

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

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

Absent: Mr. David R. Shaffer

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
Ms. Roberta Pratt, Director of Technology
Mrs. Laura Olson, Director of Pupil Personnel and Special Services

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NEW MILFORD, CT



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. Mrs. Chastain was seated in the absence of Mr. Shaffer.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> There was none. 	Public Comment
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence <ul style="list-style-type: none"> Ms. Baldelli said it had been a busy summer with lots of movement. She will have a revision to Exhibit A for Tuesday's Board meeting. Mr. Coppola asked for clarification on what position Mrs. Chin retired from and Ms. Baldelli said she originally was transferred to SMS but then took a Grade 2 position so she retired from the Grade 2 position. Mr. Coppola asked who the SMS library media specialist was now and Ms. Baldelli said Mrs. 	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<p>Baerny had transferred from SNIS to SMS. A new hire, Ms. Peters is now at SNIS.</p> <ul style="list-style-type: none">• Mr. Coppola asked if #9 on page 4 was a new position and Ms. Baldelli said no it was a replacement for a one year leave.• Mr. Coppola said the exhibit lists several elementary teachers and he would prefer to see more specifics as to position. Ms. Baldelli said that had not been done in the past but she can make the change for the future.• Mr. Coppola said he used to get a complete school directory in the past including addresses and phone numbers and he would like it again, at least by position and school.• Mrs. Chastain said that information was on the website.• Mr. Coppola said he does not want to get the information from the website and is officially requesting the information from Human Resources.• Mrs. Chastain offered to get the information for Mr. Coppola from the website so that Human Resources would not have to use time and Mr. Coppola said that would be fine.• Mr. Coppola asked what school the Math Coach listed on page 5 was assigned to. Mr. Smith said both coaches are K-6 and are used where their support is most needed. The new hire will work with SNIS and Grade 6 at SMS primarily.• Mr. Coppola asked if the Excel teacher at HPS was a new position and Dr. Paddyfote said yes it was approved in June in the final budget adjustment.• Mrs. Chastain said more special needs children had been identified by that time.• Mr. Coppola wished Mr. Lieberman well on his retirement and commended him as a phenomenal teacher.• Mr. Coppola asked for the difference between a team leader and head teacher and how they compared to a department chair. Ms. Baldelli	
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	<p>said the team leader worked just with one team, the head teacher does content areas within a grade, and that both have fewer responsibilities than department chairs.</p> <ul style="list-style-type: none"> • Mr. Coppola asked when the next update on substitutes would be given to the Board now that the policy had changed. Ms. Baldelli said she would check and report the answer at the Board meeting. • Mr. Coppola asked how volunteers were determined. Ms. Baldelli said usually the interested person approaches a coach. If the coach is interested, he/she goes to the Athletic Director and it is forwarded to Human Resources. Volunteers must have the same credentials as regular coaches if appointed. <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 Mrs. Volinski.</p> <p>Motion passed unanimously.</p>	
B.	<p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolutions: D-676, D-677, D-678 2. Budget Position dated 8/27/15 3. Requests for Budget Transfers: June 2015, July 2015, August 2015 <ul style="list-style-type: none"> • Mrs. Faulenbach asked for questions or comments. • Mr. Coppola asked for clarification regarding the Autism Consultant and Mrs. Olson said it was for an out of district consult. • Mr. Coppola asked about the PLTW charge. Mr. Smith said it was a membership fee to the consortium and kits to supplement the curriculum. Mr. Coppola asked if this was for the program at SMS and Mr. Smith said yes. • Mr. Hubelbank said the July and August reports are generated from the Munis system 	<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 Resolutions: D-676, D-677, D-678 2. Budget Position dated 8/27/15 3. Requests for Budget Transfers: June 2015, July 2015, August 2015

	<p>which uses a more complex coding. Mrs. Volinski asked about the Four Winds charge on the July report. Mrs. Olson said it was an encumbrment for an outplaced student.</p> <ul style="list-style-type: none">• Mrs. Chastain asked what School Dude was and Mr. Hubelbank said it is Facilities software.• Mr. Coppola asked for clarification on the Coop Ed Services and Mr. Hubelbank said it was an outplaced student.• Mr. Coppola asked if the \$6,000,000 for health insurance was what we pay to the town and Mr. Hubelbank said it is. Mr. Coppola noted that this was artificially lowered this year by \$400,000 by the town and that amount would have to be put back in next year.• Mrs. Faulenbach noted that several items on the August report were at 100% already. Mr. Hubelbank said that was because the full amount for the year was encumbered up front. This can be reduced later in the year based on actual usage.• Mrs. Faulenbach asked if the \$150,000 for legal services was for the retainer and Mr. Hubelbank said it was. Another \$31,000 is budgeted for miscellaneous legal expenses.• Mr. Coppola asked if the pension amount was determined by the town and Mr. Hubelbank said it was, through the actuary.• Mr. Hubelbank said the Budget Position was in the new Munis format. Only the object report was provided this month as the program report still needs adjustment but he expects to provide both beginning in October. The middle three numbers are the old codes the Board is used to seeing by and large.• Mr. Hubelbank said salaries and benefits will still come out of the AS400 until January.• Mr. Coppola asked how the budget was doing and Mr. Hubelbank said it was early but there were no surprises so far.• Mr. Coppola said he was surprised at the	
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	<p>\$114,000 needed for sports officials.</p> <ul style="list-style-type: none"> • Mr. Coppola said he was happy to see that the field trip line was gone. Mr. Hubelbank said it was now a student transportation line. • Mr. Coppola asked why the fixtures and furniture line was so high and Mr. Hubelbank said it included computer purchases. • Mr. Coppola said he was happy to see that the budget transfer requests were small as that shows good budgeting. <p>Mrs. Volinski moved to bring the monthly reports: Purchase Resolutions: D-676, D-677, D-678; Budget Position dated 8/27/15; and Requests for Budget Transfers: June 2015, July 2015, August 2015 to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>C. Tuition Rates for 2015-2016</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the memo provided outlined the rates for 2015-2016. • Mr. Hubelbank said there is an historical in-house formula used to determine the rates. The rate for SMS is down because of the additional students added to the building. <p>Mrs. Volinski moved to bring the Tuition Rates for 2015-2016 to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>D. Authorization of Signatory on School District Accounts – Exhibit B</p> <ul style="list-style-type: none"> • Mrs. Faulenbach referenced the memo regarding the administrative changes. 	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolutions: D-676, D-677, D-678; Budget Position dated 8/27/15; and Requests for Budget Transfers: June 2015, July 2015, August 2015 to the full Board for approval.</p> <p>C. Tuition Rates for 2015-2016</p> <p>Motion made and passed unanimously to bring the Tuition Rates for 2015-2016 to the full Board for approval.</p> <p>D. Authorization of Signatory on School District Accounts – Exhibit B</p>
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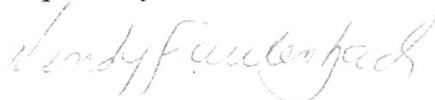
	<p>Mrs. Chastain moved to bring the Authorization of Signatory on School District Accounts – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>E. Appointment of Medical Advisor</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this appointment is made annually. <p>Mrs. Chastain moved to bring the appointment of the Medical Advisor per policy 5141 to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>F. End of Year Balance for 2015</p> <ul style="list-style-type: none"> • Mr. Coppola asked how much was in capital reserve now and Mr. Hubelbank said approximately \$2 million. <p>Mr. Coppola moved to bring a request to send the end-of-year balance for 2015, based on final audit, to the town for placement in the capital reserve account to the full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>G. Appointment of Board’s legal counsel to serve as hearing officer in lieu of Board for student expulsion hearings when the Board Chair deems it necessary or otherwise appropriate</p> <ul style="list-style-type: none"> • Dr. Paddyfote distributed a handout regarding the CT general statute 10-233d(b) which gives 	<p>Motion made to bring the Authorization of Signatory on School District Accounts – Exhibit B to the full Board for approval.</p> <p>E. Appointment of Medical Advisor</p> <p>Motion made and passed unanimously to bring the appointment of the Medical Advisor per policy 5141 to the full Board for approval.</p> <p>F. End of Year Balance for 2015</p> <p>Motion made and passed unanimously to bring a request to send the end-of-year balance for 2015, based on final audit, to the town for placement in the capital reserve account to the full Board for discussion and possible action.</p> <p>G. Appointment of Board’s legal counsel to serve as hearing officer in lieu of Board for student expulsion hearings when the Board Chair deems it necessary or otherwise appropriate</p>
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	<p>the Board authority to appoint a hearing officer for expulsions if desired. She said that the Board unanimously approved a hearing officer for accommodation hearings, but not for expulsions, in October of 2012. She feels it is important to revisit the issue since scheduling issues often make it very difficult to hear expulsions within required time limits when using the committee. This approval would provide insurance in case a committee could not be convened in time.</p> <ul style="list-style-type: none"> • Mrs. Chastain agreed scheduling can sometimes be very difficult and said she is fully in favor of this recommendation. • Mr. Coppola said he too was in favor. <p>Mr. Coppola moved to recommend to the full Board that the Board appoint its legal counsel to serve as hearing officer in lieu of the Board for student expulsion hearings when the Board Chair deems it necessary or otherwise appropriate.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to recommend to the full Board that the Board appoint its legal counsel to serve as hearing officer in lieu of the Board for student expulsion hearings when the Board Chair deems it necessary or otherwise appropriate.</p>
4.	<p>Items of Information</p> <p>A. Update on Munis</p> <ul style="list-style-type: none"> • Mr. Hubelbank said it was a very successful start as of July 1st. Staff did a wonderful job. Already he is seeing a much faster processing of entry and approvals. The Payroll and Human Resources pieces are much more complex but they are working on them and still looking for a January 2016 launch. <p>B. Update on School Security</p> <ul style="list-style-type: none"> • Mr. Hubelbank said annual training is required in each of the schools and that has been done. 	<p>Items of Information</p> <p>A. Update on Munis</p> <p>B. Update on Student Security</p>

	<p>The district has offered interested school staff a School Dude application for phones which has information to be used in an emergency. This was offered to regular substitutes too who are used on a more permanent basis. Staff who did not wish to use the app were given paper copies.</p> <ul style="list-style-type: none"> • Mrs. Chastain asked if substitutes are also trained. Mr. Hubelbank said any new substitutes are now oriented by the SRO. Ms. Baldelli said returning substitutes receive information in the substitute handbook. 	
	<p>C. Update on Student Transportation</p> <ul style="list-style-type: none"> • Mr. Hubelbank said in general it was a very good opening in spite of all the road work taking place in town. Some work was needed at release time at the end of the school day but that is improving as well. There were a few parent concerns which are being addressed individually. • Mrs. Volinski said she was happy to see Route 7 traffic stopping for buses this year. • Mrs. Chastain said she was not seeing that on Route 7 and asked if the drivers were working with the police. Mr. Hubelbank said the drivers were making reports and that the buses had cameras to catch offending cars as well. He said he would double check to see if all the buses had the cameras. 	<p>C. Update on Student Transportation</p>
	<p>D. Activity Buses</p> <ul style="list-style-type: none"> • Mr. Hubelbank said he has been working with Mr. Shugrue and Mrs. Ford to set up a schedule for these buses which the bus company has ready to go. There will be consolidated drop offs determined once the schedule and sign-ups are set. He is hoping to start the buses by the second week of September. • Mrs. Faulenbach asked if parents were aware and Mr. Hubelbank said the activity buses had 	<p>D. Activity Buses</p>

	<p>not been advertised yet since the schools are still gathering information.</p> <ul style="list-style-type: none"> • Mrs. Chastain asked if the timeframe would coordinate with sports so athletes could use them as well. Mr. Hubelbank said he was not sure since athletics tended to run much later than activities. • Mrs. Chastain said she would love to see them offered for sports too. • Mrs. Faulenbach said she was thrilled to be making a start with these at least. <p>E. Transition Expenses</p> <ul style="list-style-type: none"> • Mr. Hubelbank distributed a summary. • Mrs. Faulenbach noted that it is always nice to come in under budget, especially with such a difficult task. <p>F. Tuition Students</p> <ul style="list-style-type: none"> • Mr. Smith said there are currently five students; most are children of staff members who pay 50% tuition, two are full tuition. 	<p>E. Transition Expenses</p> <p>F. Tuition Students</p>
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
6.	<p>Adjourn</p> <p>Mrs. Volinski moved to adjourn the meeting at 8:32 p.m. seconded by Mrs. Chastain and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:32 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee