

**New Milford Board of Education
Operations Sub-Committee Minutes
April 10, 2018
Lillis Administration Building—Room 2**

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

Absent: Mrs. Angela C. Chastain

Also Present: Mr. Joshua Smith, Superintendent
Ms. Alisha DiCorpo, Assistant Superintendent
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Ms. Roberta Pratt, Director of Technology
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 in the absence of Mrs. Chastain.</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"> • Ms. Baldelli said the coaches are up and running; they are close to having all. She will have a revision for Friday. <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. Monthly Reports 1. Budget Position dated 3/31/18</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>B. Monthly Reports 1. Budget Position dated 3/31/18</p>

<p>2. Purchase Resolution D-709 3. Request for Budget Transfers</p> <ul style="list-style-type: none">• Mr. Smith noted that the budget is encumbered at 95.6% leaving an unencumbered balance of just over \$2.7 million. This is not a surplus as was claimed at one of the town meetings, but funds that we expect to spend to operate the district from now until June 30.• Mrs. Faulenbach said at the same time they have started a conversation with the town regarding closing the state funding gap and should commit funds if we can. To that end, she referenced 55630 Tuition to Private Sources which shows 71% use. Mr. Smith said there are still bills coming in and mediations being worked through but that we will probably be able to use some of that line towards the town commitment. He said that is a line that was decreased in next year's budget. He said by the May Operations meeting, we should be able to start codifying that commitment with actual account lines.• Mrs. Faulenbach asked about 53540 Sports Officials. Mr. Smith said it does not include the spring season.• Mr. Dahl asked if the district is billed in advance or as games are played. Mr. Smith said there is no prepayment; we are billed for services rendered.• Mrs. Faulenbach asked if 51110 Certified Salaries reflects actuals. Mr. Giovannone said yes, as of March 31.• Mrs. Monaghan asked about the utilities lines which show 100%. Mr. Smith said these are encumbered for the full amount and adjusted towards the end of the year. Mr. Giovannone said they usually start to look at those lines at the end of this month since they have nine months of actuals by then.• Mrs. Faulenbach noted that the benefits line has a bigger balance than last year at this time. Mr. Giovannone said that is mostly due to timing of bills.	<p>2. Purchase Resolution D-709 3. Request for Budget Transfers</p>
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	<ul style="list-style-type: none">• Mrs. Faulenbach asked about special education excess costs reimbursement from the state. Mr. Smith said the next payment is due in May and they expect it to be \$200,000 less than budgeted. Additionally, the town is looking for \$450,000 for relief due to state cuts. It is his plan to come to the May Operations meeting with a game plan to suggest to the Board.• Mrs. Faulenbach said that will add to the end of year balance conversation. She asked for confirmation of last year's end of year balance number. Mr. Giovannone said it was \$186,000. Mrs. Faulenbach said the BOE agreed to turn that over to the town for relief of state cuts instead of requesting that it go to capital reserve as is customary.• Mrs. Faulenbach noted that the year-end balance for 2015-16 was \$264,000.• Mrs. Faulenbach asked about the requested transfer for BCBA. Mr. Smith said there is a need for additional behavioral services and an outside contractor is being used to provide these services in house versus through private tuition, which is more appropriate for the student and also more cost effective.• Mrs. Faulenbach asked why the transfer is being done since both line items have healthy balances. Mr. Smith said it is for transparency and to capture the expense where it should be listed. <p>Mrs. Monaghan moved to bring the monthly reports: Budget Position 3/31/18, Purchase Resolution D-709 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <p>1. PTO – Exhibit B</p>	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 3/31/18, Purchase Resolution D-709, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <p>1. PTO – Exhibit B</p>
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	<ul style="list-style-type: none"> • Mrs. Faulenbach said the PTO does a tremendous job. <p>Mr. McCauley moved to bring Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring Gifts and Donations to the full Board for approval.</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Substitute Orientation</p> <ul style="list-style-type: none"> • Ms. Baldelli said she was surprised in February by a public comment statement made by a current substitute in which the substitute said she was not aware of safety protocol. Ms. Baldelli said she invited the substitute to come in and speak to her and the substitute admitted that the material was in the orientation packet and she remembered Ms. Baldelli reviewing it with her. Ms. Baldelli said she and School Resource Officer Joe Lacasio attend every Source4Teachers orientation and spend 15-20 minutes on review of safety protocols, as well as how to get more information when working in the individual schools. • Mr. Dahl said it may be a question of substitutes not reading the information or of not having time to find it when they enter individual classrooms. Ms. Baldelli said she has begun reaching out to the building principals to make sure there is consistency of where to find materials. • Mrs. Faulenbach asked how Source4Teachers is working out. Ms. Baldelli said they are bringing in new substitutes and teachers are reporting that they are pleased with the quality of the substitutes. Progress is being made in this first year. • Mrs. Monaghan asked about the fill rate. Ms. Baldelli said it has started to creep into the 80% so she is pleased so far. 	<p>Items of Information</p> <p>A. Substitute Orientation</p>

<p>B.</p>	<p>Capital Reserve</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she appreciated the detailed memo. • Mr. Smith said he was surprised by a comment was made at a town meeting that there was \$100,000 of town funds in the capital reserve account as the BOE had always used the total of that account from the audit report as their funds. After discussion with the town, the account has been broken down in MUNIS to separate the funds, which were all comingled in one account, into different sub accounts. This will provide clarity going forward. These sub accounts include one for the turf fields. • Mrs. Faulenbach asked what the process was for the turf fields. Mr. Smith said money is collected through the BOE side for use and fundraising and an annual transfer is made to the account. • Mrs. Faulenbach suggested this be reviewed annually at Operations. • Mr. Dahl said he thought the revenue would never be enough to cover the replacement of the fields. Mrs. Faulenbach said she agrees and that is why she has suggested the Board consider adding to the account with end of year funds when available. 	<p>B. Capital Reserve</p>
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • Mr. Joe Failla, who was vice chair of the turf field committee, said the turf fields are being highly used and are a tremendous asset but that they will need \$100,000 a year in revenue to cover the cost of carpet replacement in ten years. • Mr. Dahl asked about maintenance. Mr. Failla said they had all necessary equipment to do proper maintenance and the district staff has been trained in its use. He said there had been no problems so far with either the fields or the track. 	<p>Public Comment</p>

6.	Adjourn Mr. Dahl moved to adjourn the meeting at 8:09 p.m. seconded by Mr. McCauley and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:09 p.m.
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Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee