

**New Milford Board of Education  
Regular Meeting  
April 8, 2008  
Sarah Noble Intermediate School-Library Media Center**

Present:	Dr. Lisa Diamond, Board Chairman
	Mrs. Wendy Faulenbach
	Mrs. Elizabeth Finney
	Mr. David Lawson
	Mrs. Amy Llerena
	Mr. Thomas McSherry
	Mrs. Alexandra Thomas
	Mrs. Julie Turk
	Mr. William Wellman

Also Present	Dr. JeanAnn C. Paddyfote, Superintendent of Schools
	Mr. Thomas Mulvihill, Assistant Superintendent
	Mr. John Turk, Director of Fiscal Services
	Mr. John Calhoun, Facilities Manager
	Mr. David Elmore, Director of Technology

1.	The meeting of the New Milford Board of Education was called to order at 7:30 p.m. by Dr. Lisa Diamond. The Pledge of Allegiance immediately followed the call to order.	Call to Order
2.	No public comment.	Public Comment
3.	Staff and Student Recognition. <ul style="list-style-type: none"> <li>• Students at Sarah Noble Intermediate School and Schaghticoke Middle School who were selected to participate in the Northern Region Music Festival were recognized by the Administration and Board of Education.</li> <li>• Ms. Baldelli introduced the students from SNIS and the staff who were recognized for their part in assisting the students: Mr. Fitzgerald and Mrs. Capone,</li> <li>• Mrs. Ford introduced the students from SMS and the staff who were recognized for their part in assisting the students: Mrs. Iffland and Mrs. Lewis.</li> </ul>	Student and Staff Recognition. Sarah Noble and Schaghticoke Northern Region Music Festival
	7:47 p.m. break for reception – meeting resumed 8:05 p.m.	Reception
4	PTO Report <ul style="list-style-type: none"> <li>• PTO report on recent events including the book fair at Sarah Noble that netted \$554 to the youth department at the public library.</li> </ul>	PTO report
5.	Student Representatives' Report. <ul style="list-style-type: none"> <li>• Amy Donohue and Amy Holland introduced Ryan Partelow who will replace Ms. Donohue next year while she studies in Mexico.</li> <li>• The band played today at Shea Stadium.</li> <li>• Concert band will be competing at Virginia Beach.</li> <li>• Spring sports are underway.</li> <li>• “Thoroughly Modern Millie”, this year’s all school</li> </ul>	Student Representatives' Report.

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	<p>musical, was a success.</p> <ul style="list-style-type: none"> <li>• Some of the May events were highlighted.</li> </ul>	
6.A.	<p>Mrs. Thomas moved acceptance of minutes from the Regular Board of Education meeting held March 11, 2008. Mrs. Llerena seconded the motion which passed unanimously. Mrs. Finney had not been listed among the attendees; change so noted.</p>	<p>Motion passed unanimously to approve minutes from March 11, 2008 Board meeting.</p>
7.	<p>Superintendent's Report.</p> <ul style="list-style-type: none"> <li>• The April enrollment report was distributed. There are no significant changes in the enrollment.</li> <li>• Dr. Paddyfote reported that New Milford High School was declared the Western Connecticut Math League champions for 2007-2008.</li> <li>• Literature Week is underway at the three elementary schools.</li> <li>• Dr. Paddyfote congratulated all of the students who performed in "Thoroughly Modern Millie," and acknowledged the work of Mr. Keck—Director; Mr. Grauer—Conductor; Ms. McGuire—Choreographer; Mr. Donahue—Producer.</li> </ul>	<p>Superintendent's Report.</p>
8.	<p>Board Chairman's Report.</p> <ul style="list-style-type: none"> <li>• Dr. Diamond announced a change in subcommittee members: Mr. McSherry was removed from Policy (he inadvertently had been placed on 3 committees). Mr. Lawson will be on Policy rather than Operations.</li> <li>• Dr. Diamond asked members to confirm they would be available for a special meeting on April 22 at 7 p.m. at the Central Office, Boardroom, to interview the finalist for the Principal's position at Sarah Noble Intermediate School.</li> </ul>	<p>Board Chairman's Report</p>
9.	<p>Committee Reports</p>	<p>Committee reports</p>
9.A.	<p>Operations</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach reported that several items are being brought to the Board including discussion on the Internal Service Fund.</li> </ul>	<p>Operations</p>
9.B.	<p>Facilities</p> <ul style="list-style-type: none"> <li>• Mr. McSherry reported that the committee received an update on the Fire Marshall's visit to the schools; the use of hand sanitizers in school; and the new Building Use Fee schedule that is brought to the Board for approval tonight.</li> </ul>	<p>Facilities</p>

9.C.	<p>Committee on Learning</p> <ul style="list-style-type: none"> <li>Mr. Lawson reported that 6 curricula will be brought to the Board for approval this evening.</li> </ul>	Committee on Learning
9.D.	<p>Policy</p> <ul style="list-style-type: none"> <li>Mrs. Finney, reported that the Drugs, Alcohol, and Tobacco policy is on the agenda for approval.</li> </ul>	Policy
10.A.	<p>Discussion and Possible Action Items Revised Exhibit A: Personnel – Certified and Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>Mr. McSherry moved to approve Revised Exhibit A, motion seconded by Mrs. Llerena, passed unanimously.</p>	<p>Motion passed unanimously to approve Revised Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence.</p>
10.B.	<p>Monthly Reports</p> <p>Mrs. Faulenbach moved to approve the monthly budget reports: Request for Budget Transfers, Purchase Resolution D-609 and the Budget Position as of 3/31/08, seconded by Mrs. Thomas; passed unanimously.</p>	<p>Motion passed unanimously to approve the Monthly Reports: Request for Budget Transfers, Purchase Resolution D-609 and the Budget Position as of 3/31/08.</p>
10.C.	<p>Gifts and Donations</p> <p>Mr. McSherry moved to accept Exhibit B: PTO and Exhibit D: MVP-SOS. Mr. Lawson seconded the motion which passed unanimously.</p>	<p>Gifts &amp; Donations</p> <p>Motion passed unanimously to approve Exhibit B: PTO and Exhibit D: MVP-SOS.</p>
10.D.	<p>Adult Education Grant</p> <p>Mrs. Faulenbach moved to approve the Adult Education Grant. Mr. McSherry seconded the motion which passed unanimously.</p>	<p>Motion passed unanimously to approve the Adult Education Grant</p>
10.E.	<p>BEST Mentor Candidates: Exhibit C</p> <p>Mrs. Llerena moved to approve BEST Mentor Candidates: Exhibit C. Mrs. Thomas seconded the motion which passed unanimously.</p>	<p>Motion passed unanimously to approve the BEST Mentor Candidates: Exhibit C.</p>
10.F.	<p>Use of Building Fee Schedule</p> <p>Mrs. Finney moved approval of Use of Facilities Fee Schedule. Mr. McSherry seconded the motion which passed unanimously.</p>	<p>Motion unanimously passed to approve the Use of Facilities Fee Schedule</p>
10.G.	<p>Healthy Food Certificate</p> <p>Mrs. Llerena moved that the New Milford Board of Education vote to continue its participation in the National School Lunch Program and pursuant to section 10-215f of the Connecticut General Statutes certify that all foods items</p>	

	<p>offered for sale to students meet the Connecticut Nutrition Standards for the period July 1, 2008 through June 30, 2009. The Board will exclude from certification food items that do not meet the Connecticut Nutrition Standards provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.</p> <p>Mrs. Faulenbach seconded the motion which passed unanimously.</p>	<p>Motion passed unanimously to approve the Healthy Food Certification.</p>
<p>10.H.</p>	<p>Internal Reserve Fund.  Mr. Jankowski, Town of NM Director of Finance, and Mr. Joe Galanti, Comptroller were invited to the table.</p> <p>Dr. Diamond asked the Director of Finance what his responsibilities are with respect to medical insurance.</p> <p>Mr. Jankowski: I am administrator of the fund as with all funds of the Town and the Board of Education.</p> <p>Mrs. Faulenbach: How does the fund work?</p> <p>Mr. Jankowski: there are four sources of income: Town budget; Board of Education budget; Town co-pays and Board co-pays. Money is deposited first into the General Fund and when bills need to be paid, transfers into the fund are made. Every dollar needs to be deposited into the account.</p> <p>Mrs. Thomas: How often is the fund reviewed?</p> <p>Mr. Jankowski reviewed the history of the fund starting with 1993 when the fund was established by resolution of the Town Council. For self insured purposes there had to be 120% funds deposited with no supplementary appropriation from taxpayers. In 2006-07 with full insurance [premium], an agreement was to keep the fund functioning because of the chance that self insurance would be needed again.</p> <p>Mr. McSherry was concerned with the Board under estimating [employee contributions] and over-funding the account. Mr. Jankowski informed the Superintendent and Chairman of the Board of this issue; Mr. McSherry asked</p>	<p>Internal Reserve Fund discussion with Mr. Jankowski.</p>

<p>about notification prior to this year (2008). Mr. Jankowski stated he spoke with Mr. Corbett in 2005-2006; however, he did not communicate it to anyone in 2006-2007. He also stated that he did not put anything in writing.</p> <p>Dr. Diamond: if the account is reviewed annually and there were overages from the Board of Education, where did the information go regarding overages?</p> <p>Mr. Jankowski: Retired teachers co-payments are reflected in the overages; co-payments cover part of the expenditures needing to be made. On a monthly basis he would not know of the problem which would become evident at the end of the year.</p> <p>Dr. Diamond asked what kind of mechanism can be put in place to alert the Board to overages for next year.</p> <p>Mr. Jankowski: The Board needs to recognize that.</p> <p>Mrs. Turk reviewed the auditor's report, which the Board did not get. It is difficult to estimate co-pays; the Town's estimate of co-payments' variance was half of the Board of Education. What is the method used for the Town's estimates that is more accurate than the Board's estimates.</p> <p>Mr. Jankowski: Every union pays different amounts. He relies on historical data.</p> <p>Mr. McSherry commented that the review by the auditor's dated March 27, 2008 is not an audit report as per the last page of the document.</p> <p>Mrs. Faulenbach noted the Board has 7 bargaining units. She asked Mr. Jankowski how many bargaining units are part of the Town? Mr. Jankowski stated there are five or six.</p> <p>Mrs. Faulenbach asked is it correct that the Board has a greater share of insurance. Mr. Jankowski replied yes. Mrs. Faulenbach asked if the split is 80% BOE and 20% Town? Mr. Jankowski indicated that is accurate.</p> <p>Mr. Lawson asked when the Internal Service Fund was established did you establish written directives or procedures regarding the Fund and budgeting? Mr. Jankowski noted the</p>	
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<p>Town Council established the fund by resolution; rules of accounting establish how the fund runs.</p> <p>Mrs. Finney asked how the school benefits from the process used to fund the medical line.</p> <p>Mr. Jankowski commented on the change in rules in 2000-2001 which had 1/12 deposited monthly per the auditors. There was no way to determine how any benefit could have been made by under estimating co-payments. There was no personal gain.</p> <p>Mr. Lawson asked if the Town overfunded? Mr. Jankowski: Yes. This is one budget, one unit. There have been times when the Town of New Milford and Board have overfunded and times the account was underfunded. The benefit of the fund is that it can absorb the bad years. In 2006-07 co-payments didn't reach the Town until July.</p> <p>Mr. Lawson: it isn't always bad to overfund? Mr. Jankowski didn't agree, but felt estimates should be as close as possible.</p> <p>Mr. McSherry commented overfunding has hurt the Board budget – that money could have been used for teachers, supplies. The Board wants the estimate to be as accurate as possible.</p> <p>Mrs. Turk noted the auditor's report indicates an overestimation in co-payments.</p> <p>Mr. Wellman commented that under estimating with co-payments results in taxpayers paying higher taxes. Mr. Jankowski agreed.</p> <p>Mr. McSherry asked if the excess in the account will be used to offset a tax increase. Mr. Jankowski stated a 1 million dollar transfer will be made to the operating budget.</p> <p>Mrs. Llerena asked if the Board transferred funds from the account. Mr. Jankowski: No. Mrs. Llerena asked if the Town has withdrawn funds. Mr. Jankowski: Not for any other use than medical. There have been no misappropriations of the Internal Service Fund.</p> <p>Mrs. Turk addressed Dr. Paddyfote regarding the data in Appendix A-10 of Medical Insurance Review with a ledger</p>	
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<p>having blacked out entries. Dr. Paddyfote replied there were payments to employees for medical reimbursements for items not covered by insurance.</p> <p>Mr. Wellman read “Statement and Motion on the 2008-2009 School System Budget Request: Included in the document is the following motion by Mr. Wellman: I move that the Board direct the Superintendent to inform the Mayor, the Town Council and the Board of Finance in writing of our error with respect to the internal service fund, apologize for it and inform them that we are reducing our budget request for the coming year by \$1,960,000 – the amount of the savings we have already recognized. Motion seconded by Mrs. Turk.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Mr. McSherry replied that since the budget was prepared some of the items were disclosed. There needs to be better communication with the Town. The budget could have been less if these items were known.</li> <li>• Mrs. Turk noted that Mr. McSherry raised a good point. The Board did not know about the reductions when the budget was prepared. Those savings have come to light – it is 1.9 million dollars.</li> <li>• Mrs. Faulenbach noted that the \$500,000 from the capital reserve fund is not a definite; some of the numbers are not definite.</li> <li>• Mr. Wellman replied that a majority of the Town Council indicated they would approve using those funds from Capital Reserve if the Board desired.</li> <li>• Mrs. Faulenbach replied that no action was taken by the Town Council or Board of Finance.</li> </ul> <p>Mr. Lawson called the question.  Motion Seconded by Mrs. Llerena.</p> <p>Vote in favor of motion: Mr. Wellman, Mrs. Turk.  Opposed to the motion: Mrs. Faulenbach, Dr. Diamond, Mr. Lawson, Mrs. Llerena, Mrs. Finney and Mrs. Thomas.  2-7-0 Motion failed.</p>	<p>Motion made to direct the Superintendent to inform the Mayor, the Town Council, and the Board of Finance in writing of our error with respect to the internal service fund, apologize for it and inform them that we are reducing our budget request for the coming year by \$1,960,000 – the amount of the savings we have already recognized.</p> <p>Call the Question  Motion to call question passed</p> <p>Original  Motion failed</p>
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	<p>Mr. Lawson asked Mr. Jankowski if he reviewed the Board’s estimates for employee contributions for 2008-09.</p> <p>Mr. Jankowski responded that he thought the number was good.</p> <p>Mr. Lawson asked Mr. Jankowski if he agreed that 1 million dollars from this account is being used for tax relief and that since teachers contribute 10%, is it fair to say teachers contributed \$100,000 for tax-relief?</p> <p>Mr. Jankowski replied that it is a stretch, but yes.</p> <p>Mrs. Faulenbach would like to see more collaboration as a way to improve communication. Mrs. Faulenbach thanked Mr. Jankowski for attending the meeting.</p> <p>Dr. Diamond asked Mr. Jankowski if he wished to add to the discussion. Mr. Jankowski commented on the importance of open communication. The notion of the Town and the Board as separate units needs to be removed. Open communication from the onset would have eliminated what has happened. It can be rectified. The finance office needs a link with the Board of Education.</p>	
10.I.	<p>Approval of the following curricula:</p> <p>Mr. Lawson moved to approve the following curricula: Shakespeare; Creative Writing; Science Fiction; Humanities/Humanities II; Student Leader; Sports Medicine. Mrs. Llerena seconded the motion which passed unanimously.</p>	<p>Motion passed unanimously to approve the following curricula: Shakespeare, Creative writing, Science Fiction, Humanities/Humanities II, Student Leader, Sports Medicine.</p>
10.J.	<p>Suspend Policy 9311 to approve Policy 5131.6 Drugs, Alcohol &amp; Tobacco</p> <p>Mrs. Llerena moved to suspend Policy 9311 in order to approve Policy 5131.6-Drugs, Alcohol and Tobacco. Motion seconded by Mrs. Thomas and passed unanimously.</p>	<p>Motion to passed unanimously to approve suspending Policy 9311 in order to approve policy 5131.6 – drugs, alcohol &amp; tobacco.</p>
10.K.	<p>Mr. McSherry moved to approve Policy 5131.6 – Drugs, Alcohol &amp; Tobacco. Motion seconded by Mrs. Llerena and passed unanimously.</p>	<p>Motion passed unanimously to approve Policy 5131-6 Drugs, Alcohol &amp; tobacco..</p>
10.L.	<p>Mr. Lawson moved to approve textbooks for Grade 2. Motion seconded by Mrs. Thomas and passed unanimously.</p>	<p>Unanimous approval for Grade 2 textbooks.</p>

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11.	Items for Discussion	Items for Discussion
11.A.	Textbook Previews	Textbook Previews
11.B.	Field Trip Report – April 2008	Field Trip Report – April 2008
12.	Items of information Policy Sub-Committee Meeting Minutes—March 18, 2008 Committee on Learning Sub-Committee—March 25, 2008 Facilities Sub-Committee Meeting Minutes—April 1, 2008 Operations Sub-Committee Meeting Minutes—April 1, 2008	Items of information
13.	Mr. McSherry moved to adjourn the meeting at 9:15 p.m. seconded by Mrs. Faulenbach. Motion passed unanimously.	Adjourn 9:15 p.m.

Respectfully submitted,

David A. Lawson, Secretary  
New Milford Board of Education