

**New Milford Board of Education
 Operations Sub-Committee Minutes
 October 4, 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

RECEIVED
 TOWN CLERK
 2016 OCT -6 P 12:52

NEW MILFORD, CT

1.	<p>Call to Order 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>Discussion and Possible Action</p> <ul style="list-style-type: none"> • With the committee's consensus, Mrs. Faulenbach moved Item 3.G. to the beginning of the meeting to accommodate guests. <p>G. New Milford Substance Abuse Prevention Council Survey Request</p> <ul style="list-style-type: none"> • Mrs. Faulenbach referenced the memo provided by Mr. Smith. Mr. Smith said he was approached by the Youth Agency and New Milford Substance Abuse Prevention Council regarding this survey, which he distributed to committee members. He is well aware of the historical background in New Milford regarding survey administration and the sensitive nature of some questions. This survey is not to that degree, is administered by several 	<p>Discussion and Possible Action</p> <p>G. New Milford Substance Abuse Prevention Council Survey Request</p>

districts around us and has an opt-out piece.

- Lindsey Marr, Co-Chair of the New Milford Substance Abuse Prevention Council, said the survey is designed to provide assessment data and measure strengths and weaknesses to build future programs.
- Mrs. Faulenbach said she is also aware of sensitivity regarding past surveys and asked if parents can review the questions ahead of time and how they opt-out.
- Allison Fulton, Executive Director of the Housatonic Valley Coalition Against Substance Abuse (HVCASA), said this survey is widely used across the state and as such has an established protocol. It is taken online and takes approximately 30-40 minutes. In our area, Brookfield has given it four times so far, Danbury three times, Region 1 since 2007 and New Fairfield just started giving it. She said it captures data about drugs and alcohol use but also pinpoints positive things that may be working. There is an opt-out template provided for parents to use. Copies of the survey are typically posted ahead of time on the district's website, in schools, and/or at the public library.
- Mr. Coppola said he is skittish about this idea due to the negative past experience with surveys. He said the survey mentions 5th grade and he is uncomfortable surveying students that young.
- Ms. Marr said the plan in New Milford is to give the survey to grades 8, 10 and 12 only.
- Mr. Schemm asked if our students had ever been surveyed regarding substance abuse before. Mr. Smith said only as part of the larger survey given in 2003/04.
- Mr. Schemm said he is in favor of this survey and thinks it will provide good data to use. While sensitive to issues that may arise from giving a survey, he thinks the district should not be twice shy. He said he would rather apologize for being pro-active anytime.
- Mr. McCauley asked for clarification of the

<p>issue with past surveys. Mrs. Faulenbach said the previous survey had questions of a very sensitive nature and may not have been properly vetted, leading to problems. She was pleased to be able to have a collaborative discussion regarding this survey and to be able to see the questions that will be asked. Reminding the Board that they are responsible for what is distributed to students, she recommended sending this to the Board for further discussion.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked about the timeframe for the opt-out and Ms. Fulton said it is typically offered 4 to 6 weeks prior to the survey. A community forum to answer questions is often held at the same time. <p>Mr. McCauley moved to bring the New Milford Substance Abuse Prevention Council Survey Request to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Schemm.</p> <p>Motion passed 3-0-1.</p> <p>Aye: Mrs. Faulenbach, Mr. McCauley, Mr. Schemm Abstain: Mr. Coppola</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none">• Ms. Baldelli said she expects to have a revision prior to the Board meeting.• Mrs. Faulenbach asked how we are doing with staffing and Ms. Baldelli said good at the moment.• Mr. Coppola asked if the teacher retirement listed for January was a result of the state requiring 37 ½ years for full benefits. Ms. Baldelli said she did not think that was the case here. <p>Mr. Coppola moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations</p>	<p>Motion made and passed to bring the New Milford Substance Abuse Prevention Council Survey Request to the full Board for 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:</p>
--	--

<p>and Leaves of Absence to the full Board for approval. Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 9/30/162. Purchase Resolution D-6913. Request for Budget Transfers <ul style="list-style-type: none">• Mr. Smith said this is a continuation of the new format presented last month. Mrs. Faulenbach said she found it very helpful.• Mrs. Faulenbach asked about the benefit breakout. Mr. Giovannone said pension, disability etc. are paid in one installment up front. Health insurance is paid monthly.• Mr. Smith said this has started a new conversation about encumbering and paying known amounts upfront, since about 85% of the budget is spoken for. This would more clearly show the approximately 15% left to the district to work with.• Mr. Coppola asked for clarification that in line 53010 legal services \$170,000 is for the legal firm. Mr. Smith said this is the retainer which is paid like a pre-purchased debit card. Mr. Coppola asked if we are billed additional if we exceed the \$170,000 and Mr. Smith said yes.• Mr. Coppola asked what the additional \$1950 is for and Mr. Smith said this covers other attorneys that are used for example at expulsion hearings when the Board attorneys would be in conflict of interest.• Mrs. Faulenbach asked if she is correct that we are over in the sewer line and Mr. Giovannone said we are.• Mr. Schemm asked about the \$803,042 balance in the health insurance line and Mr. Smith said it is for other insurance not paid to the town including insurance for custodians, maintainers and food services.	<p>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">1. Budget Position dated 9/30/162. Purchase Resolution D-6913. Request for Budget Transfers
---	---

October 4, 2016

Lillis Administration Building—Room 2

- Mr. Coppola said he was aware of a recent FOIA request regarding legal expenses and asked if he could see the information as well. Mr. Smith said it is available in his office.
- Mrs. Faulenbach asked about the oil line being at 100%. Mr. Giovannone said that is the encumbrance and would be adjusted with actual use.
- Mrs. Faulenbach asked that a header be added to the revenue page to more obviously identify it as such. Mr. Giovannone said that is an easy fix.
- Mr. Schemm asked about the Smartboards listed on the purchase resolution and Mr. Smith said they are part of the refresh cycle. Ms. Pratt estimated that the price listed will be to purchase four.
- Mr. Giovannone said the transfer request from overtime to supplies that was discussed at Facilities is noted on the transfer request sheet. Mrs. Faulenbach asked if there was concern about doing the transfer early on before winter has started. Mr. Smith said this is a conservative request and is facilitated by the fact that we are now budgeting and tracking by building.
- Mr. Coppola asked if there was a possibility to add money back in if needed and Mr. Smith said there is.
- Mrs. Faulenbach asked what the district's financial liability is for Munis and where it shows in the budget framework. Mr. Giovannone said he would get that information by the next Board meeting.
- Mr. Schemm asked if there is any anticipated cost savings by identifying building by building supplies. Mr. Smith said not per se but budgeting should be more precise in future. We should also be able to see trends over time versus unusual one-time expenses.

Mr. McCauley moved to bring the monthly reports:

Motion made and passed

<p>Budget Position dated 9/30/16, Purchase Resolution D-691 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>C. Grants</p> <ul style="list-style-type: none">Ms. DiCorpo said these are all entitlement grants; we just need to tell the state our plans for allocating the funds. <ol style="list-style-type: none">Bilingual Education Grant – ED 229<ul style="list-style-type: none">Ms. DiCorpo said overall this grant is down approximately \$700 from last year. It applies to two schools, HPS and SNIS. Funds will be used to supplement tutors, the ELL coordinator, professional development and student services.Mr. Schemm asked why NES was not covered and Ms. DiCorpo said the school has to have over 20 eligible students. Mr. Smith said he believed NES has 18. At the high school, students tend to have aged out of the program.District Consolidated Grant<ul style="list-style-type: none">Mr. Coppola asked which schools were Title 1 schools.Ms. DiCorpo said this grant is based on a school's total enrollment versus free and reduced lunch percentage and applies to HPS, SNIS and SMS. It will supplement professional development and some salaries.Title III Grant<ul style="list-style-type: none">There were no questions. <p>Mr. Coppola moved to bring the Bilingual Education Grant – ED 229, District Consolidated Grant, and Title</p>	<p>unanimously to bring the monthly reports: Budget Position dated 9/30/16, Purchase Resolution D-691, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Grants</p> <ol style="list-style-type: none">Bilingual Education Grant – ED 229District Consolidated GrantTitle III Grant <p>Motion made and passed unanimously to bring the Bilingual</p>
--	--

<p>III Grant to the full Board for approval. Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>D. Activity Stipend Requests</p> <ol style="list-style-type: none">Schaghticoke Middle SchoolSarah Noble Intermediate School <ul style="list-style-type: none">Mrs. Faulenbach referenced the memos provided. She asked for clarification that there is no financial impact to the changes and Ms. Baldelli said that is correct, other clubs are discontinued for a cost neutral outcome. If principals want additions beyond that they can request consideration during the budget process.Mr. Smith said principals review clubs and activities each year and make recommendations for changes and additions based on interest. This is the case this year with these clubs.Mr. McCauley said he was disappointed to see student government leaving SNIS. Mr. Smith said this is participation driven and that Mrs. Bilko will be shifting student engagement in other directions for this age group.Mr. Coppola suggested student government interest may have changed due to the realignment of grades and that 3rd graders may not have sufficient interest. He said he would be interested in Mrs. Bilko's ideas.Ms. Baldelli said discontinued clubs are not removed from the contract so they can be added in the future if interest returns.Mr. Coppola asked about the Rubric's Club and Mr. Smith said the 1980's cube is making a comeback with this generation. <p>Mr. Schemm moved to bring the Activity Stipend Requests for Schaghticoke Middle School and Sarah Noble Intermediate School to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p>	<p>Education Grant – ED 229, District Consolidated Grant, and Title III Grant to the full Board for approval.</p> <p>D. Activity Stipend Requests</p> <ol style="list-style-type: none">Schaghticoke Middle SchoolSarah Noble Intermediate School <p>Motion made and passed unanimously to bring the Activity Stipend Requests for Schaghticoke Middle School and Sarah Noble Intermediate School to the full Board for approval.</p>
--	---

	<p>Motion passed unanimously.</p> <p>E. Capital Reserve Request</p> <ul style="list-style-type: none">• Mrs. Faulenbach said this request is for approximately \$430,000.• Mr. Smith said this is follow up to the budget process when capital reserve was listed in the revenue account to protect capital projects, provide transparency, and create a long term road map for planning purposes. Technically funds were approved in the budget referendum. This will now be an official request to transfer the funds into the Board's operating account.• Mr. Schemm says he appreciates the clarity. He said it clearly shows the capital projects and how they are paid for and thinks it will be helpful going forward as well.• Mrs. Faulenbach said this is the first time it has been done this way and this is a formal request for access only.• Mr. Coppola said he hopes the Council agrees.• Mrs. Faulenbach said this year's end of year balance referenced on the memo has still to be finalized. <p>Mr. Schemm moved to bring the capital reserve request to the full Board for approval.</p> <p>Motion seconded by the capital reserve request to the full Board for approval.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked if the goal was to place this on the next Town Council agenda and Mr. Smith said yes, as soon after the Board meeting as feasible. He said administration would be on hand to answer any questions from the Council. <p>Motion passed unanimously.</p> <p>F. Legal Contract</p> <ul style="list-style-type: none">• Mrs. Faulenbach said she was asked to put this	<p>E. Capital Reserve Request</p> <p>Motion made and passed unanimously to bring the capital reserve request to the full Board for approval.</p> <p>F. Legal Contract</p>
--	--	--

	<p>item on the agenda. The committee has had previous discussions about the history of our legal contracts and finances.</p> <ul style="list-style-type: none"> • Mr. Coppola asked how long the district has used the current firm. It was agreed that there have been changes in lawyers and several mergers but in some form for at least 20 years. • Mr. Smith said an Ad Hoc Committee did a formal review with presentations in 2009 and the Board did a paper review of RFPs in 2012 with the current firm retained each time. • Mrs. Faulenbach said Board policy has no specific requirement to bid legal counsel just that one be appointed. • Mr. Coppola said since the process hasn't taken place during his tenure he lacks a clear picture of what benefits the firm offers in comparison to others. He said he was also disappointed with the firm's service this year specifically regarding the FOIA complaint and superintendent's appointment. He feels they failed the Board. • Mrs. Faulenbach asked if Mr. Coppola wants to look at other firms. She said she has no problem with discussion going forward. • Mr. McCauley said he would like to see more discussion at the Board level. • Mr. Schemm said a cost breakdown had been provided last year. He asked if we knew what other districts used for legal counsel and what their costs are. <p>Mr. Schemm moved to bring the Legal Contract to the full Board for discussion.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the Legal Contract to the full Board for discussion.</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Update on Administrator Negotiations</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the negotiations 	<p>Items of Information</p> <p>A. Update on Administrator Negotiations</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
October 4, 2016
Lillis Administration Building—Room 2**

	Mr. Giovannone handed out an update to the historical end of year balance sheet, which was corrected to reflect the audited year-end balance of \$237,262 for 2014/15.	
5.	Public Comment <ul style="list-style-type: none">• There was none.	Public Comment
6.	Adjourn Mr. Schemm moved to adjourn the meeting at 9:04 p.m. seconded by Mr. McCauley and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 9:04 p.m.

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee