

**New Milford Board of Education  
 Operations Sub-Committee  
 Date: September 5, 2006  
 Catherine Lillis Administration Building**

Present: Dr. Lisa Diamond – Sub-Committee Chairperson  
 Mr. David A. Lawson  
 Mr. Robin Ruggiero  
 Mrs. Julie Turk  
 Mr. Tom McSherry  
 Mrs. Wendy Faulenbach – BOE Chairperson

Also Present: Dr. JeanAnn Paddyfote, Superintendent  
 Mr. Thomas Mulvihill, Assistant Superintendent  
 Mr. Thomas Corbett, Director of Operations  
 Mr. John Turk, Director of Fiscal Services  
 Mr. David Elmore, Director of Technology  
 Mrs. Adele Johnson, Supervisor, Special Education (7:40 pm)

1. Dr. Diamond called the meeting to order at 7:31 p.m.	Call to Order
2. Public Comment <ul style="list-style-type: none"> <li>▪ Mr. William Knipple addressed the Committee as a representative of MVP-SOS. They are hosting their third annual dinner on Saturday, September 16th. The MVP-SOS has sponsored at least one major project each of the past three years. The LED sign was the project for its first year, followed by sports subsidies the second year. This year they are looking to help inter-school and intramural sports programs at SMS with some upgraded equipment.</li> </ul>	Public Comment
3. Discussion and Possible Action Items	Discussion
A. Exhibit A—Personnel <ul style="list-style-type: none"> <li>▪ Dr. Paddyfote stated that there will be a revised version of Exhibit A for the Board meeting scheduled for September 12, including the addition of some new coaching staff.</li> </ul> <p>Motion by Mr. McSherry Move that Exhibit A be brought to the full Board for approval.</p> <p>Seconded by: Mr. Lawson          Aye: Dr. Diamond, Mr. Lawson, Mr. McSherry, Mr. Ruggiero, Mrs. Turk          Nay:          Abstain:          Motion: Passed Unanimously 5-0-0</p>	Exhibit A—Personnel  Motion made and passed to bring Exhibit A to the full Board for approval
B. Financial Reports	Financial Reports

1. Purchase Resolution D-593 There were no purchase requisitions to report.

Purchase Resolution

2. Request for Transfers - There will be a revised Request for Transfers for Tuesday's Board meeting. The Facilities Committee recommended funds should be transferred from the Capital Budget-barn repair to repair for the East Street boiler.

Request for Transfers

Motion by Mr. Ruggeiro: Move that the Request for Transfers be brought to the full Board for approval.

Motion made and passed to bring the Request for Transfers to the full Board for approval.

Seconded by: Mr. McSherry

Aye: Dr. Diamond, Mr. Lawson, Mr. McSherry, Mr. Ruggeiro, Mrs. Turk

Nay:

Abstain:

Motion: Passed 5-0-0

3. Budget Position as of 8/31/06

Budget Position

Motion by Mr. Lawson: Move that the Budget Position as of 8/31/06 be brought to the full Board for approval.

Motion made and passed to bring the Budget Position as of 8/31/06 to the full Board for approval.

Seconded by: Mr. Ruggeiro

Aye: Dr. Diamond, Mr. Lawson, Mr. McSherry, Mr. Ruggeiro, Mrs. Turk

Nay:

Abstain:

Motion: Passed 5-0-0

#### C. Energy Education Update

Energy Education Update

- Mr. William Knipple has been recommended by the search committee for the Energy Manager Position. Dr. Paddyfote interviewed Mr. Knipple, offered him the position, and he has accepted.
- Mr. John Crop from Energy Education, Inc. will be here to train Mr. Knipple for 4-5 hours after school on September 18<sup>th</sup> and will also spend time with Mr. Turk reviewing the Energy Manager's job description and expectations.

#### D. Gas to Oil Switch

Gas to Oil Switch

- It was noted that Item D should read Oil to Gas.
- JPS, NMHS, and SNIS were chosen as the three schools to be retro-fitted for this conversion because they are located on Rt. 7 along the gas lines.
- Repairs and re-fits have all been done at these three schools. Yankee Gas Co. has inspected all the equipment to insure that everything meets operating codes and standards.
- A target date of October 1 is scheduled for the switch over to take place.

## E. Consolidated Grant

- Mr. Mulvihill pointed out that the sum indicated includes \$80,000 of Title II monies to be used for the recruiting, training and retention of teachers but within this area there is a lot of discretion.
- Mr. Lawson asked if some of these funds might possibly be used to subsidize costs for younger teachers to pursue highly qualified status, since recent standards are tougher.
- Mr. Mulvihill replied that this use of funds certainly can be considered.
- Mrs. Turk commented that New Milford doesn't seem to have any problem retaining the higher salaried teachers and since studies prove there is no correlation between highly qualified staff and student test results, would this be a cost effective use of these funds.
- Mr. Lawson stated that although highly qualified staff may not be needed, standards have been tightened and this money may be best used to help certify staff in shortage areas on a short term basis.
- Mr. Mulvihill stated that, with the new Science and Math curricula, we may need to study this possibility to remain competitive.
- Mrs. Faulenbach asked when the Board would find out if we will receive this grant money and how much will it be?
- Mr. Mulvihill replied that this is an entitlement grant, meaning that we will receive grant money if we submit the completed paperwork before September 29<sup>th</sup>, but the total amount may change slightly.

Consolidated  
Grant

## E. Telephone Bids

## Discussion:

- Mr. Elmore opened the discussion with an overview of the bidding process. He provided the results of this process on a chart indicating the bids from three companies. He is recommending the Board award this contract to the low bidder, New England Communications Corp.
- Mrs. Turk commented that this chart shows the importance of putting out RFPs, as there was quite a range in prices among the three bidding companies.
- Mr. Elmore stated that the timetable for the installation at both schools (Hill and Plain and Schaghticoke) is approximately one month, overall, with phase ins likely in each school where existing phone equipment can be utilized. All work should be completed by December 1<sup>st</sup>. He anticipates no adverse effect on the computer operations systems in either school.
- There was a question about the final statement of Mr. Elmore's recommendation that highlights the possibility of "higher than bid" final costs for this project.
- Mr. Elmore explained that his expectation is that the final total

Telephone Bids

cost of this telephone upgrade project will be higher than the initial bid because of inevitable hidden costs with any retro-fit. The bids were based on the assumption that the existing wiring is sound and usable and no more phones need to be added as the project unfolds. Mr. Elmore is confident that, although the final costs may be higher than the bid costs, they will be well within the budgeted amount.

Motion by Mr. Lawson: Move that the Telephone Bid Recommendation be brought to the full Board for approval.

Seconded by: Mrs. Turk

Aye: Dr. Diamond, Mr. Lawson, Mr. McSherry, Mr. Rugeiro, Mrs. Turk

Nay:

Abstain:

Motion: Passed 5-0-0

Motion made and passed to bring the Telephone Bid Recommendation to the full Board for approval.

### G. Strategic Plan

#### Discussion:

- Dr. Paddyfote provided a hand-out to the Committee outlining a proposal for Strategic Planning for the New Milford School District prepared by the Cambridge Group of Montgomery, Alabama.
- Dr. Howard Feddema of The Cambridge Group has scheduled an informational meeting with the Board on September 19<sup>th</sup>, from 7-9 pm.
- Dr. Paddyfote provided an overview of the proposal and stated that there is \$35,000 budgeted for strategic planning. The Cambridge Group will help train a Planning Committee of from 25-30 people recruited from a cross section of our district, including teachers, civic leaders, Board members, administration and members of the community.
- This training will take place off-site 3 days for an approximate total of 37 hours. From these training days, 5-7 strategies will be developed. Action Team Leaders will be chosen and trained further.
- A draft of a strategic plan will be in place by December, with Action Teams working from January to May on the strategies.
- A finalized Strategic Plan will be ready to be brought before the Board in May for approval.
- Mrs. Turk asked if any RFPs were sent out to other consulting groups regarding strategic planning. Dr. Paddyfote did not put out an RFP.
- Mr. Rugeiro stated that he has had some experience with this type of process and questioned where The Cambridge Group will be after the plan is developed.
- Dr. Diamond requested that Dr. Paddyfote enlighten the Committee as to her thought processes to arrive at her recommendation of The Cambridge Group.
- Dr. Paddyfote explained that initially she contacted CAPSS (CT Association of Public School Superintendents) and

### Strategic Plan

networked among systems that have experience with various scenarios.

- Dr. Paddyfote also researched New Milford’s history of attempts at long range planning. Three plans have been tried before.
- The first was in 1988-89 with the Athens Group. The cost was over \$10,000 and was very successful.
- The second was with the Words and Numbers Research Group. The cost was \$3,500 per day and produced a plan that was implemented with mixed results.
- The third attempt was done in-house and was written by two of the district’s administrators. The plan had minimal impact.
- Dr. Paddyfote also checked references on The Cambridge Group. Other districts have been satisfied and did not feel that they were left “dangling” after the plan was written. The Cambridge Group, in addition to the other trainings, will return to the district in year two to support the implementation of the finalized plan.
- Mr. Mulvihill commented that people and positions are always changing but long-range planning goals can be supported regardless of these fluctuations.
- Mr. Lawson noted that NEASC recommendations are still in place in spite of changing people. He feels the need for a plan for the future and would endorse this process, pending the scheduled presentation.
- Mrs. Faulenbach stated that the Board needs to make an investment in long-range planning and goal setting.

#### 4. Adjourn

Motion by Mr. Rugeiro: Move to adjourn.

Seconded by: Mr. McSherry

Aye: Dr. Diamond, Mr. Lawson, Mr. McSherry, Mr. Rugeiro, Mrs. Turk

Nay:

Abstain:

Motion: Passed 5-0-0

The meeting was adjourned at 8:25 pm.

Motion made and passed to adjourn.

Adjournment

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Respectfully submitted,

Dr. Lisa Diamond, Chairperson, Operations