

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 June 6, 2017  
 Lillis Administration Building—Room 2**

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NEW MILFORD, CT

**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

1.	<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.	<b>Call to Order</b>
2.	<b>Public Comment</b> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b> <ul style="list-style-type: none"> <li>Mr. Coppola recognized the retiring staff members, thanking them for their service and wishing them well in retirement. He said their knowledge and experience would be missed.</li> <li>Ms. Baldelli said she would have a revised Exhibit A for the Board meeting with a few additions.</li> </ul> <p>Mr. Dahl moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations</p>	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>   <b>Motion made and passed unanimously to bring Exhibit A:</b>

<p>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 5/31/17</b></li><li><b>2. Purchase Resolution D-699</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mr. Giovannone said the excess cost reimbursement is not captured here because notification of the additional shortage came after the report was printed.</li><li>• Mr. Smith said an update will be brought to the June 13 meeting which will also capture the June 9 payroll.</li><li>• Mrs. Faulenbach said this will mean a lower year end balance. Mr. Smith said yes by approximately \$40,000 in excess cost adjustment.</li><li>• Mrs. Faulenbach said she thought a separate account was being set up through the town for turf field revenue. Mr. Smith said that is correct. This revenue does not show up in the budget, monies will be transferred at end of year once the town has set up the fund.</li><li>• Mr. Dahl asked what would happen if the town did not set up the fund. Mr. Smith said they would work with the auditors to handle it.</li><li>• Mr. Coppola asked about the general state of the budget and Mr. Giovannone said they would end on the positive side.</li><li>• Mrs. Faulenbach asked about the good size balance in the non-certified account. Mr. Smith said this includes all stipends including those for curriculum writing which will take place at the end of June. The stipends are in this account because they are not part of the certified salary.</li><li>• Mr. Smith said he expects the benefit line to</li></ul>	<p><b>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 5/31/17</b></li><li><b>2. Purchase Resolution D-699</b></li><li><b>3. Request for Budget Transfers</b></li></ol>
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	<p>end in the negative or close to due to higher enrollment in vision and teamsters coverage.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked about the balance in the travel line. Mr. Smith said there are some transfers coming that will affect that.</li><li>• Mrs. Faulenbach asked about the instructional supply line and Mr. Smith said there would be some action on the purchase resolution. Mr. Giovannone offered to add the program and object line to the purchase resolution in the future so it would be easier to connect the dots. Mrs. Faulenbach said that would be helpful.</li><li>• Mrs. Faulenbach asked about the balance in textbooks. Mr. Smith said there were a few big purchases to come shortly.</li><li>• Mr. Coppola asked about the legal line. Mr. Smith said it would be negative shortly as more potential discipline hearings just came up for June that will require use of the supplemental firm.</li><li>• Mr. Coppola said he had previously asked for a summary of charges for the calendar grievance. Mr. Smith said they are under the retainer and due to the way that is billed the amount would be a close estimate. Mr. Coppola said that would be fine.</li><li>• Mr. Smith said the legal item on the purchase resolution was for a special education mediation settlement and not for legal fees.</li><li>• Mr. Coppola asked what line that money comes out of and Mr. Giovannone said from SPED – other services and that it is included in the budget position already.</li><li>• Mr. Smith said the astericked items on the purchase resolution are additions of items cut from next year’s budget that are being recommended for purchase this year. Their cost is built in to the budget position already.</li><li>• Mrs. Faulenbach noted that the truck is higher than noted on the plan. Mr. Giovannone said this was based on an actual quote at this time.</li><li>• Mrs. Faulenbach asked about the additional</li></ul>	
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	<p>monies requested for Revision Learning. Ms. DiCorpo said this would be used for administrative surveys to set up for next year's professional development. Doing this step now will allow the work to move forward without a summer lag.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked for the total cost for Revision this year. Mr. Smith estimated it at \$33,000.</li> <li>• Mr. Coppola asked what Brain Pop was and Mr. Smith said it is an online curriculum resource for students.</li> </ul> <p>Mr. Coppola moved to bring the monthly reports: Budget Position 5/31/17, Purchase Resolution D-699 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 said he had previously requested a total of annual donations made by the PTO. Mr. Giovannone said he would have it for the June 13 meeting.</li> </ul> <p>Mr. McCauley moved to bring Gifts &amp; Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <p><b>D. Bid Awards</b></p> <p><b>1. Food and Nutrition Services – Milk</b></p> <p><b>2. Food and Nutrition Services – Frozen Dessert</b></p> <p><b>3. Special Education – Student Care Workers and Job Coaches</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach confirmed that the Milk bid</li> </ul>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 5/31/17, Purchase Resolution D-699, 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> <p><b>D. Bid Awards</b></p> <p><b>1. Food and Nutrition Services – Milk</b></p> <p><b>2. Food and Nutrition Services – Frozen Dessert</b></p> <p><b>3. Special Education – Student Care Workers and Job</b></p>
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	<p>would be ready for the June 13 meeting.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked why no dollar figures were included with the Frozen Dessert memo as they are usually included. Mr. Giovannone said each item was priced separately but that he did have the back up and would have it for June 13.</li><li>• Mr. Coppola asked for clarification on the job coaches. Mrs. Olson said there are two and they work with our Litchfield Hills Transition students in the workplace.</li></ul> <p>Mr. Dahl moved to bring the bid awards to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>E. Grants</b></p> <p><b>1. Carl D. Perkins Grant</b></p> <ul style="list-style-type: none"><li>• Ms. DiCorpo said this grant is due on June 30 and funds school to career pathways. It is a federally funded entitlement grant. They are expecting to be funded at the same level as last year but will not know for sure until after it is submitted.</li><li>• Mrs. Faulenbach asked for follow up once final dollar figures are awarded.</li></ul> <p>Mr. Coppola moved to bring the Carl D. Perkins Grant to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <p><b>F. Recommendations for End-of-Year Projects</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said the final excess cost reimbursement shows up here in projecting the end of year balance. Right now that projection is \$196,000 and as such he is not</li></ul>	<p><b>Coaches</b></p> <p><b>Motion made and passed unanimously to bring the bid awards to the full Board for approval.</b></p> <p><b>E. Grants</b></p> <p><b>1. Carl D. Perkins Grant</b></p> <p><b>Motion made and passed unanimously to bring the Carl D. Perkins Grant to the full Board for approval.</b></p> <p><b>F. Recommendations for End-of-Year Projects</b></p>
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recommending any additional year end projects besides those already noted. This way there is a margin for error with the auditors if needed, though that is not expected.

- Mrs. Faulenbach said it is important to note that any surprises must come out of the Board's budget, unlike the town that has other accounts from which to pull. That is why the capital reserve account is so important for the Board.
- Mr. Coppola agreed, saying the town has contingency accounts, but the Board does not.
- Mr. Smith said this memo will be updated and walked in for June 13.

**G. Recommended Adjustments to 2017-18 Budget**

- Mr. Smith said these are recommendations presented for discussion and suggestions.
- Mr. McCauley said he wanted to talk about the bottom line that impacts students. He asked if the cuts to Unified Arts are to positions or people. Mr. Smith said the positions are being cut. Two are retirements; one will result in the person losing the job.
- Mr. McCauley asked what the impact was to student instructional hours. Mr. Smith said, due to decreasing enrollment over time, students would have the same access and the same number or lessons, but it is less time than if they had the three positions.
- Mr. Coppola asked how many staff positions have been lost this year and over the past few years. Mr. Smith said more than you see in the end result. In the enrollment chart provided for SNIS, there has been a reduction of eight teachers. At the same time, a social worker and interventionist have been added so there has been some repurposing of resources. He said he would argue that these positions would have been necessary regardless and the cuts in other areas just made their additions more palatable budget-wise.
- Mrs. Faulenbach asked about the HVAC

**G. Recommended Adjustments to 2017-18 Budget**

	<p>position that is not being filled. Mr. Smith said it has been open and they are using subcontractors as needed. This is a risk if there are multiple issues, however the district has not been able to fill the position regardless.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said staffing cuts are a direct hit to instruction. She also said she was unhappy with the loss of strategic plan funding as she feels strongly that we need to get our message out to the community. She said she plans to look elsewhere for offset.</li> <li>• Mr. Smith said best practice would be to bring in a consultant and invite a large group for strategic planning but he feels the Board can start small scale with workshops and form a base for conversation going forward.</li> <li>• Mr. Coppola said he wanted to thank the administrative team for their efforts in getting the discussion this far.</li> <li>• Mrs. Faulenbach said she appreciated the enrollment backup too as it is helpful when considering the cuts.</li> <li>• Mr. Smith asked that Board members let him know if there is any other data they would like him to bring forward prior to discussion at Tuesday’s Board meeting. Mrs. Faulenbach suggested he put a reminder to that effect in his Friday notes to the Board.</li> </ul>	
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Items of Information</b></p> <p><b>Annual Emergency Preparedness Report</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach appreciates the overview and said she would like to see the actual report.</li> <li>• Mr. Dahl suggested adding spraying for ticks to the report. Mr. Smith said they would add “pest control” in general.</li> <li>• Mrs. Faulenbach asked if the state required the filing of a new report every year and Mr. Smith said no, just updates.</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Annual Emergency Preparedness Report</b></p>

<p><b>B.</b></p>	<p><b>Annual Wellness Report</b></p> <ul style="list-style-type: none"> <li>Mr. Smith said this is an annual reporting of the year's initiatives.</li> </ul> <p><b>C. John J. McCarthy Observatory Annual Report</b></p> <ul style="list-style-type: none"> <li>Mr. Smith said Mr. Bob Lambert provided this annual update of the fantastic happenings at the observatory and the wonderful work of all the volunteers.</li> <li>Mr. Coppola said he was very impressed with the scope of work and the accomplishments of the graduates mentioned.</li> </ul> <p><b>D. Capital Reserve follow up</b></p> <ul style="list-style-type: none"> <li>Mr. Smith said the Board Chair had requested that the Mayor reconsider the capital reserve request which had been tabled previously by the Town Council but there has been no movement.</li> <li>Mrs. Faulenbach said with the year-end approaching she thought it was a good time to continue the conversation and at least request a status update for the town's plan going forward.</li> </ul>	<p><b>B. Annual Wellness Report</b></p> <p><b>C. John J. McCarthy Observatory Annual Report</b></p> <p><b>D. Capital Reserve follow up</b></p>
<p><b>5.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<p><b>Public Comment</b></p>
<p><b>6.</b></p>	<p><b>Executive Session (Anticipated)</b></p> <p><b>A. Discussion of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, Mail Courier and Lab Assistant</b></p>	<p><b>Executive Session (Anticipated)</b></p> <p><b>A. Discussion of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant</b></p>



	<p>Mr. Coppola moved that the Committee enter into Executive Session to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, Mail Courier and Lab Assistant, and to invite Superintendent Joshua Smith into the session.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>The Committee and Mr. Smith entered executive session at 9:09 p.m.</p> <p>The Committee and Mr. Smith returned to public session at 9:40 p.m.</p>	<p><b>Facilities Manager,          Administrative Assistant to the Superintendent, Mail Courier and Lab Assistant</b></p> <p><b>Motion made and passed unanimously that the Committee enter into Executive Session to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, Mail Courier and Lab Assistant, and to invite Superintendent Joshua Smith into the session.</b></p>
<p>7.</p>	<p><b>Adjourn</b></p> <p>Mr. Dahl moved to adjourn the meeting at 9:40 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 9:40 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee