new registrations this year.</li> <li>➤ Would like extra help in the Speech/Language Department. Currently there are two speech/language pathologists.</li> <li>➤ There are three PE teachers, three music teachers and only two art teachers. A third art teacher would help with the scheduling.</li> </ul>	<p><b>Status of Sarah Noble Intermediate School</b></p>

scheduled at the same time for all grades, there is little flexibility to service students with needs.

- Having the two assistant principals out two half days each, every week, is a strain on the school. There is no consistency with administrators that are working with students/staff. Ms. Baldelli has to cover a great deal of the responsibilities that would fall onto the assistant principals when they are at the elementary schools. Staffing meetings that involve the assistant principals i.e., grade level meetings, have to be scheduled before the beginning of the school day, allowing for less flexibility in time.
- One assistant principal's secretary splits her time between two schools. This puts a burden on the remaining secretaries in the building. Since all assistant principals are now responsible for special education needs, it is imperative to be sure that time lines are not missed.
- SNIS needs to be updated on technology. Currently attendance and report cards are completed manually. The schedule for 1200 students is done manually.
- Would like to begin scheduling for the 07-8 school year in March or April.

Discussion:

- AYP and test scores can be connected to the needs of SNIS.
- The staffing levels promised to SNIS were never fulfilled.
- Scheduling should definitely be electronic.
- Continuity with students and administrators is important.

Ms. Baldelli was asked to prioritize SNIS needs.

Ms. Baldelli listed the following:

- Staffing
- Special Ed, Speech/Language staffing
- Art teacher
- Administrative staffing – Assistant Principals need to be full-time at SNIS

Discussion:

- Can the four elementary schools share their resources? This would be difficult as the three elementary schools are already stretched. Some special needs students have

	<p>from the state regarding a student's home school.</p> <ul style="list-style-type: none"> <li>➤ Dr. Paddyfote explained that the administration is looking at a grant to supply some of the para support to SNIS. There has been an influx of students with very special needs. The district is also looking to the grant to fill the need regarding a speech and language pathologist. The loss of three tutors will be discussed with Mr. Mulvihill.</li> <li>➤ There is a definite need to obtain a third art teacher the second half of the year to free things up to schedule students. The cost of this position would be approximately \$24,000. Currently there is a balance in the certified account that could cover this cost.</li> <li>➤ The money in the certified account is from unencumbered tutor salaries, adult ed and homebound instruction. The balance in the salary account may be needed to address future concerns regarding the use of electricity/fuel.</li> <li>➤ These are the type of needs that a strategic plan would address.</li> <li>➤ Sub-committee would like to see a breakdown of the immediate needs and the timeline for other needs.</li> <li>➤ Concern was raised about the art teacher costing over \$48,000 next year, as a full time position. Census data and scheduling data are needed.</li> <li>➤ Ms. Baldelli would like to see the para/tutor support as soon as possible. Data will be available for the November Operations packet as to the immediate vs long range needs of SNIS.</li> </ul>	
<b>J.</b>	<p>Mr. Turk advised the Board that the lease on 20 copiers will be up in January, 2007. A vendor is doing a needs analysis, with no obligation, for the district. All copiers are being looked at and networking copiers is also being considered.</p>	<b>Copier Needs Analysis</b>
<b>K.</b>	<p>Mr. Turk advised the Board that the town is going out to bid on electricity and will include the Board of Ed in their bid.</p>	<b>Electricity Bids</b>
<b>L.</b>	<p>Mr. Turk advised the consortium is made up of a</p>	<b>CT Consortium of</b>

	<p>best price on almost everything; the price lists are below what the state pays for their purchases. The district is trying to become part of the consortium and perhaps the town as well.</p>	
<p><b>M.</b></p>	<p>Board Chairperson Wendy Faulenbach addressed the committee regarding the Board’s self-evaluation.</p> <ul style="list-style-type: none"> <li>➤ The Board has a policy regarding its self-evaluation.</li> <li>➤ The Chairperson asked for feedback regarding the self-evaluation but did not receive any.</li> <li>➤ It was suggested at a Policy meeting to bring up the subject of a Board self-evaluation at the Operations meeting.</li> <li>➤ There are several choices: CABE, an outside facilitator and not doing a self-evaluation at all. It is up to the Board what direction the Board takes.</li> <li>➤ The outside facilitator that addressed the Board would have the Board members fill out a computer document and return it to the facilitator. At a future time, the Board would meet with the facilitator and go through the self-evaluation.</li> </ul> <p>Motion by Mr. Lawson: Move that the Operations Sub-Committee recommend authorizing the Board Chairperson to arrange an outside facilitator, Mr. Ira Yellin, for the Board Self-Evaluation, to the full Board for approval on October 10, 2006. Seconded by: Mr. McSherry</p> <p>Aye: Dr. Diamond, Mr. Lawson, Mr. McSherry, Mr. Ruggiero, Mrs. Turk Nay: Abstain:</p> <p>Motion Passed – Unanimously</p>	<p><b>Board Self-Evaluation</b></p> <p><b>Motion made and passed to recommend authorizing the Board Chairperson to arrange an outside facilitator, Mr. Ira Yellin, for the Board Self-Evaluation to the full Board for approval on October 10, 2006.</b></p>
<p><b>N.</b></p>	<p>Mrs. Faulenbach had been asked by a Board member to have on the next Board agenda, the discussion of having an individual, Dr. Armand Fusco, address the Board regarding budget preparation. There will be background information regarding Dr. Fusco in the Board packet.</p>	<p><b>Possible Board Workshop</b></p>

	<p>Motion made by Mr. Ruggiero: Move that an item to discuss having Dr. Armand Fusco address the Board regarding budget preparation be placed on the next Board agenda.                  Seconded by: Mr. McSherry</p> <p>Aye: Dr. Diamond, Mr. Ruggiero, Mr. McSherry, Mr. Lawson, Mrs. Turk                  Nay:                  Abstain:</p> <p>Motion Passed – Unanimously</p>	<p><b>Motion made and passed that an item to discuss having Dr. Armand Fusco address the Board regarding budget preparation be placed on the next Board agenda.</b></p>
<p><b>4.</b></p>	<p>Motion by Mr. Lawson: Move that the Operations Sub-Committee enter into Executive Session to discuss strategy with respect to collective bargaining.                  Seconded by: Mr. McSherry</p> <p>Aye: Dr. Diamond, Mr. Lawson, Mr. McSherry, Mr. Ruggiero, Mrs. Turk                  Nay:                  Abstain:</p> <p>Motion Passed – Unanimously</p>	<p><b>Executive Session</b></p> <p><b>Motion made and passed that the Operations Sub-Committee enter into Executive Session to discuss strategy with respect to collective bargaining.</b></p>
<p><b>5.</b></p>	<p>Motion by Mr. Ruggiero: Move that the Operations Sub-Committee adjourn.                  Seconded by: Mr. McSherry</p> <p>Aye: Dr. Diamond, Mr. Ruggiero, Mr. McSherry, Mr. Lawson, Mrs. Turk                  Nay                  Abstain:</p> <p>Motion Passed – Unanimously</p> <p>The Operations Sub-Committee adjourned at 9:30 p.m.</p>	<p><b>Motion made and passed that the Operations Sub-Committee adjourn.</b></p> <p><b>Adjournment</b></p>

**Respectfully Submitted,**

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