

**New Milford Board of Education
 Operations Sub-Committee Minutes
 May 14, 2019
 Lillis Administration Building—Room 2**

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 NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. Bill Dahl
 Mr. Brian McCauley
 Mrs. Eileen P. Monaghan

Also Present: Dr. Stephen Tracy, Interim Superintendent
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations
 Ms. Alisha DiCorpo, Assistant Superintendent
 Mr. Kevin Munrett, Facilities Director

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Items of Information</p> <p>A. EdAdvance Update</p> <ul style="list-style-type: none"> • Dr. Jeffrey Kitching, EdAdvance Executive Director, shared a handout with general information. EdAdvance is a public non-profit Regional Educational Service Center (RESC) created by the CT state legislature in 1966. Its mission is to promote the success of school districts. EdAdvance services 29 school districts in the region. Boards of Education are invited to send a representative liaison. New Milford does. EdAdvance offers a variety of programs and services to schools and districts, for students and families and for adult learners. The focus is on the “3Cs” of culture, connection and customization to meet districts’ needs. They also work to provide districts with regional cost savings in things like special education transportation and Chromebook purchasing. 	<p>Items of Information</p> <p>A. EdAdvance Update</p>

<p>B.</p>	<p>All-Star Transportation Update</p> <ul style="list-style-type: none"> Mr. John Dufour said his family has owned All-Star Transportation for 42 years. He wanted to notify the Board that they are selling the company to Student Transportation of America, a privately held, national company, and will become a wholly owned subsidiary continuing to operate under the All-Star name. The Dufour family will stay on board and transition out over the next 3-5 years. No action is required on the part of the Board since this has no contractual impact. <p>C. Paraeducator Contract</p> <ul style="list-style-type: none"> Mr. Giovannone said there is a tentative agreement on which the paraeducators will be voting on the afternoon of May 21. If they approve it, the plan is to bring it to that evening's Board meeting as an executive session. 	<p>B. All-Star Transportation Update</p> <p>C. Paraeducator Contract</p>
<p>4.</p> <p>A.</p> <p>B.</p>	<p>Discussion and Possible Action</p> <p>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> Ms. Baldelli said she will have a revision for the full Board meeting. <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 Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>Monthly Reports</p> <ol style="list-style-type: none"> Budget Position dated 4/30/19 Purchase Resolution D-722 Request for Budget Transfers 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <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"> Budget Position dated 4/30/19 Purchase Resolution D-722 Request for Budget Transfers

- Mr. Giovannone said overall the budget is at 96.86% utilized, as compared to 96.53% last year. He highlighted the legal services line which is overdrawn again following a transfer last month.
- Mrs. Faulenbach asked what factors could cause a reduction in the \$150,000 balance in professional services. Mr. Giovannone said he will isolate that line for the Board, but he is projecting a \$112,000 year-end balance there.
- Mrs. Monaghan asked about the encumbrance for a court case.
- Mrs. Faulenbach said that is from a previous fiscal year and it has been set aside in accordance with auditors' instructions to cover possible liability. It does not appear in this year's budget.
- Mrs. Monaghan noted the zero balance in 51202 and asked what the district will do for substitutes for the rest of the year. Mr. Giovannone said the funds have been encumbered to ESS, which provides the district's substitutes.
- Mrs. Faulenbach asked about the \$264,000 balance in Tuition to Private Sources. Mr. Giovannone said that is due to fewer placement and it will be offset by the projected shortfall in excess cost. This was discussed previously in a March memo.
- Mrs. Faulenbach asked about the balances in instructional supplies and furniture and equipment. Mr. Giovannone said some of that will be captured through Technology and Facilities purchases towards the end of the year once they know that no unexpected issues have arisen.
- Mrs. Monaghan asked about Chromebook purchasing through EdAdvance. Mr. Giovannone said they are reviewing this now. The pricing is \$57 cheaper per Chromebook than what was budgeted for 2019-20.
- There were no questions on the Purchase Resolution. Transfers were informational only this month.

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<p>Mr. McCauley moved to bring the monthly reports: Budget Position 4/30/19, Purchase Resolution D-722 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <ul style="list-style-type: none">• Mrs. Faulenbach said the Board is grateful for the PTO's continued support. <p>Mrs. Monaghan moved to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <p>D. Grants</p> <p>1. Adult Education ED 244</p> <p>2. IDEA</p> <p>3. Title III Immigration Grant</p> <ul style="list-style-type: none">• Ms. DiCorpo said the Adult Education grant is renewed annually. The total amount is down slightly, but will have no overall effect on programs.• Dr. Tracy said the IDEA grant is a special education entitlement grant that provides significant funding. The majority is spent on payroll and in-service training.• Ms. DiCorpo said the Title III Immigration grant is a competitive grant that was opened up to all districts this year. There were strict criteria to qualify, including showing a substantial increase in immigrants. The amount awarded will pay for a part time EL coordinator.• Mrs. Faulenbach asked if the district would need to apply for this grant every year. Ms.	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 4/30/19, Purchase Resolution D-722, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p> <p>D. Grants</p> <p>1. Adult Education ED 244</p> <p>2. IDEA</p> <p>3. Title III Immigration Grant</p>
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	<p>DiCorpo said New Milford will likely not be eligible next year. She did put down in the grant that she would request that the position be budgeted the next year following, but made no guarantee of funding.</p> <ul style="list-style-type: none"> • Dr. Tracy thanked Ms. DiCorpo for her efforts in securing this grant. <p>Mrs. Monaghan moved to bring the Adult Education ED 244, IDEA, and Title III Immigration Grants to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked that the grants be listed separately on the Board agenda. <p>E. Food and Nutrition Services – Exhibit C</p> <ol style="list-style-type: none"> 1. Healthy Food Certification Statement 2. Food Certification Exemptions for School Fundraisers 3. Beverage Certification Exemptions <ul style="list-style-type: none"> • Mrs. Faulenbach said we do these certifications every year; they are all tied to legislation. • Mr. Giovannone said they are required for continued participation in the National School Lunch program. • Mrs. Faulenbach said it had been asked previously how much funding would be lost if the district chose not to make these certifications. She suggested that information be available again for the full Board meeting. • Mr. Giovannone said the certifications also tie into the district’s wellness policies. • Dr. Tracy said there will be a Food Services report given at the full Board meeting. <p>Mr. McCauley moved to bring Food and Nutrition Services – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p>	<p>Motion made and passed unanimously to bring the Adult Education ED 244, IDEA, and Title III Immigration Grants to the full Board for approval.</p> <p>E. Food and Nutrition Services – Exhibit C</p> <ol style="list-style-type: none"> 1. Healthy Food Certification Statement 2. Food Certification Exemptions for School Fundraisers 3. Beverage Certification Exemptions <p>Motion made and passed unanimously to bring Food and Nutrition Services – Exhibit C to the full Board for approval.</p>
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	<p>Motion passed unanimously.</p> <p>F. Authorization of Signatory on School District Accounts – Exhibit D</p> <ul style="list-style-type: none"> Mrs. Faulenbach said this item is self-explanatory. <p>Mr. Dahl moved to bring Authorization of Signatory on School District Accounts – Exhibit D to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>G. Shepaug Agriscience Agreement</p> <ul style="list-style-type: none"> Dr. Tracy said he is going to hold on this agreement until June because Shepaug is still not ready to proceed. He is not sure what the holdup is at this point. He said his main focus is to protect New Milford’s interests. Mr. Dahl said he has a problem with students who applied not knowing if they will be going. He asked if they are required by the state to send students to the Agriscience program. Dr. Tracy said we are. Mr. Dahl asked what happens if Shepaug is not ready in the fall, can the students go to Nonnewaug instead. Ms. DiCorpo said there would likely not be room at Nonnewaug. Mrs. Faulenbach said it is important to keep on track of this, perhaps checking with legal counsel, saying the Board should make sure there is no vulnerability on the part of New Milford. She said it was also important to protect our students’ pathways. <p>H. End of Year Balance</p> <ul style="list-style-type: none"> Mr. Giovannone referenced the memo regarding the projected year-end balance of \$423,000. He said the total does not include 	<p>F. Authorization of Signatory on School District Accounts – Exhibit D</p> <p>Motion made and passed unanimously to bring Authorization of Signatory on School District Accounts – Exhibit D to the full Board for approval.</p> <p>G. Shepaug Agriscience Agreement</p> <p>H. End of Year Balance</p>
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	<p>any year-end projects that the Board may authorize. He said he would have a memo for the full Board recommending that they consider a Windows 10 update for security cameras as one project to fund.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked about the benefits piece in the chart. Mr. Giovannone said teamsters' health insurance for custodians and maintainers is driving that into the red.• Mrs. Faulenbach asked about the roll out time to close the year. Mr. Giovannone said that is dictated by the Town, but is typically 2-4 weeks for reconciliation.• Mrs. Faulenbach said it is ironic that the Windows project relates to security cameras, since the Board just now got the reimbursement from the previous upgrade.• Mr. Giovannone said if the Board approves the \$165,000 year-end project, that will leave the projected year-end total at \$258,783 or 0.41%.• Mrs. Faulenbach said that is not a lot of money in the scheme of things and she asked Mr. Giovannone if he was confident that they will finish above board. He said he is.• Mrs. Faulenbach said the amount in the year-end total would technically support the entire project. Mr. Giovannone said he is not recommending that. Some of the work can wait, he just wanted the Board to know that it is coming down the road so they are not surprised.• Mrs. Faulenbach said perhaps they could look to capital reserve at that time.• Mr. Giovannone said that the Town has spoken previously of collaborating on a joint capital plan and that perhaps this project could be included if it is ever developed.• Mrs. Faulenbach said she thinks the Board needs a more structured way to work with the Town going forward to better express its thoughts and get a response from the Town, both in receiving a definite answer to questions and the reasoning behind the answer.	
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<p>I.</p>	<p>2019-20 Budget</p> <ul style="list-style-type: none"> • Dr. Tracy said they await the results of the referendum a week from today before making recommendations for action. In the meantime, he is meeting with administrators tomorrow for suggestions to meet the \$600,000 cut made to the BOE approved budget. • Dr. Tracy said, on a separate subject, he will be bringing an MOU to the full Board meeting regarding an adjustment to next year’s district calendar and the number of teacher work days. One professional development day will be dropped, but the 181 student instructional days are maintained. He said that while the Board does not approve the calendar, they did approve the previous MOU that this new one will replace. 	<p>I. 2019-20 Budget</p>
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
<p>6.</p>	<p>Adjourn</p> <p>Mr. Dahl moved to adjourn the meeting at 9:02 p.m. seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:02 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee