

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

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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.	<p>Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <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 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

	<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> <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 4/30/182. Purchase Resolution D-7103. 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 4/30/182. Purchase Resolution D-7103. Request for Budget Transfers
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	<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. <p>I. 2018-19 Budget Reductions</p> <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.	<p>I. 2018-19 Budget Reductions</p>
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	<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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	<p>account be reviewed. She also suggested that the internal service fund be revisited.</p>	
4.	<p>Items of Information</p> <p>A. Update on Fingerprinting</p> <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. <p>B. Source4Teachers and Support Staff Substitutes</p> <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 	<p>Items of Information</p> <p>A. Update on Fingerprinting</p> <p>B. Source4Teachers and Support Staff Substitutes</p>

	<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>
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
<p>6.</p>	<p>Adjourn</p> <p>Mrs. Chastain moved to adjourn the meeting at</p>	<p>Adjourn</p> <p>Motion made and passed</p>

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	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