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NEW MILFORD, CT

**New Milford Board of Education
Operations Sub-Committee Minutes
April 5, 2016
Lillis Administration Building, Room 2**

2016 APR - 7 P 12: 30

RECEIVED
TOWN CLERK

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. Anthony Giovannone, Director of Fiscal Services and Operations
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Ms. Roberta Pratt, Director of Technology

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> <p>Mr. Coppola 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> <ul style="list-style-type: none"> Mrs. Faulenbach asked if there was any discussion. Ms. Baldelli said the band staff appointments for December 3rd are on just now because they came in late to her office from the band director. She said that is also the case with the coaching resignation as that paperwork was just received from the athletic director. She said she may have a revised Exhibit A for next week's Board meeting depending on hiring for the rest of this week. 	<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. Purchase Resolution D-6852. Budget Position dated 3/31/163. Request for Budget Transfers <ul style="list-style-type: none">• Mrs. Faulenbach welcomed Mr. Giovannone and asked for any questions on the purchase resolution.• Mr. Schemm asked how many Smartboards were being purchased and Mr. Smith said ten.• Mr. Giovannone said this month's budget position has salaries added as actuals through Munis and encumbering here is now for actual staff in place.• Mr. Coppola asked if the \$485,000 balance in the certified salary account would remain at the end of the year and Mr. Smith said it may change somewhat with any new hires for open positions but that it is a healthy account.• Mr. Coppola asked if it was the same with the \$897,000 in the non-certified salary account and Mr. Giovannone said no because this account includes substitutes and some hourly employees who are not encumbered.• Mr. Schemm asked if this encumberment was happening in other accounts as well and Mr. Giovannone said only payroll is actual. Encumberments in other accounts are based on projections for the year.• Mrs. Faulenbach said with the favorable reimbursement of excess costs this is a good budget picture.• Mr. Coppola asked about the \$12,000 substitute line and Mr. Smith said that was for the Aesop program not the actual substitutes.• Mr. Coppola asked about the excess costs line and Mr. Giovannone said another payment is expected next month. Mr. Smith said this account should end up on the plus side.• Mr. Giovannone said he may suggest more changes to the reports, such as grouping by major program codes, as we continue to work	<p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Purchase Resolution D-6852. Budget Position dated 3/31/163. Request for Budget Transfers
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	<p>with Munis. The Board can review and give feedback to any suggestions.</p> <ul style="list-style-type: none">• Mr. Smith said a revised request for budget transfers report is suggested to replace the old version. The new report separates requests into transfers that, per policy, require Board approval and those that require Board notification only.• Mr. Giovannone said approval is required for items over \$5,000 or across major object codes. No change has been made to the past practice, they are just separated for more clarity and transparency.• Mr. Coppola asked for additional explanation. Mr. Smith said the requests on the bottom are within major object codes, but may be to different buildings. For example, building maintenance funds are transferred from the high school to HPS and the intent of the funds remains the same so policy says the Board must be informed of the transfer only. The requests at the top of the sheet are across major object codes so by policy the Board needs to approve the transfer before it takes place. For example, a laminator needs to be repaired and there is no money in the repair account so a transfer is requested from instructional supplies. It is a change in the intent of the use of the funds that the Board needs to approve.• Mrs. Faulenbach suggested perhaps color coding the different portion which requires approval versus notification. She said consensus seems to be to use the new format and it is greatly appreciated.• Mr. Giovannone said there will be several more transfer requests coming as this year's budget which was loaded in the AS400 is matched with the new format of Munis. <p>Mr. Coppola moved to bring the monthly reports: Purchase Resolution D-685, Budget Position dated 3/31/16 and Request for Budget Transfers to the full Board for approval.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-685, Budget Position dated 3/31/16 and Request for Budget</p>
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	<p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations 1. PTO – Exhibit B</p> <ul style="list-style-type: none"> • Mrs. Faulenbach thanked the PTO for their continued support. • Mr. Coppola said this month’s donation list is an amazing total. • Mr. Schemm said he appreciated the detailed format which makes it clear that these donations are supplements to the budget and said it is helpful to tell the story from a policy perspective. <p>Mr. Schemm moved to bring Gifts and Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>D. New Milford High School Graduation Date 2016</p> <ul style="list-style-type: none"> • Mr. Coppola asked if there was still an issue with reserving a specific slot at the O’Neill Center and Mr. Smith said yes it is a yearly battle to get the preferred date and time as we jockey with other districts for the space. He said this will become more difficult with the regional calendar’s impact. <p>Mr. McCauley moved to bring the New Milford High School Graduation Date 2016 of June 11, 2016 at 5:00 p.m. to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola. Motion passed unanimously.</p> <p>E. Retirement Incentive Program</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this topic was sent back 	<p>Transfers to the full Board for approval.</p> <p>C. Gifts & Donations 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>D. New Milford High School Graduation Date 2016</p> <p>Motion made and passed unanimously to bring the New Milford High School Graduation Date 2016 of June 11, 2016 at 5:00 p.m. to the full Board for approval.</p> <p>E. Retirement Incentive Program</p>
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to sub-committee by the Board at its last meeting for further discussion and thoughts on where the topic should go from here.

- Mr. Coppola said he wanted to address a recent letter to the editor regarding a possible retirement incentive to clarify that New Milford teachers do not receive a pension from New Milford or social security. Nothing comes out of Board funds towards teacher pension.
- Mr. Smith distributed a memo intended to generate discussion. The memo gives parameters and structure to a plan for 2017-18 based on the previous plan offered in 2011 and the potential impact of assumptions. He said it is important to note that shortage areas will affect potential savings.
- Mr. Coppola noted that there is no budgetary savings under the suggested plan in year one. Mr. Smith said that is primarily due to the payout to the secretaries unit and replacement cost.
- Mrs. Faulenbach noted that this plan is for 2017-18. She said at the Board meeting it appeared there was some thought to instituting a plan this year which she found troubling since this year's budget had already been approved and sent on to the town. In previous years, this discussion would take place in the fall when formulating the upcoming budget season.
- Mr. Smith said any inclusion of the plan in the 2016-17 budget would require finding an offset to accommodate it.
- Mr. Giovannone said the budget year and what the Board is trying to accomplish should drive the plan parameters not the other way around.
- Mr. Coppola said he could not support offering any plan that did not result in cost savings.
- Mrs. Faulenbach said that consensus appears to be that the 2016-17 budget will not be modified for a retirement incentive and that any plan going forward must show cost savings. She asked if there was any interest in exploring plans in the fall for the 2017-18 budget.

	<ul style="list-style-type: none"> • Mrs. Faulenbach asked the committee for leeway to revisit a topic that she had forgotten to address earlier. She asked if the capital reserve request for approximately \$230,000 had been acted on by the town yet. She had reviewed the town minutes and saw that the audit report was acted on but not the capital request. At the request of Mrs. Faulenbach, Mr. Smith agreed he would check the status before the next Board meeting. • Mr. Schemm said he was uncomfortable with the incentive plan being floated when it was this year. He appreciates the information provided regarding the eligibility of participants in shortage areas as he has concerns about being able to find replacements. He said he was also nervous about creating an artificial bubble where people who want to retire are not doing so with the possibility of an incentive plan being offered in the near future. He is also concerned with the volatility of the numbers over three years. Insurance changes so much, will this incentive be enough to sway people as presented? In spite of that he said he would be interested in revisiting the discussion in September. • Mrs. Faulenbach said she thought the discussion could be continued in the fall to show due diligence but can only support it for cost savings. These conversations are done prior to formulating and presenting a budget. She wanted to make clear the possibility that a plan might not be offered at all. • No further action was taken on this topic. 	
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Certified Substitute Coverage</p> <ul style="list-style-type: none"> • Ms. Baldelli distributed a revised handout with additional months added. She said she had looked at data but had no explanation for why the fill rate fell in March. 	<p>Items of Information</p> <p>A. Certified Substitute Coverage</p>

	<p>district budgeted at 70% so may need to make an adjustment in June.</p> <ul style="list-style-type: none">• Mr. Schemm asked if the district was required to use CEN and Ms. Pratt said no but it was the best deal. <p>D. Update on State Technology Grant</p> <ul style="list-style-type: none">• Mr. Smith said that our request had been submitted and approved by the state but then the state pulled the funding. The funds were supposed to be used to move the CEN line to SNIS so when the funding was pulled that needed project was funded out of capital reserve. Now the state is funding the grant after all and allowing districts to submit modifications which New Milford is doing. <p>E. Program to Support At-Risk High School Students</p> <ul style="list-style-type: none">• Mrs. Olson distributed a handout regarding the components, recommendations and funding for a program to support at-risk students at the high school level. She said the needed program should be cost neutral as it will allow some ODP students to be brought back into district.• Mr. Smith said there will be some budget line adjustments proposed in May or June regarding this program.• Mr. McCauley asked if there were 15-18 students as proposed that meet the profile and Mrs. Olson said that number is probably higher. He asked if it was self-contained and Mrs. Olson said that it would be integrated into classrooms with support. Critical wraparound services would also be provided.• Mr. Schemm asked what the \$265,000 cost covered. Mrs. Olson said it was to hire staff and provide support training and development. Mr. Schemm said he thought it was great to have experts under our own roof.• Mr. Schemm asked if we can tuition in other students to the program and Mrs. Olson said yes eventually.	<p>D. Update on State Technology Grant</p> <p>E. Program to Support At-Risk High School Students</p>
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	<ul style="list-style-type: none"> • Mr. Smith said they would prefer to start small and build success even if it meant just breaking even budget-wise before opening up the program. • Mrs. Faulenbach asked if the \$265,000 included reimbursements. Mr. Smith said no, it was harder to quantify since it does not include potential future outplacements either. • Mrs. Faulenbach said she was in favor of the program but cautioned against cost neutral guarantees. • Mr. Coppola said he is glad to see us looking at meeting needs that are not presently being served. We put a lot of money in security and he was glad to see us working on help for students too. 	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • Mr. Bill Dahl said he would like to comment on the retirement incentive plan from a different perspective than what he had heard so far. He said with enrollment continuing to decline it is not unrealistic to think teacher layoffs could be possible in the future. Retirement incentives can sometimes help alleviate that. He agreed with the consensus that no plan should be offered this year. 	<p>Public Comment</p>
6.	<p>Adjourn</p> <p>Mr. McCauley moved to adjourn the meeting at 9:38 p.m. seconded by Mr. Coppola and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:38 p.m.</p>

Respectfully submitted:

Wendy Faulenbach, Chairperson
 Operations Sub-Committee