

**New Milford Board of Education
 Operations Sub-Committee Minutes
 April 4, 2017
 Lillis Administration Building—Room 2**

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NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mrs. Angela C. Chastain
 Mr. Robert Coppola
 Mr. Brian McCauley

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
 Ms. Roberta Pratt, Director of Technology
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services
 Mr. Kevin Munrett, Facilities Manager
 Mr. Nestor Aparicio, Assistant Facilities Manager

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> <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 would have a revised Exhibit A for the Board meeting. • Mr. Coppola asked if the football coaches are made aware in the fall that spring football is their responsibility too. Ms. Baldelli said they were. <p>Mr. McCauley 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 Mrs. Chastain.</p>	<p>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: 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 3/31/172. Purchase Resolution D-6973. Request for Budget Transfers	<p>Motion passed unanimously.</p> <ul style="list-style-type: none">● Mr. Giovannone distributed a revised budget position that was updated as of 3/31/17 and represented an approximately \$55,000 change.● Mr. Giovannone said page 4 shows the first excess cost revenue. He said a shortfall in this line is still expected.● Mrs. Faulenbach asked if the adjustment would most likely come from the salary line and Mr. Giovannone said yes and others if necessary.● Mr. Smith said the expectation is the amount will be \$230,000 less but that is a worst case scenario and could still change.● Mr. Coppola asked if account spending should be “frozen” at this time since, unlike the town, the Board has to stay within its annual budget.● Mr. Smith said he did not think that was necessary at this time. The salary lines are healthy due to turnover savings and other issues. They continue to monitor the lines closely.● Mrs. Faulenbach asked to clarify that the \$30,000 transfer in salaries-non cert was for the custodial overtime savings previously approved. Mr. Giovannone said it was.● Mrs. Faulenbach noted the \$382,000 balance in the substitute line and asked if it was still expected that this would spend down quickly. Mr. Giovannone said it is and that it covers a mix of para and certified teacher substitutes.● Mrs. Faulenbach said in previous years this is the time of year that actuaries might recommend a favorable adjustment to the medical line. She asked if any give back had been recommended this year. Mr. Giovannone said he had reached out to the new actuarial	<p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 3/31/172. Purchase Resolution D-6973. Request for Budget Transfers
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	<p>firm on March 28 with that question and they are not recommending any adjustment to the 2016-17 or 2017-18 budgets based on current projections.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked about the negative amount in the legal services line and Mr. Smith said this was separate from the retainer and was an overage to that which is budgeted for other legal services, for example in the case of an expulsion where both the Board and administration have legal guidance. The overage is to cover expenses to firms other than Board counsel.• Mr. Coppola asked if he could see a breakdown of legal expenses including, that which is being expended for FOI complaints and superior court litigation. Mr. Smith said he is welcome to look at the itemized bills. He said those items are through the retainer.• Mrs. Faulenbach asked about the balance in the textbook line. Mr. Smith said they had budgeted for a new version of the elementary math series and the actual cost was lower than anticipated. He said they had also reduced the need for some student consumables in the phonics series that resulted in additional savings. Conversation is taking place now about the possibility of purchasing other replacement books with the funds.• Mrs. Faulenbach asked about the \$98,000 remaining in furniture and fixtures. Mr. Smith said that was for smartboard replacements from Technology capital; they had been holding until later in the year in case of an unexpected technology issue. Purchase orders are in progress and the line will be substantially smaller next month.• Mrs. Faulenbach asked what is included in the \$112,416 for student transportation and Mr. Giovannone said he would provide a breakdown for the next Board meeting.• Mr. Coppola said he wanted to congratulate Mr. Giovannone again on the favorable audit	
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	<p>report.</p> <p>Mrs. Chastain moved to bring the monthly reports: Budget Position 3/31/17, Purchase Resolution D-697 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"> • There were no comments. <p>Mrs. Chastain moved to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 3/31/17, Purchase Resolution D-697, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval.</p>
<p>4.</p> <p>A. Transportation Update</p>	<p>Items of Information</p> <ul style="list-style-type: none"> • Mr. Smith said the current contract is up July 1, 2017 and the intention is to do a one-year extension since we are in the middle of the transition from diesel to propane and locked into the fuel contract. • Mrs. Faulenbach asked if the extension would be through 2017-18 and Mr. Smith said yes. Mrs. Faulenbach said she hoped the conversation would include continuing the budget relief provided with the last extension. She asked what the timeframe is going forward and Mr. Smith said he hoped to have an agreement to bring to the May Operations meetings. 	<p>Items of Information</p> <p>A. Transportation Update</p>

	<p>B. Upcoming Bids Update</p> <ul style="list-style-type: none"> • Mr. Giovannone distributed a revised copy of the bid update. • Mr. Smith said they had advanced the timeline for the bid on student care workers to May so the vendor to ensure they are ready to go when school restarts in the fall. • Mr. Coppola asked if there would be any other bidders besides EdAdvance. Mrs. Olson said Ability Beyond Disability had bid in the past. • Mr. Coppola asked if funding would be from this year's budget or next year's. Mr. Giovannone said the septic/boiler was this year; the rest was next year. • Mrs. Faulenbach suggested the bid's fiscal year be added to future documents. Mr. Smith agreed it would be helpful for clarity. 	<p>B. Upcoming Bids Update</p>
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
<p>6.</p>	<p>Adjourn</p> <p>Mr. Coppola moved to adjourn the meeting at 8:00 p.m. seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:00 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee