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1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:37 p.m. by Mrs. Faulenbach. Mr. Littlefield was seated in the absence of Mr. Spatola.</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"> • Mr. Shaffer asked if Human Resources was moving ahead yet on a replacement for the World Languages teacher who is retiring. Ms. Baldelli said that the opening is posted and they are networking sources as well. • Mr. Shaffer asked if the current long term sub in mathematics was leaving and if that meant we were back to square one for a replacement. Ms. Baldelli said the person was leaving, that we were not back to square one, and that they are working on it. • Ms. Baldelli said there would be a revised Exhibit A coming on Friday. <p>Mr. Shaffer moved to bring Exhibit A: Personnel -</p>	<p>Discussion and Possible Action</p> <p>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>Motion made and passed</p>

	<p>Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-670 2. Budget Position dated 11/30/14 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mrs. Faulenbach asked for comments or questions on the purchase resolution. • Mr. Shaffer asked for clarification on the last item on the list. Mrs. Olson said this is an occupational therapist who works with assistive technology for those students who cannot access their learning without a device of some kind. She said it was a budgeted expense. • Mr. Hubelbank discussed programs on the program report that were showing overages and said they would all have offsetting revenue. • In the object report, Mr. Hubelbank said the textbook balance was primarily for Adult Education programs taking place in the second semester. • Mr. Shaffer asked about object 540 advertising. Mr. Hubelbank said it was advertising used for vacancies and bids. • Mr. Shaffer asked about the 900 object code. Mr. Hubelbank said it was for student fees for sports, parking, gate receipts and facility rentals. • Mr. Shaffer asked what the ATTG dues were for and Mr. Hubelbank said they were for World Languages teachers. • Mrs. Volinski asked what the \$700 camera would be used for and Mr. Hubelbank said it would be used by Video Productions in their video studio. 	<p>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-670 2. Budget Position dated 11/30/14 3. Request for Budget Transfers
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	<ul style="list-style-type: none"> Mr. Littlefield asked what Naviance was and Mr. Hubelbank said it was a program used by the high school Guidance department. It was a budgeted expense but had a price increase. Mrs. Faulenbach said it is an excellent program and, as a parent, she very much appreciates it. <p>Mr. Shaffer moved to bring the monthly reports: Purchase Resolution D-670, Budget Position dated 11/30/14 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-670, Budget Position dated 11/30/14 and Request for Budget Transfers to the full Board for approval.</p>
4.	<p>Items of Information</p> <p>A. Fundraising Activity Forms</p> <ul style="list-style-type: none"> Mr. Hubelbank said these are revised forms designed to clarify what is a school activity vs. an activity sponsored by a supporting group such as the PTO or Booster Club. He worked in conjunction with the principals on the redesign. Mrs. Faulenbach noted that she thought it was good that multiple signatures are required. Dr. Paddyfote said there is a Board policy and regulation governing fundraising as well. <p>B. Update on MUNIS</p> <ul style="list-style-type: none"> Mr. Hubelbank said the mayor had called a meeting with Tyler Technologies who provides the MUNIS program to discuss progress and issues that have arisen which he attended. He said there is now a much clearer picture of what needs to be done going forward and that they will be having weekly conference calls to keep on track. July 1, 2015 is the planned implementation date for the general ledger. They are still discussing whether it would be 	<p>Items of Information</p> <p>Fundraising Activity Forms</p> <p>Update on MUNIS</p>

better to go active with Payroll in October 2015 or January 2016.

- Mr. Littlefield said he was disappointed that original dates fell through as he would have liked to have MUNIS for this year's budget.
- Mr. Hubelbank agreed that the current AS400 system was not adequate.
- Mr. Shaffer asked if MUNIS had been paid yet. Mr. Hubelbank said yes, and that the cost to the budget is approximately \$68,000 each year for ten years.

C. Internal Service Fund

Internal Service Fund

- Mr. Hubelbank said this is an insurance fund. He spoke to Mr. Jankowski who told him that the 2013-14 audit showed \$4,819,000 in the fund. The district is self-insured with the town. Budgeting is done at 100% of expected claims, a number that is developed by the insurance consultant for the town. Additional stop loss insurance covers individual claims over \$150,000 or over 120% of total claims. The internal service fund covers the difference between projected claims and 120% of projected claims, as well as a three month run out to cover claims. Specifically, \$1.3 million represents the three month run out; \$1.8 million represents the 20% difference between the 100% budgeted for expected claims and when the insurance kicks in at 120%; \$143,000 covers prescription drugs; and \$500,000 is needed by the Town to cover post-employment benefits, a requirement for municipalities, and funding for heart and hypertension primarily for police. The fund amount varies from year to year depending on claims usage. The current level is an appropriate amount.
- Mr. Shaffer asked if a high balance meant that members had been overcharged for health insurance and Mr. Hubelbank said absolutely not. The fund is dependent on claims usage. Some years are better than others.

- Dr. Paddyfote said health insurance is contractually based and estimates come from the insurance consultant.
- Mr. Shaffer asked if the town can use money in the fund to lower taxes. Dr. Paddyfote said funds can only be used to offset the medical line when budgeting.
- Mr. Shaffer asked if the funds could be used for anything other than medical. Mr. Hubelbank said no.
- Mr. Shaffer asked if the report on the internal service fund could be repeated to the whole Board so members could ask questions.
- Mrs. Faulenbach said the minutes would reflect the discussion but that a request could be made to the Board Chair for consideration.

D. Draft 2015-2016 School Calendar

- Dr. Paddyfote said that as of July 1, 2015 districts may choose to adopt a uniform regional school calendar and that this will currently be mandated by the state for 2016. Education Connection is the Regional Educational Service Center (RESC) for our district, as well as for approximately 30 other towns. They formed a committee and developed a draft calendar for the region. Dr. Paddyfote distributed the final version to committee members. The state feels a regional calendar may provide cost savings in the areas of professional development and transportation. Mandated areas are for regional professional development days in August, October and November; for a uniform first day of school; for winter recess and for April recess. Under the proposed regional calendar for 2015-2016, the first day of school for students would be August 27th. New Milford's school year would end on June 15th without any snow days or other unexpected closings.
- Mr. Littlefield asked if there would be school on the day before Thanksgiving and Christmas

Draft 2015-2016 School Calendar

	<p>Eve. Dr. Paddyfote said these are currently half days but that due to the arbitration award, the calendar would no longer have half days. Her proposed calendar will call for no school those days.</p> <ul style="list-style-type: none">• Dr. Paddyfote said the 2016-2017 regional calendar presents more of a challenge for New Milford in that the first day of school is August 31st which is a late start for the schools.• Mr. Shaffer said the late start would not be good for Advanced Placement students who must test in May.• Mr. Shaffer asked if the Jewish holidays would still be days off. Dr. Paddyfote said they are not mandated but current practice would be used.• Mr. Littlefield said 28 hours of instructional time have been added for next year due to collective bargaining.	
5.	<p>Adjourn</p> <p>Mr. Littlefield moved to adjourn the meeting at 8:12 p.m. seconded by Mrs. Volinski and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:12 p.m.</p>

Respectfully submitted:


Wendy Faulenbach, Chairperson
Operations Sub-Committee