

**New Milford Board of Education
Operations Sub-Committee Minutes
May 5, 2015
Lillis Administration Building, Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Robert Coppola
Mr. David R. Shaffer

Absent: Mrs. Theresa Volinski

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Mr. Joshua Smith, Assistant Superintendent of Schools
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Jay Hubelbank, Director of Fiscal Services and Operations
Ms. Roberta Pratt, Director of Technology
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Mr. John Calhoun, Facilities Manager

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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>Mrs. Faulenbach noted there were only three committee members present and no alternates. Mr. Coppola asked if three members were sufficient and Mrs. Faulenbach said yes.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> Angela Herdter, a teacher at Sarah Noble, was asking for a solution to the packing and unpacking problem the teachers involved in the transition are concerned about. She said the teachers want things done right and the classrooms to be ready because the students do better when the classroom is ready. Christine Cahalane, a teacher at Sarah Noble, said the student's year is usually set in the first week of school. The first month is the most important for the entire year as the standards and routines are being set. There are only 61 days of summer which is not adequate to pack and unpack. She asked what times and dates 	<p>Public Comment</p>

	<p>are going to be available and would the teachers be compensated for this time. She suggested the Board be honest with parents, teachers, students and the community that there will be a loss of education time due to the need to set up.</p> <p>Mrs. Faulenbach closed public participation.</p> <p>Mr. Coppola moved that item 4.B. Update on Transition Activities be moved up on the agenda, Mr. Shaffer seconded.</p> <ul style="list-style-type: none"> Mrs. Faulenbach said a motion was not necessary but Mr. Coppola was insistent that a motion be made. Mrs. Faulenbach reiterated that there was no need for a motion. She said it was in her purview as Chair to move the item up on the agenda and she would be happy to do so. Mr. Coppola insisted on following through with his motion which was seconded and a vote taken. <p>The motion passed unanimously.</p>	<p>Motion made and passed unanimously that item 4.B. Update on Transition Activities be moved up on the agenda.</p>
<p>4. B.</p>	<p>Items of Information Update on Transition Activities</p> <ul style="list-style-type: none"> Mr. Coppola asked Dr. Paddyfote about packing. Dr. Paddyfote said she would not be addressing the packing and moving issue as the teachers have a grievance pending so it would be inappropriate to discuss the matter tonight. She updated the committee on the welcoming events that have been taking place at the various schools and the dates of upcoming welcoming events. She said the events so far have been well attended. Mr. Shaffer asked if the packing and moving could not be discussed because of the grievance and Dr. Paddyfote said that was correct. Mr. Shaffer asked if any other aspects of the 	<p>Items of Information B. Update on Transition Activities</p>

	<p>move could be discussed and Dr. Paddyfote said this is an item for information only.</p> <ul style="list-style-type: none"> • Mr. Shaffer asked if the current furniture would be moving from Sarah Noble to Schaghticoke for instance or whether current furnishings in each building would be used. Dr. Paddyfote said it is the intent not to move the furnishings from school to school and to swap furnishings as needed from John Pettibone. Teachers can request something special if they need it but for the most part each classroom will be outfitted with a teacher desk, student desks and book shelves. • Mr. Shaffer asked if the 6th grade furniture might be too big for the 3rd graders and Mr. Calhoun noted some of the furniture is adjustable as no one size fits all. • Mr. Coppola noted when he was teaching he was caught in a transition and all his stuff did not get to his room. He asked if the teachers knew where they were going to be now and Ms. Baldelli said they do know their assignments. • Mr. Coppola asked if they had one day to unpack and the next day off and Dr. Paddyfote said the current plan is to have no meetings on the first day for those involved in the move so they would have 7 ¼ hours of uninterrupted time. At the moment there is no finalized plan for the rest of the week. She said they are rethinking the traditional convocation schedule. • Mr. Coppola said he feels for the teachers as they have to make this transition. • Mr. Shaffer said he was involved with the high school renovation when the floor tiles had to be removed due to asbestos and he said it took longer to unpack than to pack. He said it took three days to get to his desk at that time as the move was not well planned. 	
3.	Discussion and Possible Action	Discussion and Possible Action
A.	Exhibit A: Personnel — Certified, Non-Certified	A. Exhibit A: Personnel —

	<p>Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> • Ms. Baldelli said the appointments were for substitutes, band and music for the upcoming parades and summer camps, and football for the spring football season. • Mr. Coppola recognized Mrs. Winder and Mrs. King for their service to the town noting that Mrs. King had served 33 years as a paraeducator. • Mr. Coppola asked about the football coaches and Ms. Baldelli said they receive a stipend in the fall and they serve in the spring as part of that stipend. • Mr. Coppola asked if everyone who wanted to stay was able to find a position despite the transition and declining enrollment and Ms. Baldelli said with one exception and that was a long term substitute. <p>Mr. Shaffer 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. Coppola.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <p>1. Purchase Resolution D-674</p> <ul style="list-style-type: none"> • Mr. Coppola asked what Brainpop was and Mr. Smith said it was an annual subscription for a web based program. • Mr. Coppola asked if the student planners were pre-buys and Mr. Hubelbank said they order them now because if they wait it is difficult to have the order filled in time for the start of school. • Mr. Shaffer asked if some money could go towards teacher plan books. 	<p>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> <p>1. Purchase Resolution D-674</p>
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<p>2. Budget Position dated 4/28/15</p> <ul style="list-style-type: none"> • Mr. Hubelbank said the district is in good shape with nothing to worry about at this time. He said we continue be favorable as the end of the year comes. The Medicaid reimbursement which was budgeted at \$35,000 came in at \$150,000. • Mrs. Faulenbach asked about other reimbursements and Mr. Hubelbank said the excess cost money was more than expected in February and the next payment will be in May. • Mr. Coppola asked if the Town would be impacted as the general legislature talked about cutting aid and Mr. Hubelbank said the grants that might be cut are technology and security – usually smaller grants. He said the legislature has always talked about holding the towns harmless in the cost sharing formula discussions. • Mr. Shaffer asked if the Board had changed the name of the 515 account and Mr. Hubelbank said it was nearly impossible to make a change on the current system but said when MUNIS was finally in place, that change would be made. • Mr. Shaffer asked how much it was costing to have all the NEASC representatives in town and Mr. Hubelbank said he couldn't say off the top of his head but the budgeted amount was \$24,000 for the full process including housing and meals. <p>3. Request for Budget Transfers</p> <ul style="list-style-type: none"> • Mr. Hubelbank said the 611 line will still have money for supplies at Sarah Noble but they have requested a program from the CT Historical Society as well. <p>Mr. Shaffer moved to bring the monthly reports: Purchase Resolution D-674, Budget Position dated 4/28/15 and Request for Budget Transfers to the</p>	<p>2. Budget Position dated 4/28/15</p> <p>3. Request for Budget Transfers</p> <p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution</p>
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	<p>full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <p>1. New Milford Youth Agency – Town of New Milford: Exhibit B</p> <ul style="list-style-type: none"> • Mr. Coppola asked if the Youth Agency made their goal and Dr. Paddyfote said they did. <p>Mr. Shaffer moved to bring Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>D. Bid Approval</p> <p>1. SMS Roof</p> <ul style="list-style-type: none"> • Mrs. Faulenbach noted that there was no action at the Facilities Committee meeting as members were seeking more information. • Mr. Coppola asked if the decision had to be made by the Board or could the Town Council make its own decision. Mr. Hubelbank said in the end, the building project will be a Town project not a Board project. • Dr. Paddyfote asked who awarded the bid and Mr. Hubelbank said the Town would award the bid and expend the funds. Dr. Paddyfote asked if the Board did nothing could the Town take it into their own hands and Mr. Hubelbank said the Board had authority over the buildings. • Mr. Coppola asked if the turf fields were part of the bonding package and Mrs. Faulenbach said she was not aware of that. • Mrs. Faulenbach said any committee member could make a motion if they wished. No action was taken after the discussion. 	<p>D-674, Budget Position dated 4/28/15 and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <p>1. New Milford Youth Agency – Town of New Milford: Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts & Donations to the full Board for approval.</p> <p>D. Bid Approval</p> <p>1. SMS Roof</p>
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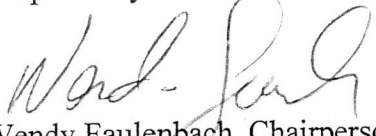
<p>E.</p>	<p>Grants</p> <ol style="list-style-type: none"> Adult Education – ED 244 <ul style="list-style-type: none"> Mr. Smith said the state provides matching funds for the adult education program and this is the paperwork to release those funds. <ol style="list-style-type: none"> IDEA Grant <ul style="list-style-type: none"> Mrs. Olson said this is the Individuals with Disabilities Education Act grant which comes every year. There are two parts: pre-school for three to five years and three to 21 year olds. These dollars are supplemental for staffing, assistive technologies and behavioral support. Mr. Coppola asked how many staff members were covered and Mrs. Olson said there were nine full time special education positions, some OT & PT time, behavioral support and social coaches at the high school. <p>Mr. Shaffer moved to bring the Adult Education – ED 244 and IDEA grants to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p>	<p>E. Grants</p> <ol style="list-style-type: none"> Adult Education – ED 244 <ol style="list-style-type: none"> IDEA Grant <p>Motion made and passed unanimously to bring the Adult Education – ED 244 and IDEA grants to the full Board for approval.</p>
<p>F.</p>	<p>Food and Nutrition Services</p> <ol style="list-style-type: none"> Healthy Food Certification Statement Food Certification Exemptions for School Fundraisers <ul style="list-style-type: none"> Mr. Hubelbank said this is the incentive the state provides for healthy foods at a reimbursement of \$.10 per meal for participating in the health food certification. <p>Mr. Coppola moved to bring the Healthy Food Certification Statement and authorization for the Superintendent to approve food certification exemptions for school fundraisers as appropriate to</p>	<p>F. Food and Nutrition Services</p> <ol style="list-style-type: none"> Healthy Food Certification Statement Food Certification Exemptions for School Fundraisers <p>Motion made and passed unanimously to bring the Healthy Food Certification Statement and authorization for the</p>

	<p>the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>G. John Pettibone Building</p> <ul style="list-style-type: none"> • Mr. Coppola said he reviewed the documents of when things were supposed to be done at John Pettibone and asked if the items in it had been updated of late. Mr. Calhoun said they had not and those items were just recommendations by engineers and instead the district used the five year capital plan as the guide. • Mr. Coppola said that report also called for an elevator at the Lillis Building and Mr. Calhoun said they never looked at any formal renovation of this building because they have always been strapped at budget time. • Mr. Coppola suggested the Pettibone property could be used as the Board of Education central offices since it is fully handicap accessible and also as an alternative high school such as a culinary program for those students who are not going on to college and might want to continue working in New Milford after graduation. He noted New Milford has 20% free and reduced lunch and a new wave of immigrants who might not be able to afford to go on to college for instance. He asked what committee could make a recommendation on the use of this building. • Dr. Paddyfote said any committee could ask the Board to consider action and once the full Board gave direction it would be carried out. • Mrs. Faulenbach said the Chair will look at the minutes and can decide whether to put the issue on the agenda. <p>Mr. Coppola moved to send to the full Board a request for the Board to authorize investigating two</p>	<p>Superintendent to approve food certification exemptions for school fundraisers as appropriate to the full Board for approval.</p> <p>G. John Pettibone Building</p> <p>Motion made and passed unanimously to send to the full</p>
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	<p>programs for Pettibone: 1.) a culinary institute for students and 2.) an alternative high school, including costs.</p> <p>The motion was seconded by Mr. Shaffer.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she would support the motion solely to allow it to be brought for discussion at the full Board. • Mr. Shaffer noted Mr. Shugrue has mentioned the alternative high school program so the idea has been planted. • Dr. Paddyfote added that Mr. Shugrue made that comment but he referenced the need of having a chair within the school. <p>The motion passed unanimously.</p> <ul style="list-style-type: none"> • Mr. Coppola asked how long Facilities would need to clean out Pettibone and Mr. Calhoun said four to six months. • Mrs. Faulenbach said once the Board releases the building they have no control over it. • Mr. Shaffer said he did not think both the Lillis Building and Pettibone were needed so maybe the answer was to sell the Lillis Building. 	<p>Board a request for the Board to authorize investigating two programs for Pettibone: 1.) a culinary institute for students and 2.) an alternative high school, including costs.</p>
<p>4.</p> <p>A. Update on MUNIS</p>	<p>Items of Information</p> <ul style="list-style-type: none"> • Mr. Hubelbank said they continue to move forward including training of the staff in two weeks' time. They expect to be ready on July 1st. He said the old account code structure will be gone. The payroll portion will not be completed until January but they hope to be able to put the numbers together to report to the Board. 	<p>Items of Information</p> <p>A. Update on MUNIS</p>

C.	Update on Affordable Care Act <ul style="list-style-type: none">Mr. Hubelbank said they have looked at the employees who work 30 hours and therefore might be eligible for insurance. He said the district could either offer them insurance or pay \$3000 for them to get the insurance on the exchange. They have determined it would be twice as much to offer these employees health insurance.	C. Update on Affordable Care Act
5.	Public Comment <ul style="list-style-type: none">Mr. Coppola said he is reading a book on Dwight Eisenhower written by his son David Eisenhower and he felt that the federal government should not get involved in education.	Public Comment
6.	Adjourn Mr. Shaffer moved to adjourn the meeting at 8:50 p.m. seconded by Mr. Coppola and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:50 p.m.

Respectfully submitted:


Wendy Faulenbach, Chairperson
Operations Sub-Committee