

**New Milford Board of Education  
Operations Sub-Committee  
May 6, 2008  
Lillis Administration Building, Room 2**

Present:	Mrs. Wendy Faulenbach,* Committee Chairperson
	Mrs. Amy Llerena*
	Mr. Thomas McSherry*
	Mrs. Julie Turk*
	Mr. William Wellman
	Dr. Lisa Diamond, ex-officio Board chairperson

\* Committee Member

Also Present	Dr. JeanAnn C. Paddyfote, Superintendent of Schools
	Mr. Thomas Mulvihill, Assistant Superintendent of Schools
	Mr. John Turk, Director of Finance
	Mr. John Calhoun, Facilities Manager
	Mr. Leo Rogoza, Assistant Facilities Manager
	Mr. John Lee, Assistant Principal, New Milford High School
	Mrs. Adele Johnson, Director of Pupil Personnel & Special Services

1.	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.	No public comment.	No public Comment
3.	Discussion and possible action:	Discussion and Possible Action
3A.	Exhibit A. Personnel. Mr. McSherry moved to bring Exhibit A personnel to the full board for approval. Mrs. Llerena seconded the motion which passed unanimously.	Motion passed to bring Exhibit A personnel to the Board for approval.
3B.1.	Monthly reports – Purchase resolution D-610. <ul style="list-style-type: none"> <li>Mr. Mulvihill answered a question from Mrs. Turk regarding the purchase of books for the faculty on best practices for instruction in classrooms. The books are published by the Association for Supervision and Curriculum Development.</li> </ul>	Monthly reports – purchase resolution D-610
3B.2.	Request for transfers <ul style="list-style-type: none"> <li>Mrs. Turk inquired about an inventory of supplies. Mr. Calhoun reported that his department has recently signed up with a company that has an inventory management module.</li> </ul>	Monthly reports – request for transfers
3B.3.	Budget position as of 4/30/08. <ul style="list-style-type: none"> <li>Mr. Turk noted the position is 96.2% this year vs. 94.7% last year with more items encumbered this year.</li> </ul> Mrs. Llerena moved to bring reports to the Board for approval, seconded by Mr. McSherry. Motion passed unanimously.	Motion passed unanimously to bring monthly reports to the full board for approval.

3C.	<p>Gifts and donations.          Mrs. Llerena moved to bring the PTO gifts and donations to the board for approval. Motion seconded by Mr. McSherry and passed unanimously.</p>	<p>Motion to bring gifts and donations to the board for approval passed unanimously.</p>
<p>3D.</p> <p>3D.1.</p> <p>3D.2.</p>	<p>Grants:</p> <p>English language/Civics Grant</p> <ul style="list-style-type: none"> <li>• Mr. Lee explained the English language/Civics Grant was \$20,000 and this year is \$35,000. The State and Feds are asking to be more community oriented, more hands on for English language students from foreign countries. Arrangements have been made with various community groups to either come to the school or have students brought on-site. The program also will include computers for student use.</li> </ul> <p>Program Improvement Grant:          The transition program request is for \$25,000 for high school diploma students who take high school courses in the evening program as well as GED students and will include transitioning to post secondary programs; Northwestern will teach college level courses at the high school. The program cannot be offered without the grants.</p> <p>Mrs. Turk moved to bring the grant request to the Board for approval, seconded by Mr. McSherry. Motion passed unanimously.</p>	<p>Motion passed unanimously to bring grant requests to the Board for approval.          English language/Civics Grant</p> <p>Program Improvement Grant</p>
3E	<p>BOE response to TONM Management Advisory Letter:</p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote noted the Board of Finance reviewed the 2007 Audit report on April 23<sup>rd</sup>. The BOE was not required to attend the meeting. If the BOE is asked to respond to the Management Advisory Letter, Dr. Paddyfote wanted the BOE to be aware of the responses.</li> <li>• Mrs. Turk asked about grant management; Dr. Paddyfote noted the accounting data management specialist position has been included in the budget for 2008-08 and that person would have grant oversight as on of his/her responsibilities. The Superintendent also noted that the advisory comment concerning grants has been in the audit report for approximately the last ten years.</li> <li>• Mr. Mulvihill stated that when the DeLeo Company performed the audit it was stated that the business</li> </ul>	<p>BOE response to TONM Management Advisory letter.</p>

	<p>office needed more personnel. Dr. Paddyfote explained the data management specialist position would also coordinate data entry for State Department of Education reports; the student data base is being done at all schools, but needs to be centralized. The position would alleviate the extra workload on the accounting manager.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted that when Mr. DeLeo attended an Operations Sub-Committee meeting several years ago, he noted that the Board of Education and Town Finance departments were understaffed. She recalled that Mr. DeLeo stated that the BOE needed between four to six additional people in the finance office in order to accomplish the tasks noted in the management letter.</li> </ul>	
3F.	<p>Board Self-evaluation (Policy 9400)</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted a self evaluation has been done in past years giving the Board an opportunity to evaluate itself for planning and setting goals. Mrs. Faulenbach asked Dr. Diamond if she wanted to have an ad hoc committee set up.</li> <li>• Mrs. Llerena expressed interest in having an outside facilitator. Mr. McSherry was not impressed with facilitators. Mrs. Turk does not find anything valuable having been received from this process.</li> <li>• Mr. McSherry suggested having two or three topics to focus on for Board professional development.</li> <li>• Dr. Diamond felt a leader was needed. Mrs. Turk inquired if the facilitator reflected the topic chosen.</li> <li>• Mrs. Faulenbach agreed that topics chosen would be very helpful for the structure of the process. She also stated that in past years, she has felt the process valuable and important to the Board and community.</li> <li>• Dr. Paddyfote suggested having the Board members suggest topics to the Board Chair and facilitators with knowledge in the specific areas would be identified for the Board to consider.</li> </ul>	Board self-evaluation.
3G 1	<p>Food Service Update: financial</p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote cited the memo in the packet; the current loss reported is \$58,000. There is a decrease in revenues due in part to healthy foods offered and the economy.</li> </ul>	Food service update: financial
3G 2	<p>Food Service – program for 2008-09</p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote reported on the search for a replacement</li> </ul>	Food Service program for 2008-09.

	<p>for Mr. Wilson. The district received 12 applications. There are 5 very strong candidates and 3 others that should be considered, according to Mr. Wilson.</p> <ul style="list-style-type: none"> <li>• The question is should the district look to out sourcing or replace Mr. Wilson.</li> <li>• Mrs. Llerena favors hiring a director.</li> <li>• Mrs. Turk expressed concern over control and quality in out sourcing especially with vendors in this area. However, it is difficult to ignore possible savings in out sourcing.</li> <li>• Mr. Turk contacted six school districts that are currently out sourcing and none are in the healthy food program. The feedback from those districts is positive; four are in DRG D like New Milford.</li> <li>• Mr. Wellman suggested going ahead with the director and getting input.</li> <li>• Mrs. Faulenbach asked each committee member his/her preference---hire a director or seeking an RFP from outside vendors. Mrs. Llerena, Mr. McSherry, and Mrs. Faulenbach preferred hiring a Director of Food Services. Mrs. Turk’s preference was out-sourcing.</li> <li>• It was the consensus of the committee to continue with the internal hiring process.</li> </ul>	
<p>3H.</p>	<p>Possible year-end projects.</p> <ul style="list-style-type: none"> <li>• Mr. Turk, in tracking the budget stated, not accounting for food service program, about \$500,000 might be available; depending on the State’s second payment of 25% of Excess Cost which is expected on June 1<sup>st</sup>.Should the Excess Cost payment be paid to the district from the State, that could be an additional \$270,000.</li> <li>• Some of the items that should be addressed: <ul style="list-style-type: none"> <li>▪ asbestos removal in the LMC at Schaghticoke;</li> <li>▪ purchase computers to regulate the controls on the HVAC systems—this would result in a savings;</li> <li>▪ security cameras at schools;</li> <li>▪ new doors with programmable access ID cards;</li> <li>▪ blinds or window blankets at Sarah Noble.</li> </ul> <p>The list totals approximately \$400,000.</p> </li> <li>• The Board Chair sent a letter to the Mayor after the February Board meeting requesting \$297,500 from the</li> </ul>	<p>Possible year-end projects.</p>

	<p>Capital Reserve account.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted that the request for the capital reserve funds was made before the Board knew about the cuts by the Town Council and Board of Finance. The Town Council and BOF both recommended taking the 2008-09 budget request for capital out of the Capital Reserve. Mrs. Faulenbach also stated that the amount of the capital reserve request and the proposed cuts regarding the budget, exceed what is in the Capital Reserve.</li> <li>• Mr. Calhoun stated the time line for removal of asbestos has to be when students are not in school.</li> <li>• Mr. McSherry suggested moving forward on asbestos removal this summer.</li> </ul>	
3I	<p>Energy Update for 2008-09 budget.</p> <ul style="list-style-type: none"> <li>• Mr. Turk has reviewed budget items for fuel oil, natural gas, diesel – right now those items are probably \$350,000 over budget. Fuel oil and diesel have not been locked in for next year. The Yankee Gas representative will meet with Mr. Turk to discuss signing up for uninterruptible service which is reported to be less expensive than interruptible service. If so, the \$350,000 could be reduced to \$210,000.</li> </ul>	Energy update for 2008-09 budget.
4.	Mr. McSherry moved to adjourn the meeting at 8:45 p.m., seconded by Mrs. Turk. Motion passed unanimously,	Motion to adjourn at 8:45 p.m. passed unanimously.

Respectfully submitted,

Mrs. Wendy Faulenbach, Chair  
Operations Sub-Committee