

**New Milford Board of Education
 Operations Sub-Committee Minutes
 September 2, 2014
 Lillis Administration Building, Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
 Mrs. Theresa Volinski
 Mr. Robert Coppola, Alternate
 Mr. Dave Littlefield, Alternate

Absent: Mr. David R. Shaffer
 Mr. John W. Spatola

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
 Mr. Joshua Smith, Assistant Superintendent
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Jay Hubelbank, Director of Fiscal Services and Operations
 Ms. Roberta Pratt, Director of Technology
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services
 Mr. John Calhoun, Facilities Manager
 Mr. Nestor Aparicio, Assistant Facilities Manager

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 NEW MILFORD, CT

<p>1.</p>	<p>Call to Order</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. Mr. Coppola and Mr. Littlefield were seated in the absence of Mr. Shaffer and Mr. Spatola.</p>	<p>Call to Order</p>
<p>2.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
<p>3.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> • Mr. Coppola asked why the substitute who is filling the vacancy for the SNIS assistant principal was not on the exhibit. Dr. Paddyfote said Mr. Murphy had been previously approved as a substitute. • Mr. Coppola asked how the search was coming for the assistant principal. Dr. Paddyfote said she was hoping to fast track this position as she had just learned that Mr. Murphy would be leaving and an additional substitute may need 	<p>Discussion and Possible Action</p> <p>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

	<p>to be found.</p> <ul style="list-style-type: none"> • Ms. Baldelli said the exhibit reflects normal changes this time of year as well as annual appointments. She expected to have a revised exhibit for the Board meeting next week as new hires are still happening. • Mr. Coppola asked if the teachers who have resignation dates in September are still teaching here and Dr. Paddyfote said they are. Certified staff who resign after August 1st can be held for 30 days from start of school or until replacement is found. • Mrs. Faulenbach asked how many positions are still to be filled and Ms. Baldelli said seven, two part-time. • Mr. Coppola asked if the head teachers etc. are automatically reappointed each year and Ms. Baldelli said no they must reapply each year and be interviewed; it is not automatic. Mr. Coppola asked if a first time appointment is noted in any way and Ms. Baldelli said there is not a separate designation. <p>Mrs. Volinski 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. Littlefield.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-667 2. Budget Position dated 8/31/14 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mrs. Faulenbach asked for comments or questions on the purchase resolution. • Mr. Hubelbank said both July and August reports were included and that most items were encumberments for the year to account for the funds up front. • Mrs. Volinski asked for more detail regarding 	<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>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-667 2. Budget Position dated 8/31/14 3. Request for Budget Transfers
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the Roberts Auto item. Mr. Calhoun said this covered possible maintenance work on Facilities department vehicles. Mr. Hubelbank said this was an encumbrment and that we would only pay if work was done.

- Mrs. Volinski asked for detail regarding the Sportsman and Billings items. Mr. Hubelbank said this was for budgeted athletic equipment.
- Mrs. Volinski asked for detail regarding the large expense to Washington Cab. Mr. Hubelbank said this was to transport two students who live on a town owned dirt road from their house to the bus stop. The road is not fit for a bus or safe for the children to walk to the stop and this was the only company that would provide the service. Dr. Paddyfote said the Board attorney had been consulted, viewed the road, and said that if the district did not provide this service and the issue went to a hearing the Board would lose since they did not meet state requirements.
- Mr. Littlefield said he thought \$227 per school day was excessive. Mr. Hubelbank said this was the only company that would provide the service and they have minimum service requirements. He said the rate had actually been negotiated downward.
- Dr. Paddyfote described this as another “unfunded mandate”.
- Mrs. Volinski asked for detail regarding the CT Music Therapy Service item. Mrs. Olson said this was to provide music instruction for special education students with highly involved needs.
- Mr. Coppola asked if the previously approved renegotiation with All-Star had been done and Dr. Paddyfote said it had not but that it would reflect next year when done not this year.
- Regarding the Budget Position, Mr. Hubelbank said that several programs look like they will overexpend but all have anticipated revenue to come.
- Mr. Littlefield asked if the reports were from

	<p>Munis or the old system and Mr. Hubelbank said they were from the old system.</p> <p>Mrs. Volinski moved to bring the monthly reports: Purchase Resolution D-667, Budget Position dated 8/31/14 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Littlefield.</p> <p>Motion passed unanimously.</p> <p>C. Authorization of Signatory on School District Accounts</p> <ul style="list-style-type: none"> • There was no discussion. <p>Mr. Coppola moved to bring the Authorization of Signatory on School District Accounts to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>D. Grants</p> <ol style="list-style-type: none"> 1. P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation 2. ED 229 – Bilingual Education Program Grant for 2014-2015 <ul style="list-style-type: none"> • Mr. Smith said the P-3 Preschool grant is one we have had for several years and it provides funding to support the transition from preschool to kindergarten. The Bilingual grant amount has increased as a result of a mandatory trigger at Sarah Noble Intermediate School where there was an increase in bilingual students. • Mr. Littlefield asked what the Bilingual Program costs and if the goal is to teach the 	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-667, Budget Position dated 8/31/14 and Request for Budget Transfers to the full Board for approval.</p> <p>Authorization of Signatory on School District Accounts</p> <p>Motion made to bring the Authorization of Signatory on School District Accounts to the full Board for approval.</p> <p>Grants</p> <ol style="list-style-type: none"> 1. P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation 2. ED 229 – Bilingual Education Program Grant for 2014-2015
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	<p>students to speak English and Mr. Smith said there is a teacher and tutor for the program and that yes that is the goal.</p> <p>Mrs. Volinski moved to bring the P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation and the ED 229 – Bilingual Education Program Grant for 2014-2015 to the full Board for approval.</p> <p>Motion seconded by Mr. Littlefield.</p> <p>Motion passed unanimously.</p> <p>E. Tuition Rates for 2014-2015</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the memo provided outlined the rates for 2014-2015. • Mr. Coppola asked if this included the Sherman students and Dr. Paddyfote said no that was a special contract. • Mr. Hubelbank said there is an historical inhouse formula used to determine the rates. <p>Mrs. Volinski moved to bring the Tuition Rates for 2014-2015 to the full Board for approval.</p> <p>Motion seconded by Mr. Littlefield.</p> <p>Motion passed unanimously.</p> <p>F. End-of-Year Balance for 2014</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the memo provided explained the breakdown of items leading to the end of year balance. • Mr. Hubelbank said unanticipated additional revenue, mainly excess costs and Medicaid reimbursements, is the main factor. Without the additional revenue, the budget would have come in within 0.30% of approved. • Mrs. Faulenbach said she appreciated the 	<p>Motion made and passed unanimously to bring the P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation and the ED 229 – Bilingual Education Program Grant for 2014-2015 to the full Board for approval.</p> <p>Tuition Rates for 2014-2015</p> <p>Motion made and passed unanimously to bring the Tuition Rates for 2014-2015 to the full Board for approval.</p> <p>End-of-Year Balance for 2014</p>
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	<p>historical attachment provided. She said the procedure typically followed is to send this item to the full Board so they can recommend that a request be made to the Town to put this amount into the capital reserve account.</p> <ul style="list-style-type: none">• Mr. Hubelbank said capital reserve is presently at \$1.239 million without these funds added in. <p>Mrs. Volinski moved to bring a request to send the end-of-year balance for 2014 to the town for placement in the capital reserve account to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Littlefield.</p> <p>Motion passed unanimously.</p> <p>G. Approval of Teacher Evaluation and Administrator Evaluation Documents</p> <ul style="list-style-type: none">• Mr. Smith said last year was the first year of the new plan. The state requires an annual review and update. There were frequent and substantial changes to the guidelines from the state last year and they are reflected in the new documents. The main changes are listed on the memo's cover page. A major change was made to one of the rating scale terms: "proficient" has been changed to "accomplished" to better reflect the nature of the rating. The new documents also list the members of the Professional Growth Committee.• Mr. Coppola asked if the teachers' approval of the plan was required by contract. Dr. Paddyfote said that is not a mandatory subject of collective bargaining in CT.• Mrs. Faulenbach noted the amount of hard work and collaboration required of these plans.• Mr. Littlefield asked if the teachers had seen the plans yet. Mr. Smith said they were presented on August 25th. He said most teachers find the new process rewarding and worthwhile with a proper emphasis on student instruction.	<p>Motion made and passed unanimously to bring a request to send the end-of-year balance for 2014 to the town for placement in the capital reserve account to the full Board for discussion and possible action.</p> <p>Approval of Teacher Evaluation and Administrator Evaluation Documents</p>
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<p>Mrs. Volinski moved to bring the Teacher Evaluation and Administrator Evaluation Documents to the full Board for approval.</p> <p>Motion seconded by Mr. Littlefield.</p> <p>Motion passed unanimously.</p> <p>H. Technical Assistance for Redistricting</p> <p>1. Milone and MacBroom</p> <ul style="list-style-type: none">• Dr. Paddyfote distributed a draft update of the tasks needed to close John Pettibone School and redistrict with the tasks spread out over the course of the year. The document is a work in progress; some items such as technology tasks still need to be added. Dr. Paddyfote said she is continuing to monitor enrollment carefully. She has contacted Milone and MacBroom for a proposal to update enrollment projections and boundary lines for redistricting. She distributed an outline of that proposal to the committee.• Mr. Coppola asked if the drop in enrollment at Northville Elementary School was a surprise and Dr. Paddyfote said no that it was predicted and was one of the reasons that the boundary lines needed to be considered carefully as more streets might need to be assigned to the Northville district. She said another issue that creates problems for boundary lines is that it has been the district's policy historically to allow students to enroll in the school where their daycare is located which is not necessarily within their assigned district. She said other districts do not allow this.• Dr. Paddyfote said the Board had allotted \$25,000 at budget adjustment time per the request of the Town for a Munis consultant. Mr. Hubelbank has been told by the Town that the consultant will not be hired. Dr. Paddyfote asked the Board to make a portion of that	<p>Motion made and passed unanimously to bring the Teacher Evaluation and Administrator Evaluation Documents to the full Board for approval.</p> <p>Technical Assistance for Redistricting</p> <p>1. Milone and MacBroom</p>
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money available to contract with Milone and MacBroom. She said that the district does not have the internal resources to do this themselves. This information will trigger all the tasks that follow. Closing a school has never happened in the history of New Milford and it is imperative that it be handled well.

- Mr. Coppola said that while he did not vote in favor of closing John Pettibone School he would support hiring Milone and MacBroom. He said now that the decision has been made it is vital to make sure the transition goes smoothly. Professionals have the experience to do it right; they may see things that the Board does not.
- Mrs. Faulenbach agreed that closing John Pettibone was a huge decision and that the Board must give 200% to the task. She agreed that the Board should rely on experts for support.
- Mr. Littlefield asked when Milone and MacBroom would provide the information requested. Dr. Paddyfote said the proposal says ten weeks from when they receive the okay from the Board.

Mr. Coppola moved to bring the request for technical assistance for redistricting from Milone and MacBroom to the full Board for discussion and possible action.

Motion seconded by Mrs. Volinski.

Motion passed unanimously.

2. Request for Supplemental Personnel Support

- Dr. Paddyfote said that when closing a school was discussed last year it was said that if the decision was to “fast track” the closing and complete it in the following year then extra hands would be needed to make it happen. She said that there are tasks to be done starting as

Motion made and passed unanimously to bring the request for technical assistance for redistricting from Milone and MacBroom to the full Board for discussion and possible action.

2. Request for Supplemental Personnel Support

	<p>early as September with the spring of 2015 especially critical. Internally administrators will be focused on the day-to-day running of the schools and with developing a budget for next year. She is recommending the hiring of a consultant for approximately 120 days starting in October or November to focus on the redistricting and all it entails. This person would ideally be a retired superintendent. She estimates the cost would be \$78,000. She would like this topic to go to the full Board for discussion with the hope that a representative group of Board members would then approach the Mayor for assistance for a special appropriation or similar. Dr. Paddyfote said following the decision to close John Pettibone the Mayor had assured her that assistance would be provided. Dr. Paddyfote said if the Mayor could not provide assistance then she would be back to the Board in October with a request to make a transfer so that these funds would be available. It is imperative that the redistricting be done properly.</p> <ul style="list-style-type: none"> • Mr. Littlefield asked if the boundary lines would not be available until May and Dr. Paddyfote said they will be public sooner than that. She agreed that the sooner these lines could be publicized the better but that they must be confirmed as accurate first. <p>Mr. Coppola moved to bring the request for Supplemental Personnel Support for redistricting to the full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>I. Approval of a 457(b) Deferred Compensation Plan</p> <ul style="list-style-type: none"> • Mr. Hubelbank said this is another vehicle for staff to use for the sake of retirement and would be of no cost to the district. It would be 	<p>Motion made and passed unanimously to bring the request for Supplemental Personnel Support for redistricting to the full Board for discussion and possible action.</p> <p>Approval of a 457(b) Deferred Compensation Plan</p>
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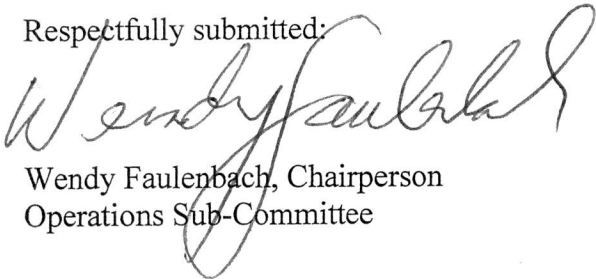
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	<p>administered at no additional charge by the current provider, Omni.</p> <p>Mr. Coppola moved to bring the request for establishment of a 457(b) Deferred Compensation Plan through Omni to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>J. Phone System</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the concerns about the phone system have been brought to the committee before. • Mr. Hubelbank said many of the systems are old and failing and will not be replaceable. He is recommending a system-wide plan for replacement/upgrade be explored before an emergency situation occurs. • Mr. Littlefield agreed change is necessary. He said the current system is too expensive and that a new system would ultimately pay for itself in cost savings. • Mrs. Volinski asked if there were cost estimates available yet and Ms. Pratt said no as they are in the exploratory stage. • Mrs. Faulenbach summarized that it was the consensus of the committee that the district should proceed to gather options for the Board to consider going forward. • Dr. Paddyfote said she would recommend using capital reserve for funding. • Mr. Coppola asked if cost estimates would be available prior to budget time as he is worried about other expenses as well such as the SMS roof. Ms. Pratt said that was the goal. 	<p>Motion made and passed unanimously to bring the request for establishment of a 457(b) Deferred Compensation Plan through Omni for approval.</p> <p>Phone System</p>
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<p>D.</p>	<p>Update on School Security Plans</p> <ul style="list-style-type: none"> Mr. Hubelbank said there was a new state law requiring districts to implement a school security plan for each school in the district. The state provided a 132 page template. Each school is required to form a committee of at least six people including representation of all stakeholders. That committee is then required to have eight subcommittees. The plans are due to the state by the end of September. In addition all staff will be required to take online training in incident command and some must take additional courses. Town officials are also involved. The Board must approve the plan and there are also required approvals from the Town. It is a huge undertaking. 	<p>Update on School Security Plans</p>
<p>5.</p>	<p>Adjourn</p> <p>Mrs. Volinski moved to adjourn the meeting at 8:45 p.m. seconded by Mr. Littlefield and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:45 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee