

**New Milford Board of Education
Operations Sub-Committee Minutes
November 4, 2014
Lillis Administration Building, Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. David R. Shaffer
Mr. Robert Coppola, Alternate
Mr. Dave Littlefield, Alternate

Absent: Mr. John Spatola
Mrs. Theresa Volinski

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

RECEIVED
TOWN CLERK
2014 NOV -7 A 8:31

NEW MILFORD, CT

Handwritten signature/initials

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 Mrs. Faulenbach. Mr. Coppola was seated in the absence of Mrs. Volinski. Mr. Littlefield was seated in the absence of Mr. Spatola.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> Anne Marie Sarbello said she wanted to reiterate her previous comments regarding transition concerns. She said she wants to make sure time is taken to plan for what is in the best interest of the children. Julie Learson said the transition timeline mentions parent focus groups and she is interested in being part of them. Rorie Doty said she is concerned with the speed of the transition, that current fifth graders will be moved without all preparations being done. She wants to make sure all is in place so as not to affect student learning. 	Public Comment
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence	Discussion and Possible Action Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<ul style="list-style-type: none"> • Mr. Coppola said he wanted to thank Mrs. Kovacs for her wonderful influence on the children of New Milford and wish her well in her retirement. • Mr. Shaffer asked why the spring coaches are being appointed as of November 19th. Ms. Baldelli said that once approved, coaches will have meetings with students about conditioning, expectations etc. prior to the actual start of the season. • Mr. Coppola asked if Ms. Baldelli would note in future exhibits which coaches were also current staff members and she said she would. • Mr. Coppola asked if volunteers were directly supervised by the coach and Ms. Baldelli said they were. • Mrs. Faulenbach asked if they could expect a revised exhibit prior to the next Board meeting and Ms. Baldelli said it was possible as there were still a few winter coaches to be appointed. • Dr. Paddyfote reminded the committee that the next Board meeting would not be until November 18th, the third Tuesday of the month, not November 11 as usually scheduled due to the Veterans Day holiday. <p>Mr. Littlefield 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. Shaffer.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-669 2. Budget Position dated 10/31/14 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mrs. Faulenbach asked for comments or questions on the purchase resolution. • Mr. Coppola asked what the computer 	<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-669 2. Budget Position dated 10/31/14 3. Request for Budget Transfers
--	---	--

	<p>equipment was for. Ms. Pratt said it is to replace nine year old computers that are in the SMS and NMHS computer labs and that are being used by some secretaries and administrators throughout the district. Mr. Hubelbank said these computers were a budgeted item.</p> <ul style="list-style-type: none">• Mr. Shaffer asked if the equipment included any printers. Ms. Pratt said no.• Mr. Littlefield asked what the Village is and Mr. Hubelbank said it is a facility for outplacement special education.• Mr. Hubelbank said the only negatives on the budget position are because we are waiting on coming revenue.• Mrs. Faulenbach asked about excess cost revenue. Mr. Hubelbank said they are one of the hardest things to budget for as they vary from year to year.• Mr. Littlefield asked how much of code 6130 excess cost tuition would be reimbursed and Mr. Hubelbank said it should all be reimbursed.• Mr. Coppola said he noticed that the Gifted and Talented program does not have much money for supplies and he said he will be looking to increase that in the next budget. Mr. Littlefield agreed.• Mr. Shaffer referenced the Educational TV line which showed no funds and asked if that was why Channel 17 is no longer working. Dr. Paddyfote said the problem is with Charter Communications and that the Technology Department is working with them to resolve it.• Mr. Shaffer asked what field trips were paid for out of the 515 account. Mr. Hubelbank said music and athletics primarily with a small amount for the Litchfield Hills Transition program and student activities such as the high school Math Team. Other field trips are paid for by parents and/or PTO.• Mr. Coppola asked if the field trip line contained any per student money and Dr.	
--	---	--

	<p>Paddyfote said that had been included years ago but was no longer.</p> <ul style="list-style-type: none"> • Mr. Coppola asked how much money was in medical reserve and Dr. Paddyfote said that was now called the internal service fund and is controlled by the town. Mr. Hubelbank said the final audit would list the figure. • Mr. Shaffer asked why there was still \$45,000 in the new texts account as he felt the books should already have been ordered. Mr. Smith said these were for the Algebra II books which were approved last month and for SAT Prep books which had been received but not yet invoiced. • Mr. Coppola said he was opposed to the transfer from the 611 account which he feels should be used for instructional student supplies and no other items. Mr. Hubelbank said that is usually the only large account principals have to make adjustments with and that they will come to him if they have needs later in the year for instructional supplies. <p>Mr. Shaffer moved to bring the monthly reports: Purchase Resolution D-669, Budget Position dated 10/31/14 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Littlefield.</p> <p>Motion passed unanimously.</p>	
C.	<p>Gifts & Donations</p> <p>1. PTO – Exhibit B</p> <ul style="list-style-type: none"> • Mrs. Faulenbach thanked the PTO for their generosity. • Mr. Coppola said he liked the idea of an in-house field trip as it eliminates costly transportation expenses. <p>Mr. Coppola moved to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-669, Budget Position dated 10/31/14 and Request for Budget Transfers to the full Board for approval.</p> <p>Gifts & Donations</p> <p>1. PTO – Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts &</p>

	<p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>D. Grant</p> <p>1. Arts in Education Mini-Grant</p> <ul style="list-style-type: none"> • Mr. Coppola asked if this was an entitlement grant. Dr. Paddyfote said no; it was a competitive grant. <p>Mr. Coppola moved to bring the Arts in Education Mini-Grant to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>E. Project Managers and Contract</p> <ul style="list-style-type: none"> • Dr. Paddyfote said she had gotten recommendations for consultants from the Executive Director of Education Connection who works with many. The consultants will do some of the tasks listed in her letter to the Mayor. Other tasks are already being done in-house due to time constraints. Others will be done in-house as a result of further consultations with the central office administrative team. Meetings with teachers have already been set up and furniture and room inventories have been started. The consultants will be at the November 18th Board meeting. • Mr. Shaffer asked if the consultants have ever dealt with the closing of a school. Dr. Paddyfote said probably not but that would not be unusual as it does not happen often historically. • Mr. Shaffer said he was surprised to see that the consultants considered five hours a full day. Dr. Paddyfote noted that time did not include travel for which many professionals charge. 	<p>Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Grant</p> <p>1. Arts in Education Mini-Grant</p> <p>Motion made and passed unanimously to bring the Arts in Education Mini-Grant to the full Board for approval.</p> <p>Project Managers and Contract</p>
--	---	---

	<ul style="list-style-type: none"> Mr. Coppola asked if the \$45,000 cost was firm and when the consultants would start. Dr. Paddyfote said it was for the scope of work quoted. Any additional work assigned would be additional. Consultants would start November 19th if approved by the Board on November 18th. Mrs. Faulenbach asked if the fee was less than previously estimated due to the fact that some tasks would now be done in-house. Dr. Paddyfote said yes, many tasks were time sensitive so had to be picked up internally until a consultant could be approved by the Board. Mrs. Faulenbach asked if additional assignments could be added in the future if the Board deemed it necessary. Dr. Paddyfote said the Town Council had approved up to \$78,000 for project manager services. <p>Mr. Shaffer moved to bring the Project Managers and Contract to the full Board for approval.</p> <p>Motion seconded by Mr. Littlefield.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the Project Managers and Contract to the full Board for approval.</p>
4.	<p>Items of Information</p> <p>A. Update on MUNIS</p> <ul style="list-style-type: none"> Mr. Hubelbank said the update is moving forward with a July 2015 launch date for every piece but Payroll which is expected to launch January 2016. He is meeting with the town next week to develop a timeline of outstanding items. <p>B. Food Service Program Update</p> <ol style="list-style-type: none"> Breakfast Program Student Accounts <ul style="list-style-type: none"> Mr. Hubelbank said he attended a state-wide workshop on the School Breakfast program 	<p>Items of Information</p> <p>Update on MUNIS</p> <p>Food Service Program Update</p> <ol style="list-style-type: none"> Breakfast Program Student Accounts

	<p>today. Statistics show how impactful the program can be to students. Currently the district offers the program K-6, with an a la carte program at the high school and nothing at the middle school. The district is looking at how to make the program available in all schools in the future. This is especially important due to the rising number of students on free and reduced lunch in the district. Over 20% of students now qualify under the federal guidelines.</p> <ul style="list-style-type: none"> • Mr. Shaffer asked how much time students have to eat breakfast especially since he hears that some students sit on buses for 10 to 15 minutes on arrival. Mr. Hubelbank said that should not be happening and he will look into it. He said there is no time schedule yet and something that he is working on. • Mr. Coppola said in the past students could bring the breakfast into the classroom. • Mr. Hubelbank said a change had been made this year regarding students who did not have sufficient funds in their food service accounts. These students are given a full meal and the parents are notified by email that funds are needed. Once an account is negative, parents get an additional email. Accounts over \$10 in the negative receive a call from the school social worker to see if assistance is needed. 	
C.	<p>2012-2013 Strategic School Profile</p> <ul style="list-style-type: none"> • Dr. Paddyfote said this profile comes later and later each year from the state and that all the information has been shared with the Board already at one time or another; this report just encapsulates it. She highlighted: the increase to the free and reduced lunch population and to the minority population, instructional hours and district per pupil expenditures. • Mr. Coppola asked if the special education percentage has been consistent over the years. Dr. Paddyfote said it should start to decrease 	<p>2012-2013 Strategic School Profile</p>

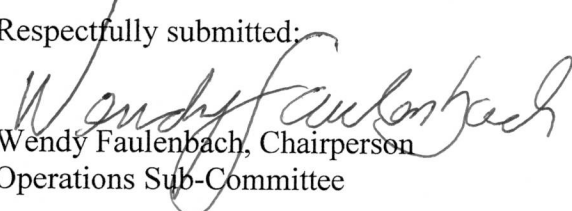
	<p>due to SRBI initiatives. Mrs. Olson said she is seeing a downward trend.</p> <ul style="list-style-type: none"> • Mr. Littlefield asked why the data in the report is so old. Dr. Paddyfote said the town audits are not due until six months after the year closes and then a town can request up to two extensions so that delays the data. The state has also faced budget cuts on its end. • Mr. Shaffer said that the district's physical fitness numbers seem low. Mr. Smith said he would have to look at the more current data but that he saw the high school's numbers today and they were above state average. • Mr. Shaffer asked if the hours of instruction include such things as pep rallies and assemblies. Mr. Smith said the number in the profile is based on the schedule as created for number of days and course sections and does not take into account exceptions. 	
D.	<p>Preliminary Forecast of Budget Drivers for Fiscal Year 2015-2016</p> <ul style="list-style-type: none"> • Mr. Hubelbank said he is focusing on the following budget drivers as he begins forecasting for 2015-16: the impact of new contracts for teachers, custodians, secretaries and nurses; an estimated health insurance increase of 8.5%; the impact of the closing of JPS; redistricting costs; increase in electrical costs; increases in long term disability costs; special education out placements and in district costs; curriculum and program enhancements; telephone upgrades; and technology upgrades. • Mr. Coppola asked if there was any good news. Mr. Hubelbank said fuel oil is expected to be cheaper than last year. 	<p>Preliminary Forecast of Budget Drivers for Fiscal Year 2015-2016</p>
E.	<p>Milone and MacBroom Update</p> <ul style="list-style-type: none"> • Dr. Paddyfote said that Milone and MacBroom will make a presentation to the full Board at the November 18th meeting. It will include their 	<p>Milone and MacBroom Update</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
November 4, 2014
Lillis Administration Building, Room 2**

Page 9

	<p>best recommendation for school boundaries. It is her hope that the Board will give approval by the December meeting. She said enrollment continues to trend downward.</p> <ul style="list-style-type: none">• Mr. Shaffer asked if there would be a handout available for the Board that night. Dr. Paddyfote said if she received the presentation in advance she would make copies for the Board.	
5.	<p>Adjourn</p> <p>Mr. Littlefield moved to adjourn the meeting at 8:42 p.m. seconded by Mr. Shaffer and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:42 p.m.</p>

Respectfully submitted:


Wendy Faulenbach, Chairperson
Operations Sub-Committee