

**New Milford Board of Education  
Special Operations Sub-Committee Meeting  
January 15, 2008  
Lillis Administration Building, Room 2**

Present:	*Mrs. Wendy Faulenbach, Operations Chairperson
	*Mr. David A. Lawson
	*Mrs. Amy Llerena
	*Mr. Thomas McSherry
	*Mrs. Julie Turk 7:04 p.m.
	Mrs. Alexandra Thomas
	Mr. William Wellman
	Dr. Lisa Diamond, Board Chair, Ex-Officio, 7:16 p.m.

**\*Committee Members**

Also Present:	Dr. JeanAnn C. Paddyfote, Superintendent of Schools
	Mr. Thomas Mulvihill, Assistant Superintendent
	Mr. John Calhoun, Director of Facilities
	Mr. Leo Rogoza, Assistant Director of Facilities
	Mr. Greg Miller, Accounting

1.	The special meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:02 p.m. by Mrs. Faulenbach.	Call to Order
2.	No public comment.	Public Comment
3. A.	<p><b>Discussion and Possible Action</b>  <b>Personnel Exhibit A</b></p> <ul style="list-style-type: none"> <li>Personnel Exhibit A will be revised prior to the budget adoption meeting.</li> </ul> <p>David Lawson moved to bring Personnel Exhibit A forward to the full Board for approval. Mrs. Llerena seconded the motion which passed unanimously.</p> <ul style="list-style-type: none"> <li>Mrs. Thomas inquired about who votes on agenda items. Mrs. Faulenbach advised Mrs. Thomas that since a quorum was present, the alternate would not be seated and would not be voting.</li> </ul>	<p>Personnel Exhibit A</p> <p>Motion passed unanimously to bring Personnel Exhibit A before the full Board for approval.</p>
3. B1.	<p><b>Monthly Reports:</b>  <b>1. Purchase Resolution D-606.</b></p> <ul style="list-style-type: none"> <li>Mrs. Turk asked if there were annual bids</li> </ul>	<p>Monthly Reports.  Purchase Resolution D-606.</p>

	<p>for special education transportation.</p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote noted that Mr. Corbett sent bids out for special education transportation one or two years ago.</li> <li>• Dr. Paddyfote explained that Mrs. Johnson checks with neighboring school districts first to see if the transportation costs can be shared by both districts. When that is not possible, the district utilizes one of the transportation providers that submitted a bid.</li> <li>• Mrs. Faulenbach asked if Purchase Order #25945, Mitchell Oil, covered the entire year. Mr. Calhoun responded it does.</li> </ul>	
<p>3. B2.</p>	<p><b>2. Request for Transfers</b></p> <ul style="list-style-type: none"> <li>• Mr. Calhoun commented on the transfer for library environmental services. He noted that the services were for air quality tests. Last summer the plan was to remove the carpet in the library media center at Schaghticoke. However, it was determined that the tiles under the carpet have asbestos. The summer project was discontinued; the effected area was sealed. Air quality tests were done to ensure the air quality in the LMC was not affected by the summer work.</li> </ul>	<p>Request for Budget Transfers.</p>
<p>3. B3.</p>	<p><b>3. Budget position as of 12/31/07</b></p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote noted a 1% difference between last year and this year (92.2% last year vs. 93.2%). She answered the question posed by Mr. McSherry on excess cost reimbursement for the out-of-district tuition line. It was noted that the state excess cost grant has been cut in the past.</li> <li>• Mr. Miller added that payments are received in two installments, January and June. The reimbursable amounts cannot be anticipated.</li> <li>• Mrs. Turk asked who makes the decision regarding payments and was advised the</li> </ul>	<p>Budget Position as of December 31, 2007.</p>

	<p>decision is that of the legislature. Dr. Paddyfote commented that accurate figures must be used, and the district cannot rely on the revenue.</p> <ul style="list-style-type: none"> <li>• Mr. Mulvihill noted that two children entering the district requiring special programs can adversely affect the numbers.</li> </ul> <p>Mrs. Turk moved to bring monthly reports to the full Board for approval, seconded by Mr. McSherry. Motion passed unanimously.</p>	<p>Motion passed unanimously to bring monthly reports to full board for approval.</p>
3.C.	<p><b>Gifts and Donations - Exhibit B: PTO</b></p> <ul style="list-style-type: none"> <li>• The PTO did not meet January 14 to approve grants; therefore, this item covers action at the December PTO meeting.</li> <li>• A revised Exhibit B may be brought to the January Budget adoption meeting.</li> </ul> <p>Mr. McSherry moved to bring Gifts and Donations - Exhibit B: PTO to the full Board for approval. Mr. Lawson seconded the motion which passed unanimously.</p>	<p>Gifts and Donations, Exhibit B: PTO.</p> <p>Motion passed unanimously to bring gifts and donations to the full board for approval.</p>
4.A.	<p><b>Items for Discussion</b></p> <p><b>A. Study by Dr. H.C. Chung of H.C. Planning Consultants, Inc.</b></p> <ul style="list-style-type: none"> <li>• Dr. Chung attended the Town Council meeting on Jan. 14, 2008 and presented an overview of his study.</li> <li>• Mr. Wellman is not sure he agrees with Dr. Chung's assumptions, but thinks there will be increased demands on the schools.</li> <li>• Mr. McSherry felt the high school population would decrease based on school population in lower grades; there is capacity at the elementary schools. Mr. McSherry sees no need for redistricting.</li> <li>• Mrs. Llerena added that the birth rate is decreasing.</li> <li>• Mrs. Thomas asked what the administrative group thinks about the</li> </ul>	<p>Items for discussion.</p> <p>Study by Dr. H.C. Chung, H.C. Planning Consultants, Inc.</p>

	<p>report. Dr. Paddyfote felt Dr. Chung had done a good job with the projections. He utilized meaningful information about New Milford—such as the widening of Route 7, the potential for economic growth, the birth rates, and data related to the housing starts. The future of what will happen with Route 7 is unknown. Facilities should be sufficient for the next 10-15 years. The Superintendent noted that programs also drive how space is utilized.</p> <ul style="list-style-type: none"> <li>• Mr. Mulvihill thought the report was thorough and he does not see anything on the horizon. While New Milford’s accessibility will improve with Route 7, jobs have to be available for an influx of population.</li> </ul>	
<p>4 .B.</p>	<p><b>2007 Draft Town of New Milford Audit Report</b></p> <ul style="list-style-type: none"> <li>• Mr. McSherry asked about the high school student activity account. Mr. Miller noted that it has been at least five years since the student activity accounts were reviewed. Student activity accounts are a decentralized function and the high school has 75-80% of the transactions. The secretaries handle the accounting. However, they are not bookkeepers or accountants.</li> <li>• Mrs. Turk commented that the problems in Long Island may have caused student activity accounts to be included; she further added that there might be a policy that could be put in place to address this issue—i.e. daily deposits, two signatures on checks, etc.</li> <li>• Dr. Paddyfote noted that the same issues were discussed at a January 2004 Operations’ sub-committee meeting when Derek DeLeo, former auditor, addressed the 2003 Town of New Milford Audit Report. The minutes of that meeting show that additional staffing in the finance/accounting department is needed.</li> </ul>	<p>2007 Draft Town of New Milford Audit report</p>

	<ul style="list-style-type: none"> <li>• Dr. Paddyfote acknowledged the due diligence of Mr. Miller with training offered to the secretaries who handle the accounts.</li> </ul>	
4.C.	<p><b>2008-2009 Budget</b></p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote reported the Central Office has been working on the budget for several weeks. All work on staffing is done manually. The budget is divided into cost centers with each school and department having its own cost center.</li> <li>• Staffing accounts for 80% of the budget. It should be noted there are three bargaining units—secretaries, Teamsters and Nurses, that will not have contracts settled for FY 2008-09 prior to budget adoption.</li> <li>• Mr. Miller noted that there is a computer platform for payroll; however, staff are still entering data and the system cannot be used this year for budgeting purposes.</li> <li>• Dr. Paddyfote reported increases in costs: oil is up 30%; the water company has asked for a 47% increase; electricity with the instituted efficiencies increased 5%; sewer increased 35%; diesel is up 30%; medical insurance is reported to increase by 17%, however, 12% is being proposed for the budget. The employee contributions will help with overall health insurance costs. Transportation is up 9.6%.</li> <li>• Mr. Lawson asked about access to the Town’s self-insured medical reserve account. What was the Board’s contribution?</li> <li>• Dr. Paddyfote received information from Mr. Corbett and noted that the account has 5.5 million dollars according to the Town’s 2007 Audit Report. Mr. Corbett thinks the medical reserve account, which is now known as the Internal Service Fund, was established in 1985.</li> </ul>	2008-2009 Budget.

	<ul style="list-style-type: none"> <li>• Mr. Miller spoke with Ray Jankowski about the medical reserve account. Mr. Miller asked how to get money and was told requests had to go through the Town Council and Board of Finance. Mr. Miller also asked about the Town going back to self-insuring and was told that in that case a reserve would have to be built up. Mr. Miller inquired of the auditing firm on any account decisions and was told the account belongs to the Town. It was agreed that the Board should have information on the account.</li> <li>• Mrs. Turk noted that there has to be some accounting available.</li> <li>• Mrs. Faulenbach requested the Superintendent obtain information on the Internal Service Fund (Medical Reserve Account) and bring it back to the committee for further discussion.</li> <li>• Dr. Paddyfote, with respect to the capital reserve fund, commented that the Operations Sub-Committee should consider requests to draw down some of the funds in the account which has \$700,000 plus. Some of that money could be used for safety or security items that would not be included in the budget. A request could be made in February for money from the Capital Reserve Account.</li> </ul>	
5.	Mrs. Turk moved to adjourn at 8:34 p.m., seconded by Mr. McSherry. Motion passed unanimously.	Motion passed unanimously to adjourn at 8:34 p.m.

Respectfully Submitted,

Wendy A. Faulenbach  
 Chair, Operations Sub-Committee