

**New Milford Board of Education  
Operations Sub-Committee Minutes  
February 13, 2018  
Lillis Administration Building—Room 2**

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2018 FEB 15 P 9:00  
NEW MILFORD, CT

**Present:** Mrs. Wendy Faulenbach, Chairperson  
Mrs. Angela C. Chastain  
Mr. Brian McCauley  
Mr. Bill Dahl, Alternate

**Absent:** Mrs. Eileen P. Monaghan

**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 Director

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 as an alternate in the absence of Mrs. Monaghan.</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 full Board meeting on February 27<sup>th</sup>.</li> </ul> <p>Mr. Dahl 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. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b> 1. Budget Position dated 1/31/18</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 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> 1. Budget Position dated 1/31/18</p>

<p><b>2. Purchase Resolution D-707</b>  <b>3. Request for Budget Transfers</b></p> <ul style="list-style-type: none"> <li>• Mr. McCauley asked for detail on the transfer of \$154,261 out of the certified salary account. Mr. Giovannone said that was a combination of items over the last several months and he would provide the detail.</li> <li>• Mrs. Faulenbach referenced the \$9,981 for security camera equipment listed on the purchase resolution and asked how much was left of the amount designated in the capital plan. Mr. Munrett said he would check with Mr. Giovannone and provide the detail.</li> <li>• There were no questions regarding budget transfers.</li> </ul> <p>Mr. McCauley moved to bring the monthly reports: Budget Position 1/31/18, Purchase Resolution D-707 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b></p> <p><b>1. PTO – Exhibit B</b>  <b>2. Lowe’s Toolbox for Education Program</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said the Board was very appreciative of these gifts. She asked if the Lowe’s grant was received every year. Ms. DiCorpo said this is the first year SMS has applied.</li> </ul> <p>Mr. Dahl moved to bring Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p><b>2. Purchase Resolution D-707</b>  <b>3. Request for Budget Transfers</b></p> <p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 1/31/18, Purchase Resolution D-707, 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>  <b>2. Lowe’s Toolbox for Education Program</b></p> <p><b>Motion made and passed unanimously to bring Gifts and Donations to the full Board for approval.</b></p>
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<p><b>4.</b></p>	<p><b>Items of Information</b></p> <p><b>A. Substitute Listing</b></p> <ul style="list-style-type: none"> <li>• Ms. Faulenbach asked for confirmation that this list is provided twice a year. Ms. Baldelli said yes, typically in October and February.</li> <li>• Mr. Dahl asked if substitutes are automatically considered for open positions or if they had to apply if interested. Ms. Baldelli said they need to apply, but often they are aware of substitutes who may match needs and pass that information on to principals. She said the district has hired substitutes in the past as teachers and tutors.</li> </ul> <p><b>B. Important Dates New Milford Public Schools 2018-2019</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said this list is traditionally released in February prior to the full calendar, in order to help parents with vacation planning.</li> <li>• Mrs. Faulenbach asked if it would be posted on the district website and Mr. Smith said yes, after the full Board meeting.</li> </ul> <p><b>C. Town of New Milford Audit Report dated June 30, 2017</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said the auditors will be presenting this report at a joint meeting of the Town Council and Board of Finance on February 14. He expects to send out a synopsis and full pdf prior to the full Board meeting. There are no material weaknesses or deficiencies on the Board side.</li> <li>• Mrs. Faulenbach asked if there was any comment on the reconciliation that had been questioned in past years and Mr. Giovannone said there was not.</li> </ul> <p><b>D. Fuel Tank Report</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said she was aware that this</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Substitute Listing</b></p> <p><b>B. Important Dates New Milford Public Schools 2018-2019</b></p> <p><b>C. Town of New Milford Audit Report dated June 30, 2017</b></p> <p><b>D. Fuel Tank Report</b></p>
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	<p>topic was discussed at tonight's Facilities meeting and asked why it was on the Operations agenda. Mr. Smith said that there will be financial implications going forward.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said she was in the audience at Facilities so heard the discussion. She mirrored many of the thoughts expressed: if the repair needs to happen then the Board needs to do it by exploring the best way to handle an unexpected \$300,000 bill. She said the KG&amp;D report to the Board in September regarding the Lillis Building was termed comprehensive and references that the tank is over 25 years old. She wondered why that was not flagged as an issue in the report.</li><li>• Mr. Munrett said the KG&amp;D report was an ADA study and the mechanical system piece was not all inclusive but focused only in relation to how they would be impacted by any ADA adjustments.</li><li>• Mrs. Faulenbach said she echoes Mrs. Chastain's comments regarding working something out with the state. Other municipalities are having similar issues so there must be some discussions taking place.</li><li>• Mrs. Faulenbach said she was aware that three copies of the registration form must be filed when putting in a tank with the owner, state and fire marshal each getting a copy. She asked if the fire marshal had been contacted for records. Mr. Munrett said he had gone through the Building department who approached the fire marshal's office and they do not have any records.</li><li>• Mrs. Faulenbach reiterated other committee members' comments about the need to look on a larger scope at our buildings going forward to prevent surprises such as this going forward.</li><li>• Mr. McCauley said he was glad that the issue was discovered before we were out of compliance at least.</li><li>• Mr. Smith said they are providing the best knowledge they have currently and will keep informing the Board as we move forward and</li></ul>	
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	<p>find out more details. He said the DEEP had been responsive and receptive and that it helps that the district went to them about the issue.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked if the district could go back to KG&amp;D, who have already been paid, for additional consultation. Mr. Munrett said this is a different contractor now who specializes in tank replacement. Mrs. Faulenbach said the Board needs answers to inform conversations about capital reserve, bonding and the like.</li> <li>• Mrs. Chastain asked if the Mayor was made aware of the issue. Mr. Smith said he alerted him last Friday that this was an agenda item.</li> <li>• Mrs. Faulenbach asked for a timeline if the tanks had to be replaced by January 2019 and the town was interested in bonding.</li> <li>• Mr. Smith said that if it was just the tanks then bonding probably would not make sense. He said that there are multiple discussions regarding town facilities happening now, including the establishment of a committee for the JPCC. If roofs and/or other municipal building projects are tied in, bonding may be more of an option. Regarding the tank project, if bids are awarded in April or May, the projects could be completed in July or August, perhaps as far as into September.</li> <li>• Mr. Dahl suggested the first step would be to contact the state regarding a possible waiver. Mr. Smith said they would be exploring options and he welcomed conversation and input.</li> <li>• Mrs. Faulenbach asked for clarification on the CIRMA request about the tanks. Mr. Smith said it was a footnote at the end of a 90 minute meeting, asked as part of a checklist, and related only to whether or not they had been pressure tested.</li> </ul>	
<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>6.</p> <p>A.</p>	<p><b>Discussion and Possible Action (Executive Session anticipated)</b></p> <p><b>Proposed draft contract with Sherman</b></p> <p>Mr. McCauley moved that the Committee enter into Executive Session to discuss the proposed draft contract with Sherman and invite into the session Superintendent Joshua Smith, seconded by Mr. Dahl and passed unanimously.</p> <p>The Committee and Mr. Smith entered executive session at 8:02 p.m.</p> <p>The Committee returned to public session at 8:19 p.m.</p> <p>Mr. Dahl moved to bring the proposed draft contract with Sherman to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p><b>Discussion and Possible Action (Executive Session anticipated)</b></p> <p><b>Proposed draft contract with Sherman</b></p> <p><b>Motion made and passed unanimously that the Committee enter into Executive Session to discuss the proposed draft contract with Sherman and invite into the session Superintendent Joshua Smith.</b></p> <p><b>Motion made and passed unanimously to bring the proposed draft contract with Sherman to the full Board for approval.</b></p>
<p>7.</p>	<p><b>Adjourn</b></p> <p>Mrs. Chastain moved to adjourn the meeting at 8:20 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 8:20 p.m.</b></p>

Respectfully submitted:

Wendy Faulenbach, Chairperson  
 Operations Sub-Committee