

**New Milford Board of Education
 Operations Sub-Committee Special Meeting Minutes
 September 6, 2016
 Sarah Noble Intermediate School – Library Media Center**

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. Robert Coppola
 Mr. Brian McCauley
 Mr. J.T. Schemm

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
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services
 Ms. Roberta Pratt, Director of Technology
 Mr. Kevin Munrett, Facilities Manager
 Mr. Nestor Aparicio, Assistant Facilities Manager

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 NEW MILFORD, CT

1.	<p>Call to Order The special 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"> • Ms. Baldelli handed out a revision to the last page with a strikeout of a staff member who was incorrectly listed in two places on the exhibit. • Mr. Coppola noted a vast difference in salaries regarding elementary teachers. He said when a teacher retirement incentive was discussed previously there was concern about it not resulting in a savings due to having to hire at higher levels in shortage areas. He was concerned with the hiring of one elementary teacher at a high level since this is not a shortage area. • Ms. Baldelli said the retirement incentive discussion had to do with current staff members in shortage areas who would be eligible and cautioning about possible replacements. She said she has been doing 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

Human Resources for the district for nine years and in that time they have always tried to look for the best candidate. Typically, they have not had to hire high in the K-5 area but in this case there were few qualified applicants.

- Mrs. Faulenbach asked how many applicants there were and Ms. Baldelli said 105 total.
- Mr. Smith said that total is then filtered to see how many are qualified, including certification. Then they look at the specific school needs and goals of the principal and do a paper screening from there. Fourteen candidates were interviewed, then three were asked to teach a demonstration lesson. In the first round of the interview process, two candidates had previously been offered the position and declined. The school needed two candidates to be hired out of this process. The two candidates hired are the most qualified to best teach the children in his opinion. He said we need to hire the best qualified teachers at the elementary level to support the children properly in their rise to higher level education.
- Mr. Smith said the hiring process is further complicated by the step freezes in the contracts over the years. They continue to haunt present hiring. He said right now the district is still showing an overall savings in replacements: approximately \$100,000 in shortage areas and \$4,000 in non-shortage.
- Mr. Coppola noted that the Board had given the Superintendent permission to do all summer hires so this is just for discussion not approval.
- Mr. Schemm said the Board had talked before about recruiting, hiring, and retaining the best quality staff. That is part of the strategic plan. What are we doing to retain the talent we have? He agrees step freezes are an issue. Salary should be based on years of experience but that is not happening for many of our current teachers.
- Mr. Smith said step freezes are a problem in other districts too and that of the 13 teachers who left, some left for salary but many for

	<p>other reasons such as family relocation etc. He said the step freezes are in issue in other bargaining units as well. Ms. Baldelli affirmed that everyone that left had an invitation for an exit interview and all had spoken to her in some capacity.</p> <ul style="list-style-type: none">• Ms. Baldelli said she did some research and since 1984 there have been 13 different times that freezes or a combination of steps have occurred. It becomes a morale “value” issue for some current staff.• Mrs. Faulenbach said in this case an eight step differential catches the eye and she is not sure she agrees with the decision.• Mr. Smith said part of the difference is that the person being replaced was not here long.• Mrs. Faulenbach asked what the protocol was for student summer work when the AP teacher who assigned it leaves and is replaced. Mr. Smith said the protocol varies by department and number of AP teachers. He said they try to make sure more than one teacher is trained for AP and in the case of a new hire, they attend AP training in the summer if hired in time.• Mr. Schemm asked for the turnover savings number and Mr. Giovannone said he would bring a current number to the Board meeting. <p>Mr. Coppola 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. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 8/31/162. Purchase Resolutions D-688, D-689, D-6903. Request for Budget Transfers <ul style="list-style-type: none">• Mrs. Faulenbach said there was a lot of information presented.• Mr. Giovannone said there were still	<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 8/31/162. Purchase Resolutions D-688, D-689, D-6903. Request for Budget Transfers
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encumberments happening and no revenue yet per se as it is the start of the year.

- Mrs. Faulenbach asked if the salary line, which is such a major part of the budget, was still in flux and Mr. Giovannone said it is fluid and there are still a few positions to be filled.
- Mr. Coppola asked if the legal services have been encumbered and paid. Mr. Smith said the retainer has been paid. He likened the retainer to a pre-paid debit card where the money is loaded in and then removed as utilized. Using this set up allows for a lower hourly rate.
- Mr. Coppola said he would like to see monthly statements and would also like to see legal services go out to bid.
- Mr. Schemm said he remembers seeing a report on legal services last year and asked if Mr. Coppola would be satisfied with an update to that report. Mr. Coppola said no that he wants to see a monthly itemization.
- Mrs. Faulenbach said it would be added as an agenda item in Operations.
- Mr. Coppola asked about the \$12,000 for substitutes line. Mr. Giovannone said that is for the substitute software package and that substitutes are tracked in the non-certified line. Mr. Coppola asked for a breakdown of the groups in the non-certified line and Mr. Giovannone said he would provide one.
- Mr. Coppola asked for a breakdown of the sewer costs. Mr. Giovannone said it is in two places and he will provide it.
- Mr. Schemm asked how student transportation is paid and Mr. Giovannone said it is paid quarterly.
- Mr. Schemm asked if energy expenses are encumbered in full and Mr. Giovannone said they are and then adjusted during the year.
- Mrs. Faulenbach asked for a breakdown of the benefit line and Mr. Giovannone said he would provide it.
- Mr. Giovannone said he would be happy to adjust reports in the future to show more detail as the Board wished.

- Mrs. Faulenbach said the \$430,000 capital reserve item was an offset during the budget process. We are holding on action this month since we are just starting out but will ask for action on it next month. Although it was understood under our budget process when the revue offset was created that the money would be accessible, we should still put forth the formal motion and send on to Town Council and Board of Finance.
- Mr. Schemm said he appreciates the detail and structure of the format.
- Mr. Giovannone said the purchase resolutions show closeout and starting expenditures. Mr. Smith said these are all budgeted items.
- Mrs. Faulenbach asked if the insurance line was for the full year. Mr. Smith said the town has been fully encumbered but that not all health insurance is paid to the town. Mr. Giovannone said teamsters are separate, along with vision, HSA accounts and the employee assistance program.
- Mrs. Faulenbach said the account is showing \$115,975 less. Mr. Smith said that was a reduction for the budget referendum. The Town has agreed to the payment amount due from the BOE and that the total insurance due accurately reflects what the Board's contributions are.
- Mr. McCauley said he appreciates the information provided on outplaced students and asked if they are day or residential placements. Mrs. Olson said they are all day placements but one and that one is covered by another agency.
- Mr. Schemm asked if outplacement transportation is separate and Mrs. Olson said it is.
- Mr. Coppola said the cost for one student is really mind boggling and their moving in and out has a large effect on budget.
- Mr. Giovannone said regarding budget transfers the first page is routine transfers within object codes. The second page is a breakout of Facilities charges to align them with their use per building.

	<ul style="list-style-type: none"> • Mr. Smith said this will be helpful in the future in letting us track how much each building costs in upkeep. <p>Mr. McCauley moved to bring the monthly reports: Budget Position dated 8/31/16, Purchase Resolutions D-688, D-689, D-690 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Schemm.</p> <p>Motion passed unanimously.</p> <p>C. Grant</p> <p>1. Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation</p> <ul style="list-style-type: none"> • Mr. Smith said we have received this grant for several years now and while the total dollar amount is not as large as some other grants it has a large impact on preschool outreach. <p>Mr. Coppola moved to bring the Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>D. Tuition Rates for 2016-2017</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the memo provided details the tuition rates. • Mr. Giovannone said he followed past practice in basing the figures on projected enrollment rates. He added a column showing those figures for clarity. • Mr. Coppola asked if the cost per student is less than this figure and Mr. Smith the state formula is used here. • Mr. Schemm asked if October 1st is the official state enrollment and Mr. Smith said it is. 	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 8/31/16, Purchase Resolutions D-688, D-689, D-690, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Grant</p> <p>1. Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation</p> <p>Motion made and passed unanimously to bring the Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation to the full Board for approval.</p> <p>D. Tuition Rates for 2016-2017</p>
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	<p>Mr. Schemm moved to bring the Tuition Rates for 2016-2017 to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>E. Authorization of Signatory on School District Accounts – Exhibit B</p> <ul style="list-style-type: none"> • There were no questions. <p>Mr. Coppola moved to bring the Authorization of Signatory on School District Accounts – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>F. End of Year Balance for 2016</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she appreciates the history of balances provided. She said she had a conversation with Mr. Smith regarding this presentation. It is noted that the balance can and may change based on pending litigation and with audits still to come we will hold on action regarding this item for now. When the second more firm audit numbers become final we will send it into the Town Council as a request to be placed in the capital reserve. • Mr. Smith noted that the budget is within 99% of target which is quite good. They will look at items that did not hit target completely to see if adjustments should be made for next year. • Mr. Coppola reminded all that there is no contingency budget allowed for the BOE. <p>G. New Milford High School Graduation Date 2017</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said that in 2011 the graduation date changed due to snow and asked how it is allowed to set one this early. • Mr. Smith said the interpretation of the state 	<p>Motion made and passed unanimously to bring the Tuition Rates for 2016-2017 to the full Board for approval.</p> <p>E. Authorization of Signatory on School District Accounts – Exhibit B</p> <p>Motion made and passed unanimously to bring the Authorization of Signatory on School District Accounts – Exhibit B to the full Board for approval.</p> <p>F. End of Year Balance for 2016</p> <p>G. New Milford High School Graduation Date 2017</p>
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	<p>legislation varies by district with some following a looser interpretation. If a district builds in 185 on its calendar a graduation date can be set. This year’s calendar shows a build in of 187 possible days. Setting the date now allows us to lock in a day and time with the O’Neill Center, something that has become more and more problematic in recent years.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked what happens in a worst case with closings and Mr. Smith said they could schedule school after graduation if need be. • Mr. Schemm said the calendar also references taking time from April vacation if needed. • Mrs. Faulenbach requested that the policy regarding setting the graduation date be referenced in future memos. <p>Mr. Coppola moved to bring the New Milford High School Graduation Date 2017 of June 24, 2017 at 2:00 p.m. to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the New Milford High School Graduation Date 2017 of June 24, 2017 at 2:00 p.m. to the full Board for approval.</p>
<p>4.</p> <p>A.</p> <p>B.</p>	<p>Items of Information</p> <p>Tuition Students</p> <ul style="list-style-type: none"> • Mr. Smith said the number of tuition students is usually in the single digits, generally children of staff members. • Mr. Coppola asked if class enrollment figures are taken into account when accepting tuition students and Mr. Smith said they are. <p>Medical Advisor RFP</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked if we pay for this service and Mr. Giovannone said yes, \$5,000, and the bids close on September 9th. He expects to walk in a recommendation for next week’s Board meeting. 	<p>Items of Information</p> <p>A. Tuition Students</p> <p>B. Medical Advisor RFP</p>

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C.	<p>Update on Food Services Negotiations</p> <ul style="list-style-type: none"> Mr. Smith said this contract has been ratified by membership but questions have since arisen that require negotiations team input. An email will go out to them tomorrow. He is hopeful we will add the contract for approval next week but not sure at the moment. 	<p>C. Update on Food Services Negotiations</p>
5.	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	<p>Public Comment</p>
6.	<p>Adjourn</p> <p>Mr. McCauley moved to adjourn the meeting at 9:06 p.m. seconded by Mr. Schemm and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:06 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee