

**New Milford Board of Education
 Operations Sub-Committee Minutes
 September 12, 2017
 Lillis Administration Building—Room 2**

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2017 SEP 18 P 2:58

NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mrs. Angela C. Chastain
 Mr. Robert Coppola
 Mr. Brian McCauley

Also Present: Mr. Joshua Smith, 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

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"> • Mr. Coppola asked about the people who took another position if that was done prior to holding them and Ms. Baldelli said they are being held, and they are ok with it. • Mr. Coppola asked if they could only be held in Connecticut and Ms. Baldelli said only in public schools in Connecticut. • Mr. Coppola asked if there was no requirement about the school psychologist retirement and Ms. Baldelli said this was probably around the time they were hired. • Mr. Smith said the lack of a state budget meant some districts waited to hire and so some teachers might have been enticed away from New Milford. He said there were only two that fit the description that Mr. Coppola was talking 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

	<p>about and one was distraught about leaving but the money was much greater.</p> <ul style="list-style-type: none">• Mr. Coppola asked if there was any recourse for someone who signed the contract and then resigned right away and Mr. Smith said there was not but Ms. Baldelli was working on making some changes to the contract.• Mr. Smith said they had the flexibility this summer of hiring where some communities had to wait for the state budget.• Mr. Coppola asked if there were still positions to fill and Ms. Baldelli said just the three that were being held but she expected to fill them by end of this week. <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 8/31/172. Purchase Resolution D-7023. Request for Budget Transfers <ul style="list-style-type: none">• Mr. Coppola asked if this report was accurate as of the end of July and Mr. Smith responded end of August. Mr. Coppola said when the Board looks at it next week it would be three weeks off and Mr. Smith said that now the subcommittee looks at a complete month. He noted this new system would allow for monthly comparisons year to year which was not possible prior.• Mrs. Faulenbach asked if this was the full audit fee and how much the total was versus just the Board's share. Mr. Giovannone said it was the full BOE contribution and he would ask for the breakdown.• Mrs. Faulenbach said the CAFE dues have not increased much, if at all, over the past few	<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 8/31/172. Purchase Resolution D-7023. Request for Budget Transfers
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<p>years.</p> <ul style="list-style-type: none">• Mr. Smith said the way the Transfers were now laid out the top part needed Board approval but he said there were none for this month which is good because there should not be any this early on. Everything else was within the transfer policy of within the object code and under \$5,000. <p>Mr. Coppola moved to bring the monthly reports: Budget Position 8/31/17, Purchase Resolution D-702 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. Girls' Soccer</p> <ul style="list-style-type: none">• Mrs. Faulenbach said this was a gift of \$1,205.• Mr. Coppola asked if these gifts always required permission and Mr. Smith said only those over \$1,000. <p>Mr. McCauley moved to bring Gifts & Donations: Girls' Soccer to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>D. Tuition Rates for 2017-2018</p> <ul style="list-style-type: none">• Mrs. Chastain asked why the high school tuition rate went down and Mr. Smith said it is a mathematical formula of the number of students by the cost. He said they also go by the projected number and not actual.• Mrs. Chastain asked if they were losing money and Mr. Giovannone said a lot of items are backed out including special education and transportation.	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 8/31/17, Purchase Resolution D-702, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <p>1. Girls' Soccer</p> <p>Motion made and passed unanimously to bring Gifts & Donations: Girls' Soccer to the full Board for approval.</p> <p>D. Tuition Rates for 2017-2018</p>
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	<ul style="list-style-type: none"> • Mrs. Chastain asked how many students are in this district paying tuition and Mr. Smith answered there are three, one paying full tuition, and two paying 50% because they are children of employees. • Mrs. Faulenbach noted this does not include Sherman students. <p>Mr. McCauley moved to bring the Tuition Rates for 2017-2018 to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>E. New Milford High School Graduation Date 2018</p> <ul style="list-style-type: none"> • Mr. Coppola asked if this could be set with weather issues and Mr. Smith said the school calendar built in sufficient days to cover weather. But he said if the weather proves worse they could take time from April vacation, for instance. <p>Mr. McCauley moved to bring the New Milford High School Graduation Date 2018 of June 23, 2018 at 2:00 p.m. 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 the Tuition Rates for 2017-2018 to the full Board for approval.</p> <p>E. New Milford High School Graduation Date 2018</p> <p>Motion made and passed unanimously to bring the New Milford High School Graduation Date 2018 of June 23, 2018 at 2:00 p.m. to the full Board for approval.</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Tuition Students</p> <ul style="list-style-type: none"> • Mr. Smith noted there are three tuition students in the district, not including Sherman students. He said special education costs are passed onto the student if needed. He said there are 94 Sherman students in district and that contract expires at the end of this year. 	<p>Items of Information</p> <p>A. Tuition Students</p>

<p>B. Update on Certified Salaries</p> <ul style="list-style-type: none">• Mrs. Faulenbach said the number in the certified salary line is \$340,196 and said the salary savings have already been realized.• Mr. Coppola asked if any salaried positions were not filled. All known salaries have been encumbered, but Mr. Smith said stipends and non-salary items will be encumbered throughout the rest of the year.• Mrs. Faulenbach asked if any of this affected the benefits line and Mr. Giovannone said they did not.• Mr. Smith said the budget had \$275,000 in turnover savings which they had already met. He said that the Board should not look at the certified salary line as retaining the \$340,000 because that line will tick down.• Mrs. Faulenbach said the certified salary line had movement in it last year and Mr. Giovannone said they didn't have a full month at this time last year in the report but this is a more accurate number for what is known today.• Mr. Smith said they were cautiously optimistic of meeting the \$275,000 budgeted number but he warned the Committee that with a younger staff and fewer retirement age staff this size number will be risky in the future.• Mrs. Faulenbach asked if there were any negotiations encumbered and Mr. Smith said these were all actual people in actual positions. <p>C. School Resource Officers</p> <ul style="list-style-type: none">• Mrs. Faulenbach said notification was received that there will be three SRO's despite being warned they may not get all three. She said she appreciated this result from the Police department and suggested that the district and Police department review the current memorandum of understanding, as it has been a few years since it was established.	<p>B. Update on Certified Salaries</p> <p>C. School Resource Officers</p>
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<p>D. Staffing and Enrollment Update</p> <ul style="list-style-type: none">• Mr. Smith said the November workshop will be a full accounting of staffing and enrollment. He said the report has shown staff hires and resignations but transfers were not part of the report. He said there are myriad reasons for transfers including promotions, voluntary moves and reassignments.• Mr. Coppola said he appreciated knowing where people were now and was not concerned with why they might have moved.• Mr. Smith said last year there was significant movement in Schaghticoke because of the transition of having grade six back at the school.• Mrs. Faulenbach said there was a lot of movement to another school this year and Mr. Smith said each case would have to be looked at individually.• Mrs. Faulenbach said she liked the list and liked the conversation that came out of it as that is healthy for the Board.• Mrs. Chastain said she was pleased that while people may have moved, they at least stayed in district.• Mr. Smith said it is healthy for teachers to explore different grades during their careers.• Mr. Coppola found the drop in enrollment from 2001-02 to 2017-18 to be very significant, approximately 1,000 students.• Mrs. Chastain asked if the numbers in the handout were projections and Mr. Smith said the last actual year was 2012-13; after that the numbers were projections.• Mr. Smith said they do not get actual numbers until they produce the PSIS report for the State using October 1st enrollment. He said they do capture some losses when they expect a student to show up within the first six to seven days of school starting and they don't.• Mrs. Chastain said the first day of school is gone and so the projections were not really	<p>D. Staffing and Enrollment Update</p>
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	<p>relevant, so she asked if there was another way to present the numbers to be more accurate.</p> <ul style="list-style-type: none"> • Mr. Smith said this format has been used for some time and is used for budget time. He said in most cases they fall within the margin of error. • Mrs. Faulenbach wanted clarification from the enrollment numbers from June 2017 until this report. Mr. Smith confirmed the district is down 85 students. Mrs. Faulenbach asked if there was a reason for the decline at Hill & Plain and Mr. Smith said it could be that housing is less expensive in the Northville area or rental housing is more plentiful. • Mr. Coppola asked if the enrollment at the high school changed the course offerings since they were done in the spring and Mr. Smith said any swing in numbers really impacts the staffing. • Mr. Smith said they have an unfilled kindergarten position because they chose not to fill it due to the enrollment drop at Hill & Plain. • Mrs. Faulenbach asked if that was one of three they were holding and Mr. Smith said it was not. Mr. Smith said they had \$65,000 budgeted for this position. 	
<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>Mr. Coppola moved to adjourn the meeting at 8:36 p.m. seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:36 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee