

**New Milford Board of Education
 Operations Sub-Committee Minutes
 December 1, 2015
 Lillis Administration Building, Room 2**

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 (Signature)
 NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. Robert Coppola
 Mrs. Angela C. Chastain, Alternate

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
 Mr. Joshua Smith, Deputy Superintendent of Schools
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Jay Hubelbank, Director of Fiscal Services and Operations
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services

1.	<p>Call to Order</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. Mrs. Chastain was seated as an alternate.</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 will have a revised Exhibit A for Tuesday’s Board meeting. <p>Mrs. Chastain 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. Coppola.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-681 2. Budget Position dated 11/20/15 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <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>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-681 2. Budget Position dated 11/20/15

<p>3. Request for Budget Transfers</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked for questions or comments.• Mr. Coppola asked for information on the \$20,000 for New Britain Public Schools. Mrs. Olson said it was for an out of district DCF placement.• Mr. Coppola asked about the \$17,000 charge for police. Mr. Hubelbank said it was the anticipated cost for the year for duty police at events.• Mr. Coppola asked if the charge for computers etc. was also for the year and Mr. Hubelbank said yes.• Mr. Coppola asked if Mr. Hubelbank had any special concerns regarding the budget position. Mr. Hubelbank said he is continuing to monitor the special education line. He expects excess cost figures in January or February. He is also concerned with overtime costs in the custodian line if it is a bad winter weather-wise.• Mr. Coppola expressed concern with several lines that showed 99-100% use. Mr. Hubelbank said those show encumberments not actual expenses. He said the minus figures on the last page have anticipated revenue still to come.• Mr. Coppola said he was pleased to see that transfers are mostly happening within the same program. <p>Mrs. Chastain moved to bring the monthly reports: Purchase Resolution D-681; Budget Position dated 11/20/15; and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p>	<p>3. Requests for Budget Transfers</p> <p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-681; Budget Position dated 11/20/15; and Request for Budget Transfers to the full Board for approval.</p>
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	<p>C. Gifts & Donations 1. PTO – Exhibit B</p> <ul style="list-style-type: none"> Mrs. Faulenbach said the memo was self-explanatory. Mr. Coppola thanked the PTO for their contributions. <p>Mr. Coppola moved to bring Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>D. Bid Award 1. Food and Nutrition Services – Serving Lines</p> <ul style="list-style-type: none"> Mrs. Faulenbach referenced the memo. Mr. Coppola asked if funding would be coming out of the Food Services program and not the general budget and Dr. Paddyfote said yes. Mr. Hubelbank said the plan is to complete this project over the February winter recess. He said general participation rates in the Food Services program are very high which is good. <p>Mrs. Chastain moved to bring the bid award for Food and Nutrition Services – Serving Lines to Warehouse Store Fixture Company to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>E. Grant 1. District Consolidated Grant</p> <ul style="list-style-type: none"> Mr. Coppola asked if the coaches are paid from this grant. Mr. Smith said only two and they must be in a Title I school. Mrs. Faulenbach asked when the funds are received. Mr. Smith said these are two year overlapping grants and this submittal is for 	<p>C. Gifts & Donations 1. PTO – Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts & Donations to the full Board for approval.</p> <p>D. Bid Award 1. Food and Nutrition Services – Serving Lines</p> <p>Motion made and passed unanimously to bring the bid award for Food and Nutrition Services – Serving Lines to Warehouse Store Fixture Company to the full Board for approval.</p> <p>E. Grant 1. District Consolidated Grant</p>
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	<p>2015-2017. Funding should arrive in the January – March time period. He said this is an entitlement grant so the amounts quoted are definite. Mr. Smith said the Title I amount is tied to the district’s free and reduced lunch rate which is up.</p> <p>Mr. Coppola moved to bring the District Consolidated Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>F. Input for 2016-2017 Budget</p> <ul style="list-style-type: none"> • Dr. Paddyfote said she would like feedback from the Board while the budget is being put together and would like to see this topic on the agenda for next week’s Board meeting as well. • Mr. Coppola said he had already met with Dr. Paddyfote to list his requests which include money for K-5 field trips, a culinary institute and a true alternative high school among other things. • Mrs. Faulenbach said her priorities are to support instruction and the district’s infrastructure. 	<p>Motion made and passed unanimously to bring the District Consolidated Grant to the full Board for approval.</p> <p>F. Input for 2016-2017 Budget</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Certified Substitute Coverage</p> <ul style="list-style-type: none"> • Ms. Baldelli said the main purpose of this report is to show the need for substitutes and she asked the committee to look at the unfilled column in particular. • Mr. Coppola asked if there was any pattern to the high and low days and Ms. Baldelli said not that could be determined so far. • Ms. Baldelli and Mr. Hubelbank distributed a memo that they worked on regarding possible options to consider regarding substitutes which 	<p>Items of Information</p> <p>A. Certified Substitute Coverage</p>

	<p>include raising the daily rate of pay or hiring an agency to provide substitutes. Mr. Hubelbank explained the budgetary ramifications of the spreadsheet.</p> <ul style="list-style-type: none">• Mr. Coppola said he was aware that some other area towns paid their substitutes at a higher rate.• Dr. Paddyfote asked what was budgeted for substitutes and Mr. Hubelbank said \$600,000.• Mr. Coppola said right now Human Resources interviews and processes substitutes and asked how that would work if an agency is used. Ms. Baldelli said the agency would take all our current substitutes and hire any new ones.• Mrs. Faulenbach asked if the district could remove a substitute from use from the agency's list for any reason and Ms. Baldelli said yes, the district would have full discretion.• Mr. Coppola said he remembered that the custodians had been outsourced previously but that the company low balled their service and costs increased rapidly.• Dr. Paddyfote said the outsourcing had been for management of the custodians. She said the price and possible increases would need to be negotiated in any contract, similar to what is done with the bus company now.• Mrs. Faulenbach asked what the procedure should be to move this discussion forward and Dr. Paddyfote said her suggestion would be for administration to put a proposal forward in the budget for the Board to consider for next year. She said she is also concerned with flu season this year and said the Board may want to consider making adjustments this year for the winter months.• Mrs. Faulenbach asked if any adjustments made this year would require a transfer to fund and Mr. Hubelbank said it would. Mrs. Faulenbach said it was her understanding from previous conversations that there are already concerns with this year's budget.	
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	<ul style="list-style-type: none"> • Dr. Paddyfote said she believed that the cost for any adjustment for this year could run between \$20 and \$25,000 and she asked Mr. Hubelbank if he felt that amount could be found in other lines. Mr. Hubelbank said that if the Board feels this area is critical, funds could be pulled from other areas. He could not predict future strains on this year’s budget until they happen. He said ideally he would prefer to wait until excess cost figures are received but would do what the Board feels is needed. • Mrs. Chastain asked for a list of what other districts pay and Ms. Baldelli said she would provide an update. • Dr. Paddyfote said administration would prepare a recommendation for adjustments for this year to present at next Tuesday’s Board meeting. <p>B. Update on New Milford High School Chiller</p> <ul style="list-style-type: none"> • Mr. Hubelbank said they had been looking at two options for proposals but only one is workable due to time constraints so they are back to Fuss and O’Neill with a request for them to update their proposal. • Mr. Coppola asked if it would be recommended to fund this project from capital reserve and Mr. Hubelbank said yes. <p>C. Update on Munis</p> <ul style="list-style-type: none"> • Mr. Hubelbank said Munis continues to move along. It is being used for budgeting now. The first payroll from Munis will be on January 8, 2016. 	
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>

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6.	Adjourn <ul style="list-style-type: none">• Committee members' service was acknowledged. Mrs. Chastain moved to adjourn the meeting at 8:26 p.m. seconded by Mr. Coppola and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:26 p.m.
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Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee