

**New Milford Board of Education  
Special Meeting Minutes  
June 22, 2016  
Sarah Noble Intermediate School – Library Media Center**

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NEW MILFORD, CT

Present:	Mr. David A. Lawson, Chairperson Mr. Robert Coppola Mr. Bill Dahl Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mr. J.T. Schemm
Absent:	Mrs. Angela C. Chastain Mr. Dave Littlefield

Also Present:	Mr. Joshua Smith, Superintendent Elect Mr. Anthony Giovannone, Director of Fiscal Services and Operations Ms. Ellamae Baldelli, Director of Human Resources Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Roberta Pratt, Director of Technology Mr. Kevin Munrett, Facilities Manager
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<b>1.</b>	<b>Call to Order</b>	<b>Call to Order</b>
<b>A.</b>	<b>Pledge of Allegiance</b>  The special meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mr. Lawson. The Pledge of Allegiance and a moment of silence immediately followed the call to order.	<b>A. Pledge of Allegiance</b>
<b>2.</b>	<b>Public Comment</b>  <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>	<b>Discussion and Possible Action</b>
<b>A.</b>	<b>Adjustments to 2016-2017 Board of Education Adopted Budget and anticipated transfers</b>  Motion made by Mr. Dahl that the Board amend the 2016-2017 adopted Board of Education budget from \$62,183,950 to \$61,686,660.	<b>A. Adjustments to 2016-2017 Board of Education Adopted Budget and anticipated transfers</b>  <b>Motion made and passed unanimously to amend the 2016-2017 adopted Board of Education</b>

	<p>Motion seconded by Mr. McCauley.</p> <ul style="list-style-type: none"><li>• Mr. Smith reviewed the handout regarding adjustments to the budget. He said the top half detailed the adjustments made by Town Council. The only change from previous discussions is to the medical insurance line. The amount of \$115,975 was approved by the Town Council as a deduction to the BOE budget and they included that in the number on the referendum. Mr. Smith said the handout on insurance shows that according to the insurance actuaries, the cut should have come from the Town side. To make the adjustment and still abide by the referendum vote, the BOE will reduce its insurance payment to the Town by that amount.</li><li>• Mr. Coppola asked for confirmation that the Board had no choice but to agree to the Town Council adjustments and Mr. Smith said that is correct. The bottom suggested items which total \$310, 920 are under Board control for approval.</li><li>• Mrs. Faulenbach asked for specifics regarding the insurance payment and that the Board would be paying the Town \$115,975 less than the amount owed and Mr. Smith said that is correct.</li><li>• Mr. Giovannone said the Town receives the full insurance bill and the Board makes monthly payments to the Town for its share.</li><li>• Mr. Schemm asked when the Board will receive final actuarial numbers and Mr. Smith said we will start to receive quarterly statements of projected versus actual numbers in July and this will continue throughout the year.</li><li>• Mr. Schemm asked if the insurance bill runs on the fiscal year or calendar year. Mr. Giovannone said it is fiscal.</li><li>• Mrs. Faulenbach asked for clarity on the \$115,975: does the Board owe this amount but the Town is forgiving it or should it have been an adjustment to the Town side; and whether</li></ul>	<p><b>budget from \$62,183,950 to \$61,686,660.</b></p>
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the adjustment was coming from the total pot or from the BOE budget. Mr. Smith said who should be paying the amount is “in the eye of the beholder” but it is coming from the BOE budget. However, the good news is that it is an adjustment to the insurance line only so does not require cuts from other accounts. Where this will show up is in next year’s budget where the year to year increase will appear larger because the number has been artificially deflated by \$115,975 this year.

- Mrs. Faulenbach said that is further compounded by the use of the internal service fund. We are using two vehicles to supplement that line.
- Mr. Smith said he had an informal discussion with the auditors this year about showing this insurance detail in next year’s budget for transparency similar to what was done this year with capital reserve and the auditors said they saw it as proper.
- Mr. Coppola said the suggested items for the additional \$310,920 adjustment needed, which are listed on the bottom half of the handout, have been presented and discussed at several Board meetings already and he is fine with all of them. He said he was grateful that the budget passed at the second referendum so that additional cuts are not needed.
- Mrs. Faulenbach said she agreed and is not in favor of motions for any other cuts to the budget. She appreciated the collaboration to make this happen.
- Mr. Smith distributed a signed memo confirming the adjustments that will be made through All Star Transportation.
- Mrs. Faulenbach said she appreciated the confirmation and said the memo would be important to have on hand as the Board enters negotiations on the transportation contract.

Motion passed unanimously.

<p>4.</p> <p>A.</p>	<p><b>Items of Information</b></p> <p><b>2015-2016 Closeout</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said the handout highlights shifts made from the original budget as approved in January. More students have enrolled in music at SMS than anticipated so an additional 0.5 Full Time Equivalent (FTE) will be added there. As previously stated, the high school has been using a retired teacher at a high rate of pay to fill a 0.6 French position at the high school because of an inability to fill the position permanently. For next year, the plan is to hire a full time teacher to fill that position and teach extra sections at SMS which are needed due to increased enrollment for that elective. This will actually result in a cost savings which is not indicated on the handout due to a typo.</li><li>• Mr. Giovannone said the typo changes the handout's bottom line as well to \$33, 697.</li><li>• Mr. Coppola said he was pleased to see enrollment going up in Spanish at the middle school since that must mean more students are not required to take reading in its place.</li><li>• Mr. Smith said there are fewer students needing to take reading which is a good sign regarding their overall progress. He also said the schedule redesign helps here too as some students are now able to do both reading and a language.</li><li>• Mr. Smith said the LHTC program is up to 21 students which is a credit to the program but requires the addition of another teacher.</li><li>• Mr. Schemm asked if there was any savings here with students coming back in from out of district. Mrs. Olson said of the total students there are three students moving into the program from the high school, one returning from out of district (ODP) placement, and one unexpected ODP return. There is also one Region 12 tuition student.</li><li>• Mr. Smith said there is also a reserve listed</li></ul>	<p><b>Items of Information</b></p> <p><b>A. 2015-2016 Closeout</b></p>
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	<p>from the disbanding of a team at SMS.</p> <ul style="list-style-type: none"><li>• Mr. Coppola asked where that savings is being held and Mr. Smith said it is in the certified salary account.</li><li>• Mrs. Faulenbach said that account tends to be very fluid and is closely watched as it is the largest piece of the budget.</li><li>• Mr. Smith said the adjustment to the CEN funding is due to the state budget cuts. The state is no longer fully funding internet.</li><li>• Mrs. Faulenbach asked if the Board would see these adjustments again in the fall and Mr. Smith said yes but in various forms, for example on Exhibit A, so he wanted to show them here for transparency.</li><li>• Mr. Smith explained another handout regarding year-end. The handout shows balances as of May 31, 2016 and June 22, 2016 as well as anticipated expenses to finish the year. The estimated unaudited year-end balance is \$605,332, barring unforeseen expenses. The actual end of year balance pending audit will be presented at the September Board meeting with consideration to sending it to capital reserve.</li><li>• Mr. Coppola wanted it noted for the record that the balance is expected to end in the positive and Mr. Smith said it is.</li><li>• Mr. Schemm said he found it amazing to finish the year with a budget this size within 1% of projections. He said he was glad to see capital projects back in the budget and the use of capital reserve captured there.</li><li>• Mrs. Faulenbach said it is important to document as there are lots of steps involved in the use of capital reserve.</li><li>• Mr. Smith highlighted a few of the additional expenses. He said the bleachers at the high school are being added for the second turf field which currently has no seating. Lawn chairs can damage the field so we want to make sure there is an alternative. The shed will be used to secure and store the turf field equipment.</li></ul>	
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- Mr. Coppola wanted it noted for the record that the turf field equipment itself was paid for as part of the project bonding.
- Mrs. Faulenbach asked if the year-end projects previously discussed were already reflected in the balance and Mr. Smith said they were.
- Mr. Coppola thanked Mr. Smith and Mr. Giovannone for their reporting efforts. He said they are making the process very clear for the layman to follow.

**B. Turf Field Administration and Facility Use Manual**

- Mr. Smith said the fields are scheduled to open soon so this draft manual has been prepared in collaboration with the Facilities Department, Fiscal Services, Athletics and the High School to provide guidance. It is a work in progress and it is expected to evolve with time as we begin use of the fields. He asked the Board to look it over and let him know if they had any suggestions for changes.
- Mrs. Faulenbach said she appreciated the collaboration. As a member of the Turf Field Committee, she is very glad to see the Board taking a proactive approach to the fields' management.
- Mrs. McInerney said she thought it was a great working document and was very glad to see the thought that went into it as the fields are very expensive and need to be protected. She noted the use of individual email addresses in the manual and suggested generic addresses be created instead that are not tied to individual employees. Mr. Smith said that was a good suggestion and the district has already begun that process with some departments.
- Mr. Lawson noted the fee schedule and asked how the collection would be handled. Mr. Smith said that is being set up now. The fees will be collected by Facilities as they are now with other usage requests. They will be coded for field use and will be transferred periodically to the Town into some type of Turf Field

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	<p>Reserve account.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said she was glad to see discussion of a separate account through the Town for fields as that is preferable.</li><li>• Mr. Smith said regarding the fees for usage of the lights, that money will stay with the Board of Education to be paid towards that bill.</li></ul>	
<b>5.</b>	<p><b>Adjourn</b></p> <p>Mr. Coppola moved to adjourn the meeting at 7:29 p.m., seconded by Mrs. McInerney and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:29 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach

Secretary

New Milford Board of Education