

**New Milford Board of Education  
Operations Sub-Committee Minutes  
April 9, 2019  
Lillis Administration Building—Room 2**

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NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson  
Mr. Bill Dahl  
Mr. Brian McCauley  
Mrs. Eileen P. Monaghan

Also Present: Dr. Stephen Tracy, Interim Superintendent  
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  
Mr. Kevin Munrett, Facilities Director

1.	<p><b>Call to Order</b></p> <p>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><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <ul style="list-style-type: none"> <li>• Ms. Baldelli said she will have a revision for the full Board meeting.</li> <li>• Mr. McCauley asked if this was another Math teacher leaving at SMS. Ms. Baldelli said it was the same one. This person had been out on leave all year and was resigning at the end of the year due to personal reasons.</li> </ul> <p>Mr. Dahl 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>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <p><b>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.</b></p>

<p><b>B. SNIS Roof Repairs</b></p> <ul style="list-style-type: none"><li>• Mr. Giovannone said this topic was discussed at Facilities this evening as well. Temporary repairs are needed for the SNIS roof. The funding source is from the high school insurance money. It is a reimbursement for a solar study regarding the high school roof that came from the district's operating budget.</li><li>• Dr. Tracy said the Town has been apprised.</li><li>• Mr. Giovannone said the charge is on the Purchase Resolution for approval, this discussion is for transparency purposes only.</li><li>• Mrs. Faulenbach asked for reassurance that the total will cover any work done. She said the last thing the Board wants is to have another project come in over budget. Mr. Munrett said they will stay in budget.</li></ul> <p><b>C. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated 3/31/19</b></li><li><b>2. Purchase Resolution D-721</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mr. Giovannone said he will bring a fiscal year end projection to the committee next month. He said the certified salary account is at \$105,000 this month, as compared to \$414,000 last year at this time. He is bringing forward a transfer for the legal account to bring it even for now, and a transfer for advertising that should hold for end of year. Excess costs are reflected on page 4, as well as an updated capital reserve total, which does not include pending requests. He said he is projecting a short fall to excess costs of approximately \$134,000.</li><li>• Mrs. Faulenbach asked about pay to play revenues. Mr. Giovannone said they will probably be \$13,000 to \$14,000 short of projected revenue.</li><li>• Mrs. Faulenbach asked for specifics on the balances reflected in lines 53500, 54420, 53200 and 57500. Mr. Giovannone said he would have that prior to the full Board meeting.</li></ul>	<p><b>B. SNIS Roof Repairs</b></p> <p><b>C. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated 3/31/19</b></li><li><b>2. Purchase Resolution D-721</b></li><li><b>3. Request for Budget Transfers</b></li></ol>
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	<ul style="list-style-type: none"><li>• Mrs. Faulenbach asked about the balance in line 55630. Mrs. Olson said they had two students move out of district, but have three mediations still to come. Mrs. Faulenbach said the good news is that there is still money there if needed.</li><li>• Mrs. Faulenbach referenced the \$108,000 total in instructional supplies. Mr. Giovannone said last year at this time, it was at \$80,000.</li><li>• Mrs. Monaghan asked how line 53200 is paid out. Mrs. Olson said it depends on the vendor.</li><li>• Mr. McCauley asked for a general comment about the current budget position and Mr. Giovannone said it is in the positive and they are watching it closely.</li><li>• Mrs. Faulenbach said this year is different from last year when they were actively trying to have money to assist the Town. She hopes that will be noted.</li><li>• Dr. Tracy said they are not taking any extraordinary measures internally yet. Items duly budgeted for should be spent, but they are not looking to do any wholesale transfers.</li><li>• Mrs. Faulenbach asked about 56110 on the purchase order. Mrs. Olson said it is for an online reading program K-8.</li><li>• Mr. Giovannone said it is used throughout the year but the billing cycle is not aligned to the fiscal year.</li><li>• Mrs. Monaghan asked about the tuition payment for the intern. Ms. Baldelli said this person reports everyday and fills in where needed in district. They have received their degree, this is similar to a 5<sup>th</sup> year for experience. It has been done successfully in the past.</li><li>• Mr. McCauley asked if the person is ever hired permanently. Ms. Baldelli said occasionally.</li><li>• Dr. Tracy said he will be bringing a revised purchase order and budget transfer sheet to the full Board for approval. Due to the leadership change at NES, the district is looking to retain ReVision to assist Acting Principal Tomasello with end of year teacher evaluations. Dr. Tracy said the expected cost is \$18,200 with \$11,000</li></ul>	
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<p>coming out of the Department of Instruction budget, and the rest from certified salary and professional services.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said she would like to see a detailed memo to the Board before its meeting. She said she is terribly concerned about the non-budgeted items that have been added this year. She asked where the school is on evaluations. Ms. Baldelli said they are where they would be normally, just need assistance due to the leadership change. ReVision will provide complementary evaluators to help ensure the evaluations are meaningful and reflective for the teachers.</li><li>• Mrs. Faulenbach asked if the teachers are on board with the plan. Ms. Baldelli said they are. She, Ms. DiCorpo and Dr. Tomasello met with union leadership, the CEA representative and the teachers affected.</li><li>• Mr. Dahl asked what that number is and Ms. Baldelli said it is 28 teachers.</li></ul> <p>Mr. McCauley moved to bring the monthly reports: Budget Position 3/31/19, Purchase Resolution D-721 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>D. Gifts &amp; Donations</b></p> <p><b>1. PTO — Exhibit B</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked this was an amazing total and the Board is so grateful for the PTO's continued support, both monetarily and with volunteer time.</li></ul> <p>Mrs. Monaghan moved to bring Gifts &amp; Donations: PTO-Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 3/31/19, Purchase Resolution D-721, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>D. Gifts &amp; Donations</b></p> <p><b>1. PTO — Exhibit B</b></p> <p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: PTO-Exhibit B to the full Board for approval.</b></p>
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<p><b>E.</b></p>	<p>Motion passed unanimously.</p> <p><b>Lillis Oil Tank</b></p> <ul style="list-style-type: none"> <li>• Dr. Tracy said the Town Council approved the withdrawal from capital reserve and he is hopeful the Board of Finance will do the same tomorrow so the vendor can be paid for work already done. He said in the end, problems were addressed and Town property is now enhanced, state law complied with, and the environment protected.</li> </ul>	<p><b>E. Lillis Oil Tank</b></p>
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Item of Information</b></p> <p><b>NMPS 2019-2020 School Calendar</b></p> <ul style="list-style-type: none"> <li>• Dr. Tracy said this calendar is consistent with the important dates listing the Board saw last month. He said there has been an issue raised by the teachers union regarding the 187<sup>th</sup> day and he wanted the Board to know that there may be a dispute if it cannot be resolved. Dr. Tracy said it is his intention to release this calendar following the full Board meeting. He said the dispute will not delay the publishing of this version.</li> <li>• Mr. Dahl asked if changes can be made to the calendar after its release. Dr. Tracy said yes, but logistically that creates problems for parent planning.</li> <li>• Mr. Dahl asked how many hours constitute a teacher day. Ms. Baldelli said 7 ¼ hours. Mr. Dahl noted that conference days only call for 7 hours.</li> </ul>	<p><b>Item of Information</b></p> <p><b>A. NMPS 2019-2020 School Calendar</b></p>
<p><b>5.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
<p><b>6.</b></p>	<p><b>Adjourn</b></p> <p>Mr. Dahl moved to adjourn the meeting at 8:15 p.m. seconded by Mr. McCauley and passed</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the</b></p>

	unanimously.	<b>meeting at 8:15 p.m.</b>
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Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee