

**New Milford Board of Education
Operations Sub-Committee Minutes
February 3, 2015
Lillis Administration Building, Room 2**

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2015 FEB -5 P 2:10

NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Robert Coppola
Mr. David R. Shaffer
Mrs. Theresa Volinski

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

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.</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 passed out a correction to page 7 of Exhibit A. There was an error in the name for #18. She said a revised Exhibit A would be coming for this Friday primarily for additional substitutes and coaches. • Mr. Coppola thanked Ms. Baldelli for continuing to identify coaches who are also staff members. He asked how volunteer coaching positions are created. Ms. Baldelli said it is usually someone who approaches the coach or Athletic Director and offers assistance. Mr. Coppola asked if there were set expectations for volunteers. Ms. Baldelli said the AD screens the interested person. • Mr. Shaffer asked if first aid and concussion 	<p>Discussion and Possible Action</p> <p>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

	<p>training is required of volunteer coaches. Ms. Baldelli said they have all the same requirements of a paid coach but do not receive a stipend.</p> <p>Mr. Coppola moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-671 2. Budget Positions dated 12/31/14 and 1/31/15 3. Request for Budget Transfers: December 2014 and January 2015 <ul style="list-style-type: none"> • Mr. Hubelbank distributed a revision to the Purchase Resolution. The first item, Omni Data, had been inadvertently omitted on the original. The project is part of the original budget and has been ongoing all year. Mrs. Faulenbach asked for comments or questions. • Mr. Coppola asked what the \$15,000 was for. Mr. Hubelbank said it was for necessary network upgrades and maintenance. Ms. Pratt said Omni was storage for the new server network. • Mr. Coppola asked if the arbitration costs referenced came out of the line for attorney fees and Dr. Paddyfote said yes as does the retainer for the Board attorneys. • Mr. Shaffer asked how large a purchase must be to make the list for review. Mr. Hubelbank said \$5000 and Mrs. Faulenbach said this was per Board policy. • Mrs. Volinski asked what the embroidery charge was for and Mr. Hubelbank said this was part of the custodial contract and was a once a year purchase. • Mr. Hubelbank said the Budget Positions show 	<p>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-671 2. Budget Positions dated 12/31/14 and 1/31/15 3. Request for Budget Transfers: December 2014 and January 2015
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	<p>all object codes within budget. Revenues are still to come.</p> <ul style="list-style-type: none"> • Mr. Coppola asked if Mr. Hubelbank was concerned about any accounts. Mr. Hubelbank said not at this time. • Mr. Coppola said he wanted to commend Dr. Paddyfote and Mr. Hubelbank for their work in providing suggestions for adjustments during the budget process. • Mr. Shaffer asked what objects 321 and 322 cover. Mr. Hubelbank said the 300 series covers purchased services from contractors, both instructional and non-instructional. Object 321 covers primarily elementary speakers and items in the Department of Instruction. Object 322 is for program improvements in the Technology account and Department of Instruction for staff development and curriculum work. • Mr. Coppola asked how different these reports would look next year in MUNIS. Mr. Hubelbank said what we call things will be the same but the codes will be different. They will be longer to allow for more differentiation. • Mrs. Volinski asked about the membership dues referenced on the Transfer Request and Mr. Hubelbank said that was for SNIS administrators. <p>Mr. Coppola moved to bring the monthly reports: Purchase Resolution D-671, Budget Positions dated 12/31/14 and 1/31/15 and Request for Budget Transfers: December 2014 and January 2015 to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none"> 1. New Milford Police Union 2. Western CT Health Network (New Milford Hospital) 	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-671, Budget Positions dated 12/31/14 and 1/31/15 and Request for Budget Transfers: December 2014 and January 2015 to the full Board for approval.</p> <p>Gifts & Donations</p> <ol style="list-style-type: none"> 1. New Milford Police Union 2. Western CT Health Network (New Milford Hospital)
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- Mrs. Faulenbach said the Board is grateful for all donations from the community.
- Mr. Coppola asked if the donations were for the same program. Dr. Paddyfote said yes and that additional donations were still needed as the program featuring former NBA player Chris Herren speaking on substance abuse is expensive.
- Mr. Shaffer asked if these donations had been solicited and Mr. Hubelbank said yes and that there was a fundraising form on file.

Mr. Shaffer moved to bring Gifts & Donations: New Milford Police Union and Western CT Health Network (New Milford Hospital) to the full Board for approval.

Motion seconded by Mr. Coppola.

Motion passed unanimously.

D. Planning for District-wide Grade Reconfiguration

- 1. Pods and Boxes for Moving**
- 2. SMS Lockers**
- 3. SMS Art Room Conversion**
- 4. SMS Cafeteria Soundproofing**
- 5. SmartBoards and Computers**

- Mr. Hubelbank distributed a handout regarding costs for the items above.
- Dr. Paddyfote said that they monitor the salary account closely each year. Two placeholders were inserted at the beginning of the year in case of need. Now that we are five months into the year, she is confident that money can be released to offset unanticipated expenses for SMS so that the district can move on them this year and get them in place prior to spring visitation by students and parents.
- Mrs. Faulenbach agreed that this was a great opportunity to get things done.
- Mr. Shaffer said he did not see a cost for the pods and boxes on the handout. Mr. Hubelbank said they are still getting quotes on this item

Motion made and passed unanimously to bring Gifts & Donations: New Milford Police Union and Western CT Health Network (New Milford Hospital) to the full Board for approval.

Planning for District-wide Grade Reconfiguration

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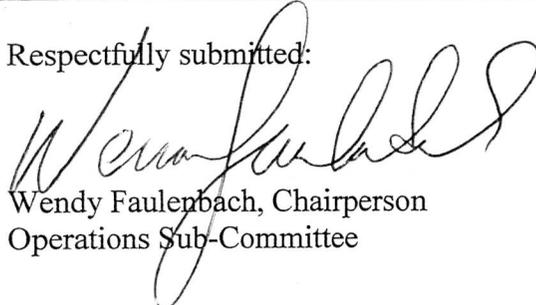
	<p>but that he anticipated the cost to be about \$10,000 and it would be covered easily under the anticipated savings total.</p> <ul style="list-style-type: none"> • Mr. Coppola asked for clarification on the Art Room Conversion. Dr. Paddyfote said this space was originally the large metal shop and is now a storage space. It will be repurposed into two art rooms which will free up additional rooms if needed. <p>Mrs. Volinski moved to bring Planning for District-wide Grade Reconfiguration to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring Planning for District-wide Grade Reconfiguration to the full Board for approval.</p>
<p>4.</p> <p>A.</p>	<p>Discussion</p> <p>John Pettibone Building</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this topic is on both the Operations and Facilities agendas for discussion. • Mr. Coppola said that Operations is looking more at the financial piece for review and that the Board needs to look at all parameters in order to have a clear plan going forward. • Mrs. Faulenbach said she anticipates seeing this topic on future meeting agendas. • Mr. Shaffer asked if the Youth Agency pays for the use of the Lillis Building. Dr. Paddyfote said they do not pay a rental fee. There is some in kind service such as sweeping stairs and cleaning their area. Mr. Calhoun said his department does all repairs and electrical and oil costs come out of the Board budget. • Mr. Coppola asked whether Parks and Recreation is charged for basketball use. Mr. Calhoun said not a rental fee but for custodial overtime during weekend use. Mr. Calhoun asked about other youth organizations and Mr. 	<p>Discussion</p> <p>John Pettibone Building</p>

	<p>Calhoun said there was a small charge.</p> <ul style="list-style-type: none"> • Mrs. Volinski asked if Scouts could rent space. Mr. Calhoun said they could for a small rental fee. • Mr. Shaffer said he would love to see the Board keep the Pettibone building and incorporate a culinary arts program for the high school as part of its usage. • Dr. Paddyfote said she wanted to clarify comments she made at a meeting with the Superintendent. She said that as part of a conversation she had with Attorney McKeon she understood that once the building is not used for “educational purposes” it must be turned over to the town. She did not discuss a timeframe or the definition of “educational purposes” with him. There is some history of this nature with the Bridge Street building. When programs were cut in June, the building was turned over to the town by August. • Mr. Coppola said it seems clear that when the building is no longer used for educational purposes it will need to be released but the question is when that moment will come. • Mrs. Faulenbach said she would like a legal definition of the phrase “for educational purposes” and also the legalities of the timeframe involved. 	
<p>5.</p> <p>A.</p>	<p>Items of Information</p> <p>Update on Arum and Associates, Project Managers</p> <ul style="list-style-type: none"> • Dr. Paddyfote reviewed the activities performed by Arum and Associates since November which included administrative meetings, hosting 13 focus groups, preparing meeting comments for review by administration and developing Q&A for the website. They have also solicited parent volunteers to serve on a parent advisory committee. They have invoiced for these services and the town will pay from the 	<p>Items of Information</p> <p>Update on Arum and Associates, Project Managers</p>

	<p>allocation made at Town Council.</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the big issue that has been identified so far for staff is packing and she and Ms. Baldelli will meet with teacher union leadership next week on the topic. • Mr. Shaffer asked about the parent focus group numbers and Dr. Paddyfote said about 100 parents total attended; some meetings were well attended, others had just a few parents. • Mr. Coppola said he attended one of the focus groups and he is glad to see buses have been added in the budget as that was one of the big concerns. <p>B. Update on MUNIS</p> <ul style="list-style-type: none"> • Mr. Hubelbank said he is pleased to report that things are moving right along. He feels that they are in very good shape to go live with financials as of July 1st and to start Human Resources and Payroll in March with a live date for those areas of January 2016. • Mrs. Faulenbach asked if it was definite that next year's budget would be done in MUNIS. Mr. Hubelbank said that is the plan and that they are in the process of loading data so that three years will be available by then. <p>C. Update on Regional Calendar</p> <ul style="list-style-type: none"> • Dr. Paddyfote distributed a handout that she received at a superintendents meeting in January regarding the regional calendar. It includes a summary from the Office of Legal Review. She pointed out that the handout shows a start date of August 27th for next year but also includes three flex days for use around that time and an additional five flex days throughout the year. <p>D. Update on 2013-2014 Audit Report</p> <ul style="list-style-type: none"> • Mr. Hubelbank said he received a draft of the 	<p>Update on MUNIS</p> <p>Update on Regional Calendar</p> <p>Update on 2013-2014 Audit Report</p>
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	<p>audit last week and was happy to report that it showed no material weaknesses on either the Town or Board side. He plans to attend the February 11, 2015 Board of Finance meeting where the audit will be discussed. A final copy will go to the Board.</p>	
6.	<p>Public Comment</p> <ul style="list-style-type: none"> • Anne Marie Sarbello, a New Milford resident, said she went to many of the focus groups and has signed up for the parent advisory group. She said the project managers had participants jot ideas on post it notes which they said they would share online with two weeks. She said the public is concerned with turning over the Pettibone building to the town and then needing to build a new school down the road. She said the perception is that the deal is already done. • David Lawson said he is pleased with the Pettibone conversation on many levels. He believes usage can be for educational and municipal purposes. He is glad to see the exchange of ideas and suggestions. In particular he likes the technical school ideas since these are needed services and could be a revenue stream. He believes the building offers many potential opportunities to the community. 	Public Comment
7.	<p>Adjourn</p> <p>Mr. Coppola moved to adjourn the meeting at 8:30 p.m. seconded by Mr. Shaffer and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:30 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee