

**New Milford Board of Education  
Operations Sub-Committee Minutes  
February 2, 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

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NEW MILFORD, CT

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<b>1.</b>	<b>Call to Order</b>  The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.	<b>Call to Order</b>
<b>2.</b>	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>  • Mrs. Faulenbach welcomed the new committee members. She said Operations is a blend of personnel and finance matters. All questions are welcome. If members think of questions following the meeting, they are welcome to email her with a copy to the chair and they will try to provide answers. Any information provided will be given to all other Board members as well. Most items on the Operations agenda move forward to the full Board. • Mrs. Faulenbach said the first item, Personnel Exhibit A, is often revised prior to the full Board meeting. • Ms. Baldelli said there may be a revision this month as well. She congratulated Jared Russell	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>

	<p>on his efforts to qualify for a DSAP in order to continue as a Math teacher at NMHS.</p> <ul style="list-style-type: none"><li>• Mr. Smith said he was thrilled with the caliber of all three certified staff appointments, especially mid-school year.</li><li>• Ms. Baldelli said the tutors are pulled from the substitute pool which, until this year, was approved by the Board. Since this no longer happens, she realized that they needed to be added for formal Board approval. That is why the appointment dates are varied. Tutor appointments are for one year and all but six have been approved in previous years.</li><li>• Mr. Coppola asked what degree is required of tutors. Ms. Baldelli said New Milford requires teacher certification but the position itself is not a certified position.</li><li>• Mr. Coppola asked about the status of a replacement for Dr. Cooper. Ms. Baldelli said they have an out-of-state candidate with wonderful references and who is coming for a face to face interview next week. They have begun working on CT certification in anticipation.</li><li>• Mr. Smith said this is a very high quality candidate whose family is relocating to CT. The candidate has a very experienced background in the academic and intellectually gifted area, has presented at the state level, and has elementary certification. In the meantime, Mr. Smith said he met this morning with Mrs. Brofford, the K-8 enrichment teacher, regarding a transition plan for the interim.</li><li>• Mr. Schemm asked what certification is required. Ms. Baldelli said in CT, it is grade level appropriate, so K-8. The goal is to have the candidate certified K-12.</li><li>• Mr. Schemm asked if this was a shortage area and Ms. Baldelli said no.</li><li>• Ms. Baldelli said she and Mr. Smith had reviewed applications for Mr. Hubelbank's position and of 11 applicants, there is only one</li></ul>	
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	<p>that will be brought back for a second round interview.</p> <ul style="list-style-type: none"> <li>• Mr. Smith said they should know by the end of the week if this is a viable candidate. They are still actively recruiting. There are three to four other districts in need of the same position. In the meantime, he and Ms. Baldelli are working on short and long term transition plans for the Board to consider.</li> <li>• Mrs. Faulenbach said she assumes the goal is to avoid a gap in coverage and Mr. Smith said that is the case. They also want to make sure that they are fully satisfied with the quality of any candidate.</li> <li>• Mr. Coppola said he would expect to interview any candidate before seeing the person brought forward for approval. Mr. Smith said that might require a special meeting. Mr. Coppola asked if it would require an executive session and Ms. Baldelli said she would check the legality.</li> <li>• Mr. Coppola asked if they had advertised a pay range and Ms. Baldelli said no.</li> <li>• Mrs. Faulenbach said she would like to see a copy of the job description before any special meeting takes place.</li> </ul> <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 3-0-1. Aye: Mrs. Faulenbach, Mr. McCauley, Mr. Schemm Abstain: Mr. Coppola</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>1. Purchase Resolution D-683</b></li> <li><b>2. Budget Position dated 1/29/16</b></li> </ol> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said there are typically three monthly reports; the transfer request is not</li> </ul>	<p><b>Motion made and passed 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-683</b></li> <li><b>2. Budget Position dated 1/29/16</b></li> </ol>
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	<p>needed at this time.</p> <ul style="list-style-type: none"><li>• Mr. Hubelbank said that the purchase resolution is for Board approval of purchases over \$5000, per Board policy. The Budget Position is being run through Munis and exported to excel for ease of read. The report includes encumbrments of funds that the district knows will be spent, for example salaries. Revenue is also included here. The district will be looking to have some reports customized once everyone is more familiar with the system. Mr. Hubelbank asked that the Board let him know of any special requests for information that might be incorporated into these reports.</li><li>• Mr. Smith said items such as curriculum development are typically not drained until year end when the actual curriculum writing work is done. In-service professional development is also spent more towards the end of the year after grants are exhausted.</li><li>• Mr. Schemm asked if it was expected that most of the curriculum development funds would be expended and Mr. Smith said yes, through curriculum writing and summer institutes. Actual projects are fluid with time.</li><li>• Mr. Coppola asked how the budget stands in general and Mr. Hubelbank said special education had steadied and he thought the budget was in good shape at the moment.</li><li>• Mr. Coppola asked if the district pays social security for non-certified staff and at what rate. Mr. Hubelbank said yes and at 6.2%.</li><li>• Mr. Coppola asked what the pension number was. Mr. Hubelbank said this year it was \$654,000 with an additional increase next year of \$180,000. These numbers are given to us by the town.</li><li>• Mr. Coppola asked about the legal line. Mr. Hubelbank said \$150,000 is for the retainer and the other \$11,000 showing is for additional attorneys as needed.</li></ul>	
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	<ul style="list-style-type: none"> <li>• Mr. Coppola asked about the substitute line total which seemed low. Mr. Hubelbank said that line was for the substitute software. The actual substitute line is included with non-certified staff.</li> <li>• Mr. Coppola asked for clarification on the field trip line. Mr. Hubelbank said this was for non-sports related field trips.</li> <li>• Mr. Smith said it included transportation for music students, the math team, and science students to state science fairs.</li> <li>• Mr. Coppola said this shows that middle school and high school students do get field trip support.</li> <li>• Mrs. Faulenbach said she viewed these more as transportation to events versus actual field trip coverage itself.</li> <li>• Mr. Coppola said he finds the label deceiving since these are not field trips per se and that it should be better labeled transportation.</li> <li>• Ms. Faulenbach said she would appreciate receiving the budget codes as part of the Operations packet going forward. Mr. Hubelbank said he would provide them and reminded the committee that the reports are a work in progress and he welcomes any feedback.</li> </ul> <p>Mr. Coppola moved to bring the monthly reports: Purchase Resolution D-683 and Budget Position dated 1/29/16 to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>1. PTO – Exhibit B</b></li> <li><b>2. Goldring Family Foundation – Exhibit C</b></li> </ol> <ul style="list-style-type: none"> <li>• Mr. Schemm asked if the Goldring memo should be revised to reflect the actual accounts</li> </ul>	<p><b>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-683 and Budget Position dated 1/29/16 to the full Board for approval.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>1. PTO – Exhibit B</b></li> <li><b>2. Goldring Family Foundation – Exhibit C</b></li> </ol>
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	<p>so that is is clear that the Project Lead the Way funds are for enrichment items only and not supplanting the budget. Mr. Hubelbank said he would have a revision for the Board meeting.</p> <p>Mr. Coppola moved to bring Gifts and Donations: PTO – Exhibit B and Goldring Family Foundation – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: PTO – Exhibit B and Goldring Family Foundation – Exhibit C to the full Board for approval.</b></p>
<b>4.</b>	<p><b>Items of Information</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said these items are presented for informational purposes and typically require no action.</li> </ul> <p><b>A. Substitute Listing</b></p> <ul style="list-style-type: none"> <li>Ms. Baldelli said this is an updated list of the substitutes since last presented to the committee in October. We are up to 107. She asked the newer ones if the raise in pay to \$90 made a difference in their applying and a few said yes.</li> <li>Mrs. Faulenbach said she appreciates the feedback since the raise has budgetary impact and hopefully coverage impact as well.</li> <li>Mr. Schemm asked if all the substitutes on the list are active and Ms. Baldelli said some much more than others.</li> <li>Mr. Coppola asked if Ms. Baldelli interviews all substitutes and she said yes, every one.</li> </ul> <p><b>B. Certified Substitute Coverage</b></p> <ul style="list-style-type: none"> <li>Ms. Baldelli said this is a cumbersome report to do with our current system and another one they are trying to get customized.</li> <li>Mr. Coppola said he is concerned to still see so</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Substitute Listing</b></p> <p><b>B. Certified Substitute Coverage</b></p>

	<p>many unfilled days as they are a hindrance to the educational system.</p> <ul style="list-style-type: none"> <li>• Ms. Baldelli said in these cases individual buildings pay teachers who are willing to cover by period which is much more expensive than using a substitute were one available.</li> <li>• Mr. Smith said this can sometimes lead to canceled professional development as well, if there is not coverage for teachers to be released.</li> <li>• Mr. Schemm pointed to the high absenteeism the week of October 19<sup>th</sup> and wondered if it was an anomaly or if there might be some underlying reason. Ms. Baldelli said she would take a more in depth look at some of the weeks to see if there was any pattern. She would try to report at the next sub-committee meeting.</li> </ul>	
	<p><b>C. Update on Munis</b></p> <ul style="list-style-type: none"> <li>• Mr. Hubelbank said the district is fully using Munis now and with a few fits and starts is very pleased in general. One feature of the system is that direct deposit paystubs can now be emailed saving on hand mailing. W2s were from the old system for the last time.</li> <li>• Mr. Smith said he wished to publicly commend the Business Office and Human Resources staff for the tremendous effort put in to this massive undertaking.</li> <li>• Mrs. Faulenbach asked how many more years the district would pay \$60,000 per year for the system and Mr. Hubelbank said eight more years.</li> <li>• Mr. Schemm asked if that came out of the Board of Education budget and Mr. Hubelbank said yes with an additional \$40,000 paid by the town.</li> </ul>	<p><b>C. Update on Munis</b></p>
	<p><b>D. Town of New Milford Audit Report dated June 30, 2015</b></p> <ul style="list-style-type: none"> <li>• Mr. Hubelbank said there were two identified</li> </ul>	<p><b>D. Town of New Milford Audit Report dated June 30, 2015</b></p>



	<p>issues in the audit that were both minor. One related to data entry with the old software. The other has to do with formal closing which is really out of Board of Education control as we give our information to the Town. He was disappointed to see no mention of the move to Munis which will solve these problems going forward.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said the audit was very good and showed no material weaknesses. Mrs. Faulenbach asked if Mr. Hubelbank intended to send any soft letter of rebuttal and Mr. Hubelbank said he did not as these were minor issues and he felt they worked well with the town.</li> </ul>	
<b>E.</b>	<p><b>Legal Services Update</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said she had been asked to put this item on the agenda.</li> <li>• Mr. Coppola said thank you for the breakdown provided. He asked for the total cost of the FOIA complaint and Mr. Hubelbank said he would gather the information.</li> <li>• Mr. Coppola asked if the retainer rolled over to the following year if it was not expended and Mr. Hubelbank said a credit is given. He said the retainer provides a reduced rate of service as well. Other districts not on retainer would be charged a higher hourly rate.</li> <li>• Mr. Schemm asked about the negotiation and arbitration expenses which are large regardless of the size of the group. Mr. Smith said that is something that the negotiating committee has to weigh during negotiations.</li> <li>• Mr. Coppola asked if this topic would move on to the Board for discussion and Mrs. Faulenbach said there was no action required so she thought not. Mr. Coppola said he was fine with that.</li> </ul>	<p><b>E. Legal Services Update</b></p>
<b>5.</b>	<b>Public Comment</b>	<b>Public Comment</b>



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	<ul style="list-style-type: none"><li>• There was none.</li></ul>	
6.	<b>Adjourn</b>  Mr. Coppola moved to adjourn the meeting at 9:15 p.m. seconded by Mr. Schemm and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 9:15 p.m.</b>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee