

NEW MILFORD BOARD OF EDUCATION

**New Milford Public Schools
50 East Street
New Milford, Connecticut 06776**

**BOARD OF EDUCATION
SPECIAL MEETING NOTICE**

**DATE: May 22, 2018
TIME: 7:30 P.M.
PLACE: Sarah Noble Intermediate School – Library Media Center**

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NEW MILFORD CT

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. CALL TO ORDER

A. Pledge of Allegiance

2. JOHN J. MCCARTHY OBSERVATORY ANNUAL REPORT

3. RECOGNITION

A. NMHS students Joshua Abel, Hannah Arasim, Jessica Berkun, Michael Cavuoto, Nicholas Cavuoto, Jenna Drahota, Duncan Edel, Jessica Learson, Amanda Manaog, Ryan McNulty, Christina Onorato, Eliza Peery, John Santoro, Connor Stahl, Michael Tarby, Terrell Williams

B. NMPS Stars of the Month: Jennifer Andrea, Gina Bernard, Kelly DeYorio, Yvonne de St. Croix, Michael Fitzgerald, Shayna Sexton

4. PUBLIC COMMENT

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.

B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

5. PTO REPORT

6. STUDENT REPRESENTATIVES' REPORT

7. APPROVAL OF MINUTES

A. Approval of the following Board of Education Meeting Minutes

1. Board Workshop Minutes April 24, 2018

2. Regular Meeting Minutes April 24, 2018

3. Regular Meeting Minutes May 3, 2018

8. SUPERINTENDENT'S REPORT

9. BOARD CHAIRMAN'S REPORT

10. COMMITTEE AND LIAISON REPORTS

- A. Facilities Sub-Committee – Mr. McCauley
- B. Operations Sub-Committee – Mrs. Faulenbach
- C. Policy Sub-Committee – Mr. Schemm
- D. Committee on Learning – Mrs. McInerney
- E. EdAdvance – Mrs. Monaghan
- F. Connecticut Boards of Education (CABE) – Mr. Lawson
- G. Negotiations Committee – Mrs. Faulenbach
- H. Magnet School – Mrs. Monaghan

11. DISCUSSION AND POSSIBLE ACTION

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated May 15, 2018
- B. Monthly Reports
 - 1. Budget Position
 - 2. Purchase Resolution: D-710
 - 3. Request for Budget Transfers
- C. Gifts & Donations
 - 1. PTO-Exhibit B
- D. Policy for First Review
 - 1. 3520 Student Data Privacy
- E. Approval of the Following Curriculum
 - 1. Introduction to Engineering Design
- F. Bid Awards
 - 1. Septic Cleaning
 - 2. Boiler Cleaning
- G. Grant Approvals
 - 1. Adult Education ED 244
 - 2. IDEA Grant
- H. Food and Nutrition Services – Exhibit C
 - 1. Healthy Food Certification Statement
 - 2. Food Certification Exemptions for School Fundraisers
 - 3. Beverage Certification Exemptions
- I. Fuel Tanks

12. ITEMS FOR INFORMATION AND DISCUSSION

- A. Last Day of School for Students
- B. Thermal Scan/Roof Report and Recommendations
- C. End of Year Balance
- D. 2018-19 Budget Reductions
- E. Field Trip Report

13. DISCUSSION AND POSSIBLE ACTION (Executive Session Anticipated)

- A. Discussion of Superintendent's performance and performance evaluation and possible new contract of employment.

14. DISCUSSION AND POSSIBLE ACTION

- A. Discussion and possible authorization of Board Chair and Board Counsel to enter discussions and/or negotiations with Superintendent of Schools on new, three-year contract.

15. ADJOURN

ITEMS OF INFORMATION

Policy Sub-Committee Minutes – May 1, 2018


Committee on Learning Minutes – May 1, 2018

Facilities Sub-Committee Minutes – May 8, 2018

Operations Sub-Committee Minutes – May 8, 2018

Policy Sub-Committee Meeting June 5, 2018 – 6:45 p.m. Lillis Administration Building, Room 2	Operations Sub-Committee Meeting June 12, 2018 – 7:30 p.m. Lillis Administration Building, Room 2
Committee on Learning Meeting June 5, 2018 – 7:30 p.m. Lillis Administration Building, Room 2	New Milford Board of Education Reception June 19, 2018 – 6:00 p.m. Sarah Noble Intermediate School, LMC
Facilities Sub-Committee Meeting June 12, 2018 – 6:45 p.m. Lillis Administration Building, Room 2	New Milford Board of Education Regular Meeting June 19, 2018 – 7:30 p.m. Sarah Noble Intermediate School, LMC

New Milford Board of Education
Board Workshop Minutes
April 24, 2018
Sarah Noble Intermediate School Library Media Center

Present:	Mr. David A. Lawson, Chairman Mr. Bill Dahl Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mr. J.T. Schemm	 RECEIVED TOWN CLERK 2018 APR 27 A 8:28
Absent:	Mrs. Angela C. Chastain	

NEW MILFORD, CT

Also Present:	Mr. Joshua Smith, Superintendent of Schools Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Alisha DiCorpo, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Ms. Roberta Pratt, Director of Technology Mr. Nestor Aparicio, Assistant Facilities Director Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Mrs. Paula Kelleher, Hill & Plain Elementary School Principal
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1.	Call to Order	Call to Order
A.	Pledge of Allegiance The Board Workshop of the New Milford Board of Education was called to order at 6:32 p.m. by Mr. Lawson. The Pledge of Allegiance and a moment of silence immediately followed the call to order.	A. Pledge of Allegiance
2.	Presentation	Presentation
A.	Special Education Update <ul style="list-style-type: none"> Mrs. Olson presented an update on special education as of April 2018. She said the current population of special education students in K-12 is 532 and is projected to be 536 in 2018-19. Hill and Plain currently has 39 with three referrals yet to be identified and 35 are projected for next year. Northville has 51 and five referrals with 47 projected for next year. Sarah Noble has 132 with 23 referrals and 126 projected. Mrs. Olson noted that there are often 	A. Special Education Update

	<p>more special education students identified in Sarah Noble because the curriculum becomes more inferential and the SRBI process is in the works for the younger grades. The school also does not want to over identify students when they are younger.</p> <ul style="list-style-type: none">• Mrs. McInerney asked if the referral was for the evaluation process and Mrs. Olson answered that it was.• Mrs. Faulenbach asked if some of the referred students would be identified and some would not, and Mrs. Olson said the special education identification process was a rule-out process and not a rule-in. She said statistically half will be identified.• Schaghticoke has 146 students with eight referrals and 143 projected. The high school has 153 students with three referrals and 185 projected as the eighth grade group is very large right now.• The out of district placements are at 39 for 2017-18 and projected at 42 for 2018-19.• The state target for time spent with non-disabled peers is 68% and New Milford in 2017 is at 68.1%. Mrs. Olson said the district should be proud of that as it is not easy to do.• The district has increased support for mental health needs including: two full time social workers, Effective School Solutions (ESS) at the high school, "Parents as Partners," mental health forums, serving as members of NOVA regional crisis team, substance abuse counselors at Schaghticoke and the high school, and the full time behaviorist. There is some modeling being done for ESS at the K-2 schools that New Milford may wish to consider in the future.• The student performance in reading has shown slow but steady gains from 29.4% in 2014-15 to 34.6% on 2017-18. In Math the growth has gone from 23.4% in 2014-15 to 29.8% in 2017-18 which is a significant gain.• Mr. Schemm asked if these numbers reflected the same cohort and Mrs. Olson answered that they did.	
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- Mrs. Faulenbach asked the timeframe for these tests and Mrs. Olson said fall, winter and spring.
- The district receives two entitlement grants under IDEA, one for ages 3-21 which is \$671,110 and one for just ages 3-5 for \$34,315. The district has always been compliant with the mandates of IDEA. The district is also mandated to provide services to Faith Prep and Canterbury Schools.
- The IDEA grant section 611 Part B includes administrator/supervisor, staffing, in service, mental health and occupation therapy, parent activities, web based IEP direct, literacy training, travel, and assistive technology. Over 80% of the grant goes into staffing.
- The IDEA section 619 Part B preschool grant includes staffing, in service, pupil services, parent activities and assistive technology and the bulk of the money also goes into staffing.
- The district has been very effective at cost savings and cost avoidance. The ESS program has allowed New Milford to keep students in district and some will graduate from ESS and the high school this year.
- Mr. McCauley asked how many students were in the program and Mrs. Olson answered currently there are 16 but they can go up to 18.
- Mrs. Faulenbach asked how many students ESS has had on average and Mrs. Olson said they have been as high as 18.
- Mr. Schemm wanted to clarify that the district is not saving \$112,000 per student or \$2,000,000. Mrs. Olson said the range of placements can be from \$48,000 to \$112,000 but not all of the students required out of district placement.
- The LHTC program also keeps 18-21 year olds in district and working on job sites.
- They have also been able to save money by sharing rides to out of district placements.
- The professional development for special education includes basic crisis response training, crisis teams at each school, Pediatric Acute-onset Neuropsychiatric Syndrome

	<p>Training, and “Teaching Parenting the Positive Discipline Way.”</p> <ul style="list-style-type: none">• Mr. Dahl asked how the school trains the parents and Mrs. Olson answered that they can look at the specific identified needs.• Mr. Dahl asked how the district got parents to come to the workshops and Mrs. Olson said it is all about the relationship with the family and building trust.• Mrs. McInerney said parents with students with disabilities are often looking for help.• Co-teaching is part of the professional development and Dr. Marilyn Friend, the guru of co-teaching, has been brought in for a session on making co-teaching work.• Literacy is also part of the professional development including Foundations, writing better IEPs, and multisensory reading workshops.• The social workers have set up mental health forums based on what they see as the needs – trends in drug use and social media, grief counseling, crisis management and cyber issues, how to develop functional behavioral analysis, anxiety and school phobia, and gender issues.• The Parents as Partners sessions have included “Help My Child is Struggling,” “ADHD and Executive Functioning,” and “Oral, Motor, Sensory and Behavioral Aspects of Feeding Challenges.”• Mr. Dahl said the feeding challenges session should be called ritualistic eating as that is often the precursor to eating disorders.• The 2018-19 focus areas include mental health, K-2 literacy training, a 1.0 FTE behavior interventionist, improvement of co-teaching outcomes for students, IEP rubric improvement and implementation, and increased time with non-disabled peers.• Mr. Schemm asked about the discrepancy with Hill and Plain and Northville and asked if the identification process was consistent. Mrs. Olson said the same batteries of tests are used.	
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Board Workshop Minutes

April 24, 2018

Sarah Noble Intermediate School Library Media Center

	<ul style="list-style-type: none">• Mr. Dahl asked if there was a movement away from thinking the K-3 behaviors were not just developmental and Mrs. Olson said it depends on the severity of the behavior. She said there are children who will outgrow their behavior issues but they do see behavior issues more so early on.• Mr. Schemm asked if the annual reviews are rolling and Mrs. Olson said they are done any time throughout the school year.	
3.	Adjourn Mr. Dahl moved to adjourn the meeting at 7:18 p.m., seconded by Mrs. Faulenbach and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:18 p.m.

Respectfully submitted:



David A. Lawson

Chairman

New Milford Board of Education

**New Milford Board of Education
Regular Meeting Minutes
April 24, 2018
Sarah Noble Intermediate School Library Media Center**

Present:	Mr. David A. Lawson, Chairman Mrs. Angela C. Chastain Mr. Bill Dahl Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mr. J.T. Schemm
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Also Present:	Mr. Joshua Smith, Superintendent of Schools Ms. Alisha DiCorpo, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Roberta Pratt, Director of Technology Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mr. Kevin Munrett, Facilities Director Mr. Nestor Aparicio, Assistant Facilities Director Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Mrs. Paula Kelleher, Principal, Hill and Plain Elementary School Dr. Christopher Longo, Principal, Schaghticoke Middle School Mrs. Susan Murray, Principal, Northville Elementary School Mr. Greg Shugrue, Principal, New Milford High School Ms. Elizabeth Meskill, Student Representative Mr. Gregory Winkelstern, Student Representative
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1.	Call to Order A. Pledge of Allegiance The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Recognition A. NMHS Art Students: Maya Addison, Fiona Alexander, Nicholas Arlands, Katherine Clawson, Jenna Epstein, Justin Forero, Kristen Kornhaas, Liam Lacey, Colleen Ryan, Hunter Sloane, Jefferson Vieira, Cassandra Way, Michaela Zegarelli,	Recognition A. NMHS Art Students: Maya Addison, Fiona Alexander, Nicholas Arlands, Katherine Clawson, Jenna Epstein, Justin Forero, Kristen Kornhaas, Liam

	<p>Karolina Zimny, and Emma Street</p> <ul style="list-style-type: none"> Mr. Smith and NMHS art teacher Annette Marcus congratulated the students on their recognition. <p>B. NMPS Stars of the Month: Denise Ambrose-Arnauckas, Christine Benson, Jennifer Chmielewski, Jack Ducey, Theresa McGuinness, Ann Marie Tozzi</p> <ul style="list-style-type: none"> Mr. Smith read a comment about each Star from the person who nominated them. They each received a pin recognizing their nomination and Denise Ambrose-Arnauckas was randomly selected to drive the Ingersoll Automotive Courtesy Car for the month. <p>The meeting recessed at 7:42 p.m. for a brief reception and reconvened at 7:49 p.m.</p>	<p>Lacey, Colleen Ryan, Hunter Sloane, Jefferson Vieira, Cassandra Way, Michaela Zegarelli, Karolina Zimny, and Emma Street</p> <p>B. NMPS Stars of the Month: Denise Ambrose-Arnauckas, Christine Benson, Jennifer Chmielewski, Jack Ducey, Theresa McGuinness, Ann Marie Tozzi</p>
<p>3.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> Heather Byrd, a third grader, spoke about what is important to her at school including art, music and gym. She said these classes are important because they help kids figure out what they want to be when they are adults. She said she participates in many clubs like computer science, chess and yoga. Teachers help the children in many ways. Aaron Byrd, a third grader, spoke about specials at school such as art, gym, intramurals, music, and chorus. He said art teachers should get more respect because they work hard to teach kids about art. He said art teachers should be paid more. He said gym teachers teach basketball, volleyball and badminton and deserve more respect. He said music teachers deserve more respect as they teach students how to play instruments like recorder and xylophone. He felt specials and recess should be longer. Megan Byrd, a New Milford resident, thanked the Board for listening to her children who spoke just prior. She acknowledged the difficult task 	<p>Public Comment</p>

	<p>the Board has maintaining programming while absorbing the existing cuts, assuming the referendum passes. She urged the Board to look for ways to increase revenue such as pay to play, even at Sarah Noble. She suggested the Board get even more aggressive in risk taking. She asked the Board to work closer with the Town to consolidate costs. She also said community members should be engaged to brainstorm ideas for outside the box thinking. She noted the budget referendum will be May 15th.</p>	
4.	<p>PTO Report</p> <ul style="list-style-type: none"> • Kathleen Lewis, Town wide PTO President, said the end of the school year is quickly approaching, and the PTO is still hard at work. All the schools are still trying to raise those last few dollars to benefit the students in our schools. Schaghticoke's Flamingo Flock fundraiser begins the end of this week, while some of the other schools are doing movie nights and plant sales. • The Grad Party's Junk in the Trunk is being held this Sunday at the high school. Restaurants in the area will donate 10% of their revenues on select days. Visit All Aboard on May 2nd, Three Brothers Restaurant on May 12th and First and Ten Restaurant on May 16th from 6:00 p.m. to 10:00 pm. • Dates have been set for the send-offs for the students who will be moving into new schools as well as some other great events like Touch a Truck, Bingo for Books and Family Fun Night. • It is never too early to start to plan for next school year so the PTO is in the process of recruiting new volunteers and firming up the PTO school boards. • May spirit theme is crazy hair day. 	PTO Report
5.	<p>Student Representative's Report</p> <ul style="list-style-type: none"> • Before spring break the students heard from a guest speaker about social media and how careful students should be when using it. 	Student Representative's Report

	<ul style="list-style-type: none"> • The juniors took the SATs today. AP exam prep has started. • The high school did a presentation of “The Truth About Hate” and students will do one for the staff on May 1st. • April is Jazz Month so the Friday before spring break the jazz band went to Northville and Schaghticoke. This Thursday Jazz Fest will be held at the high school, where the high school ensemble will practice and play together with Sarah Noble and Schaghticoke jazz groups. • Friday is the Jazz Fest at WCSU. • On May 11, the Dramatics Club will perform Friday Night Live with skits written by students. • May 12th is the prom which will be a joint junior and senior event to help cut down the costs of the tickets. • Spanish students recently returned from a community service trip to Peru. • The final week of college decisions for seniors ends May 1st. 	
6.	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Special Meeting Minutes March 20, 2018</p> <p>Mrs. Monaghan moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 20, 2018, seconded by Mrs. Faulenbach and passed unanimously.</p> <p>2. Regular Meeting Minutes March 20, 2018</p> <p>Mrs. McNerney moved to approve the following Board of Education Meeting Minutes: Regular</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Special Meeting Minutes March 20, 2018</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 20, 2018.</p> <p>2. Regular Meeting Minutes March 20, 2018</p> <p>Motion made and passed unanimously to approve the following Board of Education</p>

	Meeting Minutes March 20, 2018, seconded by Mr. McCauley and passed unanimously.	Meeting Minutes: Regular Meeting Minutes March 20, 2018.
7.	Superintendent's Report <ul style="list-style-type: none"> • Mr. Smith said the SATs started today and the Smarter Balance testing is ongoing too. • The spring break included all five days despite the large number of snow days this year. • There will be events at all schools almost every day now until the end of the school year as we count down to the last day. • Mr. Smith shared a success story of a student who graduated through Adult Education who went on to graduate from college and recently served as the representative for that college at the College Fair in New Milford. • Mr. Smith said they determined the root cause for the graduation rate having dropped to 82%. He said there were 25 students in the special education program who graduated the same time but, in the past, their information was entered later. He said the State reporting window changed and their number can no longer be edited as it had been in the past. He said if those students were counted the graduation rate would be 89%. This is an internal process that will be corrected moving forward. • The high school graduation is set for June 23rd. 	Superintendent's Report
8.	Board Chairman's Report <ul style="list-style-type: none"> • Mr. Lawson said the referendum is set for May 15th for the Town and School budgets. • Talks are continuing with the Mayor's office to resolve the shortfall in state funding by June 30th. <p>The General Assembly is talking about restoring some ECS funding grants to schools in next year's budget and he is cautiously optimistic.</p>	Board Chairman's Report
9.	Committee And Liaison Reports	Committee And Liaison Reports

<p>A.</p>	<p>Facilities Sub-Committee – Mr. McCauley</p> <ul style="list-style-type: none"> Mr. McCauley said they discussed the roof thermal scan report. They have a window of time in which to discuss repairs that might be needed. Overtime was discussed and it will not have too much impact on this year's budget. <p>B. Operations Sub-Committee – Mrs. Faulenbach</p> <ul style="list-style-type: none"> Mrs. Faulenbach said they are still working with the Town to close the \$450,000 gap and they discussed how the capital reserve works and what is in it. There are three parts to the capital reserve - the Town, the Board and the turf field. The Board has \$926,102 in the capital reserve. They discussed the monthly reports and possibly putting money aside for turf field replacement. <p>C. Policy Sub-Committee – Mr. Schemm</p> <ul style="list-style-type: none"> Mr. Schemm said they discussed the 1000 series and sent some for legal review. They discussed adding some language from the mission statement in policy 1000. Policy 1110.1 mentions No Child Left Behind which has now sunset; the new law is Every Student Succeeds Act (ESSA). Policy 1112 uses the word "broadcast" and they discussed different words to use instead. There are crosslinks between the 9000 series and the 1000 series. They discussed graduation requirements. They also talked about the age of the 2000 series policies and that they may be dated as such. <p>D. Committee on Learning – Mrs. McInerney</p> <ul style="list-style-type: none"> Mrs. McInerney said they discussed two new curricula. She said Ms. DiCorpo said the eleventh grade students attended "The Truth About Hate" program which extends the NAMES programming. They heard a presentation on TEAM which is the mentoring program that was once funded by the State but is 	<p>A. Facilities Sub-Committee</p> <p>B. Operations Sub-Committee</p> <p>C. Policy Sub-Committee</p> <p>D. Committee on Learning</p>
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	<p>no longer funded and is still a mandate. New Milford is working with EdAdvance to keep the program active.</p> <p>E. EdAdvance – Mr. McCauley</p> <ul style="list-style-type: none"> There was no report as the liaison spot is open. <p>F. Connecticut Boards of Education (CABE) – Mr. Lawson</p> <ul style="list-style-type: none"> Mr. Lawson said CABE is lobbying heavily to restore funding to schools but the decision must be made soon since the session ends May 9th. <p>G. Negotiations Committee – Mrs. Faulenbach</p> <ul style="list-style-type: none"> Mrs. Faulenbach said they are negotiating with the secretarial bargaining unit. Mr. Lawson said they are reviewing the process for ongoing negotiations as well. <p>H. Magnet School – Mrs. Monaghan</p> <ul style="list-style-type: none"> Mrs. Monaghan said they spoke about having a spring meeting but it has not been set yet. 	<p>E. EdAdvance</p> <p>F. Connecticut Boards of Education (CABE)</p> <p>G. Negotiations Committee</p> <p>H. Magnet School</p>
10.	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated April 24, 2018</p> <p>Mrs. McInerney moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of April 24, 2018, seconded by Mrs. Faulenbach.</p> <p>The motion passed unanimously.</p> <p>B. Monthly Reports</p> <p>1. Budget Position</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated April 24, 2018</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of April 24, 2018.</p> <p>B. Monthly Reports</p> <p>1. Budget Position</p>

	<p>2. Purchase Resolution: D-709 3. Request for Budget Transfers</p> <p>Mr. McCauley moved to approve monthly reports: Budget Position dated March 31, 2018; Purchase Resolution D-709; and Request for Budget Transfers, seconded by Mrs. McInerney.</p> <ul style="list-style-type: none"> • Mr. Schemm asked if numbers will move at the end of April and Mr. Smith said in two weeks they will have the numbers for Operations. He said they need a strong picture to see if they can cover the \$450,000 request from the Town. • Mrs. Faulenbach noted the budget shortfall is not just the state shortfall but the excess costs difference as well. • Mr. Lawson said the total number is \$650,000. Mr. Smith said the Town has asked for \$450,000 and the decrease in excess costs might be about \$200,000. • Mr. Schemm said procedurally there must be items that can't be encumbered and Mr. Smith said they will go until June 26th when school ends. He said they are not filling positions in the certified salary line right now. <p>The motion passed unanimously.</p>	<p>2. Purchase Resolution: D-709 3. Request for Budget Transfers</p> <p>Motion made and passed unanimously to approve monthly reports: Budget Position dated March 31, 2018; Purchase Resolution: D-709; and Request for Budget Transfers.</p>
C.	<p>Gifts & Donations 1. PTO – Exhibit B</p> <p>Mr. Lawson moved to accept Gifts and Donations: PTO – Exhibit B in the amount of \$10,121.27, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> • Mr. Lawson thanked the PTO for their wonderful donations. <p>The motion passed unanimously.</p>	<p>C. Gifts & Donations 1. PTO – Exhibit B</p> <p>Motion made and passed unanimously to approve Gifts & Donations: PTO – Exhibit B in the amount of \$10,121.27.</p>
D.	<p>Approval of the Following Curricula 1. AP Language and Composition 2. Writing Research and Workshop</p>	<p>D. Approval of the Following Curricula 1. AP Language and Composition</p>

	<p>Mr. Dahl moved to approve the following curricula:</p> <ol style="list-style-type: none"> 1. AP Language and Composition 2. Writing Research and Workshop <p>Seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> Mr. Failla said the presentation for the writing course made it sound very interesting but said part of its design is to help students write their college essays and wondered if this should be offered to juniors versus seniors. He hoped guidance counselors were encouraging juniors to take this course. Mrs. Chastain agreed that this course should be offered to juniors since said the college essay is being written before the first semester senior year. <p>The motion passed unanimously.</p>	<p>2. Writing Research and Workshop</p> <p>Motion made and passed unanimously to approve the following curricula:</p> <ol style="list-style-type: none"> 1. AP Language and Composition 2. Writing Research and Workshop
11.	<p>Items For Information And Discussion</p> <p>A. Field Trip Report</p> <ul style="list-style-type: none"> Mr. Schemm asked if the Board could be told the reason for the trips and Ms. DiCorpo said they typically only give the destination but could add a column. <p>B. BOE 2018-2019 Budget Update</p> <ul style="list-style-type: none"> Mr. Smith said they have begun examining areas of the budget to account for the decreases made at the Town level and will present the numbers to the Board in the format of previous years, moving from least impact to highest impact. Mr. Smith said the Board will have to find \$936,000 assuming the referendum passes. He said they do like outside the box thinking but it can also be complicated, so he asked for ideas 	<p>Items For Information And Discussion</p> <p>A. Field Trip Report</p> <p>B. BOE 2018-2019 Budget Update</p>

	<p>from Board members so they can research the whole picture. Ms. Baldelli and he had met with the teachers whose positions will be cut based on the Board approved budget.</p> <ul style="list-style-type: none">• Mrs. McInerney asked how many teachers will be impacted and Mr. Smith answered seven.• Mrs. Monaghan asked how many retirements there might be and Mr. Smith said they have received a couple at this point but there is no deadline.• Mr. Lawson asked if Board members would accept receiving piecemeal budget cut proposals to review ahead of time and Mrs. Faulenbach said to send an e-mail with a relevant subject line since they receive so much information regularly.	
12.	<p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 8:49 p.m., seconded by Mr. Dahl and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn at 8:49 p.m.</p>

Respectfully submitted:



Angela C. Chastain

Secretary

New Milford Board of Education

**New Milford Board of Education
Regular Meeting Minutes
May 3, 2018
Sarah Noble Intermediate School Library Media Center**

Present:	Mr. David A. Lawson, Chairman Mr. Bill Dahl Mrs. Wendy Faulenbach Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mr. J.T. Schemm
Absent:	Mrs. Angela C. Chastain Mr. Joseph Failla Mr. Brian McCauley

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TOWN CLERK
2018 MAY -7 P 3:13

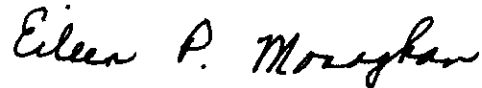
NEW MILFORD, CT

Also Present:	Mr. Joshua Smith, Superintendent of Schools
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1.	Call to Order	Call to Order
A.	Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:30 p.m. by Mr. Lawson. The Pledge of Allegiance and a moment of silence immediately followed the call to order.	A. Pledge of Allegiance
2.	Public Comment • There was none.	Public Comment
3.	Discussion and Possible Action	Discussion and Possible Action
A.	Per Board Policy 2400, discussion of Superintendent's annual performance evaluation Mr. Dahl made a motion that the Board of Education enter into Executive Session for the purpose of discussing the Superintendent's annual performance evaluation and to invite Mr. Smith into the session. Seconded by Mrs. McInerney. Motion passed unanimously.	A. Per Board Policy 2400, discussion of Superintendent's annual performance evaluation Motion made and passed unanimously that the Board of Education enter into Executive Session for the purpose of discussing the Superintendent's annual performance evaluation and to invite Mr. Smith into the session.

	<p>The Board entered Executive Session at 7:33 p.m.</p> <p>Mrs. McInerney left Executive Session at 8:45 p.m.</p> <p>The Board returned to Public Session at 9:30 p.m.</p> <ul style="list-style-type: none">• Mr. Lawson reviewed the procedure used to evaluate the Superintendent. The Board's policy and regulation 2400 regarding the evaluation of the Superintendent and the accompanying form was given to each Board member in a pre-stamped envelope addressed to Mr. Lawson. The form should be sent to the Chair by May 8, 2018.• Mr. Lawson asked for a volunteer to work with him to assemble the Superintendent's draft evaluation report. Mrs. McInerney volunteered to work with the Chair to write the draft report.	
4.	<p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 9:31p.m., seconded by Mr. Schemm and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:31 p.m.</p>

Respectfully submitted:



Eileen P. Monaghan
Assistant Secretary
New Milford Board of Education

11. DISCUSSION AND POSSIBLE ACTION

**THE FOLLOWING ITEMS CAN BE FOUND ON THE
OPERATIONS WEB PAGE UNDER MAY 8, 2018**

- A. Exhibit A: Personnel – Certified, Non-Certified, Appointments, Resignations and Leaves of Absence dated May 15, 2018
- B. Monthly Reports
 - 1. Budget Position
 - 2. Purchase Resolution: D-710
 - 3. Request for Budget Transfers
- C. Gifts & Donations
 - 1. PTO – Exhibit B
- F. Bid Awards
 - 1. Septic Cleaning
 - 2. Boiler Cleaning
- G. Grant Approvals
 - 1. Adult Education ED 244
 - 2. IDEA Grant
- H. Food and Nutrition Services – Exhibit C
 - 1. Healthy Food Certification Statement
 - 2. Food Certification Exemptions for School Fundraisers
 - 3. Beverage Certification Exemptions
- I. Fuel Tanks

11. DISCUSSION AND POSSIBLE ACTION

**THE FOLLOWING ITEM CAN BE FOUND ON THE
POLICY WEB PAGE UNDER MAY 1, 2018**

- D. Policy for First Review
 - 1. 3520 Student Data Privacy

11. DISCUSSION AND POSSIBLE ACTION

**THE FOLLOWING ITEM CAN BE PREVIEWED IN THE
OFFICE OF THE ASSISTANT SUPERINTENDENT**

- E. Approval of the Following Curriculum
 - 1. Introduction to Engineering Design

12. ITEMS FOR INFORMATION AND DISCUSSION

**THE FOLLOWING ITEM CAN BE FOUND ON THE
FACILITIES WEB PAGE UNDER MAY 8, 2018**

- A. Therman Scan/Roof Report and Recommendations

12. ITEMS FOR INFORMATION AND DISCUSSION

**THE FOLLOWING ITEMS CAN BE FOUND ON THE
OPERATIONS WEB PAGE UNDER MAY 8, 2018**

- B. End of Year Balance
- C. 2018-19 Budget Reductions

Approved Field Trips May 2018

<u>School</u>	<u>Grade/Dept.</u>	<u>Trip Date</u>	<u>Day(s) of the Week</u>	<u># of Students</u>	<u># of Adults</u>	<u>Destination</u>	<u>Subs</u>	<u>Student Cost</u>
SNIS	3-4	4/28/2018	Saturday	30	5	New Haven Athletic Center (Unified Sports)	0	\$0.00
SMS	8	05/02/2018	Wednesday	10	1	NMHS (transition from SMS)	0	0.00 (SpEd Field Trip)
SNIS	3	05-15-2018	Tuesday	105	15	Sharon Audobon Center (Heredity & Evolution)	0	\$22.00
NMHS	11-12	05-16-2018	Wednesday	70	5	Cheshire Correctional Facility (Forensic Pysch. Class)	1	\$15.00
SNIS	3	05-16-2018	Wednesday	84	12	Sharon Audobon Center (Heredity & Evolution)	0	\$22.00
SNIS	3	05-17-2018	Thursdsay	85	12	Sharon Audobon Center (Heredity & Evolution)	0	\$22.00
SMS	8	05-23-2018	Wednesday	15	6	NMHS (transition from SMS)	2	\$0.00
NMHS	11-12	05-23-2018	Wednesday	12	1	Bethel Firehouse (EMT Olympics)	1	0.00 (Perkins)
SMS	8	05-25-2018	Friday	50	2	Sherwood Island State Park (Ecology Curriculum)	2	0.00 (EdAdvance Blue Science Grant)
NMHS	12	05-29-2018	Tuesday	50	2	NYC Botanical Gardens (Plant Science Curriculum)	2	\$35.00
NMHS	12	05/30/2018	Wednesday	60	6	Palace Theater Waterbury (All School Musical performing)	0	\$30.00
NMHS	12	05-31-2018	Thursdsay	50	2	Yale University Cushing Center (Psychology)	2	\$13.00
NMHS	9-12	05-31-2018	Thursdsay	25	2	WCSU (Who Wants To Be A Mathemetician)	2	\$0.00
NES	K	06-04-2018	Monday	140	16	Harrybrooke Park (Science Curriculum)	0	0.00 (BOE Field Trip)
HPS	K	06/14/2018	Thursday	104	16	Harrybrooke Park (Science Curriculum)	0	0.00 (BOE Field Trip)

NEW MILFORD, CT

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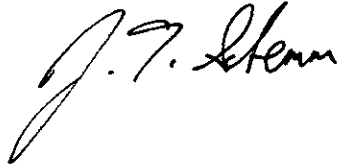
	<p>PTOs as well regarding student data privacy. Ms. Pratt said it could.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she assumed other districts were working on similar policies and asked if this policy worked in concert. Mr. Smith said yes, it has been an ongoing conversation over the last 18 months. • Mrs. Faulenbach said the law appears to have lots of requirements. She asked what happens if there is a violation. • Ms. Pratt said that is still being determined. Mr. Smith said it is important to at least show that we have done due diligence to create guidelines while the nuances are being worked out. • Ms. Pratt said there is discussion still on how large vendors like Microsoft, Google and Pearson will be processed since they have contracts with most districts and will not want to sign individual contracts with all. The state is discussing some kind of clearinghouse perhaps. • Mr. Schemm asked if it was more prudent to wait until the legislation is finalized. Ms. Pratt said most renewals occur July 1 so it is important to have something in place. • Mrs. McInerney said she had issues with the notification timelines used, as she felt 30 to 60 days is too long in a breach. Mr. Smith said that is being discussed at the legislative level. • Mrs. Faulenbach said she was comfortable with the legal vetting of this policy and asked if the approval timing would affect the handbooks. Mr. Smith said that it was workable. <p>Mrs. Faulenbach moved to bring Policy 3520 Student Data Privacy to the full Board for first review.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Motion passed unanimously.</p>	
<p>4.</p> <p>A. Policies:</p>	<p>Discussion</p>	<p>Discussion</p> <p>Motion made and passed unanimously to bring Policy 35 20 Student Data Privacy to the full Board for first review.</p> <p>A. Policies:</p>

	<p>1. 1000 Concept, Goals and Roles in Community Relations</p> <ul style="list-style-type: none"> • Mr. Schemm said he was pleased to see the mission statement language added as the community had drafted it after much discussion. • Mrs. Faulenbach agreed it was good to see it added, as it points out how much the Board values its relationship with the community. <p>2. 1110.1 Communications with the Public</p> <p>3. 6172.41 Title I Parent Involvement</p> <ul style="list-style-type: none"> • Mr. Schemm said the legal reference was updated here. • Mrs. McInerney asked what form the annual plan for involvement takes. Mr. Smith said that would be information presented at curriculum nights and math nights for example. • Mr. Schemm said 6172.41 was included here because of the overlap in topic. He noted that more revisions may come from legal. He asked what the threshold for funding is based on. Mr. Smith said it is on free and reduced numbers. In New Milford, it would take approximately 35% to qualify; we are currently around 20%. He said the state of CT is adding Husky B as a qualifier for free and reduced so more students will qualify, but the federal programs such as Title I will use federal qualifiers still. <p>4. 1112 News Media Relationships</p> <ul style="list-style-type: none"> • Mr. Schemm said the suggested language more closely mirrors FOI wording. • Mrs. Faulenbach said she has no problem with the changes but said she would like to see the 9000 series reviewed in conjunction at some point. She noted that the role of the parliamentarian is not recognized. 	<p>1. 1000 Concept, Goals and Roles in Community Relations</p> <p>2. 1110.1 Communications with the Public</p> <p>3. 6172.41 Title I Parent Involvement</p> <p>4. 1112 News Media Relationships</p>
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	<p>5. 1112.5 Media Access to Students</p> <ul style="list-style-type: none"> • Mr. Schemm said the commentary adds a legal reference. • Mrs. McInerney asked for clarification on the fourth paragraph as to when media needs permission to identify students. Mr. Smith said they do not need permission if it is considered an activity open to the general public. For more personal events, the district does have an opt out policy for parents. Teachers have a list, and the media will be made aware of any students who should not be included. He said this issue continues to evolve with the use of social media as parents and even students post. • Mrs. McInerney suggested the word videotapes be replaced by recordings. <p>6. 1120 Public Participation at Board of Education Meetings</p> <ul style="list-style-type: none"> • Mrs. Faulenbach suggested the word interested be removed from the second paragraph. • Mr. Schemm suggested the order of “organizations and individuals” be flipped in the same line. • Mrs. Faulenbach said item 2 is not practices so she wondered if it should be removed. • Mr. Schemm said it states it could be done under the regular agenda and as such he thought it should stay in as a possibility for action. <p>7. 9321 Time, Place and Notification of Meetings</p> <ul style="list-style-type: none"> • Mr. Schemm noted the 24 hour waiver by statute is for emergency only and that a quorum would have to consent. • Mrs. McInerney suggested the reference to telegram be deleted. She also asked for clarification of the Clerk as to whether it meant Board Clerk or Town Clerk. 	<p>5. 1112.5 Media Access to Students</p> <p>6. 1120 Public Participation at Board of Education Meetings</p> <p>7. 9321 Time, Place and Notification of Meetings</p>
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5.	Public Comment <ul style="list-style-type: none">• There was none.	Public Comment
6.	Adjourn <p>Mrs. Faulenbach moved to adjourn the meeting at 7:29 p.m. seconded by Mrs. McInerney and passed unanimously.</p>	Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 7:29 p.m.</p>

Respectfully submitted:



J.T. Schemm, Chairperson
Policy Sub-Committee

**New Milford Board of Education
Committee on Learning Minutes
May 1, 2018
Lillis Administration Building, Room 2**

Present: Mrs. Tammy McInerney, Chairperson
Mr. Bill Dahl
Mr. Joseph Failla
Mr. J.T. Schemm

Also Present: Mr. Joshua Smith, Superintendent of Schools
Ms. Alisha DiCorpo, Assistant Superintendent of Schools
Mr. Brad Jones, New Milford High School teacher
Mr. Pierre de St. Croix, Schaghticoke Middle School teacher
Ms. Roberta Pratt, Director of Technology

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2018 MAY -3 P 12:53

NEW MILFORD, CT

1.	Call to Order The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:34 p.m. by Mrs. McInerney.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> There was none. 	Public Comment
3.	Discussion and Possible Action A. Review and Approval of Curriculum 1. Introduction to Engineering Design <ul style="list-style-type: none"> Ms. DiCorpo said the Project Lead the Way (PLTW) curriculum is proprietary and teachers must be trained before being allowed to access course content. This curriculum takes the proprietary content and fits it into the district template, which includes additional requirements for formative data and assessments. Mr. Jones said there are four sections of this course currently. It is one of two foundation courses for PLTW's Pathways to Engineering program. It is a full year course open to students in grades 9-12. Students are required to take a national exam at the end of the course and receive a statistical score versus the national average. If the score is good enough, it can be used to apply for college credit at 	Discussion and Possible Action A. Review and Approval of Curriculum 1. Introduction to Engineering Design

	<p>over 85 colleges nationwide. New Milford primarily aligns with Rochester Institute of Technology and the University of New Haven. Students receive an actual transcript from these colleges if they meet the requirements for college credit at each school.</p> <ul style="list-style-type: none">• Mr. Failla said he was glad to see these types of courses which are open to all grade levels.• Mr. Schemm had a question regarding certification. He said he was aware that the program was offered in other districts through other departments such as Technology and VoTech. Since the program is offered through the Science department here, he wondered if other teachers outside of the Science department could teach it. Ms. DiCorpo said New Milford students receive a science credit, so science certification is required. <p>Mr. Failla moved to bring the curriculum for Introduction to Engineering Design to the full Board for approval, seconded by Mr. Schemm and passed unanimously.</p>	<p>Motion made and passed unanimously to bring the curriculum for Introduction to Engineering Design to the full Board for approval.</p>
4.	<p>Presentations</p> <p>A. New Milford High School PLTW Students</p> <ul style="list-style-type: none">• Ms. DiCorpo said the Engineering Design and Development students had presented in the fall and were back to give an update on their final projects.• Mr. Jones said with all the snow days, students still have almost a quarter to go.• Student presenters summarized their projects including review of the problem, possible viable solutions, design requirements, need/want survey results, products already on the market, patent research, scope of their project which includes consultation with outside experts, review of product designs including a design matrix for their choices, what STEM principles were used, product models and materials, construction of prototype and testing for workability.• Products presented included a water turbine to charge jet ski batteries, a "LiftaBike" which will	<p>Presentations</p> <p>A. New Milford High School PLTW Students</p>

	<p>provide a means for people to transport a bike up and down stairs without having to lift it up and down, “Skatenamo” which will use the rotational motion of skateboarding to charge electronic devices, the “Disturbance Defender” which is an improvement to riot shields used by law enforcement, and a table designed to help a disabled person move and identify ownership of packages.</p> <ul style="list-style-type: none"> • Committee members thanked the students for their informative and well done presentations. 	
B. PLTW Update	<ul style="list-style-type: none"> • Ms. DiCorpo said the update was in response to a Board member’s request. She showed a chart which illustrated PLTW enrollment by grade and gender. In 2012-13 there was more female enrollment than at present. There were 55 students in grades 9-12 that took the first intro course offered in 2012-13, of which 34 were freshmen. A total of 12 students took the series of four-year classes. Since 2014-15, when PLTW was certified for college credit, 47% of the 562 students who have participated met the University of New Haven’s requirement for credit, which is a score of at least a 75% and 6 on the national test assessment. • Mrs. McNerney asked why other students were not successful in obtaining credit. Mr. Jones said the score of 6 on the national assessment is well above the national average so not all students qualify even though they do well in the course. • Mr. Dahl asked how many credits are possible over the course of the program and Mr. Jones said 11 over four years. • Ms. DiCorpo distributed PLTW end-of-course assessment score interpretation guides for some of the courses so that committee members could see how credit is earned in each course. For Intro to Engineering Design, for example, the assessment measures achievement level by concept, of which there are 29 areas. • Mr. Failla noted the nationwide trend of fewer women in engineering. Ms. DiCorpo said the same issue exists in computer science. They are trying to 	B. PLTW Update

	<p>build pathways in these areas at SNIS and SMS to encourage more female students to participate.</p> <ul style="list-style-type: none">• Mr. Smith said they are hoping the introduction of PLTW at the middle school over the last two years will help high school enrollment. In addition, PLTW teacher Erin Lucia hosted an information session for female students at SMS this year.• Ms. DiCorpo noted that the K-5 Science enrichment teacher is also female, so students have built in role models.• Mrs. McInerney asked if there was any thought to offering afterschool engineering activities at SMS. Ms. DiCorpo said they are currently working with the high school to start afterschool Robotics that would be funded through the Perkins grant. To start a similar program at the middle school would require additional funding.• Mr. Schemm said he would be interested in knowing how many students have taken 1, 2, 3 or 4 courses but not the full pathway. Mr. Smith said they would have to review and collate individual student transcripts for that information.• Mr. Jones said a high percentage of EDD students go on to take engineering in college.• Mr. Schemm said that might provide a good opportunity to pull alumni back in to consult and make connections with students and also to show their success.	
<p>C. Alumni Survey</p>	<ul style="list-style-type: none">• Ms. DiCorpo said this is the first time this survey has been conducted. The presentation began with the class profile: 342 students made up the class of 2017, 6 students transferred out of district, 11 students went to adult education, 6 students were retained, 13 students discontinued schooling and 306 students graduated from the high school.• Ms. DiCorpo said 25 students were coded incorrectly, as still enrolled, but had graduated. She said Mr. Smith spoke at the Board meeting that the state reported a graduation rate of 82.8%, however with the 25 incorrectly coded students, the new rate of graduation would be 89.5%. Litchfield Hills Transition students don't graduate in 4-6 years and therefore decrease the number of	<p>C. Alumni Survey</p>

	<p>graduates; there were approximately six students who transferred to LHTC in 2017. If they were counted, the graduation rate would have been 91.2%.</p> <ul style="list-style-type: none">• Any member of the class for which the district had a personal email, in this case 249, was mailed the survey, which was open from January 4 through January 31. The response rate was 24.9% or 62 students.• High school administrators and BOE members gave input into survey questions and these questions were also shared with the high school faculty for input. Panarama, the district's survey vendor, crafted the open-ended responses. Questions included courses taken in high school, AP courses taken, current status of postsecondary pursuits, major course of college study for those enrolled, and reason for stopping college if applicable. Ms. DiCorpo distributed the full results.• Ms. DiCorpo also distributed materials regarding college and career readiness, including how that is defined by the state of CT, and definitions of key concepts in college and career readiness. The goal is to have a common language for discussion in determining where the district stands in these areas. Ms. DiCorpo also shared the "Seven Principles of College and Career Readiness" and examples of what a college and career ready student should be able to do. She said this focus begins as early as kindergarten with the building of skills. The goal is for all students to have these elements and to help students think about their pathways to future plans and align courses appropriately to serve the needs of the many. Ms. DiCorpo said managing the complexity of preparing and applying to post-secondary education can be especially challenging for students whose family members do not have that background.• She said the district is focusing on smaller assessments over time in addition to traditional mid-year exams so as to provide more timely intervention prior to the ending assessment. They also want to make sure the senior year is meaningful and appropriately challenging, as	
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	<p>required in the principles, so they are working hard to engage community stakeholders for internship opportunities for seniors.</p> <ul style="list-style-type: none"> • Ms. DiCorpo said the district wants to make sure that students have the necessary tools to plan for post-secondary pursuits. These include technology as needed, and tools such as Naviance. She said there is preliminary discussion about using an advisory period at the middle school so that there is more focused discussion in the area prior to high school. • Mrs. McInerney said it will be important to include parents in training for Naviance use. • Mrs. McInerney asked that all presentations shared this evening be provided to the full Board. • Mr. Failla said he will continue to advocate for the middle level student at the high school who he thinks are at a loss sometimes for post-secondary plans and may need more assistance than that offered by guidance. He suggested advisory might be good for this. • Ms. DiCorpo said they are always reviewing data to see if there are trends that can guide improvement. The priority is always to build consensus on what is needed to move forward and accomplish goals. 	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
6.	<p>Adjourn</p> <p>Mr. Dahl moved to adjourn the meeting at 9:46 p.m., seconded by Mrs. McInerney and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:46 p.m.</p>

Respectfully submitted:



Tammy McInerney, Chairperson
Committee on Learning

**New Milford Board of Education
Facilities Sub-Committee Minutes
May 8, 2018
Lillis Administration Building—Room 2**

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2018 MAY 10 A 8:58
NEW MILFORD, CT

Present: Mr. Brian McCauley, Chairperson
Mrs. Angela C. Chastain
Mr. Bill Dahl
Mrs. Eileen P. Monaghan

Also Present: Mr. Joshua Smith, Superintendent
Mr. Kevin Munrett, Facilities Director
Ms. Alisha DiCorpo, Assistant Superintendent
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Ms. Roberta Pratt, Director of Technology

1.	Call to Order The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:50 p.m. by Mr. McCauley.	Call to Order
2.	Public Comment • There was none	Public Comment
3.	Discussion and Possible Action A. Thermal Scan/Roof Report and Recommendations <ul style="list-style-type: none"> • Mr. Munrett said the Garland Company gave a full presentation last month and his recommendations vary slightly from their suggestions. • Mr. McCauley noted that SNIS work is spread over three years and asked if the plan is to do it piecemeal. Mr. Munrett said yes that they would break out the square footage and do the worst areas first; three to four years would do the entire roof. • Mr. Dahl asked if the same type of plan is recommended for NES and Mr. Munrett said yes. • Mr. McCauley said solar energy had been considered previously and suggested it be included in future discussions. Mr. Munrett said if solar was to be included it would be 	Discussion and Possible Action A. Thermal Scan/Roof Report and Recommendations

	<p>important to include it in project engineering from the beginning.</p> <ul style="list-style-type: none"> • Mrs. Monaghan asked if there were schools where solar would be the best fit. Mr. Munrett said NES, SMS, and NMHS have the most exposure. • Mr. McCauley suggested that solar be taken into consideration when discussing bonding. • Mr. Dahl asked if numbers quoted were 2018 figures or projected out over time. Mr. Munrett said they are current numbers and that typically a 3% driver per year would be added. He said other cost savings might mitigate that though. • Mr. Dahl questioned the expected life span of HPS preventive maintenance which is listed as one year. Mr. Munrett said it is a short term “band aid” fix before doing the full project. • Mr. Dahl asked if the district is looking to bond the total amount. Mr. Munrett said not necessarily as some of the smaller preventive maintenance could possibly come out of budget or capital. • Mrs. Chastain asked if these numbers had been shared with the Town yet. Mr. Smith said not yet as he wanted the Board to see them first. He said they do have semi-regular meetings with the Town now regarding large projects and this could be added. <p>Mrs. Monaghan moved to bring the Thermal Scan/Roof Report and Recommendations to the full Board for discussion.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the Thermal Scan/Roof Report and Recommendations to the full Board for discussion.</p>
4.	Items of Information	Items of Information
A.	Fuel Tanks Update <ul style="list-style-type: none"> • Mr. Munrett said three vendors submitted bids. • Mrs. Chastain asked if ETT Environmental is the group currently doing the testing. Mr. 	A. Fuel Tanks Update

	<p>Munrett said they are.</p> <ul style="list-style-type: none"> • Mr. McCauley asked if other Town tanks were included in the bid. Mr. Munrett said yes, it was a joint bid and the Town has their figures. • Mrs. Monaghan asked about time frame and Mr. Munrett said it depends on when the projects are approved. • Mr. Smith said the HPS tank heats the building and will have students returning in August. The SNIS tank is for the generator and emergency shelter and the Lillis tank is a heating tank but affects a smaller group so there is more flexibility there. He said he is aware that the Town is having other discussions about building use in general that could inform this discussion going forward. Mr. Smith said the cost is not in the Operating budget so the priority becomes how to fund. He believes the overall cost is below bonding level, unless they are lumped in as part of a larger scale project. He said the topic will also be discussed at the Operations meeting following. <p>B. Annual Septic Tank and Boiler Cleaning</p> <ul style="list-style-type: none"> • Mr. Munrett said this information will be shared at Operations as well and is provided as an fyi. The recommended vendors are the lowest bidders and currently provide the services. This is an annual bid. • Mr. Dahl asked when the work is usually done. Mr. Munrett said septic is usually in July and the boilers are in the fall. • Mr. Dahl asked if they were happy with the lowest bid service providers and Mr. Munrett said yes, that the past history has been good. 	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
6.	<p>Adjourn</p> <p>Mrs. Monaghan moved to adjourn the meeting at</p>	<p>Adjourn</p> <p>Motion made and passed</p>

**New Milford Board of Education
Facilities Sub-Committee Minutes
May 8, 2018
Lillis Administration Building—Room 2**

Page 4

	7:04 p.m., seconded by Mrs. Chastain and passed unanimously.	unanimously to adjourn the meeting at 7:04 p.m.
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Respectfully submitted:



Brian McCauley, Chairperson
Facilities Sub-Committee

**New Milford Board of Education
Operations Sub-Committee Minutes
May 8, 2018
Lillis Administration Building—Room 2**

RECEIVED
TOWN CLERK
2018 MAY 10 A 8:58
NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
Mrs. Angela C. Chastain
Mr. Brian McCauley
Mrs. Eileen P. Monaghan

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
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Mr. Kevin Munrett, Facilities Director

1.	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.	Call to Order
2.	Public Comment <ul style="list-style-type: none">There was none.	Public Comment
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence <ul style="list-style-type: none">Ms. Baldelli said retirements are starting to come in as we move towards the end of the year. The Exhibit has spring football personnel with no additional stipend because it was considered an expectation of the fall stipend.Mrs. Chastain noted that the high school is losing two world language teachers. Mr. Smith said that while it is never good to lose staff, the spring timing is good as the candidate pool is deeper than in August. Ms. Baldelli said she and Ms. DiCorpo attended the UConn Job Fair and they have applications from there; other applications are coming in as well.Mrs. Faulenbach asked if Ms. Baldelli thought	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<p>there would be a revised Exhibit for the Board meeting. Ms. Baldelli said no, as of now.</p> <p>Mr. McCauley 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 Mrs. Chastain.</p> <p>Motion passed unanimously.</p>	
B.	<p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated 4/30/18 2. Purchase Resolution D-710 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mr. Giovannone said there should not be much change to the certified line going forward. He said some of the lines will be addressed later in the meeting when the end-of-year balance is discussed regarding how the Board might address the anticipated \$650,000 shortfall. He said the second excess cost payment has not been received yet; it usually comes later in May. • Mr. Smith said at this point they are budgeting for a \$200,000 hit in that area. He noted that line 55110 student transportation is at zero this month and said he anticipates a transfer next month from other lines to cover remaining costs. • Mrs. Faulenbach noted that 55630 tuition to private sources is a robust line so perhaps that might be used. Mr. Smith said that is the intent, and details will be brought to Operations next month as final costs become known. • Mrs. Faulenbach asked about the \$110,000 in 53200 professional services. Mr. Smith said more than half is in curriculum writing which is done in June after school gets out. Mr. Giovannone said \$85,000 of that amount is proposed for end-of-year balance, being calculated toward the \$650,000 the Board 	<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</p> <ol style="list-style-type: none"> 1. Budget Position dated 4/30/18 2. Purchase Resolution D-710 3. Request for Budget Transfers

	<p>needs to fill in.</p> <ul style="list-style-type: none">• Mr. McCauley asked about the \$200,000 in 51180 non-certified stipends. Mr. Smith said the majority of that is winter stipends and spring activities and that most will be expended. Any remaining will go to end-of-year balance.• Mrs. Faulenbach asked about the \$26,000 left in 57400 general equipment. Mr. Smith said we typically hold some purchases until end of year in case funds are needed for other emergency items during the year. Mr. Giovannone said \$15,000 of this funding is planned to go towards the end-of-year balance.• Mrs. Faulenbach asked about the \$43,920 for computer refresh listed on the purchase resolution. Mr. Smith said this was the amount budgeted as part of the capital reserve offset and will end the refresh cycle for this year.• Mrs. Faulenbach asked about the Robotics grant. Ms. DiCorpo said this is an Adult Education program, new this year, which shows how Robotics is used in manufacturing.• Mrs. Monaghan asked if the \$6,200 grant covers the program in full and Mr. Smith said it does.• Mrs. Faulenbach asked for an accounting of how close we were to spending the full \$322,000 capital offset. Mr. Giovannone said he would provide a tally.• Mrs. Faulenbach asked about the outside evaluations listed on the budget transfer report. Mr. Smith said the school psychologist position is unfilled, so they are using an outside contractor as needed.• Mrs. Chastain asked about the \$900 Chromebook purchase and why it was coming late in the year. Mr. Smith said the SMS World Languages department has funding left in the consumable text line and is using the Chromebooks to add capacity. Ms. Pratt said the Chromebooks are assigned by team at SMS	
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	<p>and this will purchase three.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked if the transfer request for line 55630 had already been captured on the budget position and Mr. Giovannone said it had been. <p>Mrs. Monaghan moved to bring the monthly reports: Budget Position 4/30/18, Purchase Resolution D-710 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> <ul style="list-style-type: none"> • Mrs. Faulenbach said the Board is grateful for all the support the PTO gives. <p>Mr. McCauley moved to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>D. Bid Awards</p> <p>1. Septic Cleaning</p> <p>2. Boiler Cleaning</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she was pleased to see that we have an ongoing relationship with the lowest bidders. • Mr. Giovannone said these are one year bids. Mrs. Faulenbach said it would be helpful to include that fact in future memos. • Mr. Smith said they have a bid cycle document which could be printed on the back. <p>Mrs. Chastain moved to bring the bid awards for Septic and Boiler Cleaning to the full Board for approval.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 4/30/18, Purchase Resolution D-710, 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>D. Bid Awards</p> <p>1. Septic Cleaning</p> <p>2. Boiler Cleaning</p> <p>Motion made and passed unanimously to bring the bid awards for Septic and Boiler</p>
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	<p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>E. Fuel Tanks</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this is an update on bids which cannot be awarded yet because there is no funding in place. She said she would like to see the Board sit down with the Town to talk about funding, since the Town also has tanks to replace. • Mr. Smith said this bid process included three Town tanks, which are much smaller. One of the tanks, at JPS, is for removal only since it is a redundant system. • Mrs. Chastain asked if all three of our tanks need to be replaced this year. Mr. Smith said HPS and SNIS should be replaced before January 1 according to state regulation. He is aware that Town committees are looking at usage of Town buildings, including the Lillis building. • Mrs. Chastain said that HPS and SNIS are the Board's concern. She suggested the Board go to the Town regarding using capital reserve for HPS at the least. • Since it was a joint bid with the Town, Mrs. Faulenbach asked if there would be any change to the bid amounts if just the Board tanks were approved. Mr. Smith said no, the bids are solid. Mrs. Faulenbach also verified the Board would have an opportunity to discuss the funding options and also to engage the Town on the needs as they also have tanks that need to be replaced. • The Committee discussed the timeframe needed for the approval of capital reserve use through the Town. Mr. Smith said he would check to see what commitment the vendor needs to order the tank and follow up at next week's Board meeting. <p>Mr. McCauley moved to bring the Fuel Tanks to the</p>	<p>Cleaning to the full Board for approval.</p> <p>E. Fuel Tanks</p> <p>Motion made and passed</p>
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	<p>full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>F. Grants</p> <p>1. Adult Education ED 244</p> <ul style="list-style-type: none"> • Ms. DiCorpo said there was a reduction in amount to this grant from the state of CT because local funds were reduced by \$57,000 in our budget this year with the Director's position not funded. The grant will provide support for ELL, Career Pathways, and Robotics. The partnership with the American Job Center will continue as well. <p>2. IDEA</p> <ul style="list-style-type: none"> • Mrs. Olson said this is the Individuals with Disabilities Education Act grant which comes every year, but covers a two year span. The funds are the same as last year. She reviewed the goals of the grant, which are aligned with district goals, and summarized the use of the funding. <p>Mrs. Chastain moved to bring the Adult Education ED 244 and IDEA grants to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>G. Food and Nutrition Services – Exhibit C</p> <ol style="list-style-type: none"> 1. Healthy Food Certification Statement 2. Food Certification Exemptions for School Fundraisers 3. Beverage Certification Exemptions <ul style="list-style-type: none"> • Mr. Smith said this certification is required annually. 	<p>unanimously to bring the Fuel Tanks to the full Board for discussion and possible action.</p> <p>F. Grants</p> <p>1. Adult Education ED 244</p> <p>2. IDEA</p> <p>Motion made and passed unanimously to bring the Adult Education ED 244 and IDEA grants to the full Board for approval.</p> <p>G. Food and Nutrition Services – Exhibit C</p> <ol style="list-style-type: none"> 1. Healthy Food Certification Statement 2. Food Certification Exemptions for School Fundraisers 3. Beverage Certification
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	<ul style="list-style-type: none"> • Mrs. Faulenbach asked where the reimbursement goes. Mr. Smith said all funds go directly into the Food Services budget. <p>Mrs. Chastain moved to bring the Healthy Food Certification Statement, Food Certification Exemptions for School Fundraisers, and Beverage Certification Exemptions per Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>H. End of Year Balance</p> <ul style="list-style-type: none"> • Mr. Smith said the memo starts with the assumption that the Board needs to find funds for a Town requested offset of \$450,000 and \$200,000 in reduced revenue from excess cost. The \$450,000 will show in the year end balance. The \$200,000 will not; it will just be less revenue seen. The memo anticipates what funds may be available to use at year end. The last piece shows a recommendation to retain approximately \$100,000 at year end in case of audit adjustments. • Mrs. Faulenbach asked about the \$85,000 available from curriculum writing. Mr. Smith said it was a combination of good work and snow days. He said there has been a sustained focus on curriculum over the last few years so they can be selective for a year and absorb a slower pace. Also the amount of snow days means there are only a few days left in June when writing/training can be done. Ms. DiCorpo is looking to change the cycle going forward so that this doesn't happen in the future. • Mr. Smith said regarding the certified salary account, they made conscious decisions during the year to hold positions open or fill with substitutes knowing that they would need to recoup money for state cuts. 	<p>Exemptions</p> <p>Motion made and passed unanimously to bring the Healthy Food Certification Statement, Food Certification Exemptions for School Fundraisers, and Beverage Certification Exemptions per Exhibit C to the full Board for approval.</p> <p>H. End of Year Balance</p>
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	<ul style="list-style-type: none">• Mr. Smith said they will be sharing this memo with the Town so that they know how the Board plans to fund the requested revenue offset. Mrs. Faulenbach suggested they discuss the fuel tanks at that time as well.• Mrs. Chastain said she would like to see a Board press release showing what has been done already to work with the Town to find needed money.• Mrs. Faulenbach said since the end-of-year balance is being discussed, she would like to suggest that the Board consider putting a percentage aside, even a small amount, for the turf fields.	
	I. 2018-19 Budget Reductions <ul style="list-style-type: none">• Mr. Smith said the chart is similar to that used last year for budget reductions. It contains broad categories for suggested conversation. The budget will have to be adjusted \$968,084 if the referendum passes on Tuesday. Health insurance looked optimistic at their last meeting on the topic. The bus contract was extended a year last year.• Mrs. Faulenbach said the bus company would be looking for a commitment in order to give back to the Board. She suggested the fleet be examined to see if we can economize there. The negotiation structure should also be determined to see who needs to be involved in any renegotiation.• Mrs. Faulenbach asked if it was Mr. Smith's intent to bring a discussion about possible budget reductions to the full Board because if so, then no motion is needed from this committee. He said he would. He mentioned capital reserve, turnover risk, and excess cost as other areas to discuss. He welcomes input from the Board on any topic.• Mrs. Faulenbach asked for a memo regarding excess cost historicals.• Mrs. Chastain suggested early retirement incentives be added to the list for discussion.	I. 2018-19 Budget Reductions

	<p>Mr. Smith said he would gather information and that there is an incentive built in to the new teacher contract starting July 1.</p> <ul style="list-style-type: none">• Mrs. Chastain suggested the elimination of an administrator at SNIS for discussion.• Mrs. Faulenbach said she would like to see a list of the capital embedded at the building level. She said she knows it is not a large amount but perhaps deferring it, or funding with end-of-year balance if it is a safety issue, could save a position.• Mr. McCauley said he would like to look at the number of sports events that teams travel to for the cost of that transportation.• Mrs. Faulenbach suggested that large expenditures in the sports lines, equipment and uniforms, might be deferred.• Mrs. Chastain suggested pay to play be discussed.• Mrs. Faulenbach said she would like a refresher on the supplemental fees, like AP and PSAT, that the Board funds. Mr. Smith said he would prepare information on this. He said the PSAT is used as a universal screen in place of MAP at the high school level.• Mr. Smith said they are already examining course enrollment since the \$968,000 cut will be very difficult to achieve without staffing consequences.• Mrs. Faulenbach said she would like to see the breakdown of staffing cuts and reallocations again. It was very helpful at budget time.• Mrs. Chastain suggested the elimination of the social/emotional consultant. Mr. Smith said that account had been further reduced already in next year's budget but he would get the specific numbers.• Mr. McCauley said he would like to add the middle school instructional coaches in math and language arts for discussion. Mrs. Faulenbach said she would like to see a list of all instructional coach positions and salaries.• Mrs. Faulenbach suggested that the legal	
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	account be reviewed. She also suggested that the internal service fund be revisited.	
4.	Items of Information	Items of Information
A.	Update on Fingerprinting <ul style="list-style-type: none"> • Mrs. Faulenbach asked if the district could charge for fingerprinting. Mr. Smith said the \$70 could be passed on to volunteers if the Board wished. • Mrs. Chastain said fingerprinting volunteers is not a state requirement. Mrs. Faulenbach said she thought it should be done anyway for safety. She wondered if PTO could fund if needed. Mr. Smith said he would look into that, keeping in mind that funds cannot supplant regularly budgeted items. • Ms. Baldelli said the ink machine they use was purchased in 1994 and the state agency that processes the fingerprints has had budget cuts, so they are very slow to return any results. She said they have started a conversation with the Police department to see if there is any way they can help with live scanning of prints. It would not change the cost though. • Mrs. Chastain suggested volunteers be given the option to pay if they wished to defray cost to the district. She asked what other districts do. Ms. Baldelli said it was about a 50/50 split as to whether or not they fingerprint. 	A. Update on Fingerprinting
B.	Source4Teachers and Support Staff Substitutes <ul style="list-style-type: none"> • Ms. Baldelli said she would like to see Source4Teachers expanded to include support staff substitutes as was the original plan, if funding allows. • Mr. Smith said they are working on an analysis of costs right now. It is 20% more expensive to use Source4Teachers but a higher fill rate brings costs down. • Mrs. Faulenbach asked if the plan is to include this in the 2018-19 budget adjustment if the 	B. Source4Teachers and Support Staff Substitutes

	<p>cost works, with a motion from the Board to adopt the practice. Mr. Smith said yes.</p> <ul style="list-style-type: none"> • Ms. Baldelli said the dedicated subs provided by Source4Teachers for each building this year have been a huge relief. She said they have recruited many more subs and the fill rate is averaging 84% for teachers. • Mrs. Chastain said lowering requirements at the state level for substitutes would help. She would also like to see a teacher incentive for attendance. Mr. Smith said there is one in the new contract. <p>C. 2018-19 New Milford Public Schools Calendar</p> <p>D. 2019-20 New Milford Public Schools Important Dates</p> <ul style="list-style-type: none"> • Mr. Smith said these drafts are public tonight. • Mrs. Faulenbach asked if they are in line with contracts. Mr. Smith said they are. • Mrs. Chastain asked what holidays are contractually obligated; she said personally that she would like to see religious holidays removed. Mr. Smith said he would provide that information for review. He said there is also additional conversations going on around the state as to what counts as a school day in Connecticut versus in other states. • Mrs. Chastain said she was happy to see both these calendars because they are super helpful for parent planning. • Mrs. Faulenbach said the teacher contract is going to be reopened this year for salary only. Any negotiation regarding holidays would have to wait. 	<p>C. 2018-19 New Milford Public Schools Calendar</p> <p>D. 2019-20 New Milford Public Schools Important Dates</p>
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
6.	<p>Adjourn</p> <p>Mrs. Chastain moved to adjourn the meeting at</p>	<p>Adjourn</p> <p>Motion made and passed</p>

New Milford Board of Education
Operations Sub-Committee Minutes
May 8, 2018
Lillis Administration Building—Room 2

Page 12

	9:17 p.m. seconded by Mr. McCauley and passed unanimously.	unanimously to adjourn the meeting at 9:17 p.m.
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Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee