

**New Milford Board of Education
 Operations Sub-Committee Minutes
 December 12, 2017
 Lillis Administration Building—Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
 Mrs. Angela C. Chastain
 Mr. Brian McCauley
 Mr. Bill Dahl, Alternate

Also Present: Mr. Joshua Smith, 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 Director
 Mr. Nestor Aparicio, Assistant Facilities Director

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NEW MILFORD, CT

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. Mr. Dahl was seated as an alternate.</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"> • Mrs. Faulenbach said Ms. Baldelli had provided a requested memo regarding vacancies following the last Operations meeting and she asked if there had been any changes since then. • Ms. Baldelli said they will be interviewing a speech language pathologist candidate on Thursday and she expected to have a revised Exhibit A for the Board. <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>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>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 11/30/172. Purchase Resolution D-7053. Request for Budget Transfers <ul style="list-style-type: none">• Mrs. Faulenbach asked why the insurance line 52810 which had been at 100% in November is now at 96%. Mr. Giovannone said the difference is that the report caught a payment in progress, after the encumbrance but before the payment had processed. If the report were run today, it would be back to 100%.• Mrs. Faulenbach asked about the change to the certified salary line. Mr. Giovannone said it captured a resignation.• Mrs. Faulenbach asked about the Source4Teachers payment that had been on the purchase resolution last month and Mr. Giovannone said he would check to see why the encumbrance was not showing.• Mr. Giovannone referenced the revenue total on page 4 of 4 which showed little change since excess cost revenue is not received until February.• Mr. Smith said so far the state has not made reductions in that area and New Milford is coming in \$40,000 higher than anticipated in reimbursable costs, so there is some wiggle room if reductions do occur.• Mr. Giovannone said the original projections were done last December based on current placements at the time.• Mrs. Faulenbach asked if there had been action on the 15-16 capital reserve. Mr. Giovannone said the \$264,406 had been posted to the account, bringing its total to \$841,162. The 2016-17 end of year balance has not been audited yet.• Mrs. Faulenbach asked if Mr. Giovannone could update his previous memo regarding these items so it could inform budget discussions and he said he would.	<p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 11/30/172. Purchase Resolution D-7053. Request for Budget Transfers
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- Mrs. Faulenbach asked what year the district was in for Munis payments. Mr. Giovannone said he would double check but he believed it was year three of five. The amount owed is the same each year and comes from the town.
- Mr. Smith referenced the memo regarding Channel 194 equipment. Replacement was in the capital plan for next year but it has stopped working so must be moved up. Server upgrades will move from this year to next year.
- Mrs. Faulenbach asked where this cost shows up and Mr. Giovannone said it is rolled up in to line 57500 on page 3 of 4.
- Mrs. Faulenbach asked about life expectancy. Mr. Smith said the basic equipment is durable but it will depend on the evolution of the public broadcast format.
- Mrs. Chastain said Mr. Smith had previously mentioned connecting students with the local cable company. Mr. Smith said that was separate from this issue which deals solely with equipment needed to broadcast.
- Mrs. Faulenbach asked if the \$16,850 to Garland was the scans discussed at the Facilities meeting and, if so, what prompted the scans. Mr. Munrett said it was and it was prompted by discussion of which roof should be next for repair/replacement. He said the cost was in the capital plan for this year.
- Mr. McCauley asked if Odysseyware is used for credit recovery. Mr. Smith said the district has 28 total licenses and while some are used for credit recovery, others are used for medically fragile students, expulsions, school anxiety issues etc.
- Mrs. Faulenbach asked what was contained in the 55800 travel line. Mr. Giovannone said this is mileage reimbursement and general conference travel expenses for Facilities.

Mr. McCauley moved to bring the monthly reports: Budget Position 11/30/17, Purchase Resolution D-705 and Request for Budget Transfers to the full Board for approval.

Motion made and passed unanimously to bring the monthly reports: Budget Position dated 11/30/17, Purchase Resolution D-

	<p>Motion seconded by Mr. Dahl. Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <ul style="list-style-type: none"> • There was no discussion. <p>1. PTO – Exhibit B</p> <p>Mrs. Chastain moved to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley. Motion passed unanimously.</p> <p>2. CAS/CIAC</p> <p>Mr. Dahl moved to bring Gifts & Donations: CAS/CIAC to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley. Motion passed unanimously.</p>	<p>705, 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>2. CAS/CIAC</p> <p>Motion made and passed unanimously to bring Gifts & Donations: CAS/CIAC to the full Board for approval.</p>
<p>4.</p> <p>A.</p> <p>B.</p>	<p>Items of Information</p> <p>Fall Health Inspections</p> <ul style="list-style-type: none"> • Mrs. Faulenbach commended the Food Services staff on the amazing job they continue to do. <p>Possible Budget Drivers</p> <ul style="list-style-type: none"> • Mr. Smith said he was at a meeting in Hartford today where he was one of seventeen superintendents to hear a presentation and have discussion regarding the ECS (Educational Cost Sharing) formula. This is a main budget driver, both in its current impact and the shift that will be happening over time. • Mrs. Faulenbach asked Mr. Smith to clarify 	<p>Items of Information</p> <p>A. Fall Health Inspections</p> <p>B. Possible Budget Drivers</p>

	<p>that the impact will be to the community at large. Mr. Smith said that is correct, in that the ECS funding goes to the town side of the budget.</p> <ul style="list-style-type: none">• Mr. Smith said he believes they have done a good job of controlling the teachers' contract for salary increases and insurance, while avoiding the expenses associated with arbitration but even then, these expenses will account for a 2 to 2 ½ budget increase before any other non-controllables are added in. He will run historical comparisons for the budget presentation. He said that, in June, the budget took an additional \$750,000 cut last year and four teachers were eliminated. Any short term gain from the \$750,000 will not be restored. For example, \$50,000 was cut from Athletics with some purchases such as uniforms not made. These will need to come back into the budget at some point.• Mrs. Faulenbach said we will also need to look at the gap created by the use of \$250,000 from the internal service fund last year.• Mrs. Faulenbach asked for a listing of what contracts are up for renegotiation next year. She also asked for a flowchart regarding evaluations, i.e. who does which and what the cycle is. Mr. Smith said he would provide both.• Mr. Smith said there are meetings scheduled with the Mayor for December 19 and 21, with the current agendas the school budget process, cycle and internal service fund; and the 2017-18 impact of state cuts. He will report back to the full Board following the meetings.• Mr. Smith asked that Board members let him know any thoughts/questions regarding the budget as they come up, rather than wait until the January hearings.• Mrs. Faulenbach asked that Mr. Smith include items discussed that did not make it into the final budget presentation. Mr. Smith said he would include his annual "cutting room floor" slide.• Mrs. Faulenbach said she would appreciate the	
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	<p>addition of a budget page that lists all educational revenue, even that which goes directly to the town such as Sherman tuition, ECS, and transportation so that there is a full picture within the book. Mr. Smith said that would be done and it could be listed as education related municipal revenue.</p>	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
6.	<p>Executive Session (anticipated)</p> <p>A. Discussion and possible action on proposed draft contract with Sherman</p> <p>Mr. Dahl moved that the Committee enter into Executive Session to discuss and possibly take action on a proposed draft contract with Sherman and invite into the session Mr. Joshua Smith, seconded by Mr. McCauley and passed unanimously.</p> <p>The Committee and Mr. Smith entered executive session at 8:11 p.m.</p> <p>The Committee returned to public session at 8:32 p.m.</p>	<p>Executive Session (anticipated)</p> <p>A. Discussion and possible action on proposed draft contract with Sherman</p> <p>Motion made and passed unanimously that the Committee enter into Executive Session to discuss and possibly take action on a proposed draft contract with Sherman and invite into the session Mr. Joshua Smith.</p>
7.	<p>Adjourn</p> <p>Mr. Dahl moved to adjourn the meeting at 8:32 p.m. seconded by Mrs. Chastain and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:32 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee