


**New Milford Board of Education
 Operations Sub-Committee Minutes
 June 12, 2018
 Lillis Administration Building—Room 2**


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 NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mrs. Angela C. Chastain
 Mr. Brian McCauley
 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
 Mr. Nestor Aparicio, Assistant Facilities Director

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>	Call to Order
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
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 said this is the time of year where retirements show up on the Exhibit. She anticipates a revision for Friday’s Board packet. <p>Mrs. Chastain 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. Monaghan.</p> <p>Motion passed unanimously.</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <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 5/31/182. Purchase Resolution D-7113. Request for Budget Transfers <ul style="list-style-type: none">• Mrs. Faulenbach said the district is starting to close out the year. This report shows a balance of \$1,631,969. She said the \$241,000 excess cost shortfall is reflected here. She asked what other large drivers will draw down this balance going forward.• Mr. Smith said the \$450,000 contribution to the Town will come from different lines. He said there is a \$260,000 benefit payment not encumbered yet. The \$357,000 balance in certified/non certified staffing is a result of a conscious management decision that started early in the year where open positions were not filled or delayed to hold for end of year obligations to other shortfalls. In the 500 series, there are expenditures to come in the areas of transportation, out of district, and a mediation settlement. The supply line will have expenditures for year-end activities. Stipends still need to be paid. The district is also holding \$100,000 for audit adjustments.• Mrs. Faulenbach noted that there are no new projects being requested for end of year. She said these are usually safety based, but that they are not being considered because the district is too close to the threshold.• Mr. Smith said that is correct. He distributed a handout which showed the historical 10 year average for end of year balance. That average is 0.62%. The district and Board are liable if the number is negative. To meet the 10 year average, the district would end with a \$389,000 balance. Mr. Smith said that this year is projecting well under that.• Mr. Giovannone said the auditor adjustments begin in July with the final audit number usually provided the following January. He said they are working with the auditors to	<p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 5/31/182. Purchase Resolution D-7113. Request for Budget Transfers
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	<p>clearly identify the \$450,000 contribution to the Town so that it can be captured historically.</p> <ul style="list-style-type: none">• Mrs. Monaghan asked if line 54301 repair and maintenance is district-wide and for summer items. Mr. Giovannone said it is district-wide but for items through June. Summer expenses will be charged to the 18/19 budget.• Mrs. Faulenbach noted the unexpected expense of \$25,000 on the purchase resolution for the fire alarm. This is a deductible on repair necessary as a result of storm damage.• Mrs. Faulenbach noted that 5 year capital projects are budgeted projects; no new projects have been added.• Mrs. Faulenbach asked for questions on the budget transfer report. Mr. Smith noted that the transportation types are being separated out. There has been a change to the law regarding DCF placements and they are carving that out for clarity. In many cases DCF is placing where they have an available home, which can create additional transportation expenses for the district. Schools are trying to become more a part of the conversation regarding placement as they often have additional input to offer as to what is in the best interests of the child. <p>Mr. McCauley moved to bring the monthly reports: Budget Position 5/31/18, Purchase Resolution D-711 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none">1. PTO — Exhibit B2. New Milford River Trail Association<ul style="list-style-type: none">• The Committee agreed that these are wonderful gifts and the district is grateful for the support.• Mr. Smith said there will be a revision to the PTO donation for Friday’s packet to reflect an	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 5/31/18, Purchase Resolution D-711, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none">1. PTO — Exhibit B2. New Milford River Trail Association
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	<p>additional grant.</p> <p>Mrs. Monaghan moved to bring Gifts & Donations: PTO – Exhibit B and New Milford River Trail Association to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>D. Bid Awards</p> <ol style="list-style-type: none"> 1. Food and Nutrition Services - Milk 2. Food and Nutrition Services – Frozen Dessert 3. Security Services <ul style="list-style-type: none"> • Mrs. Faulenbach asked how long Wade’s Dairy had been the provider. Mr. Giovannone said at least three years but he would check. <p>Mr. McCauley moved to bring the bid awards for Milk, Frozen Dessert, and Security Services to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>E. Grants</p> <ol style="list-style-type: none"> 1. Carl D. Perkins <ul style="list-style-type: none"> • Ms. DiCorpo said this is a summary only as they are still confirming some of the alignments and partnerships. The \$34,500 is a reduction of \$709 from last year. This is not an entitlement grant but Ms. DiCorpo does not anticipate any issues. <ol style="list-style-type: none"> 2. Adult Education: ESL for Life and Work Pathways to the Future <ul style="list-style-type: none"> • Ms. DiCorpo said the grant is focused on two separate areas: ESL and work pathways, however one often works hand in hand with the 	<p>Motion made and passed unanimously to bring Gifts & Donations: PTO – Exhibit B and New Milford River Trail Association to the full Board for approval.</p> <p>D. Bid Awards</p> <ol style="list-style-type: none"> 1. Food and Nutrition Services - Milk 2. Food and Nutrition Services – Frozen Dessert 3. Security Services <p>Motion made and passed unanimously to bring the bid awards for Milk, Frozen Dessert, and Security Services to the full Board for approval.</p> <p>E. Grants</p> <ol style="list-style-type: none"> 1. Carl D. Perkins <ol style="list-style-type: none"> 2. Adult Education: ESL for Life and Work Pathways to the Future
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	<p>other. This is a growing population in New Milford. The grant requires matching budgeted funds.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked where these funds show up in the budget. Mr. Giovannone said there are two Adult Education lines within DOI. <p>Mrs. Chastain moved to bring the Carl D. Perkins and Adult Education: ESL for Life and Work Pathways to the Future grants to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>F. All-Star Transportation Contract</p> <ul style="list-style-type: none">• Mrs. Faulenbach said this topic came up in May as a possible cost savings. Mr. Smith, Mr. Lawson and Mrs. Faulenbach met with the bus company and the memo provided highlights the discussion for a new five year contract to replace the current two year contract. If this continues to Board approval, a full contract will be vetted by legal.• Mr. Smith said the proposed five year contract will result in a savings of \$155,000 for next year's budget, based on a zero increase in year one of the contract and the reduction of one bus. <p>Mrs. Monaghan moved to bring the All-Star Transportation Contract to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>G. Retirement Incentive for Administrators</p> <ul style="list-style-type: none">• Mr. Smith said this is in response to urging from BOE members to look at a retirement incentive for cost savings. The teacher contract that starts July 1 already has one built in. He	<p>Motion made and passed unanimously to bring the Carl D. Perkins and Adult Education: ESL for Life and Work Pathways to the Future grants to the full Board for approval.</p> <p>F. All-Star Transportation Contract</p> <p>Motion made and passed unanimously to bring the All-Star Transportation Contract to the full Board for approval.</p> <p>G. Retirement Incentive for Administrators</p>
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	<p>said legal was consulted on this incentive for administrators which is for health care costs only. These costs are already budgeted for, based on the December census.</p> <ul style="list-style-type: none"> • Mrs. Monaghan asked how many administrators are eligible. Mr. Smith said six, but they anticipate one to three, for a savings of \$18,000 to \$60,000. • Mrs. Chastain said she thought five years seems low to be eligible. Mr. Smith said this was done after consultation with legal. The candidate pool is small so this was done to avoid any appearance of targeting or discrimination by age. Mr. Smith said they continue to look at all areas for savings, especially those that are non-student related. <p>Mr. McCauley moved to bring the Retirement Incentive for Administrators to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>H. Recommended Adjustments to the 2018-19 Budget</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this chart has been tweaked from previous meetings. • Mr. Smith said the total has been changed to \$1,268,084 to reflect the current referendum number. He said reaching that number without staffing reductions will be impossible. Specific recommendations will come once a budget has been approved. • Mrs. Chastain asked for the approximate per staff cost. Mr. Smith said they use \$55,000 as the placeholder but it can be a little higher for shortage areas and stand-alone positions. • Mrs. Faulenbach asked if insurance would be factored in. Mr. Smith said not historically because the December census is used. They are having the conversation as to what effect mid-year adjustments to that number would have. 	<p>Motion made and passed unanimously to bring the Retirement Incentive for Administrators to the full Board for approval.</p> <p>H. Recommended Adjustments to the 2018-19 Budget</p>
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	<ul style="list-style-type: none"> • Mr. Smith said Board members have made other suggestions for items not on the list and they are working on assigning dollar amounts and preparing rationale for why they are not being recommended. • Mrs. Faulenbach said there was no action required for this item. She encouraged Board members to reach out to the Superintendent with any input. 	
<p>4.</p> <p>A.</p> <p>B.</p> <p>C.</p>	<p>Items of Information</p> <p>Annual Emergency Preparedness Report</p> <ul style="list-style-type: none"> • Mr. Smith said this report is required annually. • Mrs. Faulenbach asked who the official liaison is. Mr. Smith said officially it is Mr. Giovannone but that he works in concert with Mr. Munrett. In addition to this plan, all school based plans are currently being reviewed. <p>Annual Wellness Report</p> <ul style="list-style-type: none"> • Mr. Smith said this report is also required annually. Ms. DiCorpo and Mrs. Olson chair the committee. • Mrs. Faulenbach asked how often the Wellness Committee meets. Ms. DiCorpo said it is scheduled for four times a year but this year only met twice due to weather cancellations. She said they were able to mobilize many school goals this year. The Committee is growing. Next year it will include the head of the Substance Abuse Prevention Council. <p>Capital 5 Year Plan – Expenditures in the 17/18 Budget</p> <ul style="list-style-type: none"> • Mr. Smith said this memo in in response to a request to tie out capital expenditures for this year. It breaks down approved spending in the areas of buildings, equipment and technology. • Mrs. Faulenbach noted that this is a budgeted draw down from the capital reserve account. 	<p>Items of Information</p> <p>Annual Emergency Preparedness Report</p> <p>Annual Wellness Report</p> <p>Capital 5 Year Plan – Expenditures in the 17/18 Budget</p>

	<p>Currently the fund has approximately \$986,000.</p> <ul style="list-style-type: none">• Mr. Smith said the \$4,000 balance will likely be gone by the end of the year as approved funds continue to be spent.• Mr. Smith said of the \$322,000 proposed revenue offset for next year, \$222,000 will be taken. This results in a hit of \$100,000 to the operating budget planned for next year. This may change based on current budget reductions. <p>D. Food Service Participation in the HFC Program</p> <ul style="list-style-type: none">• Mr. Smith said this is a synopsis of requested information. It shows a \$672,000 savings due to participation in state and federal healthy food programs.• Mrs. Chastain asked about the cost to implement the wellness plan. Mr. Smith said there was no direct cost, it is part of the administrators' duties.• Mrs. Chastain noted that only half our student body purchases lunch and suggested that some don't eat. Mr. Smith said the other students likely bring their lunch to school.• Mrs. Chastain reiterated a previous request to have the Food Services director present a summer workshop and answer questions.• Mrs. Faulenbach noted that Food Services is not budgeted for. Mr. Smith said they are a hybrid as they are self-funded, but employees are a bargaining unit under Board auspices.• Mr. Giovannone said Munis is used for requisitions but that comes from a separate budget. That budget is verified with state auditors.• Mrs. Chastain said she wanted to see the last three years of end of year balances, audit reports, and the federal guideline report prior to the workshop. She said the Board should have an overview of this large budget and be able to give input. She would like to see an annual	<p>D. Food Service Participation in the HFC Program</p>
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	<p>reporting cycle going forward.</p> <ul style="list-style-type: none"> Mr. Smith noted that New Milford's per lunch amount had only increased 10 cents in the last ten years and that we have one of the lowest rates in the area. <p>E. Clubs and Activities Report</p> <ul style="list-style-type: none"> Mr. Smith said this summary had been requested early in the year and is raw data presented as a starting point. Some are per contract, others by request, some during the day, others after school. Ms. Baldelli said the activities listed for grades 3 through 8 are all stipend. <p>F. Excess Cost Payment 2 of 2 for 2017/2018</p> <ul style="list-style-type: none"> Mrs. Faulenbach said this item had already been addressed in previous conversation. 	<p>E. Clubs and Activities Report</p> <p>F. Excess Cost Payment 2 of 2 for 2017/2018</p>
<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. McCauley moved to adjourn the meeting at 8:36 p.m. seconded by Mrs. Monaghan 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