

**NEW MILFORD BOARD OF EDUCATION**  
**New Milford Public Schools**  
**50 East Street**  
**New Milford, Connecticut 06776**

**OPERATIONS SUB-COMMITTEE**  
**MEETING NOTICE**

<b>DATE:</b>	<b>September 2, 2008</b>
<b>TIME:</b>	<b>7:30 P.M.</b>
<b>PLACE:</b>	<b>Lillis Administration Building – Room 2</b>

**AGENDA**

**1. Call to Order**

**2. Public Comment**

The Board welcomes Public Participation and asks that speakers please limit their comments to 3 minutes. Speakers may offer objective comments of items on this agenda. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

**3. Discussion and Possible Action**

**A. Exhibit A: Personnel** – Certified, Non-Certified Appointments, Resignations and Leaves of Absence

**B. Monthly Reports**

1. Purchase Resolution D-611
2. Request for Transfers
3. Budget Position as of 8/31/08

**C. Tuition Rates**

**D. Award of Bids**

- A. Milk/Frozen Dessert
- B. Special Ed Transportation
- C. Security Services

**E. 2008 End of year Balance**

**F. Food Service Update**

**G. Gifts & Donations**

1. Exhibit B: IBM

**H. Update on School Security Grant Application**

**I. Exhibit C: Authorization of Signatory on School District Account**

**4. Adjourn**

**Sub-Committee Members:** Mrs. Wendy Faulenbach, Chair  
Mr. Tom McSherry  
Mrs. Amy Llerena  
Mrs. Julie Turk

**Alternates:** Mrs. Thomas  
Mrs. Finney

**New Milford Board of Education  
Operations Sub-Committee  
September 2, 2008  
Lillis Administration Building, Room 2**

Present:	Mrs. Wendy Faulenbach, Committee Chairperson
	Mrs. Amy Llerena*
	Mr. William McSherry*
	Mrs. Julie Turk*
	Mr. David Lawson
	Mr. William Wellman
	Dr. Lisa Diamond, ex-officio Board chairperson
	*Sub-Committee Members

Also Present:	Dr. JeanAnn C. Paddyfote, Superintendent of Schools
	Mr. Thomas Mulvihill, Assistant Superintendent of Schools
	Mr. John Turk, Director of Fiscal Services
	Mrs. Adele Johnson, Director of Pupil Personnel & Special Services
	Ms. Ellamae Baldelli, Director of Human Resources
	Mr. David Elmore, Director of Technology
	Mr. Thomas Corbett, Former Director of Operations, Consultant

1.	<b>Call to Order</b> The meeting of the New Milford Board of Education Operations Sub- Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.	Call to Order
2.	<b>Public Comment</b> • None	No public Comment
3A	<b>Discussion and possible action</b> <b>Exhibit A Personnel:</b> • Mrs. Baldelli pointed out the effective date for the JV/Varsity Football Coach will change; the revised Exhibit A will be available for the Board meeting.  Mr. McSherry moved to send Exhibit A Personnel to the full board for discussion and possible action. Mrs. Llerena seconded the motion which passed unanimously.	Motion passed unanimously to bring Exhibit A personnel to full board for approval
3B	<b>Monthly reports</b> (1) <b>Purchase resolution D-611</b> (no comments); (2) <b>Request for Transfers.</b> • Mrs. Turk asked to include a description of transferring accounts; • Other members did not feel the need for such an inclusion, • Mrs. Faulenbach announced the report will remain as is based on the majority opinion.	Monthly Reports. Motion passed unanimously to send all Monthly Reports to the full board for approval.

	<p>(3) <b>Budget position as of 8/31/08.</b> Mr. Turk noted that this report represents an early budget position.</p> <p>Mr. McSherry moved to send Monthly Reports to the full Board for approval. Mrs. Llerena seconded the motion which passed unanimously.</p>	
3C.	<p><b>Tuition Rates</b></p> <ul style="list-style-type: none"> <li>• Mr. Corbett noted a slight decrease in rates at the high school. Transportation and special education costs are not included.</li> <li>• It was pointed out by Mr. Lawson that funds do not accrue to the BOE, but are in Town coffers.</li> <li>• Mr. Mulvihill noted that the State average is usually about 15-16% higher than other communities similar to New Milford.</li> </ul> <p>Mr. McSherry moved to send tuition rates to the full board for approval. Mrs. Llerena seconded the motion which passed unanimously.</p>	Tuition Rates sent to full board for approval via unanimous motion.
3D	<p><b>Award of Bids</b></p> <p>(1) Milk/frozen dessert.</p> <ul style="list-style-type: none"> <li>• Marcus Dairy is low bidder on milk;</li> <li>• Frozen desserts will have several vendors depending on product.</li> </ul> <p>(2) Special Ed Transportation:</p> <ul style="list-style-type: none"> <li>• Vendors used are low bidders for each destination.</li> <li>• Mr. Wellman asked about tuition rates for each facility.</li> <li>• Mr. Corbett explained that purchase orders for tuition will be sent to the Operations' Committee on the purchase resolution in the future.</li> </ul> <p>(3) Security Services:</p> <ul style="list-style-type: none"> <li>• The vendor selected did not bid, but is the supplier for security services this past year and extended the contract for another year.</li> <li>• Next year bidding will take place.</li> </ul> <p>Mrs. Llerena moved to bring award of bids to the full board for approval. Mr. McSherry seconded the motion which passed unanimously.</p>	Motion passed unanimously to bring Award of Bids to the full board for approval.
3E	<p><b>2008 End of year balance</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach advised the Committee that there were three options with regard to the end of year balance: no action in which case the balance goes into the general fund; request funds be designated to the Internal Service Fund and/or Capital Reserve Fund.</li> </ul>	2008 end of year balance brought to the board for discussion and possible action.

	<ul style="list-style-type: none"> <li>• Dr. Diamond suggested considering the current economic climate the Committee not request funds go into capital reserve.</li> <li>• Mr. Lawson asked the amount in the capital reserve;</li> <li>• Dr. Paddyfote believed it is at least \$530,000 but will check with the town.</li> <li>• Mr. Lawson reminded members of the Board's responsibility to take care of infrastructure and added he would recommend the Board set aside a portion for the Capital Reserve Fund.</li> <li>• Mr. McSherry added that is a reasonable request.</li> <li>• Mrs. Faulenbach noted this item will be sent to the full Board for action with Board Chair directed to draft a letter.</li> </ul>	
3F	<p><b>Food Service Update</b></p> <ul style="list-style-type: none"> <li>• Mr. Miller prepared Food Services P&amp;L June 30<sup>th</sup> showing, as expected, the deficit in the account.</li> <li>• Updates will be brought periodically to the committee.</li> <li>• The name will be changed to Food and Nutrition Services.</li> </ul>	Food Service Update presented.
3G	<p><b>Gift and Donations</b></p> <p><b>1. Exhibit B IBM.</b></p> <p>Mrs. Llerena moved to send Gifts and Donations to the full board, seconded by Mr. McSherry. Motion passed unanimously.</p>	Motion passed unanimously to send Gifts and Donations to full board.
3H	<p><b>Update on School Security Grant Application</b></p> <ul style="list-style-type: none"> <li>• Mr. Turk reported the first step is an assessment of all schools;</li> <li>• The central office and facilities building will be included in the grant application,</li> </ul> <p>The deadline for the application is October 1, and the reimbursement would be 44%.</p>	Update on School Security Application.
3I	<p><b>Exhibit C: Authorization of Signatory on School District Account</b></p> <p>Mr. McSherry moved to bring Exhibit C Authorization of Signatory on School District Account to the full board for discussion and possible action with recommendation of adding Sandra Sullivan.</p>	Motion passed unanimously to send Exhibit C: Authorization of Signatory School District Account to full board.

	Mrs. Llerena seconded the motion which passed unanimously.	
4	<b>Adjourn</b> Mr. McSherry moved to adjourn the meeting at 8:17 p.m., seconded by Mrs. Llerena. Motion passed unanimously.	Adjourn at 8:17 p.m.

Respectfully submitted,

Wendy Faulenbach, Chairperson  
Operations' Sub-Committee