

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 October 6, 2015  
 Lillis Administration Building, Room 2**

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 NEW MILFORD, CT

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

Absent: Mr. Robert Coppola

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools  
 Mr. Joshua Smith, Deputy 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

1.	<p><b>Call to Order</b></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. No alternate was seated in the absence of Mr. Coppola.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>John Spatola noticed under the purchase resolution exhibit a charge for Washington Cab Company for a child who lives on a bus inaccessible road. He estimated this expense over a ten year period to be \$500,000. He thinks this is an imbalance to taxpayers and that the money should be more properly used for educational purposes. He asked the Board to approach Public Works or the Town Council to improve the road so a bus can go down. He also wanted to address Item H on the agenda regarding professional development. With budget size a concern to taxpayers he thinks it fair to ask questions about a decision to send three staff members to Chicago and appreciates the answers that Mr. Smith provided to all questions. Mr. Spatola was irked by the reference in the third question to "hidden" money. While he agrees it is a Board member's</li> </ul>	<p><b>Public Comment</b></p>

	<p>right to ask questions, he views this as an unfounded attack on Mr. Smith's sincerity and thinks the remark unfounded, arbitrary, capricious and inappropriate. He says Board members should be better people than this and hopes it will not happen again.</p>	
<p><b>3.</b></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> <ul style="list-style-type: none"> <li>• Ms. Baldelli said she would have a revised Exhibit A for the Board meeting.</li> <li>• Mr. Shaffer asked if any progress has been made on hiring a substance abuse counselor. Ms. Baldelli said they have a candidate through a recruiting agency that they are looking at. It has been very difficult to find someone.</li> <li>• Mr. Shaffer asked if we were paying a fee to the recruiting agency and Ms. Baldelli said we will if the candidate is hired.</li> <li>• Mrs. Volinski said she thought this position was extremely important. She wants to make sure students get help early if they need it before it is too late.</li> </ul> <p>Mr. Shaffer 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. Volinski.</p> <p>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li>1. Purchase Resolution D-679</li> <li>2. Budget Position dated 9/30/15</li> <li>3. Request for Budget Transfers</li> </ol> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked for questions or comments.</li> </ul>	<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 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>1. Purchase Resolution D-679</li> <li>2. Budget Position dated 9/30/15</li> <li>3. Requests for Budget Transfers</li> </ol>

<ul style="list-style-type: none"><li>• Mr. Shaffer asked what the \$43,000 for NWEA was for and Mr. Smith said it is the annual subscription cost for MAP.</li><li>• Mr. Hubelbank addressed the budget position. He said we are still doing fine but he has concerns with the SPED account in that he budgeted for six additional ODP students and we already have eight. He is also concerned about future affordable care act costs. The current financial system will not handle the reporting requirements so a third party administrator may be needed or additional staffing.</li><li>• Mr. Shaffer asked for the typical cost of an ODP student. Mr. Hubelbank says he budgets \$75,000 each.</li></ul> <p>Mrs. Volinski moved to bring the monthly reports: Purchase Resolution D-679; Budget Position dated 9/30/15; and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p><b>C. Grants</b></p> <ol style="list-style-type: none"><li><b>1. Bilingual Education Program Grant – ED114</b></li><li><b>2. P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation</b></li></ol> <ul style="list-style-type: none"><li>• Mr. Smith said the Bilingual Education grant is an entitlement grant. The P-3 grant is a competitive grant from the CT Community Foundation; money is provided for programming that helps local preschools and daycares with transitioning children to kindergarten.</li><li>• Mrs. Faulenbach asked what year this was for the P-3 grant and Mr. Smith said he thought the district had received funding for approximately five years.</li></ul>	<p><b>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-679; Budget Position dated 9/30/15; and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Grants</b></p> <ol style="list-style-type: none"><li><b>1. Bilingual Education Program Grant – ED114</b></li><li><b>2. P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation</b></li></ol>
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	<p>Mr. Shaffer moved to bring the Bilingual Education Program Grant and the P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p><b>D. Activity Stipend Requests</b></p> <p><b>1. Schaghticoke Middle School</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said the memo detailed the proposed expenditures which were budgeted for. She said it was great to see these additions.</li><li>• Ms. Baldelli said some activities on the list already existed and had been expanded to sixth grade; others were new. The offerings were a result of student and staff interest.</li></ul> <p>Mrs. Volinski moved to bring the stipend position requests for Schaghticoke Middle School to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p><b>E. Mayor's Request for JPS Budget Transfer</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said this item was addressed at the Facilities sub-committee as well and it was recommended that it be moved forward to the full Board for discussion.</li><li>• Mr. Shaffer asked if the dollar amount was to support the building the whole year and Mr. Hubelbank said no, nine months and reduced for non-occupancy.</li><li>• Dr. Paddyfote noted that the \$30,000 budgeted amount was reduced in June to \$21,000. Mr. Hubelbank said the \$21,000 was for utilities.</li></ul>	<p><b>Motion made and passed unanimously to bring the Bilingual Education Program Grant and the P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation to the full Board for approval.</b></p> <p><b>D. Activity Stipend Requests</b></p> <p><b>1. Schaghticoke Middle School</b></p> <p><b>Motion made and passed unanimously to bring the stipend position requests for Schaghticoke Middle School to the full Board for approval.</b></p> <p><b>E. Mayor's Request for JPS Budget Transfer</b></p>
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	<p><b>F. New Milford High School Chiller</b></p> <ul style="list-style-type: none"> <li>• Mrs Faulenbach said this was also discussed at Facilities.</li> <li>• Mr. Hubelbank said this will eventually be a financial issue but since there were no firm numbers yet there was no motion recommended.</li> <li>• Mrs. Faulenbach said the Board may have to look at capital reserve for this item.</li> </ul> <p><b>G. Memorandum of Understanding re School Resource Officers</b></p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said this is a work in progress and was sent to the New Milford Police and the Mayor today for their comments. It is driven by new legislative requirements. If a consensus can be reached by all parties prior to the Board meeting she will add it to the agenda for discussion and possible action.</li> <li>• Mrs. Faulenbach asked about time constraints. Dr. Paddyfote said the change went into effect July 1, 2015 but it was delayed coming to committee because it was anticipated that the state would put out a template for the agreement; they did not.</li> </ul>	<p><b>F. New Milford High School Chiller</b></p> <p><b>G. Memorandum of Understanding re School Resource Officers</b></p>
<p><b>4.</b></p> <p><b>A.</b></p> <p><b>B.</b></p>	<p><b>Items of Information</b></p> <p><b>Update on Munis</b></p> <ul style="list-style-type: none"> <li>• Mr. Hubelbank said things are still going well. Food Services has been added. Processing of entry and approvals continues at a much higher rate. Mr. Jankowski from the town is not ready yet to fully commit to the January 1<sup>st</sup> target for Payroll but Mr. Hubelbank is confident that we will be ready on our end. He said all involved are working hard to make it happen.</li> </ul> <p><b>Potential Items for Funding from the Capital Account:</b></p>	<p><b>Items of Information</b></p> <p><b>A. Update on Munis</b></p> <p><b>B. Potential Items for Funding from the Capital Account:</b></p>

	<ol style="list-style-type: none"> <li><b>1. Telephone System</b></li> <li><b>2. Technology - moving CEN line to SNIS</b></li> <li><b>3. Security updates</b></li> </ol> <ul style="list-style-type: none"> <li>• Mr. Hubelbank said he should have a recommendation for the telephone system for next month's meeting. The CEN line is estimated at \$80,000 but will be extremely beneficial; moving it to SNIS also provides generator backup. The security upgrades are to the communication side. Mr. Hubelbank is looking into high powered walkie talkies that will allow access between buildings. He said the chiller in all probability would need to be added to this list.</li> <li>• Mrs. Faulenbach asked if the timeframe for these items was before budget season and Mr. Hubelbank said yes.</li> <li>• Mr. Shaffer mentioned that he had seen high schools in New York that have room numbers on the windows for identification in case of an incident. Mr. Hubelbank said he was aware of those. He said the phone security app that administrators use has maps on it and that the New Milford Police also have maps.</li> </ul> <p><b>C. Fundraising</b></p> <ul style="list-style-type: none"> <li>• Mr. Hubelbank said he has begun to explore online programs to collect money for fundraising so that the money does not have to come through the schools. It would help with record keeping and uniformity from fundraiser to fundraiser.</li> <li>• Mrs. Volinski asked if the program would take a fee and Mr. Hubelbank said it varied and that some do not.</li> </ul> <p><b>D. Food Services – upgrades to equipment</b></p> <ul style="list-style-type: none"> <li>• Mr. Hubelbank said he would be bringing proposals for new equipment in the serving lines at NES and HPS forward probably at the</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Telephone System</b></li> <li><b>2. Technology - moving CEN line to SNIS</b></li> <li><b>3. Security updates</b></li> </ol> <p><b>C. Fundraising</b></p> <p><b>D. Food Services – upgrades to equipment</b></p>
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	<p>next meeting. Funding would come out of the Food Services budget.</p> <p><b>E. SMS Roof update</b></p> <ul style="list-style-type: none"><li>• Mr. Hubelbank said this update had been given at the Facilities meeting.</li><li>• Mrs. Faulenbach asked for confirmation that the cost of the project would not come out of the BOE budget and Mr. Hubelbank said that is correct.</li></ul> <p><b>F. Substitute Listing</b></p> <ul style="list-style-type: none"><li>• Ms. Baldelli said she had agreed last year to provide this list in October. Additional updates will be provided around January 1<sup>st</sup> and April 1<sup>st</sup>.</li><li>• Mr. Shaffer asked if anyone ever comes off the substitute list and Ms. Baldelli says only if the substitute informs them of the change.</li></ul> <p><b>G. Certified Substitute Coverage</b></p> <ul style="list-style-type: none"><li>• Ms. Baldelli said comments were made last May during Public Comment regarding a lack of substitutes and the Board asked for information. Human Resources will now provide a monthly update that will show absences and filled and unfilled positions. Ms. Baldelli said she checked with other surrounding districts and they are in the same boat as New Milford; the pool of substitutes is smaller than in the past. Regarding the dollar amount paid, New Milford is comparable to other towns in the \$75 to \$80 range, except Danbury which pays \$100. She is concerned in that the leaves of absences are up this year with five already and that drains the substitute account. Unfilled positions are sometimes filled by teachers as period coverage and that can be three times more expensive than using a substitute.</li></ul>	<p><b>E. SMS Roof update</b></p> <p><b>F. Substitute Listing</b></p> <p><b>G. Certified Substitute Coverage</b></p>
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- Mr. Shaffer asked if high school teachers were paid more due to the longer block periods and what kind of advance notice teachers get. Ms. Baldelli said payment is \$30 per period across the board per the collective bargaining agreement and teachers who volunteer usually only know the morning of the absence as they wait to see if a substitute will pick up the job first.
- Mrs. Faulenbach said she appreciates all the work that went into generating the report.

**H. Professional Development**

- Dr. Paddyfote said this item was put on the agenda as a result of questions from one Board member.
- Mr. Shaffer acknowledged that he was the Board member in question, said he is not known for his diplomacy, and apologized to Mr. Smith if the tone of his questions appeared to have a personal slant.
- Mr. Smith asked that if Board members hear anecdotal comments that they give administration an opportunity to respond with information and explain the thought process behind decisions before taking the comments at face value. He said they take the responsibility of spending taxpayers' money very seriously. He said professional development happens almost every day in some form in the district.
- Mrs. Faulenbach asked if professional development was central office driven or if other people are involved and Mr. Smith said that most professional development comes from teacher requests through their department chair and/or building principal. Mr. Smith said his office usually validates the principal's request and finds funding. Other times, professional development is more widespread and may involve statewide collaboration of resources for popular initiatives.
- Mr. Shaffer said he had attended national

**H. Professional Development**

	<p>conferences in the past and not found them particularly helpful so this Chicago trip hit a nerve with him. He also said back then presenters went free.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked what timeframe Mr. Shaffer was referencing and Mr. Shaffer said the experiences were six to ten years ago.</li><li>• Mr. Smith said he was not aware of any conferences that still give free pass to presenters but that this conference did give a discount. He said the district does not typically venture too far away for professional development without specific reasons. In this case, the district invests a significant amount of money in the NWEA tool annually so we want to make sure we are using it appropriately and to the district's best advantage. The data coach went because he spends a significant time with results analyzing patterns. Administrators went both to make sure we use the data appropriately regarding the teacher evaluation piece and also to develop and encourage administrative leaders.</li><li>• Mr. Shaffer said he had a personal negative experience with the EdCamp model that was used in New Milford in August when he taught at a private school. He said he heard from a few New Milford teachers who felt the same way.</li><li>• Mr. Smith said the EdCamp model was used at SNIS last year with great success and its use in August was recommended by the Professional Growth and Development Committee. He had met with the union president in August to go over the plan and they were aware the model might not work for some, which is the same circumstance with any professional development plan provided in the past. He said when providing professional development to a large mixed group, meeting everyone's needs can be complex. He had not received any negative feedback following the event, only a few positive emails instead.</li><li>• Mr. Shaffer said he thought teachers attending</li></ul>	
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	<p>professional development in the summer, for AP training for example, should be paid.</p> <ul style="list-style-type: none"> <li>• Mr. Shaffer said over the years professional development in New Milford has left much to be desired but he believes it is beginning to come along.</li> <li>• Mrs. Faulenbach thanked Mr. Smith for the material provided.</li> </ul>	
<b>5.</b>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<b>Public Comment</b>
<b>6.</b>	<p><b>Adjourn</b></p> <p>Mr. Shaffer moved to adjourn the meeting at 8:46 p.m. seconded by Mrs. Volinski and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:46 p.m.</b></p>

Respectfully submitted:

*Wendy Faulenbach*  
 Wendy Faulenbach, Chairperson  
 Operations Sub-Committee