

**New Milford Board of Education  
Operations Sub-Committee Minutes  
March 1, 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, Interim Superintendent of Schools  
Ms. Ellamae Baldelli, Director of Human Resources  
Mr. Jay Hubelbank, Director of Fiscal Services and Operations  
Mrs. Laura Olson, Director of Pupil Personnel and Special Services  
Ms. Roberta Pratt, Director of Technology  
Mrs. Sandra Sullivan, Director of Food Services

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NEW MILFORD, CT

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1.	<b>Call to Order</b>  The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:32 p.m. by Mrs. Faulenbach.	<b>Call to Order</b>
2.	<b>Public Comment</b>  <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b> <ul style="list-style-type: none"> <li>Ms. Baldelli said she will have a revised Exhibit A for next week to include spring coaches for the high school.</li> <li>Mr. Coppola asked if any progress had been made in filling the Math teacher vacancy at the high school. Ms. Baldelli said it is posted but there has been no luck so far. She said the plan is to have five current math teachers at the high school each teach an extra class to cover the vacancy. She said these teachers have been doing this with the students since the beginning of the year except for a brief period so it will help with continuity for the end of the year.</li> </ul>	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>

	<ul style="list-style-type: none"><li>• Mr. Smith said he was very pleased with the hiring of a fantastic talented and gifted teacher who will be joining the district shortly.</li></ul> <p>Mr. Coppola 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. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Purchase Resolution D-684</b></li><li><b>2. Budget Position dated 2/26/16</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked if the insurance payment was for the teamsters and Mr. Hubelbank said yes, the amount represented a half year payment for custodian insurance and is paid this way as a result of the new collective bargaining agreement.</li><li>• Mr. Coppola asked Mr. Hubelbank for a budget status and Mr. Hubelbank was pleased to report that excess costs came in at 80% versus the 70% that was budgeted so that will go a long way towards adjusting the special education cost concerns. He said he had no other concerns at this time.</li><li>• Mr. Schemm asked for clarification of the revenue line: transfer in, other. Mr. Hubelbank said this is where custodial fees for building use are added.</li><li>• Mr. Coppola said he was pleased to see transfers happening within the same account only.</li></ul> <p>Mr. Schemm moved to bring the monthly reports: Purchase Resolution D-684, Budget Position dated 2/26/16 and Request for Budget Transfers to the full Board for approval.</p>	<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. Purchase Resolution D-684</b></li><li><b>2. Budget Position dated 2/26/16</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <p><b>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-684, Budget Position dated 2/26/16 and Request for Budget</b></p>
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	<p>Motion seconded by Mr. Coppola.</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 for their continued support.</li> </ul> <p>Mr. Coppola moved to bring Gifts and 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. Changes to Signatories on District Accounts – Exhibit C</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted that these changes were due to Mr. Hubelbank’s upcoming retirement.</li> <li>• Mr. Coppola said there appeared to be a lot of different accounts and he asked if this could be an audit issue as it has been in the past. Mr. Hubelbank said no, there are basically two accounts per school, scholarship accounts etc. and all are acceptable.</li> </ul> <p>Mr. Coppola moved to bring Changes to Signatories on District Accounts – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>E. Five Year Technology Capital Plan Update</b></p> <ul style="list-style-type: none"> <li>• Ms. Pratt said the goal with the technology capital plan is to keep the refresh cycle that has been started going forward so as to keep expenditures relatively gradual.</li> </ul>	<p><b>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. Changes to Signatories on District Accounts – Exhibit C</b></p> <p><b>Motion made and passed unanimously to bring Changes to Signatories on District Accounts – Exhibit C to the full Board for approval.</b></p> <p><b>E. Five Year Technology Capital Plan Update</b></p>
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	<ul style="list-style-type: none"> <li>• Mr. Hubelbank said over 800 computers aged 2008 or earlier had been replaced over the last few years.</li> <li>• Mrs. Faulenbach clarified that this is a fluid document and the Board is approving the concept as presented versus actual dollar amounts.</li> <li>• Mr. Schemm asked how items are identified for refresh and Ms. Pratt said they look at use, age, and history of help desk tickets.</li> <li>• Mr. Smith said the focus is to get computers six years or older off the network.</li> <li>• Mr. Schemm said he thought it was important to fund this item each year to keep the refresh cycle going.</li> </ul> <p>Mr. Schemm moved to bring the Five Year Technology Capital Plan Update to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>F. Teacher Retirement Incentive Program</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said he had been asked to explore a teacher retirement incentive program so he went back to the last time one was offered, four years ago, as a starting model for discussion.</li> <li>• Mr. Coppola asked how many teachers would qualify under the plan as presented in Mr. Smith's memo which limits the total number to ten. Ms. Baldelli said she believed the number who would qualify is fifteen so under this plan as presented they would use a first come, first serve structure.</li> <li>• Mr. Coppola said he felt strongly that all teachers who were eligible should be able to take the incentive if they wished.</li> <li>• Mrs. Faulenbach asked if the incentive was offered to other bargaining units last time. Ms.</li> </ul>	<p><b>Motion made and passed unanimously to bring the Five Year Technology Capital Plan Update to the full Board for approval.</b></p> <p><b>F. Teacher Retirement Incentive Program</b></p>
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	<p>Baldelli said it was offered to administrators and secretaries as well.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked why other units were not included this time and Mr. Smith said the memo is only a starting point for discussion and that he is looking to the Board for further direction. Mrs. Faulenbach said that she personally would like to see other units included in the discussion.</li><li>• Mrs. Faulenbach asked for clarification on the financial piece of the plan. Mr. Hubelbank said it would be a cost savings in year one and then the incentive would become a cost factor in the budget for year two and three regarding its effect on the budget percentage increase.</li><li>• Mrs. Faulenbach expressed concern that this year's budget percentage increase of 2.3% is digestible and it might not be as low in the future.</li><li>• Mr. Schemm asked if the plan could be structured as a two year deal and Mr. Hubelbank said it could be. Mr. Smith said that would decrease the initial savings and Mr. Hubelbank said that would also result in a higher payment in year two.</li><li>• Mr. Schemm suggested that a retiree health reimbursement account be considered as an alternative to the cash payment, since it would have tax benefits.</li><li>• Mr. Coppola said that the savings would be over all three years. Mr. Smith said that was true in decreasing the base salary account for cost avoidance but would not reflect in the percent increase. Mr. Coppola said that he felt the district was not selling the budget correctly then as we should talk about actual dollars versus percent.</li><li>• Mr. Schemm said he thought it would be helpful for future discussions if the Board could hear the dollar amounts associated with various plan scenarios.</li></ul>	
Mr. Coppola moved to bring an early retirement		<b>Motion made and passed</b>

	<p>incentive program to the full Board for discussion.</p> <p>Motion seconded by Mr. Schemm.</p> <p>Motion passed unanimously.</p>	<p><b>unanimously to bring an early retirement incentive program to the full Board for discussion.</b></p>
<p><b>4.</b></p> <p><b>A. Certified Substitute Coverage</b></p> <p><b>B. Professional Development Absences</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said he and Ms. Baldelli would like to discuss items A. and B. together as part of a broader discussion on absences. He said discussion on this issue has been going on for some time. Much of the information provided is very labor intensive to gather. As such, he is looking for guidance from the committee as to what questions they ultimately want answered.</li><li>• Mr. Coppola asked why we were still looking at this data. Mr. Smith said the committee had originally been concerned about an overage in the substitute account. Then had asked to look at absence patterns to see if there was any correlation with district decisions regarding conferences, professional development etc.</li><li>• He and Ms. Baldelli shared a powerpoint presentation on trend analysis of absenteeism which showed no pattern with the exception of high absenteeism on Fridays. Mr. Smith said the district avoids professional development on that day.</li><li>• Mrs. Faulenbach said she appreciated the work done and thought it was a useful exercise. She said committee members might want to consider asking about the amount of work involved in providing answers to future requests so that they could make a decision on the scope involved.</li><li>• Ms. Baldelli suggested going forward that she would like to provide a fill rate report only so that the committee could monitor substitute</li></ul>	<p><b>Items of Information</b></p> <p><b>A. Certified Substitute Coverage</b></p> <p><b>B. Professional Development Absences</b></p>	

	<p>rates and whether or not the increased pay continued to have an effect.</p> <ul style="list-style-type: none"> <li>• Mr. Schemm suggested that spot checking of absences should continue but by administration not the Board.</li> </ul>	
<b>C. Food Services Audit</b>	<ul style="list-style-type: none"> <li>• Mr. Hubelbank said Food Services is audited by the state every three years. He said he has worked in a number of districts and that this is the best audit report he has seen. In fact, the state person told him that they refer districts with issues to New Milford for suggestions on how to fix their problems. He commended Food Services Director Sandra Sullivan on an excellent job.</li> <li>• Mrs. Sullivan said she was pleased with the audit as well. Only three very minor issues were identified and they were all corrected immediately.</li> <li>• Mrs. Faulenbach offered her congratulations and recognition of a job well done.</li> </ul>	<b>C. Food Services Audit</b>
<b>D. Legal Fees</b>	<ul style="list-style-type: none"> <li>• Mr. Smith provided information that addressed a previous question about the cost of legal fees to answer an FOI complaint brought by a former Board member regarding teacher evaluation data.</li> <li>• Mr. Coppola said he felt this was an uncalled for expense and he does not see the purpose of this data at the Board level.</li> <li>• Mr. Schemm said he had watched the proceedings of this complaint and thought the Board was well represented.</li> <li>• Mr. Smith said the question is still to be answered as to who is responsible for releasing this data in the future, the state or the individual districts. He said if it is the district then there is no uniform format. He gave as</li> </ul>	<b>D. Legal Fees</b>

	<p>example student test scores which are released by the state not the individual district where the student is tested.</p>	
<b>E. Update on Munis</b>	<ul style="list-style-type: none"><li>• Mr. Hubelbank said Munis continues to progress as they work through a few growing pains during the first year. He suggested that the committee might want to consider removing this update as a regular agenda item at this point.</li></ul>	<b>E. Update on Munis</b>
<b>F. Sending Town Agreement for the Shepaug Valley Regional Agriscience STEM Academy</b>	<ul style="list-style-type: none"><li>• Mr. Smith said the Board had approved a previous agreement for this program. He has been asked by Region 12 to sign a new updated agreement with a small change that says the district is willing to increase the number of students over its current three year average. The previous agreement required a signature by the Board chair and by the superintendent; this one only requires the superintendent signature. He is informing the Board of his intention to sign and soliciting any feedback.</li><li>• Mr. Coppola asked why the change to the agreement and Mr. Hubelbank said the state is looking for additional confirmation of support.</li><li>• Mr. Schemm asked if participation has been limited before and Mr. Smith said no. At this time, we average six students a year to Nonnewaug with five currently on a wait list.</li><li>• Mr. Schemm asked if current Nonnewaug students would be allowed to finish that program and Mr. Smith said they would. This agreement pertains to students entering in 2018.</li></ul>	<b>F. Sending Town Agreement for the Shepaug Valley Regional Agriscience STEM Academy</b>



<b>G.</b>	<b>Important Dates New Milford Public Schools 2016-2017 School Calendar</b> <ul style="list-style-type: none"> <li>Mr. Smith said he hopes to bring the full calendar to committee next month but this calendar provides basic information on start and end dates and holidays. Days in bold follow the regional calendar. He said October 11 is being used as a flex day around other days off to give families a five day break. He said he wanted to give a heads up regarding an unanticipated problem the regional calendar is creating in that all high schools in the region will be getting out at roughly the same time so there will be issues with space for graduation at the O'Neill Center at WCSU which is used by most high schools in the area. He has already talked to Grad Party representatives and other area superintendents about the potential issue.</li> </ul>	<b>G. Important Dates New Milford Public Schools 2016-2017 School Calendar</b>
<b>5.</b>	<b>Public Comment</b> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<b>Public Comment</b>
<b>6.</b>	<b>Adjourn</b> <ul style="list-style-type: none"> <li>Mr. Coppola offered best wishes to Mr. Hubelbank on his upcoming retirement. Mrs. Faulenbach also wished him well on behalf of the Board.</li> </ul> <p>Mr. Coppola moved to adjourn the meeting at 9:05 p.m. seconded by Mr. McCauley and passed unanimously.</p>	<b>Adjourn</b> <p><b>Motion made and passed unanimously to adjourn the meeting at 9:05 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee