

**New Milford Board of Education
 Operations Sub-Committee Minutes
 May 3, 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-Elect
 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
 Mr. Nestor Aparicio, Assistant Facilities Manager

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NEW MILFORD, CT

1.	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.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> • There was none. 	Public Comment
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence <ul style="list-style-type: none"> • Ms. Baldelli said she expects to have a revised Exhibit A for next week’s Board meeting. • Mr. Smith said the two assistant principals listed on Exhibit A have served as interims this year and have interviewed before the Board previously. He feels both candidates have done excellent work and should be appointed to the positions. He is planning to schedule a special meeting at 6:00 p.m. next Tuesday prior to the Board workshop at which time the Board can meet the candidates, have an opportunity to ask a few questions, and hear about their work so far this year. • Mr. Coppola asked if this would be done in executive session and if there would be a motion following. Mr. Smith said executive session is anticipated but that no motion for 	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<p>approval will be necessary as the candidates are already listed on the Board's Exhibit A for approval.</p> <ul style="list-style-type: none">• Mr. Schemm asked if the candidates had been interim for the full year. Mr. Smith said Ms. Adakonis had filled in from last August forward and Ms. Scoralick began the interim position at the end of September.• Mr. Schemm asked if they were recommending step 2 salary because they had received step 1 as interims and Ms. Baldelli said yes per past practice.• Mr. Coppola asked about the spring football appointments and Ms. Baldelli said this was already paid as part of the fall stipend and follows what has been done in the past. <p>Mr. Schemm 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. Monthly Reports</p> <ol style="list-style-type: none">1. Purchase Resolution D-6862. Budget Position dated 4/29/163. Request for Budget Transfers <ul style="list-style-type: none">• Mrs. Faulenbach asked for any questions on the reports.• Mr. Coppola asked if the grants listed on the purchase resolutions are complete and Mr. Giovannone said yes.• Mr. Coppola asked how the budget was doing and Mr. Giovannone said it is in good standing which is why we are starting discussions about year-end projects.• Mrs. Faulenbach asked if there was still movement happening and Mr. Giovannone said yes which is why we are only at the discussion stage for possible projects.• Mr. Smith referred to the memo which	<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">1. Purchase Resolution D-6862. Budget Position dated 4/29/163. Request for Budget Transfers
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	<p>highlights end of year thinking about accounts.</p> <ul style="list-style-type: none">• Mr. Schemm asked for clarification on the amount still left in the curriculum development account. Mr. Smith said curriculum opportunities have been posted and assignments will happen in June. The bulk of the funds will be spent then.• Mr. Coppola asked to be walked through the first few items on the budget transfer sheet since the report is in a new format and thanked Mr. Giovannone for his patience. <p>Mr. Coppola moved to bring the monthly reports: Purchase Resolution D-686, Budget Position dated 4/29/16 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</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 she would be interested in the total of PTO donations this year and hoped that would be stated at a future Board meeting since it is usually so impressive.• Mr. Schemm asked where the donations are reported and Mr. Giovannone said they are tracked through the student activity accounts.• Mr. Smith said since the donations are outside funding they do not appear in the operating budget. <p>2. Entegris Corporation – Exhibit C</p> <ul style="list-style-type: none">• Mr. Smith said this company is upgrading its technology and these laptops will go to the Litchfield Hills program, representing a massive upgrade for them.• Mr. Coppola asked how the donation came about since it is a Danbury company. Ms. Pratt	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-686, Budget Position dated 4/29/16 and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <p>1. PTO – Exhibit B</p> <p>2. Entegris Corporation – Exhibit C</p>
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<p>said the company contacted her and that the Technology Director lives in New Milford.</p> <p>Mr. McCauley moved to bring Gifts and Donations: PTO – Exhibit B and Entegris Corporation – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>D. Bid Awards</p> <ul style="list-style-type: none">• Mrs. Faulenbach said these bids were discussed at Facilities as well. The awards are considered separately from the funding which will be considered later. <p>1. NMHS Chiller</p> <ul style="list-style-type: none">• Mr. McCauley asked why the second bidder was so much more expensive. Mr. Munrett said they were using a different type of chiller which is more expensive to tie into the other existing one. <p>2. SNIS Catwalk</p> <ul style="list-style-type: none">• Mr. Schemm referenced the startup funds for this project listed on the purchase resolution and Mr. Smith said this was to purchase steel, which requires a significant lead time, so that the project could be completed in a timely fashion. <p>3. Special Transportation Services</p> <ul style="list-style-type: none">• Mr. Schemm asked for clarification on the use of four companies for the bid. Mr. Giovannone said the companies bid on individual student runs and that is how the contracts are awarded.• Mrs. Olson said they went with the lowest bidder in all cases but one which involved a long standing complex transport. All bids are	<p>Motion made and passed unanimously to bring Gifts and Donations: PTO – Exhibit B and Entegris Corporation – Exhibit C to the full Board for approval.</p> <p>D. Bid Awards</p> <p>1. NMHS Chiller</p> <p>2. SNIS Catwalk</p> <p>3. Special Transportation Services</p>
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	<p>for three years with the exception of EastConn which is a one year bid for a student aging out.</p> <p>Mr. Schemm moved to bring the bid awards for the NMHS Chiller, the SNIS Catwalk, and Special Transportation Services to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>E. Capital Project Funding</p> <p>1. Request for Capital Reserve Funds – Exhibit D</p> <ul style="list-style-type: none">• Mrs. Faulenbach said the capital reserve total listed on the memo does not include the 2015 year-end balance of approximately \$237,000 which the town is expected to approve next week.• Mr. Coppola said previous discussions regarding the chiller had always talked about funding it through capital reserve and he appreciated seeing the total in print.• Mrs. Faulenbach said the project has reached the stage where it is ready for approval.• Mr. Schemm asked if this was a normal replacement cycle. Mr. Munrett said the chiller has a 20 year life expectancy and this was a little shorter than that but sizing may have affected that. The new chiller has been adjusted in size. <p>Mr. Coppola moved to bring the Request for Capital Reserve Funds – Exhibit D to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>F. Grants</p> <p>1. Adult Education – ED 244</p> <ul style="list-style-type: none">• Mr. Smith said this is an entitlement grant	<p>Motion made and passed unanimously to bring the bid awards for the NMHS Chiller, the SNIS Catwalk, and Special Transportation Services to the full Board for approval.</p> <p>E. Capital Project Funding</p> <p>1. Request for Capital Reserve Funds – Exhibit D</p> <p>Motion made and passed unanimously to bring the Request for Capital Reserve Funds – Exhibit D to the full Board for approval.</p> <p>F. Grants</p> <p>1. Adult Education – ED 244</p>
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	<p>based on programs offered and matching funds from the BOE side.</p> <ul style="list-style-type: none">• Mr. Coppola asked if the facilitator was full time and serving as director as well. Mr. Smith said she was full time but not the director as that requires administrative certification. He said they are still working on the administrative piece going forward as they have not had success in the past. Mr. Smith said that Ms. Martin, the facilitator, is doing a fantastic job with the day to day demands. <p>2. IDEA Grant</p> <ul style="list-style-type: none">• Mrs. Olson said this is the Individuals with Disabilities Education Act grant which comes every year. It is based on the number of students with special needs and in poverty. <p>Mr. Schemm moved to bring the Adult Education – ED 244 and IDEA grants to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>G. Food and Nutrition Services</p> <ol style="list-style-type: none">1. Healthy Food Certification Statement2. Food Certification Exemptions for School Fundraisers <ul style="list-style-type: none">• Mr. Smith said this certification is required annually. <p>Mr. McCauley moved to bring the Healthy Food Certification Statement and authorization for the Superintendent to approve food certification exemptions for school fundraisers as appropriate to the full Board for approval.</p> <p>Motion seconded by Mr. Schemm.</p> <p>Motion passed unanimously.</p>	<p>2. IDEA Grant</p> <p>Motion made and passed unanimously to bring the Adult Education – ED 244 and IDEA grants to the full Board for approval.</p> <p>G. Food and Nutrition Services</p> <ol style="list-style-type: none">1. Healthy Food Certification Statement2. Food Certification Exemptions for School Fundraisers <p>Motion made and passed unanimously to bring the Healthy Food Certification Statement and authorization for the Superintendent to approve food certification exemptions for school fundraisers as appropriate to the full Board for approval.</p>
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	<p>H. Program to Support At-Risk High School Students</p> <ul style="list-style-type: none">• Mr. Smith said some type of program has been in discussion for more than a year but a firm recommendation was not ready at budget time. As a result, the district has been looking at ways to make the program cost neutral to start. Training and some startup costs are listed on the purchase resolution and will come out of this year's special education operating budget, with an additional request closer to year end. In addition, one student outplaced currently will be brought back in next year. He said that the money budgeted for next year that is being offset this year will be reallocated to accommodate concerns about state budget cuts to excess costs.• Mr. Coppola said he appreciates the focus on cost effectiveness but thinks the program is needed regardless. Mrs. Faulenbach agreed.• Mr. Schemm said he agreed that it is important to bring our students back into the district if possible and said he would prefer not to take in additional tuition students at the start until we have had success with our students.• Mr. Schemm asked if we would qualify for excess costs with an in-house program and Mrs. Olson said the likelihood is less of reaching the threshold but out-placement is much more costly.• Mrs. Faulenbach asked if a motion was necessary since the funds for training are already listed on the purchase resolution and Mr. Smith said no but he wanted to have the conversation for transparency and dialogue. <p>I. All-Star Transportation Contract</p> <ul style="list-style-type: none">• Mr. Smith said there is no contract proposal yet to bring to the Board but he is looking for input on the direction being taken for the extension. The proposal being discussed is for new propane powered buses factored in over three years. These would be new buses with	<p>H. Program to Support At-Risk High School Students</p> <p>I. All-Star Transportation Contract</p>
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	<p>additional features such as GPS and updated radios. Mr. Smith said based on current projections, the district would see substantial savings in fuel in years two and three and at worst a cost neutral contract in year one, with new vehicles added.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said personally her focus is on upgrading the fleet, GPS, and cost savings. She asked if legal counsel would be reviewing any extension and Mr. Smith said they would. • Mr. Coppola said he agreed with investigating an extension along this path. • Mr. McCauley also agreed. • Mr. Schemm asked if the buses would be owned by the district and if propane buses are more expensive than diesel. Mr. Smith said the district purchases the buses as part of the contract and propane buses are more expensive but the expense is offset by maintenance and fuel savings. • Mrs. Faulenbach asked that any new contract presented includes a comparison to what was changed from the old contract. She also said she thought it was important to review any penalty section in the new contract. 	
<p>4.</p>	<p>Items of Information</p> <p>A. Certified Substitute Coverage</p> <ul style="list-style-type: none"> • Ms. Baldelli said she continues to monitor coverage monthly and expects to see an increase in absences as we come to year end and remaining time available is used up. <p>B. Human Resources Use of LiveScan</p> <ul style="list-style-type: none"> • Ms. Baldelli said the district is considering a switch from fingerprinting by ink to a digital format. The change to digital requires a very involved Memorandum of Understanding (MOU) with the state attorney’s office and they are currently looking to see if they can comply with all the criteria. Any MOU will be brought 	<p>Items of Information</p> <p>A. Certified Substitute Coverage</p> <p>B. Human Resources Use of LiveScan</p>

	<p>to Policy for review before implementing. There is money currently in the budget for the program.</p> <p>C. State Technology Grant Update</p> <ul style="list-style-type: none"> • Mr. Smith said the committee had previously discussed that the grant had been awarded by the state, then taken back, and now re-awarded. The CEN project was paid through capital reserve as a result and modifications made to the grant are listed on the purchase resolution. • Mrs. Faulenbach asked if the changes had any impact to the capital reserve or operating budget and Mr. Smith said no, the topic is for explanation only. • Ms. Pratt said the work will be done in the summer when school is not in session. • Mr. Coppola asked if that meant that the central technology hub will now be at SNIS and not Lillis and Ms. Pratt said yes, by the end of the summer. <p>D. End of Year Balance and 2016-17 Budget Adjustments</p> <ul style="list-style-type: none"> • Mr. Smith said this memo shows the current balance and some anticipated costs still to come. An additional update will be provided in June. • Mrs. Faulenbach said this will be important to watch as possible favorable end of year balances may provide options to the Board for projects to prioritize. • Mr. Coppola said passage of next year's budget in May will also be a factor. <p>E. BOE End of Year Reception Date Change: June 7, 2016 – 5:30 p.m. at SNIS</p> <ul style="list-style-type: none"> • Mr. Smith said he is recommending a change in date to the Board's end of year reception honoring retirees and students since the original date was June 14th, prior to the last 	<p>C. State Technology Grant Update</p> <p>D. End of Year Balance and 2016-17 Budget Adjustments</p> <p>E. BOE End of Year Reception Date Change: June 7, 2016 – 5:30 p.m. at SNIS</p>
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	<p>Board meeting, which this year is after school gets out of session. The new date of June 7th will hopefully lead to greater attendance. The Facilities and Operations sub-committees for that evening will move to Sarah Noble to coordinate with the reception that is held there.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked if that would require that the sub-committee meetings be posted as special meetings and Mr. Smith said it would. • Mrs. Faulenbach said we would have to be especially mindful of the agendas then since they cannot be changed for a special meeting. 	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
6.	<p>Adjourn</p> <p>Mr. Schemm moved to adjourn the meeting at 9:03 p.m. seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:03 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee