

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 May 2, 2017  
 Lillis Administration Building—Room 2**

**Present:** Mrs. Wendy Faulenbach, Chairperson  
 Mr. Robert Coppola  
 Mr. Brian McCauley  
 Mr. Bill Dahl, alternate

**Absent:** Mrs. Angela C. Chastain

**Also Present:** Mr. Joshua Smith, Superintendent  
 Ms. Alisha DiCorpo, Assistant Superintendent  
 Ms. Ellamae Baldelli, Director of Human Resources  
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations  
 Ms. Roberta Pratt, Director of Technology  
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services  
 Mr. Kevin Munrett, Facilities Manager  
 Mr. Nestor Aparicio, Assistant Facilities Manager  
 Ms. Christy Martin, Adult Education Facilitator

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NEW MILFORD, CT

1.	<p><b>Call to Order</b>          The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach. Mr. Dahl was seated in the absence of Mrs. Chastain.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <ul style="list-style-type: none"> <li>• Ms. Baldelli said she would have a revised Exhibit A for the Board meeting.</li> <li>• Mr. Coppola asked how long the assistant principal who was leaving had been with the district and if the position was full time for SNIS and Ms. Baldelli said about 2 ½ years and yes, full time to SNIS.</li> </ul> <p>Mr. Dahl moved to bring Exhibit A: Personnel -</p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <p><b>Motion made and passed</b></p>

<p>Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated 4/28/17</b></li><li><b>2. Purchase Resolution D-698</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mr. Coppola asked how the budget is doing and Mr. Giovannone said we are still on track. He referenced transfers that the committee will see this evening, for legal, advertising and security cameras. He said the second excess cost payment should be received by the end of the month.</li><li>• Mrs. Faulenbach asked about the difference in the salary line from the previous month. Mr. Giovannone said they are clearing encumbrances with three more teacher pay days to come and it should not change much going forward.</li><li>• Mrs. Faulenbach asked for clarification to the change in line item 52900 other employee benefits and Mr. Giovannone said he would need to check and would provide that information.</li><li>• Mrs. Faulenbach asked for clarification regarding line 51180. Mr. Giovannone said that was for stipends for spring sports and for clubs and activities. Ms. Baldelli said the clubs and activities are typically paid end of year.</li><li>• Mrs. Faulenbach asked why it is not encumbered and Mr. Smith said stipends are typically only encumbered when they go to payroll.</li><li>• Mr. Smith said the transfer request includes security cameras for the sports complex at the high school. This was discussed at Facilities as well. Funds will come from the certified salary</li></ul>	<p><b>unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated 4/28/17</b></li><li><b>2. Purchase Resolution D-698</b></li><li><b>3. Request for Budget Transfers</b></li></ol>
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	<p>account, which has turnover savings. It will enable the project to start now and be completed by the end of the school year versus using capital reserve for example.</p> <ul style="list-style-type: none"><li>• Mr. Coppola agrees the cameras are needed but said it troubles him to have to use \$58,000 in BOE funds when there was a surplus left from the turf fields budget when the project ended.</li><li>• Mrs. Faulenbach said she is pleased to see the addition of the cameras now to protect school property and is not comfortable with the use of capital reserve for a variety of reasons. She said she appreciated the background provided in the memo.</li><li>• Mr. Smith said the transfer request for the legal account is for a secondary firm that bills by invoice for work on such things as expulsion hearings. The primary firm still has a healthy retainer balance.</li><li>• Mr. Coppola asked if the secondary firm was underbudgeted and Mr. Smith said the budgeted amount is based on historicals but does vary depending on the number of hearings from year to year.</li><li>• Mrs. Faulenbach requested a schedule of negotiations for time and budgetary planning.</li><li>• Mr. Coppola said he had reviewed the legal invoices and was impressed with the way charges are made by increments within an hour and by level of attorney. He said he would like to see an accounting of what the current court case is costing the district. He also wanted to note for the record that the last FOI request cost the district approximately \$3,000 to defend even though it was withdrawn in the end. While anyone has a right to make an FOI request, this does create an expense to the district.</li><li>• Mrs. Faulenbach said she also reviewed the legal invoices and noted that it was sometimes difficult to breakdown the cost of a specific topic. Mr. Smith said that is because a phone call or meeting often leads to a discussion of</li></ul>	
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	<p>multiple topics.</p> <ul style="list-style-type: none"><li>• Mr. Coppola asked about the magnet school charge and Mrs. Olson said it was for special education services as needed by New Milford students accepted there.</li><li>• Mrs. Faulenbach asked if the Smartboards were a budgeted item and Mr. Giovannone said they were.</li><li>• Mr. Coppola asked about quality of the new purchases and there are many vendors offering smartboard products now. Ms. Pratt said they were using the same manufacturer and these were even better quality.</li><li>• Mrs. Faulenbach asked how many would be purchased. Ms. Pratt said 24 including projector and installation. Mrs. Faulenbach asked how many Chromebooks and Ms. Pratt said 160 through the Title I grant.</li></ul> <p>Mr. Coppola moved to bring the monthly reports: Budget Position 4/28/17, Purchase Resolution D-698 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><b>C. Gifts &amp; Donations</b></p> <p><b>1. PTO — Exhibit B</b></p> <ul style="list-style-type: none"><li>• Mr. Coppola thanked the PTO for their continued donations to enhance Board programs.</li><li>• Mrs. Faulenbach asked to see an overall total of donations for the year, specifically for the PTO.</li><li>• Mr. McCauley said he would like to see the PTO recognized at a monthly Board meeting.</li></ul> <p>Mr. Dahl moved to bring Gifts &amp; Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 4/28/17, Purchase Resolution D-698, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <p><b>1. PTO — Exhibit B</b></p> <p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: PTO – Exhibit B to the full Board for approval.</b></p>
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	<p>Motion passed unanimously.</p> <p><b>D. Bid Awards</b></p> <ol style="list-style-type: none"><li><b>1. Septic Cleaning</b></li><li><b>2. Boiler Cleaning</b></li></ol> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said she was concerned with the low level bid of the recommended vendor for the boiler cleaning as it could be a safety issue if not properly done.</li><li>• Mr. Munrett said he had confirmed terms with the vendor. This is their sole business; the other companies bidding would be subbing out the business. The chosen vendor has cleaned boilers for the schools in the past.</li></ul> <p>Mr. McCauley moved to bring the bid awards for Septic and Boiler Cleaning to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <p><b>E. Grants</b></p> <ol style="list-style-type: none"><li><b>1. Adult Education</b><ol style="list-style-type: none"><li><b>a. ED 244</b></li><li><b>b. IEL/Civics-ESL for Life and Work</b></li><li><b>c. Workplace Readiness- Pathways to the Future</b></li></ol></li></ol> <ul style="list-style-type: none"><li>• Mr. Coppola said he appreciates the efforts of Ms. Martin in the absence of a director for the Adult Education program.</li><li>• Ms. Martin said there are challenges with new federal guidelines which tie the program to employability standards, but it is exciting in what it brings to the community too. She said that Adult Education is many things and that there are students in the program who range in age from 17 to well in their 50's.</li><li>• Mr. Coppola asked if these were entitlement grants. Mr. Smith said some entitlement and some matching.</li></ul>	<p><b>D. Bid Awards</b></p> <ol style="list-style-type: none"><li><b>1. Septic Cleaning</b></li><li><b>2. Boiler Cleaning</b></li></ol> <p><b>Motion made and passed unanimously to bring the bid awards for Septic and Boiler Cleaning to the full Board for approval.</b></p> <p><b>E. Grants</b></p> <ol style="list-style-type: none"><li><b>1. Adult Education</b><ol style="list-style-type: none"><li><b>a. ED 244</b></li><li><b>b. IEL/Civics-ESL for Life and Work</b></li><li><b>c. Workplace Readiness- Pathways to the Future</b></li></ol></li></ol>
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	<ul style="list-style-type: none"><li>• Ms. DiCorpo said they are talking to Naugatuck Valley Community College about a collaboration going forward.</li><li>• Ms. Martin invited Board members to the Adult Education graduation on June 14, 2017 at 7:00 p.m.</li></ul> <p>Mr. Coppola moved to bring the Adult Education grants to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>2. IDEA Grant</b></p> <ul style="list-style-type: none"><li>• 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 and summarized the use of the funding.</li><li>• Mr. Coppola asked about the public/non-public part of the grant. Mrs. Olson said if the non-public institution is within the town, then the district is obligated to meet the special education needs of any students there. In this case, we provide tutoring to Canterbury students and a part time special education teacher to Faith Academy.</li><li>• Mr. Coppola asked if this was an entitlement grant and Mr. Smith said it was, through federal funding not state.</li></ul> <p>Mr. Coppola moved to bring the IDEA grant to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>F. Food and Nutrition Services – Exhibit C</b></p> <ol style="list-style-type: none"><li><b>1. Healthy Food Certification Statement</b></li><li><b>2. Food Certification Exemptions for School</b></li></ol>	<p><b>Motion made and passed unanimously to bring the Adult Education grants to the full Board for approval.</b></p> <p><b>2. IDEA Grant</b></p> <p><b>Motion made and passed unanimously to bring the IDEA grant to the full Board for approval.</b></p> <p><b>F. Food and Nutrition Services – Exhibit C</b></p> <ol style="list-style-type: none"><li><b>1. Healthy Food Certification</b></li></ol>
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	<p style="text-align: center;"><b>Fundraisers</b></p> <p><b>3. Beverage Certification Exemptions</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said this certification is required annually. The beverage exemption has been separated out this year for the first time.</li> <li>• Mr. Dahl asked if there was any consideration given to making this a blanket statement for all activity on school grounds, similar to the no smoking policy. Mr. Smith said that would be complicated with large sporting and band events and it could be a burden to many outside organizations would use the facilities.</li> <li>• Mr. Coppola said he understood that there is talk about loosening the healthy food requirements. Mr. Smith said that is at the federal level; these refer to state regulations.</li> </ul> <p>Mr. Dahl 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><b>G. All-Star Transportation Contract</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said the proposal extends the current contract two years. It allows for the migration of all buses to propane, eliminates one bus due to declining enrollment and results in a savings to the Board, important in this time of budget reductions.</li> <li>• Mrs. Faulenbach asked if the budgeted increase was 3% or 3.5% and Mr. Smith said he would check.</li> <li>• Mrs. Faulenbach said it will save on negotiation costs as well. She is happy to see savings in this area versus cuts to instructional areas.</li> <li>• Mrs. Faulenbach asked if the Board would sign</li> </ul>	<p style="text-align: center;"><b>Statement</b></p> <p><b>2. Food Certification Exemptions for School Fundraisers</b></p> <p><b>3. Beverage Certification Exemptions</b></p> <p><b>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.</b></p> <p><b>G. All-Star Transportation Contract</b></p>
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	<p>a new contract if the extension was approved and Mr. Smith said yes.</p> <p>Mr. McCauley moved to bring the proposed two-year extension to the All-Star Transportation Contract to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <p><b>H. Turf Fields Security Cameras</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said this item had been discussed under the transfer request and no motion was needed.</li></ul> <p><b>I. End of Year Balance</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said the intent is to have a good estimate of year end by next month's Operations meeting. They are aware of an expected \$250,000 shortfall in excess costs and an expected special education mediation impact. Any remaining funds will be prioritized with a facilities and technology focus for Board review.</li><li>• Mrs. Faulenbach requested that another follow up be made to the town regarding the Board capital reserve request. With the year ending, she said the Board is still looking for an answer.</li></ul> <p><b>J. 2017-18 Budget Reductions</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said the Board is looking at a cut of \$756,832, more than 1% of the BOE adopted budget. Central Office administrators and principals have had numerous conversations regarding adjustments. He hesitated to make suggestions to the Board prior to the budget vote but felt in the end it was important to start the conversation now and get input. He distributed a sheet of proposed reductions</li></ul>	<p><b>Motion made and passed unanimously to bring the proposed two-year extension to the All-Star Transportation Contract to the full Board for approval.</b></p> <p><b>H. Turf Fields Security Cameras</b></p> <p><b>I. End of Year Balance</b></p> <p><b>J. 2017-18 Budget Reductions</b></p>
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divided into three sections. The first section resulted from adjustments made to the budget as new information has come forward over the last few months. These do not add risk or impact departments or programs. The middle section adds risk, and the last section adds risk and impacts instructional programs. He stressed that these are suggested reductions designed to initiate conversation. Even with the cuts proposed, and additional \$189,774 reduction is still needed. Mr. Smith believes this will mean additional staffing reductions.

- Mr. Dahl said he would like to see other options for conversation to include reducing the amount of games played by our athletic teams, reducing levels of athletic teams, or reducing athletics at the middle school level. He would rather see adjustments there to save staff.
- Mr. Coppola agreed these were alarming reductions and said he would be proposing adding pay to play to the discussion and other activities after the school day in order to save staff and programs during the academic day.
- Mrs. Faulenbach said that this is a draft. This is not set in stone. It's to start a dialogue and get Board members to have a chance to review. While it is not common practice to review these prior to vote, it was decided the magnitude of the reduction warranted a richer process than one night at a Board meeting. All options are on the table until voted on by the Board. She asked Mr. Smith to share the suggested reduction with the full Board and encourage them to make suggestions to Central Office.
- Mr. Smith said he welcomed conversation and reiterated that these reductions are not set in stone but an effort at transparency to let the Board and taxpayers know the thought process. He said if the budget does not pass on May 16 however then these are just the start.

Mr. Dahl moved to bring the 2017-18 Budget

**Motion made and passed**

	<p>Reductions to the full Board for discussion.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p><b>unanimously to bring the 2017-18 Budget Reductions to the full Board for discussion.</b></p>
4.	<p><b>Items of Information</b></p> <p><b>A. 2017-18 New Milford Public Schools Calendar</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said next year’s calendar was developed in collaboration with administration, school building representatives, the teachers’ union president and PTO and represents the best compromise for all.</li> <li>• Mr. Coppola asked if it follows the suggested regional calendar and Mr. Smith said it does.</li> <li>• Mr. Dahl asked why there were so many contingency days for snow listed and Mr. Smith said it helps with graduation planning and allows the Board to set the graduation date in September.</li> </ul> <p><b>B. Legal Invoices</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said these were discussed under transfers.</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. 2017-18 New Milford Public Schools Calendar</b></p> <p><b>B. Legal Invoices</b></p>
5.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
6.	<p><b>Adjourn</b></p> <p>Mr. Dahl moved to adjourn the meeting at 9:28 p.m. seconded by Mr. McCauley and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 9:28 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee