

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 December 6, 2016  
 Lillis Administration Building—Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson  
 Mr. Robert Coppola  
 Mr. Brian McCauley  
 Mr. J.T. Schemm

Also Present: Mr. Joshua Smith, Superintendent  
 Ms. Alisha DiCorpo, Assistant Superintendent  
 Ms. Ellamae Baldelli, Director of Human Resources  
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations  
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services  
 Ms. Roberta Pratt, Director of Technology  
 Mr. Kevin Munrett, Facilities Manager  
 Mr. Nestor Aparicio, Assistant Facilities Manager

RECEIVED  
 TOWN CLERK  
 2016 DEC -9 A 8:03

NEW MILFORD, CT

1.	<p><b>Call to Order</b>          The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:35 p.m. by Mrs. Faulenbach.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Presentation</b></p> <p><b>A. Substitute Outsourcing Services</b></p> <ul style="list-style-type: none"> <li>• Ms. Baldelli said the two presenters would give an overview of the services they provide for substitute staffing.</li> </ul> <ol style="list-style-type: none"> <li><b>1. Kelly Educational Staffing Services</b></li> <li><b>2. Sources4Teachers</b></li> </ol> <ul style="list-style-type: none"> <li>• Both presenters spoke about their company's proven track record, successful fill rate, recruiting efforts, and collaboration with participating districts.</li> <li>• Mr. Coppola asked how much each one cost. Janice Beekmen, for Kelly Services, said they</li> </ul>	<p><b>Presentation</b></p> <p><b>A. Substitute Outsourcing Services</b></p> <ol style="list-style-type: none"> <li><b>1. Kelly Educational Staffing Services</b></li> <li><b>2. Sources4Teachers</b></li> </ol>

	<p>have a 1.39 markup. Phil Engle, for Sources4Teachers, said their markup is 1.37.</p> <ul style="list-style-type: none"> <li>• Mr. McCauley asked how much input the Board has on substitutes coming into the district and both companies said it is collaborative.</li> <li>• Mr. McCauley said that Kelly claims 100% success improving substitute rates and asked how much of a boost it is. Ms. Beekmen said it is always higher than what the district had but she couldn't say by how much specifically.</li> <li>• Mrs. Faulenbach said the Board recognizes that this area is a challenge and is trying to do the best it can to make sure staff has coverage.</li> <li>• Both companies offer insurance to their employees. They are eligible for unemployment in the summer and will provide Aesop integration with the district at their expense.</li> <li>• Mrs. Faulenbach said the presentations would be discussed by the committee later in the evening. She thanked the presenters for coming.</li> </ul>	
<p><b>4.</b></p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <ul style="list-style-type: none"> <li>• Mr. Coppola asked if volunteers are covered if they are injured while coaching. Ms. Baldelli said they are and that it follows the same process as with employees through CIRMA. Mr. Coppola asked if they receive any other benefits and Ms. Baldelli said they do not.</li> <li>• Mrs. Faulenbach asked if Ms. Baldelli expects a revision for the Board meeting and she said she did.</li> <li>• Mr. Schemm asked about the coaches recommended for hire pending coaching permit. Ms. Baldelli said they cannot apply for the permit until they have an offer of a position but if for some reason they do not get it, then</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p>

	<p>they are “unhired”.</p> <ul style="list-style-type: none"><li>• Mr. Schemm asked about the position under 2B with seven years’ experience that is being hired at step 6E. Ms. Baldelli said there have been freezes so sometimes the steps don’t coincide, especially in non-shortage areas. The beginning step is at the discretion of the Superintendent but we try to adhere to the freezes when possible.</li><li>• Mr. McCauley asked about the two special education openings. Ms. Baldelli said the leave of absence will be filled with a long term substitute and the other position is posted now.</li><li>• Mr. Coppola asked when the Board will see the next list of substitutes and Ms. Baldelli said in February.</li></ul> <p>Mr. McCauley 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. Schemm.</p> <p>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated 11/30/16</b></li><li><b>2. Purchase Resolution D-693</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mr. Coppola asked about the amount remaining in the certified salary account and Mr. Giovannone said it was a combination of open positions and replacement hires.</li><li>• Mr. Coppola asked about the non-certified line and Mr. Giovannone said it will move as it is used during the year.</li><li>• Mr. Giovannone said the revenue lines will begin to fill in over the next few months.</li><li>• Mr. Schemm asked if the substitute line balance was typical and Mr. Smith said it tends to spike in the winter months and at the end of the year.</li></ul>	<p><b>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.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated 11/30/16</b></li><li><b>2. Purchase Resolution D-693</b></li><li><b>3. Request for Budget Transfers</b></li></ol>
--	--	---

	<ul style="list-style-type: none"><li>• Mr. Giovannone said they will look at making projections for that line once they are six months in.</li><li>• Mrs. Faulenbach asked for a breakdown of line 52900 Other Employee Benefits and Mr. Giovannone said he would provide that.</li><li>• Mrs. Faulenbach asked for clarification of line 52810 and Mr. Giovannone said there was a payment in process to the Town at the time the report was generated.</li><li>• Mrs. Faulenbach asked about the overage in line 54412. Mr. Giovannone said he had thought that was resolved but will check on why it is still showing on the report.</li><li>• Mrs. Faulenbach asked for detail of the student transportation line that is showing a balance of \$112,659 and Mr. Giovannone said he would review.</li><li>• Mr. Coppola asked about 55610 and 55630 tuition line balances. Mrs. Olson said these have a balance right now but it could easily be needed before the year is out.</li><li>• Mr. Coppola asked about excess costs and Mr. Smith said the first payment is due to be received late February/early March. The number can have a big effect on the end of year balance.</li><li>• Mrs. Faulenbach asked for a breakdown of line 57500 Furniture and Fixtures and Mr. Giovannone said he would provide it.</li><li>• Mrs. Faulenbach noted that the parking permit line was down slightly.</li><li>• Mr. Coppola asked what the BCBA Services were for under EdAdvance on the purchase resolution. Mrs. Olson said this is for a subcontracted Board certified behavior analyst.</li><li>• Mr. Coppola noted that the graduation rental price was a bargain in his opinion. Mr. Smith said others agreed which is why it is so important to set the graduation date as early as possible as we jockey for the space with many other districts.</li><li>• Mr. Coppola said he was pleased to see just a</li></ul>	
--	--	--

	<p>few transfer requests.</p> <p>Mr. Coppola moved to bring the monthly reports: Budget Position dated 11/30/16, Purchase Resolution D-693 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b>  <b>1. PTO — Exhibit B</b></p> <ul style="list-style-type: none"> <li>• Mr. Coppola thanked the PTO on behalf of the Board.</li> </ul> <p>Mr. Coppola moved to bring Gifts &amp; Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>D. Teacher Substitutes</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said the lack of substitutes is a huge drain on the schools and Human Resources as they work to provide coverage.</li> <li>• Mr. Coppola said he was originally opposed to using a service due to the expense but now having seen the presentations he realizes there are other costs that will be covered by the provider and he said Ms. Baldelli was right to pursue the idea.</li> <li>• Ms. Baldelli said the service company will pick up the cost for Aesop which currently costs the district over \$10,000. They will pay for summer unemployment, worker’s compensation, orientation time etc. She said the district also has increased costs when substitutes are not available and teachers are used for period coverage; increasing the fill rate would cut down on this. She said the</li> </ul>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 11/30/16, Purchase Resolution D-693, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Gifts &amp; Donations</b>  <b>1. PTO — Exhibit B</b></p> <p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: PTO – Exhibit B to the full Board for approval.</b></p> <p><b>D. Teacher Substitutes</b></p>
--	---	--

	<p>recruitment piece that the companies provide cannot be matched by the district.</p> <ul style="list-style-type: none"><li>• Mr. Coppola asked which company Ms. Baldelli would recommend and she said she would need to have additional conversations with both before making a recommendation.</li><li>• Mr. Coppola asked what commitment is required and Ms. Baldelli said it is an annual agreement.</li><li>• Mrs. Faulenbach said the larger question is if this is the solution to fix the problem. She asked what the timetable for action was. Ms. Baldelli said there is money in the current budget and it could be factored into budget planning for next year. She said she could provide additional data on current fill rates when the Committee returns to meeting in February.</li><li>• Mrs. Faulenbach said she would appreciate a cost analysis going forward to help prompt action or inaction.</li><li>• Mr. Schemm asked about other subcontracted services and Mr. Smith said safety monitors and student care workers are the two big groups.</li><li>• Mr. Smith said if the Board does not choose to go this route they may have to consider other budget options for recruitment and advertising.</li></ul> <p><b>E. Paraeducator Substitute Rate</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said the district is mandated to raise the para substitute rate in January as it will be below the new minimum wage of \$10.10. He said it is difficult to find and recruit para substitutes now so they have provided historical data for the Board to consider raising the rate to \$12.00 instead.</li><li>• Mrs. Faulenbach said their line item in the budget position shows some wiggle room now and asked if Mr. Smith was comfortable with it. Mr. Smith said the status quo is not working so he thought it was worth the risk.</li></ul>	<p><b>E. Paraeducator Substitute Rate</b></p>
--	---	---

	<ul style="list-style-type: none"> <li>• Mr. Coppola asked what the hourly rate for a teacher sub is now and Mr. Giovannone said it is \$12.41.</li> <li>• Mr. Smith said the \$12.00 recommendation was based on what surrounding districts are paying.</li> <li>• Ms. Baldelli said a recent email blast she saw showed that many Fairfield County districts are paying para and teacher subs the same rate. She said the gap is closing due to the lean pool.</li> <li>• Mr. McCauley said he liked the idea of paying the same rate.</li> <li>• Mr. Coppola said he had a problem paying a para sub the same amount as a teacher sub who oversees a whole class and is required to have a four year degree.</li> <li>• The committee agreed to table the discussion until February when the topic would be reconsidered. No action was needed to increase the rate to \$10.10 as it is a required regulatory change.</li> </ul> <p><b>F. Tutor Rate</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said this rate has not been raised in many years. New Milford requires certified personnel which makes it difficult to recruit at the current rate, especially since this position has no benefits. He is recommending the change for 2017-18.</li> </ul> <p>Mr. Coppola moved to bring a recommendation to raise the tutor rate to \$16 per hour beginning in fiscal year 2017-18 to the full Board for approval.</p> <p>Motion seconded by Mrs. Faulenbach.</p> <p>Motion passed unanimously.</p> <p><b>G. Input for 2017-2018 Budget</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said it has been customary over the years to request Board input prior to</li> </ul>	<p><b>F. Tutor Rate</b></p> <p><b>Motion made and passed unanimously to bring a recommendation to raise the tutor rate to \$16 per hour beginning in fiscal year 2017-18 to the full Board for approval.</b></p> <p><b>G. Input for 2017-2018 Budget</b></p>
--	--	--

	<p>budget deliberations.</p> <ul style="list-style-type: none"> <li>• Mr. Coppola said all Board members were invited to do this privately as well and he had already shared his thoughts with Mr. Smith. He did want to state publicly his wish to raise the field trip amount to \$50,000.</li> <li>• Mr. Smith said he welcomed discussion during budget deliberations too but it was easier to have the conversations now so there is time to gather any needed information for discussion.</li> <li>• Mrs. Faulenbach said Board members could still ask later in the process if something comes up.</li> <li>• Mr. Coppola said it was his right as a Board member to add suggestions during the budget hearings.</li> </ul>	
<p><b>5.</b></p> <p><b>A.</b></p> <p><b>B.</b></p>	<p><b>Items of Information</b></p> <p><b>Update on Paraeducator Negotiations</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said an executive session is planned for next week’s Board meeting.</li> </ul> <p><b>Master Bid List schedule</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said this list was developed when they realized the septic tank cleaning bid was missed last April while district personnel were in transition. This document lists all known bids going forward with their timeline.</li> <li>• Mrs. Faulenbach asked if these were suggested timelines or etched in stone and Mr. Giovannone said they are dictated by the ending date of the previous contracted bids.</li> <li>• Mr. Smith said the legal item is the only one that is not date specific.</li> <li>• Mrs. Faulenbach asked if this could be added to the website and Mr. Smith said that was the intent.</li> <li>• Mr. Schemm asked if this was discussed at Facilities too since there are several Facilities related items on the list. Mr. Smith said no</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Update on Paraeducator Negotiations</b></p> <p><b>B. Master Bid List schedule</b></p>



<p><b>C. East Street  D. Pickett District Property</b></p>	<p>since this is for the contractual bid piece.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said she asked for these two topics to be put on the Operations agenda as well as they have been in the past with Facilities because she believes there may be a financial component. She also thought additional members on this committee could piggy back on discussion that had already taken place and add their thoughts. She asked the Board Chair for his approval and he agreed. She asked if anyone had additional questions.</li> <li>• Mrs. Faulenbach said what jumped off the page was she doesn't want any financial component to the Board of Education tied to the capital reserve which has limitations for a non-recurring emergency expenditure usage. She feels a separate account should be created that does not limit the Board as to usage.</li> <li>• Mr. Coppola suggested Mrs. Faulenbach bring that up for discussion at the Board meeting. Mr. Coppola agreed the capital was designed for non-reoccurring emergency uses based on the chiller example Mrs Faulenbach provided.</li> <li>• Mrs. Faulenbach also said she would like the full Board to have the opportunity to meet with legal counsel directly before signing the agreement, perhaps in executive session.</li> <li>• Mr. Giovannone reminded the Board that the decision could have budgetary implications regarding utilities etc.</li> <li>• Mr. Coppola agreed that decisions needed to be made to end the uncertainty.</li> <li>• Mrs. Faulenbach heard Mr. Coppola say "well then you better make certain the attorney is available next week".</li> </ul>	<p><b>C. East Street  D. Pickett District Property</b></p>
<p><b>6.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Tammy McInerney spoke as a parent with a special needs child in favor of raising the para</li> </ul>	<p><b>Public Comment</b></p>

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 December 6, 2016  
 Lillis Administration Building—Room 2**

	<p>substitute rate. She said that while a teacher substitute does have responsibility for a whole class, para subs perform invaluable functions that most people would not want to do. They care for children with very specific physical and/or behavioral needs and are very much needed. She hopes for further discussion down the road.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach clarified that it was agreed to add it as a topic for the February committee meeting.</li> </ul>	
<p><b>7.</b></p>	<p><b>Adjourn</b></p> <p>Mr. McCauley moved to adjourn the meeting at 9:33 p.m. seconded by Mr. Schemm and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 9:33 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee