

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

BOARD OF EDUCATION
MEETING NOTICE

DATE:	December 8, 2015
TIME:	7:30 P.M.
PLACE:	Sarah Noble Intermediate School – Library Media Center

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. CALL TO ORDER

A. Pledge of Allegiance

2. RECOGNITION

A. Peace Poster Contest: SMS students **Ishaani Pradeep** and **Francesca Spindle**
B. NMPS Retiree: **Dr. Eileen Cooper**

3. PUBLIC COMMENT

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

4. PTO REPORT

5. STUDENT REPRESENTATIVES' REPORT

6. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
 - 1. Board Workshop Meeting Minutes November 10, 2015
 - 2. Regular Meeting Minutes November 10, 2015

7. SUPERINTENDENT'S REPORT

8. BOARD CHAIRMAN'S REPORT

9. COMMITTEE AND LIAISON REPORTS

- A. Facilities Sub-Committee – Mr. Littlefield
- B. Operations Sub-Committee – Mrs. Faulenbach
- C. Policy Sub-Committee – Mr. Lawson
- D. Committee on Learning – Mrs. Chastain
- E. Education Connection – Mr. Coppola
- F. Connecticut Boards of Education (CABE) – Mr. Littlefield

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G. Negotiations Committee – Mrs. Chastain

H. Magnet School – Mrs. Faulenbach

10. DISCUSSION AND POSSIBLE ACTION

A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated December 8, 2015

B. Monthly Reports

1. Purchase Resolution: D-681
2. Budget Position dated 11/20/15
3. Request for Budget Transfers

C. Gifts & Donations

1. PTO-Exhibit B

D. Bid Award

1. Food and Nutrition Services – Serving Lines

E. Grant

1. District Consolidated Grant

F. Policies for Second Review

1. 3240 Tuition Fees
2. 5157 Use of Physical Force

G. Certified Substitute Coverage

H. Input for 2016-2017 Budget

11. ITEM FOR INFORMATION AND DISCUSSION

A. Field Trip Report

12. ADJOURN

ITEMS OF INFORMATION

Facilities Sub-Committee Minutes – December 1, 2015

Operations Sub-Committee Minutes – December 1, 2015

New Milford Board of Education Budget Hearing January 19, 2016 – 7:00 p.m. Sarah Noble Intermediate School, LMC	New Milford Board of Education Budget Hearing January 26, 2016 – 7:00 p.m. Sarah Noble Intermediate School, LMC
New Milford Board of Education Budget Hearing January 20, 2016 – 7:00 p.m. Sarah Noble Intermediate School, LMC	New Milford Board of Education Budget Adoption January 27, 2016 – 7:00 p.m. Sarah Noble Intermediate School, LMC
Please hold January 21 and 28, 2016 as possible dates for rescheduling due to weather related issues.	

**New Milford Board of Education
 Board Workshop Meeting Minutes
 November 10, 2015
 Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Angela C. Chastain, Chairperson Mr. Robert Coppola Mrs. Wendy Faulenbach Mr. David A. Lawson Mr. Dave Littlefield Mr. David R. Shaffer Mr. John W. Spatola
Absent:	Mrs. Daniele Shook Mrs. Theresa Volinski

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Also Present:	Dr. JeanAnn 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 Mr. Kevin Munrett, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Roberta Pratt, Director of Technology
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1.	Call to Order A. Pledge of Allegiance The Board Workshop of the New Milford Board of Education was called to order at 6:30 p.m. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	PRESENTATION Deputy Superintendent Joshua Smith will present information regarding 2015 assessment results. <ul style="list-style-type: none"> • Mr. Smith presented the 2015 assessment results for the various assessments taken throughout the school year. • He started with the Smarter Balanced (SBAC) Assessment noting that it is aligned with the Connecticut Core Standards for English Language Arts and Mathematics, for grades 3-8 and grade 11. These assessments were taken in the spring of 2015. • The SBAC replaced the CMT and CAPT tests. It is an adaptive test as the difficulty of the test questions adjusts as the student answers the questions. 	PRESENTATION Deputy Superintendent Joshua Smith will present information regarding 2015 assessment results.

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- The scoring is based on a scale in each grade level so a student can slide along the scale and show improvement.
- Mr. Smith explained the levels for scoring - one means does not meet achievement level, two means approaching achievement level, three means expected achievement level and four means exceeds achievement level.
- According to the SBAC math scores New Milford averaged slightly higher than the state but several points lower than the DRG.
- In the math subgroups New Milford outperforms every equivalent category in the state.
- In the reading scores, New Milford underperformed the state average in grades six through eight but the subgroups outperformed the state.
- The SBAC data can provide a comparison to the state and DRG because everyone takes the same test. The SBAC results show that New Milford is moving towards the mastery of the standards.
- Mr. Smith reported on the CMT/CAPT science tests. He said the shift to core standards impacted the science instruction in the elementary schools which showed a downward trend. Now the state is working on the new science standards.
- The CMT eighth grade results have held steady over the last few years. Over the 2014 and 2015 test years, New Milford scores dropped at 1.2% but the state dropped more than 4.2%.
- Mr. Smith reported on the MAP Math Assessment scores. He said the takeaway for the MAP and SBAC testing was that if a student performed better than 70% that correlated to a level three or better.
- Mr. Smith noted that having multiple data points helps teachers meet the instructional needs of students and shows the weaknesses in the curriculum which the district is working to address.
- Mr. Lawson asked what changes in the curriculum were happening and Mr. Smith said

specifically the new math program for K-5 which allows for much more rigor. The approach is also more student centered and student led with a push to advance.

- Mr. Lawson asked what happens if the student didn't get the concept the first time around and Mr. Smith said the school has a WIN block – What I Need – which is an intervention and enrichment program to help them relearn and restructure how they learn before putting them back in the stream of students.
- Mr. Smith said that the NWEA MAP summary shows the number of students meeting their projections has improved from 2013-14 to 2014-15.
- Mr. Smith moved onto the SAT's noting they are a reflection of a student's academic readiness for college.
- Mr. Coppola noted the SATs are an assessment of readiness for college and not over all. Mr. Smith said the SATs specifically are not mandated, though federal law mandates at least one assessment in high school. Last year the state chose SBAC testing.
- Mr. Coppola said to assess for college readiness is wrong if all students are not planning on going to college or are not capable of it.
- Spring 2016 is the new format for the SATs. Overall the SAT participation rate has been increasing in New Milford.
- Mr. Lawson noted the SAT performance chart showed averages but was curious as to the ranges. Mr. Smith said there were ranges and Mr. Clyne, the data coach, can give more information on the ranges.
- Mr. Shaffer said in 2009 the math SAT scores were in the 550 range and now they are dropping. Mr. Smith said that was partially due to the increased participation but he also said the downward trend in math is true locally, in Connecticut and globally.
- The new SATs which will begin in Spring 2016 are more aligned with the curriculum and state standards. The decline of scores is due in

part to the growing gap between curriculum and the assessments.

- Mrs. Chastain asked when the writing portion started with the SATs and wondered if that was the start of the decline because the writing portion was first and took the attention of the students.
- Mr. Smith said the new SATs are more algebra heavy.
- Mr. Lawson noted that New Milford does Algebra in grades nine and eleven and so they would not have finished the course before the tests. Mr. Smith said they are discussing now moving geometry to the junior year and algebra to the sophomore year.
- Mr. Lawson noted that was teaching to the test and Mr. Smith said it was aligning student knowledge to what is being tested.
- Mr. Smith moved to ACT testing noting the colleges in the south and west use ACT testing more.
- Mr. Coppola asked of the 160 students taking ACT how many also take the SATs and Mr. Smith said 360 took the SATs and probably a large percentage were duplicated in the ACT test number.
- Mr. Lawson asked about results from the SAT IIs and Mr. Smith those are reported out differently and fewer students take them.
- An ACT score of 22 suggests college readiness and the district performs above the college readiness score on all of the components.
- Mr. Shaffer said he read an article on ACT and SATs noting that students that like science and math do better on the ACT tests and those that like reading do better on the SATs, in general.
- In summary, the number of students taking ACT tests varies but the scores did rise in four out of the five areas being tested for New Milford.
- Mr. Smith moved onto the Advanced Placement testing noting that they are college level courses taught in high school and New Milford's participation rate continues to rise as more AP offerings occur.

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- He also noted that since more students are taking the AP tests the corresponding pass rate should be lower but it is actually increasing which is a good indicator. US News and World Report suggests that a way to gauge preparedness for college is in part due to the AP enrollments.
- Mr. Coppola referenced the chart with enrollments, tests taken, and percent passing and asked why some passing rates dropped. Mr. Smith said more students are taking the tests including the calculus, physics and computer science. He noted the computer science AP test is extremely difficult and has more to do with math differences including whether a student takes Trigonometry versus Algebra II.
- The percent of students in New Milford scoring three or better on AP tests remains above 80%.
- Mr. Smith attributed the increase in AP participation to the Board's decision to subsidize the AP exam cost.
- In summary, while the statewide participation in AP courses rose 6% in Connecticut, it rose by 12% in New Milford.
- Mr. Smith said the alignment of the ACT, SAT and Smarter Balanced testing will allow for instruction to better align with college readiness expectations.
- For the first time this year all grade 10 students participated in the PSAT as it was offered during the school day.
- Mr. Smith noted this is the second year of the K-6 math program and they continue to pilot the grade 7 version of the math program.
- Mr. Coppola asked about the WIN program and Mr. Smith said it is basically providing students what they need when they need it in instruction.
- Mr. Clyne gave the SAT ranges saying there were three scores in the 1500s and seven in the 600s. He said there were some who scored 800 on reading and 760 on writing.
- Mr. Coppola thanked the Chair for scheduling the interesting workshop and the opportunity to

	receive this information.	
3.	Adjourn Mr. Coppola moved to adjourn the meeting at 7:21 p.m., seconded by Mr. Littlefield and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:21 p.m.

Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

**New Milford Board of Education
 Regular Meeting Minutes
 November 10, 2015
 Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Angela C. Chastain, Chairperson Mr. Robert Coppola Mrs. Wendy Faulenbach Mr. David A. Lawson Mr. Dave Littlefield Mr. David R. Shaffer Mrs. Daniele Shook Mr. John W. Spatola
Absent:	Mrs. Theresa Volinski

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Also Present:	Dr. JeanAnn 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 Mr. Kevin Munrett, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Roberta Pratt, Director of Technology Mr. Greg Shugrue, Principal, New Milford High School Ms. Linda Scoralick, Assistant Principal, New Milford High School Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Mr. Eric Vazquez, Student Representative Ms. Kendall Stewart, Student Representative
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1.	Call to Order A. Pledge of Allegiance The regular meeting of the New Milford Board of Education was called to order at 7:32 p.m. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Recognition A. Commended Students - 2016 National Merit Program: NMHS students Christopher Ciaglo, Alexander Davlos, Nathaniel Diamond, Alexa Kugler, Francine Luo, Mackenzie Morehouse, Allegra Peery and Katherine Polley B. Semifinalist — 2016 National Merit Program: NMHS student Zachary Pitcher	Recognition A. Commended Students - 2016 National Merit Program: NMHS students Christopher Ciaglo, Alexander Davlos, Nathaniel Diamond, Alexa Kugler, Francine Luo, Mackenzie Morehouse, Allegra Peery and Katherine Polley

	<ul style="list-style-type: none"> • Dr. Paddyfote explained that only a few students at the highest percentage level qualify to be National Merit commended students or semifinalists out of the over 1.5 million students who take the SATs. • Dr. Paddyfote noted this was the last meeting for some members of the Board and she wanted to recognize the service of Mrs. Volinski, two years; Mr. Shaffer, four years; Mr. Spatola, two years; and Mrs. Shook, four years including one year as Chair. <p>The meeting recessed at 7:38 p.m. for a brief reception. The meeting reconvened at 7:52 p.m.</p>	<p>B. Semifinalist — 2016 National Merit Program: NMHS student Zachary Pitcher</p>
<p>3.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
<p>4.</p>	<p>PTO Report</p> <ul style="list-style-type: none"> • Kathleen Lewis reported that the PTO had sponsored or co-sponsored many events recently including Pumpkins in the Dark, candidate forums, and veteran celebrations. • The science cart project is now in the K-2 schools and PTO will be working on one for third grade as well. • The K-5 holiday shop will open in December. 	<p>PTO Report</p>
<p>5.</p>	<p>Student Representatives' Report</p> <ul style="list-style-type: none"> • Last Wednesday a financial aid night was held at the high school. • Tonight is the winter sports informational meeting. • The drama club will be holding an Improvapalooza on Saturday. • Parent teacher conferences will be held on the 16th, 18th, and 23rd of November. • The Spanish Honor Society annual talent show will be held on the 20th. • The fall sports award ceremony will be on the 30th of November. 	<p>Student Representatives' Report</p>

	<ul style="list-style-type: none"> • The marching band competed at MetLife Stadium this past Saturday. • The football team will play in a Thanksgiving Day game at 10 a.m. • Girls soccer beat Bethel to win the SWCs. • Boys cross country won the SWCs and the State Class L title. 	
6.	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes</p> <p>1. Regular Meeting Minutes October 13, 2015 2. Special Meeting Minutes October 23, 2015</p> <p>Mr. Coppola moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes October 13, 2015 and Special Meeting Minutes October 23, 2015, seconded by Mr. Shaffer and approved 6-0-2.</p> <p>Aye: Mr. Spatola, Mrs. Faulenbach, Mrs. Chastain, Mr. Lawson, Mr. Coppola, Mr. Shaffer Abstain: Mr. Littlefield, Mrs. Shook</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes</p> <p>1. Regular Meeting Minutes October 13, 2015 2. Special Meeting Minutes October 23, 2015</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes October 13, 2015 and Special Meeting Minutes October 23, 2015.</p>
7.	<p>Superintendent's Report</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the 3rd Annual Maureen Haas PK-5 Cross Country meet was held in October and was featured in the <i>Spotlight</i>. • Schools held veterans' ceremonies and Dr. Paddyfote commended the work done to include the veterans in the ceremonies. • Dr. Paddyfote acknowledged the work that Mr. Hubelbank and Ms. Baldelli's departments did to transition to the MUNIS system. The changeover to MUNIS for budget went well in July and Payroll is a new part which is expected to launch in January. 	<p>Superintendent's Report</p>
8.	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> • Mrs. Chastain wished the outgoing Board 	<p>Board Chairman's Report</p>

	<p>members the best and thanked them for their service.</p> <ul style="list-style-type: none"> • The Board hired an Interim Superintendent; Mr. Smith will serve in that capacity. • Information on search agencies has been collected and Mrs. Chastain will forward that information to the next Chair. 	
<p>9.</p>	<p>Committee Reports</p> <p>A. Facilities Sub-Committee</p> <ul style="list-style-type: none"> • Mr. Littlefield welcomed Mr. Munrett as the new Facilities Manager. • At the last meeting they received an update on overtime and discussed the replacement of the chiller at the high school. <p>B. Operations Sub-Committee</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said many of the items on the operations sub-committee agenda are on this agenda for approval. • Exhibit A has been revised and there is a Skype session planned as part of the Exhibit. • The monthly reports and gifts and donations were discussed. • The capital reserve request was discussed and forwarded to the Board. • The chiller at the high school was discussed. • Certified substitute coverage was discussed as well as an update on MUNIS. <p>C. Policy Sub-Committee</p> <ul style="list-style-type: none"> • Mr. Lawson said he would miss the Board members who will be leaving. • On the agenda this evening is a policy for approval and two for review. • Since the committee is done with the series they were reviewing the November meeting will be cancelled. 	<p>Committee Reports</p> <p>A. Facilities Sub-Committee</p> <p>B. Operations Sub-Committee</p> <p>C. Policy Sub-Committee</p>

	<p>D. Committee on Learning</p> <ul style="list-style-type: none"> • Mrs. Shook said all the curricula are on the agenda for approval including a request for a new program. • Since there is no Policy meeting in November, the Committee on Learning meeting will start Tuesday at 6:45 p.m. <p>E. Education Connection</p> <ul style="list-style-type: none"> • Mr. Coppola said that Education Connection is searching for a new director and they hope to have someone in place by March. They are using CES for their search. • He also said Education Connection received a \$344,000 grant for after school art enrichment. Education Connection receives a small grant from dues but primarily their income comes from grant money. • Mr. Coppola said Rob Parente has been working with Schaghticoke. <p>F. Connecticut Boards of Education (CABE)</p> <ul style="list-style-type: none"> • Mr. Littlefield said he had no report. • Mr. Coppola said he will be a delegate to the CABE convention on Thursday evening and attend the convention on Saturday. <p>G. Negotiations Committee</p> <ul style="list-style-type: none"> • Mrs. Chastain said there are two contracts to discuss this evening. <p>H. Magnet School</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said they just got notice there will be a meeting in early December. 	<p>D. Committee on Learning</p> <p>E. Education Connection</p> <p>F. Connecticut Boards of Education (CABE)</p> <p>G. Negotiations Committee</p> <p>H. Magnet School</p>
<p>10.</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated November 10, 2015</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and</p>

<p>1. Skype with Dr. Eugenia Slone</p> <p>Mrs. Shook moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of November 10, 2015.</p> <ul style="list-style-type: none">• Mr. Coppola noted the retirement of Dr. Eileen Cooper who was the gifted and talented teacher for 19 years and expanded the program during her tenure.• Dr. Eugenia Slone was Skyped into the meeting as a candidate for Interim Assistant Superintendent. She noted she worked in various schools for over 40 years including 25 years in Brookfield.• Mr. Coppola was pleased with her credentials noting he had received numerous positive reviews from Board members of Education Connection. He asked why Dr. Slone had gone from Interim Superintendent in Brookfield to Assistant Superintendent.• Dr. Slone said she was filling both roles in Brookfield for three months but told the Board that her interest was in the Assistant Superintendent position.• Mr. Spatola asked what she felt her biggest challenge would be when coming to New Milford and Dr. Slone said there is a lot of change happening with Dr. Paddyfote retiring, and Mr. Smith becoming the Interim Superintendent. She said she would hope to provide the support and help for the district to make the transition period smooth. She said she has worked with new teachers, has done evaluation of teachers, and has experience in all those areas.• Mr. Littlefield asked if there was a replacement for Dr. Cooper yet and Ms. Baldelli said they would post it this week. <p>The motion passed unanimously.</p>	<p>Leaves of Absence dated November 10, 2015</p> <p>1. Skype with Dr. Eugenia Slone</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of November 10, 2015</p>
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<p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Purchase Resolution: D-6802. Budget Position dated 10/30/153. Request for Budget Transfers <p>Mrs. Faulenbach made a motion to approve monthly reports - Purchase Resolution: D-680, Budget Position dated 10/30/15 and Request for Budget Transfers seconded by Mr. Shaffer.</p> <ul style="list-style-type: none">• Mr. Coppola thanked Mr. Hubelbank for the information he had requested at Operations.• Mr. Spatola asked what the amount for Signature Limo was for and Mr. Hubelbank said it is transportation for an out of district placed student.• Mr. Coppola asked how the district was doing and Mr. Hubelbank said he remains concerned with the special education expenditures as the budget had called for six placements and we currently have eleven. The final number will not be known by the town for reimbursement until March.• Mrs. Faulenbach noted this was an item that was not within the school district's control.• Mr. Spatola asked about the substitutes which were budgeted at \$300,000 a year ago and last year was budgeted for \$600,000. Ms. Baldelli said the district is approaching double the dollar figure of last year. Mr. Hubelbank said last year by October the district had spent \$58,000 and this year it is closer to \$88,000.• Ms. Baldelli said she is working on options for consideration for substitute use.• Mr. Spatola asked why the number was double and Ms. Baldelli said there were a variety of reasons including long term substitutes which also get charged to this line.• Mrs. Faulenbach noted that at the Operations sub-committee meeting they had begun to discuss how to deal with the substitute issue in a more cost effective manner.• Mrs. Chastain asked if this was an isolated trend and Ms. Baldelli said it is happening	<p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Purchase Resolution: D-6802. Budget Position dated 10/30/153. Request for Budget Transfers <p>Motion made and passed unanimously to approve monthly reports: Purchase Resolution: D-680, Budget Position dated 10/30/15 and Request for Budget Transfers.</p>
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	<p>everywhere.</p> <ul style="list-style-type: none"> Mr. Hubelbank noted districts paying more than New Milford are still having trouble recruiting substitutes. <p>The motion passed unanimously.</p> <p>C. Gifts & Donations 1. PTO-Exhibit B</p> <p>Mr. Lawson moved to accept Gifts and Donations: PTO - Exhibit B in the amount of \$7,540.00, seconded by Mr. Coppola.</p> <ul style="list-style-type: none"> The Board thanked the PTO for all its efforts. <p>The motion passed unanimously.</p> <p>D. Policy for Approval 1. 5141.21 Administration of Medication</p> <p>Mr. Lawson moved to approve the following policy: 5141.21 Administration of Medication, and to suspend bylaw 9311 solely for the purpose of this approval, seconded by Mrs. Shook and passed unanimously.</p> <p>E. Policies for First Review 1. 3240 Tuition Fees 2. 5157 Use of Physical Force</p> <p>F. Approval of the Following Curricula 1. Chinese Studies</p> <p>Mrs. Shook moved to approve the following Curriculum: Chinese Studies, seconded by Mr. Coppola.</p> <ul style="list-style-type: none"> Mr. Coppola noted there was a lot of good work being done with all of the curriculum. 	<p>C. Gifts & Donations 1. PTO-Exhibit B</p> <p>Motion made and passed unanimously to accept Gifts and Donations: PTO - Exhibit B in the amount of \$7,540.00.</p> <p>D. Policy for Approval 1. 5141.21 Administration of Medication</p> <p>Motion made and passed unanimously to approve the following policy: 5141.21 Administration of Medication, and to suspend bylaw 9311 solely for the purpose of this approval.</p> <p>E. Policies for First Review 1. 3240 Tuition Fees 2. 5157 Use of Physical Force</p> <p>F. Approval of the Following Curricula 1. Chinese Studies</p> <p>Motion made and passed unanimously to approve the following Curriculum: Chinese Studies.</p>
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	<p>The motion passed unanimously.</p> <p>2. Children’s Literature</p> <p>Mr. Coppola moved to approve the following Curriculum: Children’s Literature, seconded by Mrs. Faulenbach and passed unanimously.</p> <p>3. Journalism I</p> <p>Mrs. Faulenbach moved to approve the following Curriculum: Journalism I, seconded by Mr. Coppola and passed unanimously.</p> <p>4. Journalism II</p> <p>Mrs. Shook moved to approve the following Curriculum: Journalism II, seconded by Mr. Coppola and passed unanimously.</p> <p>G. Request for New Program or Course</p> <p>1. Sports and Entertainment Marketing</p> <p>Mrs. Shook moved to approve the following new course: Sports and Entertainment Marketing, seconded by Mr. Littlefield.</p> <ul style="list-style-type: none"> • Mr. Lawson asked if this was a half or full year course and Mr. Littlefield said it was half. • Mr. Shaffer said the rationale as stated by Mrs. Knipple sold him on this new class. • Mrs. Chastain noted DECA competitions were involved with this type of class. <p>The motion passed unanimously.</p> <p>H. Request for Course Revision</p> <p>1. Practical Math: Applications of Measurement</p> <p>2. Practical Math: Applications of Percent</p> <p>3. Practical Math: Applications of Probability</p>	<p>2. Children’s Literature</p> <p>Motion made and passed unanimously to approve the following Curriculum: Children’s Literature.</p> <p>3. Journalism I</p> <p>Motion made and passed unanimously to approve the following Curriculum: Journalism I.</p> <p>4. Journalism II</p> <p>Motion made and passed unanimously to approve the following Curriculum: Journalism II.</p> <p>G. Request for New Program or Course</p> <p>1. Sports and Entertainment Marketing</p> <p>Motion made and passed unanimously to approve the following new course: Sports and Entertainment Marketing.</p> <p>H. Request for Course Revision</p> <p>1. Practical Math: Applications of Measurement</p> <p>2. Practical Math: Applications of Percent</p>
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<p>4. Practical Math: Applications of Statistics</p> <p>Mrs. Shook moved to approve the following course revisions: Practical Math: Applications of Measurement, Practical Math: Applications of Percent, Practical Math: Applications of Probability, Practical Math: Applications of Statistics, seconded by Mr. Shaffer.</p> <ul style="list-style-type: none"> • Mr. Coppola asked if these were all secondary education courses and Mr. Smith said they were all for high school. • Mr. Shaffer said these courses will give students a real understanding of math use. <p>The motion passed unanimously.</p> <p>I. Textbook Approval – Grades 11 and 12</p> <p>Mr. Lawson moved to approve the following textbook: <u>Gateways to Art</u> – Grades 11 and 12, seconded by Mr. Coppola and passed unanimously.</p> <p>J. Request for Capital Reserve Funds – Exhibit C</p> <ol style="list-style-type: none"> 1. Telephone System 2. CEN line to SNIS 3. Corrective Action Plan – Office of Civil Rights <p>Mrs. Faulenbach moved to approve the Request for Capital Reserve Funds - Exhibit C in the amount of \$500,027.00, seconded by Mr. Littlefield.</p> <ul style="list-style-type: none"> • Mr. Lawson requested the motion be split to separate the three items. <p>Mrs. Faulenbach withdrew her motion and Mr. Littlefield withdrew his second.</p>	<p>3. Practical Math: Applications of Probability</p> <p>4. Practical Math: Applications of Statistics</p> <p>Motion made and passed unanimously to approve the following course revisions: Practical Math: Applications of Measurement, Practical Math: Applications of Percent, Practical Math: Applications of Probability, Practical Math: Applications of Statistics.</p> <p>I. Textbook Approval – Grades 11 and 12</p> <p>Motion made and passed unanimously to approve the following textbook: <u>Gateways to Art</u> – Grades 11 and 12.</p> <p>J. Request for Capital Reserve Funds – Exhibit C</p> <ol style="list-style-type: none"> 1. Telephone System 2. CEN line to SNIS 3. Corrective Action Plan – Office of Civil Rights <p>Motion made and withdrawn to approve the Request for Capital Reserve Funds - Exhibit C in the amount of \$500,027.00.</p>
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<p>1. Telephone System</p> <p>Mrs. Faulenbach moved to approve the Request for Capital Reserve Funds for \$261,900.00 for the telephone system, seconded by Mr. Coppola.</p> <ul style="list-style-type: none">• Mrs. Faulenbach noted that this was discussed at Operations several times and is long overdue. She felt this was a safety issue and left the schools vulnerable.• Mr. Lawson said he has his reservations because he would like to see the budget for next year before he approves such an expenditure. He feels this is not an imminent danger rather an inconvenience.• Mr. Hubelbank said the repair issue is getting to be a continuing problem. He said the system is so old that if they want to add phones they have to purchase blocks. Repairs are needed more and more.• Mr. Littlefield wondered why the district was not considering an IP system. Mr. Smith said this system as proposed is a hybrid phone system because the savings with an IP system were on long distance. The district does not make that many long distance calls.• Ms. Pratt noted that if the power goes out with an IP system the phone goes down. That is not the case with a digital system.• Mr. Coppola asked how much was in the capital reserve and Mr. Hubelbank said it was approximately \$2 million.• Mrs. Faulenbach said the reason for the capital reserve was for items such as this so they did not become part of the operational budget which would be passed on directly to the taxpayer. She felt there was some urgency to this system since 911 calls are handled differently in different buildings.• Mr. Lawson asked if Fairfield County Communications bid on the job. Mr. Hubelbank said it was a state contract and the town used it to update its phone system recently.• Mr. Spatola asked how much was spent on the	<p>1. Telephone System</p> <p>Motion made and passed to approve the Request for Capital Reserve Funds for \$261,900.00 for the telephone system.</p>
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<p>phone in the last two budget cycles and Mr. Hubelbank said the cost was at least \$20,000 and SNIS and NMHS have contracts that cover catastrophic losses.</p> <p>The motion passed 5-3. Aye: Mr. Spatola, Mrs. Faulenbach, Mrs. Chastain, Mr. Shook, Mr. Coppola No: Mr. Littlefield, Mr. Lawson, Mr. Shaffer</p> <p>2. CEN line to SNIS</p> <p>Mrs. Shook moved to approve the Request for Capital Reserve Funds for \$113,027.00 for the CEN line to SNIS, seconded by Mr. Coppola.</p> <ul style="list-style-type: none"> • Mr. Smith said CEN is the state internet connection and all of the internet connections go out on this line. There is no generator at the central office nor is it in a secure location. This request would move the line to Sarah Noble which does have a generator and therefore in the case of a power outage internet communication would still be available. Ms. Pratt noted that the equipment for central office is in the basement and the other day there was water in the basement. • Mr. Lawson asked if this went out to bid and Ms. Pratt said CEN is a state line and there is only one company that installs it. <p>The motion passed unanimously.</p> <p>3. Corrective Action Plan – Office of Civil Rights</p> <p>Mr. Lawson moved to approve the Request for Capital Reserve Funds for \$125,000.00 for the Corrective Action Plan, seconded by Mrs. Faulenbach.</p> <ul style="list-style-type: none"> • Mr. Coppola asked why this came through the Office of Civil Rights and Mr. Hubelbank noted that starting in 2011 the Office of Civil Rights did random compliance checks in the 	<p>The motion passed 5-3.</p> <p>2. CEN line to SNIS</p> <p>Motion made and passed unanimously to approve the Request for Capital Reserve Funds for \$113,027.00 for the CEN line to SNIS.</p> <p>3. Corrective Action Plan – Office of Civil Rights</p> <p>Motion made and passed unanimously to approve the Request for Capital Reserve Funds for \$125,000.00 for the Corrective Action Plan.</p>
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	<p>schools and they chose NMHS.</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the issues used to be voluntary corrective action and now there is no more voluntary compliance; some effort must be shown. So for instance at the high school a kitchen sink needs to be lowered and handicap accessible seating must be located at the top of the bleachers. • Mr. Spatola said this was mandatory. <p>The motion passed unanimously.</p> <p>K. Memorandum of Understanding re School Resource Officers</p> <p>Mr. Lawson moved to approve the Memorandum of Understanding re School Resource Officers and to authorize the Superintendent of Schools to sign on the Board’s behalf, seconded by Mrs. Shook.</p> <ul style="list-style-type: none"> • Mr. Coppola noted that this gives the Superintendent little ability to direct the school resource officer. Dr. Paddyfote said the assigned personnel would be a police officer first. <p>The motion passed unanimously.</p>	<p>K. Memorandum of Understanding re School Resource Officers</p> <p>Motion made and passed unanimously to approve the Memorandum of Understanding re School Resource Officers and to authorize the Superintendent of Schools to sign on the Board’s behalf.</p>
<p>11.</p> <p>A.</p> <p>B.</p>	<p>Items for Information and Discussion</p> <p>Field Trip Report</p> <ul style="list-style-type: none"> • Mr. Coppola said he felt the Board should be picking up more of the costs of field trips. <p>Presentation of NEASC Visiting Committee Report</p> <ul style="list-style-type: none"> • Mr. Shugrue and Ms. Scoralick presented the NEASC report. Mr. Shugrue noted every member of the staff served on a committee. • Ms. Scoralick noted the last study was done in 2004 and the self-study on this accreditation took two years. The result was an honest reflection. • The accreditation visit took place May 3rd 	<p>Items for Information and Discussion</p> <p>A. Field Trip Report</p> <p>B. Presentation of NEASC Visiting Committee Report</p>

	<p>through the 6th and 15 educators visited the building talking to teachers, parents, students and administrators.</p> <ul style="list-style-type: none"> • The report was received back this fall, a letter from the committee will be received prior to winter break, and then follow up will happen in two and five year reports. • Mr. Shugrue said the report highlighted what the school does well including interventionists, data specialists, common learning time, manageable class sizes, and a wide range of programs and services in the school and community. • The report also suggests areas of growth such as increased cross disciplinary opportunities, library learning commons, and professional development and training. • Some of the work already underway, since NEASC is an ongoing process, is formal time beyond professional development offerings for collaboration such as the common learning time. Technology upgrades have occurred. SRBI processes have been formalized. New courses have been added. The turf field will help with the high demand for athletic facilities. • Mr. Shugrue ended the presentation by quoting “Schools are not broken and in need of fixing, they are a social institution under stress that needs to evolve.” 	
<p>12.</p>	<p>Executive Session (Anticipated)</p> <p>A. Discussion pertaining to the Board negotiating committee’s recommended collective bargaining settlements with: 1. Local 1303-154 of Council 4, representing the New Milford Nurses’ bargaining unit, and 2. The New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E.</p> <p>Mrs. Shook moved that the Board enter into</p>	<p>Executive Session (Anticipated)</p> <p>A. Discussion pertaining to the Board negotiating committee’s recommended collective bargaining settlements with: 1. Local 1303-154 of Council 4, representing the New Milford Nurses’ bargaining unit, and 2. The New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E.</p> <p>Motion made and passed</p>

	<p>executive session in order to discuss the Board negotiating committee's recommended collective bargaining settlements with: 1. Local 1303-154 of Council 4, representing the New Milford Nurses' bargaining unit, and 2. The New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. and to invite into the session Dr. JeanAnn Paddyfote, seconded by Mr. Lawson and passed unanimously.</p> <p>The Board entered executive session at 9:12 p.m.</p> <ul style="list-style-type: none"> • Mr. Spatola did not attend the Executive Session. <p>The Board and Dr. Paddyfote returned to public session at 9:28 p.m.</p>	<p>unanimously that the Board enter into executive session in order to discuss the Board negotiating committee's recommended collective bargaining settlements with: 1. Local 1303-154 of Council 4, representing the New Milford Nurses' bargaining unit, and 2. The New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. and to invite into the session Dr. JeanAnn Paddyfote.</p>
<p>13.</p>	<p>Discussion and Possible Action</p> <p>A. Approval of the Board negotiating committee's recommended collective bargaining settlements with: 1. Local 1303-154 of Council 4, representing the New Milford Nurses' bargaining unit, and 2. The New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E.</p> <p>Mrs. Shook moved to approve the Board negotiating committee's recommended collective bargaining settlements with: 1. Local 1303-154 of Council 4, representing the New Milford Nurses' bargaining unit, and 2. The New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. as discussed in executive session and to further move that the Board authorize the Board Chair to sign the collective bargaining settlements on its behalf, seconded by Mr. Littlefield and passed unanimously.</p>	<p>Discussion and Possible Action</p> <p>A. Approval of the Board negotiating committee's recommended collective bargaining settlements with: 1. Local 1303-154 of Council 4, representing the New Milford Nurses' bargaining unit, and 2. The New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E.</p> <p>Motion made and passed unanimously to approve the Board negotiating committee's recommended collective bargaining settlements with: 1. Local 1303-154 of Council 4, representing the New Milford Nurses' bargaining unit, and 2. The New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. as discussed in executive session and to further move that the Board authorize the Board Chair to sign the collective bargaining settlements on its behalf.</p>

14.	Adjourn Mrs. Shook moved to adjourn the meeting at 9:30 p.m., seconded by Mr. Shaffer and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 9:30 p.m.
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Respectfully submitted:



Wendy Faulenbach

Secretary

New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
December 8, 2015
** as of December 4, 2015

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. ****Mr. Jay Hubelbank**, Director of Fiscal Services & Operations

Move that the Board of Education accept the resignation, due to retirement, of **Mr. Jay Hubelbank** as Director of Fiscal Services & Operations effective March 4, 2016.

Retirement

2. CERTIFIED STAFF

b. APPOINTMENTS

1. None

3. NON-CERTIFIED STAFF

a. RESIGNATIONS

1. None

4. NON-CERTIFIED STAFF

b. APPOINTMENTS

1. ****Mrs. Lisa Telesca**, General Worker – Food Services, New Milford High School

Move that the Board of Education appoint **Mrs. Lisa Telesca** as General Worker – Food Services at New Milford High School effective December 8, 2015.

\$11.44 per hour, 4 hours per day

Replacing: S. Baur

5. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None

6. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

7. BAND STAFF

a. RESIGNATIONS

1. None

8. BAND STAFF

b. APPOINTMENTS

1. None

9. COACHING STAFF

a. RESIGNATIONS

1. None

10. COACHING STAFF

b. APPOINTMENTS

- | | |
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| <p>1. Ms. Tricia Blood, Girls' Intramural Volleyball Coach, Schaghticoke Middle School
<u>Move</u> that the Board of Education appoint Ms. Tricia Blood as Girls' Intramural Volleyball Coach at Schaghticoke Middle School effective December 8, 2015.</p> | <p>2015-2016 stipend: \$947
Current staff member</p> |
| <p>2. Mr. Frank Bonacci, Girls' Varsity Softball Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Frank Bonacci as Girls' Varsity Softball Coach at New Milford High School effective December 8, 2015.</p> | <p>2015-2016 stipend: \$4718</p> |
| <p>3. **Ms. Amie Bush, Varsity Dance Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Amie Bush as Varsity Dance Coach at New Milford High School effective December 8, 2015, pending coaching permit.</p> | <p>2015-2016 stipend: \$1419</p> |
| <p>4. Mr. Emmett Cole, Grade 5 Girls' and Boys' Intramural Basketball Coach, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mr. Emmett Cole as Grade 5 Girls' and Boys' Intramural Basketball Coach at Sarah Noble Intermediate School effective December 8, 2015.</p> | <p>2015-2016 stipend: \$1895
Current staff member</p> |
| <p>5. Mr. Ryan Johnson, Boys' Varsity Baseball Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Ryan Johnson as Boys' Varsity Baseball Coach at New Milford High School effective December 8, 2015, pending coaching permit.</p> | <p>2015-2016 stipend: \$4719</p> |
| <p>6. Mr. David Mumma, Grade 5 Girls' and Boys' Intramural Basketball Coach, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mr. David Mumma as Grade 5 Girls' and Boys' Intramural Basketball Coach at Sarah Noble Intermediate School effective December 8, 2015, pending coaching permit.</p> | <p>2015-2016 stipend: \$1895
Current staff member</p> |
| <p>7. Mr. Rory Perry, Boys' Assistant Swimming Co-Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Rory Perry as Boys' Assistant Swimming Co-Coach at New Milford High School effective December 8, 2015, pending coaching permit.</p> | <p>2015-2016 stipend: \$1,402.50
(\$2,805 x .50)
Current Staff member</p> |

8. **Mr. Rory Perry**, Boys' Varsity Swimming Co-Coach, New Milford High School
Move that the Board of Education appoint **Mr. Rory Perry** as Boys' Varsity Swimming Co-Coach at New Milford High School effective December 8, 2015, pending coaching permit.

9. ****Ms. Gina Silva**, Volunteer Assistant Dance Coach, New Milford High School
Move that the Board of Education appoint **Ms. Gina Silva** as Volunteer Assistant Dance Coach at New Milford High School effective December 8, 2015.

10. **Mr. Matt Wall**, Boys' Intramural Volleyball Coach, Schaghticoke Middle School
Move that the Board of Education appoint **Mr. Matt Wall** as Boys' Intramural Volleyball Coach at Schaghticoke Middle School effective December 8, 2015.

2015-2016 stipend: \$2,157.50
(\$4,315 x .50)

Current Staff member

Volunteer

2015-2016 stipend: \$947

Current staff member

11. LEAVES OF ABSENCE

1. ****Ms. Mallory Lee**, Paraeducator, Hill and Plain School
Move that the Board of Education approve a leave of absence for **Ms. Mallory Lee** from her position at Hill and Plain School to accept a long term certified position at Sarah Noble Intermediate School effective approximately January 19, 2016 through the end of the 2015-16 school year.

Leave of Absence

10. DISCUSSION AND POSSIBLE ACTION

**THE FOLLOWING ITEMS CAN BE FOUND ON THE
OPERATIONS WEB PAGE UNDER DECEMBER 1, 2015**

- B. Monthly Reports
 - 1. Purchase Resolution D-681
 - 2. Budget Position dated 11/20/15
 - 3. Request for Budget Transfers
- C. Gifts & Donations
 - 1. PTO – Exhibit B
- D. Bid Award
 - 1. Food and Nutrition Services – Serving Lines
- E. Grant
 - 1. District Consolidated Grant

**THE FOLLOWING ITEMS CAN BE FOUND ON THE
POLICY WEB PAGE UNDER OCTOBER 20, 2015**

- F. Policies for Second Review
 - 1. 3240 Tuition Fees
 - 2. 5157 Use of Physical Force

Memorandum from the Offices of the Directors of Human Resources and Fiscal Services and Operations

TO: Dr. JeanAnn Paddyfote
CC: Mr. Joshua Smith
FROM: Ellamae Baldelli and Jay Hubelbank
RE: Options to Consider for Certified Substitute Coverage
DATE: December 4, 2015

Currently, the compensation rate for a substitute teacher in the New Milford Public Schools is \$75.00 per day. Once a substitute teacher works a total of ninety (90) days in the district, he/she is compensated at the rate of \$80.00 per day.

If a substitute teacher is filling a long-term position, normally, the compensation begins at \$75.00 per day for the first twenty days, increases to \$115.00 per day on day twenty-one and then increases to Step 1 on the teachers' salary schedule on day forty-one. If a substitute teacher is a retired teacher who substitutes in a position that has been determined to be a shortage area by the State Department of Education that compensation must be equivalent to the per diem rate of a current teacher with comparable certification and years of experience.

Over the past few years, it has become increasingly difficult to find enough substitute teachers to cover certified staff absences, not only in our district, but in many of the surrounding area schools. Eight districts were contacted to collect comparable data on pay rates. Those districts expressed that they are experiencing similar difficulty in obtaining sufficient teacher substitutes just as we are. Some districts have increased their daily pay rates. (See attached document)

Two options for consideration were discussed at the Operations Sub-Committee meeting of Tuesday, December 1, 2015. They were:

- Eliminate the ninety day protocol and compensate at the rate of \$80, \$85, \$90, \$95, or \$100 per day
- Out-sourcing to a substitute recruiting agency which would cost approximately \$100 - \$135 per day depending on the daily pay rate

Please see the attached sheet for a breakdown in costs.

As a short-term solution in an attempt to increase our substitute pool which would increase our fill rate, we are recommending an increase from \$75/80 per day to \$90.00 per day.

If this does not produce an increased number of substitutes to fulfill our absences, then we will be returning to the Board to discuss other options.

2014-15 Substitute Data						
Type of Sub	Total	Pay Rate	# of Subs	Subs/day		
Subs paid at \$75/day	113,723.75	\$75	1,516.32	8.38		
Subs paid at \$80/day	139,819.00	\$80	1,747.74	9.66		
Total	253,542.75	37.41%	3,264.05	18.03		
Subs paid at 115/day	30,303	\$115	263.50	1.46		
Period Coverage	52,680	\$30	1,756	1.39		
Long Term Subs	338,069	49.88%				
Total	674,595					
Actual	677,775					
Projected costs based on current fill rate						
# of Subs	Rate	Cost	Increase			
3,264.05	\$85.00	277,444.60	23,902			
3,264.05	\$90.00	293,764.88	40,222			
3,264.05	\$95.00	310,085.15	56,542			
3,264.05	\$100.00	326,405.42	72,863			
Projected Costs based various fill rate						
	Needed	Cost at				
Fill Rate	5,034	\$80	\$85	\$90	\$95	\$100
70%	3,524	\$281,904	\$299,523	\$317,142	\$334,761	\$352,380
75%	3,776	\$302,040	\$320,918	\$339,795	\$358,673	\$377,550
80%	4,027	\$322,176	\$342,312	\$362,448	\$382,584	\$402,720
85%	4,279	\$342,312	\$363,707	\$385,101	\$406,496	\$427,890
90%	4,531	\$362,448	\$385,101	\$407,754	\$430,407	\$453,060
95%	4,782	\$382,584	\$406,496	\$430,407	\$454,319	\$478,230
100%	5,034	\$402,720	\$427,890	\$453,060	\$478,230	\$503,400


Surrounding Districts Comparative Teacher Sub Rate Data	
District	Pay Rate
Bethel	\$75/day, \$80 /day after 20 days
Brookfield	\$90/day effective Dec., \$75/day prior
Danbury	\$100/day
Litchfield	\$85/day
New Fairfield	\$80/day
Newtown	\$75/day
Region 12	\$80/day, \$85/day after 10 days
Sherman	\$75/day
New Milford	\$75/day first 90 days, \$80/day after 90 days

**New Milford Board of Education
 Facilities Sub-Committee Minutes
 December 1, 2015
 Lillis Administration Building, Room 2**

Present: Mr. Dave Littlefield, Chairperson
 Mrs. Wendy Faulenbach
 Mrs. Angela C. Chastain, Alternate

Absent: Mr. David A. Lawson

Also Present: Mr. Joshua Smith, Deputy Superintendent of Schools
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Jay Hubelbank, Director of Fiscal Services and Operations
 Mr. Kevin Munrett, Facilities Manager
 Mr. Nestor Aparicio, Assistant Facilities Manager

RECEIVED
 TOWN CLERK
 2015 DEC -3 P 1:12

 NEW MILFORD, CT

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. Littlefield. Mrs. Chastain was seated in the absence of Mr. Lawson.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> Mr. Bob Coppola said he would like to hear an update regarding the turf field project at a future Board of Education meeting. 	<p>Public Comment</p>
3.	<p>Items of Information</p> <p>A. 2016-2017 Facilities Capital Budget</p> <ul style="list-style-type: none"> Mr. Munrett said he has begun analyzing the facilities capital budget for next year. He has completed a full inventory of the fleet and said that 26% of the vehicles are 15 years or older. He would like to develop a systematic approach to replacing the 27 vehicles over time; his preliminary budget estimate is \$100,000. Other projects that will need consideration are the large chiller at NMHS, the catwalk at SNIS, repairs to the NES roof, security enhancements to cameras and dvrs, and sidewalk replacements. 	<p>Items of Information</p> <p>A. 2016-2017 Facilities Capital Budget</p>

	<ul style="list-style-type: none">• Mr. Littlefield asked for more specifics regarding the NES roof. Mr. Hubelbank said this would have been the next roof up for repair after JPS. The current contractor for the SMS roof project is reviewing to estimate the cost of making the necessary repairs to the leaks while a more complete analysis is prepared.• Mrs. Chastain asked about the reconfiguring of the NES parking lot which had been discussed at previous meetings. Mr. Munrett said he has done observations of the parking lot and traffic flow with Mrs. Murray but has not priced the project yet; it may need to be added to the list. <p>B. Update on SMS Roof</p> <ul style="list-style-type: none">• Mr. Munrett said the project is ongoing and the first phase of the fall project is complete. Work has now shifted from the science wing to the multipurpose room section. No work is happening this week due to rain and evening conferences. Going forward work is shifting to during the day on weekends and non-school days due to weather.• Mr. Littlefield asked if completion is on as scheduled and Mr. Munrett said that will depend on the weather going forward.• Mrs. Faulenbach asked for an overall review of the timeframe and work being done. Mr. Munrett said the project has two phases: the science wing and multipurpose sections which are happening now and the other larger section which requires asbestos removal and will take place next summer while staff and students are out of the building.• Mrs. Faulenbach asked about the financing by the Town and Mr. Hubelbank said while our Facilities department is overseeing the actual project, funding will be done through Town bonding in January and bills will be submitted to the Town for payment.• Mr. Littlefield asked if the bonding was definite and Mr. Hubelbank said yes it is all	<p>B. Update on SMS Roof</p>
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	<p>previously approved, the Town is now just working through the financing mechanism.</p> <p>C. Update on New Milford High School Chiller</p> <ul style="list-style-type: none"> • Mr. Munrett said that Fuss and O’Neill had previously supplied a quote for analysis of the chiller. He had also contacted the company working with the Town, ECG, to see if they would provide a proposal but they are not able to give a timely response so they are continuing discussion with Fuss and O’Neill. • Mr. Littlefield asked what the timeframe was for ECG and Mr. Munrett said they would not have an analysis ready until spring or summer. <p>D. Update on Overtime</p> <ul style="list-style-type: none"> • Mr. Munrett handed out an update. He said the totals were similar to last month. • Mr. Hubelbank said on a separate note that he wanted to report that the Town Council had approved the capital reserve request from last month so that request will be moved forward. 	<p>C. Update on New Milford High School Chiller</p> <p>D. Update on Overtime</p>
<p>4.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • Mr. Bob Coppola asked why we are overseeing the SMS roof project and not the turf field project since they are both being funded by the Town. He said he would like to see the capital budget in writing. • Mrs. Faulenbach said all minutes for the turf field committee are on the Town website. 	<p>Public Comment</p>
<p>5.</p>	<p>Adjourn</p> <ul style="list-style-type: none"> • Mrs. Faulenbach thanked Mr. Littlefield for his service as Facilities chairperson. <p>Mrs. Faulenbach moved to adjourn the meeting at</p>	<p>Adjourn</p> <p>Motion made and passed</p>

**New Milford Board of Education
Facilities Sub-Committee Minutes
December 1, 2015
Lillis Administration Building, Room 2**

	7:01 p.m., seconded by Mrs. Chastain and passed unanimously.	unanimously to adjourn the meeting at 7:01 p.m.
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Respectfully submitted,



Dave Littlefield, Chairperson
Facilities Sub-Committee

**New Milford Board of Education
 Operations Sub-Committee Minutes
 December 1, 2015
 Lillis Administration Building, Room 2**

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 (Signature)
 NEW MILFORD, CT

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

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
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services

1.	<p>Call to Order</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. Mrs. Chastain was seated as an alternate.</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 said she will have a revised Exhibit A for Tuesday's Board meeting. <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 Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-681 2. Budget Position dated 11/20/15 	<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. Purchase Resolution D-681 2. Budget Position dated 11/20/15

<p>3. Request for Budget Transfers</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked for questions or comments.• Mr. Coppola asked for information on the \$20,000 for New Britain Public Schools. Mrs. Olson said it was for an out of district DCF placement.• Mr. Coppola asked about the \$17,000 charge for police. Mr. Hubelbank said it was the anticipated cost for the year for duty police at events.• Mr. Coppola asked if the charge for computers etc. was also for the year and Mr. Hubelbank said yes.• Mr. Coppola asked if Mr. Hubelbank had any special concerns regarding the budget position. Mr. Hubelbank said he is continuing to monitor the special education line. He expects excess cost figures in January or February. He is also concerned with overtime costs in the custodian line if it is a bad winter weather-wise.• Mr. Coppola expressed concern with several lines that showed 99-100% use. Mr. Hubelbank said those show encumberments not actual expenses. He said the minus figures on the last page have anticipated revenue still to come.• Mr. Coppola said he was pleased to see that transfers are mostly happening within the same program. <p>Mrs. Chastain moved to bring the monthly reports: Purchase Resolution D-681; Budget Position dated 11/20/15; and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p>	<p>3. Requests for Budget Transfers</p> <p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-681; Budget Position dated 11/20/15; and Request for Budget Transfers to the full Board for approval.</p>
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	<p>C. Gifts & Donations 1. PTO – Exhibit B</p> <ul style="list-style-type: none"> Mrs. Faulenbach said the memo was self-explanatory. Mr. Coppola thanked the PTO for their contributions. <p>Mr. Coppola moved to bring Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>D. Bid Award 1. Food and Nutrition Services – Serving Lines</p> <ul style="list-style-type: none"> Mrs. Faulenbach referenced the memo. Mr. Coppola asked if funding would be coming out of the Food Services program and not the general budget and Dr. Paddyfote said yes. Mr. Hubelbank said the plan is to complete this project over the February winter recess. He said general participation rates in the Food Services program are very high which is good. <p>Mrs. Chastain moved to bring the bid award for Food and Nutrition Services – Serving Lines to Warehouse Store Fixture Company to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>E. Grant 1. District Consolidated Grant</p> <ul style="list-style-type: none"> Mr. Coppola asked if the coaches are paid from this grant. Mr. Smith said only two and they must be in a Title I school. Mrs. Faulenbach asked when the funds are received. Mr. Smith said these are two year overlapping grants and this submittal is for 	<p>C. Gifts & Donations 1. PTO – Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts & Donations to the full Board for approval.</p> <p>D. Bid Award 1. Food and Nutrition Services – Serving Lines</p> <p>Motion made and passed unanimously to bring the bid award for Food and Nutrition Services – Serving Lines to Warehouse Store Fixture Company to the full Board for approval.</p> <p>E. Grant 1. District Consolidated Grant</p>
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	<p>2015-2017. Funding should arrive in the January – March time period. He said this is an entitlement grant so the amounts quoted are definite. Mr. Smith said the Title I amount is tied to the district’s free and reduced lunch rate which is up.</p> <p>Mr. Coppola moved to bring the District Consolidated Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <p>F. Input for 2016-2017 Budget</p> <ul style="list-style-type: none"> • Dr. Paddyfote said she would like feedback from the Board while the budget is being put together and would like to see this topic on the agenda for next week’s Board meeting as well. • Mr. Coppola said he had already met with Dr. Paddyfote to list his requests which include money for K-5 field trips, a culinary institute and a true alternative high school among other things. • Mrs. Faulenbach said her priorities are to support instruction and the district’s infrastructure. 	<p>Motion made and passed unanimously to bring the District Consolidated Grant to the full Board for approval.</p> <p>F. Input for 2016-2017 Budget</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Certified Substitute Coverage</p> <ul style="list-style-type: none"> • Ms. Baldelli said the main purpose of this report is to show the need for substitutes and she asked the committee to look at the unfilled column in particular. • Mr. Coppola asked if there was any pattern to the high and low days and Ms. Baldelli said not that could be determined so far. • Ms. Baldelli and Mr. Hubelbank distributed a memo that they worked on regarding possible options to consider regarding substitutes which 	<p>Items of Information</p> <p>A. Certified Substitute Coverage</p>

	<p>include raising the daily rate of pay or hiring an agency to provide substitutes. Mr. Hubelbank explained the budgetary ramifications of the spreadsheet.</p> <ul style="list-style-type: none">• Mr. Coppola said he was aware that some other area towns paid their substitutes at a higher rate.• Dr. Paddyfote asked what was budgeted for substitutes and Mr. Hubelbank said \$600,000.• Mr. Coppola said right now Human Resources interviews and processes substitutes and asked how that would work if an agency is used. Ms. Baldelli said the agency would take all our current substitutes and hire any new ones.• Mrs. Faulenbach asked if the district could remove a substitute from use from the agency's list for any reason and Ms. Baldelli said yes, the district would have full discretion.• Mr. Coppola said he remembered that the custodians had been outsourced previously but that the company low balled their service and costs increased rapidly.• Dr. Paddyfote said the outsourcing had been for management of the custodians. She said the price and possible increases would need to be negotiated in any contract, similar to what is done with the bus company now.• Mrs. Faulenbach asked what the procedure should be to move this discussion forward and Dr. Paddyfote said her suggestion would be for administration to put a proposal forward in the budget for the Board to consider for next year. She said she is also concerned with flu season this year and said the Board may want to consider making adjustments this year for the winter months.• Mrs. Faulenbach asked if any adjustments made this year would require a transfer to fund and Mr. Hubelbank said it would. Mrs. Faulenbach said it was her understanding from previous conversations that there are already concerns with this year's budget.	
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	<ul style="list-style-type: none"> • Dr. Paddyfote said she believed that the cost for any adjustment for this year could run between \$20 and \$25,000 and she asked Mr. Hubelbank if he felt that amount could be found in other lines. Mr. Hubelbank said that if the Board feels this area is critical, funds could be pulled from other areas. He could not predict future strains on this year's budget until they happen. He said ideally he would prefer to wait until excess cost figures are received but would do what the Board feels is needed. • Mrs. Chastain asked for a list of what other districts pay and Ms. Baldelli said she would provide an update. • Dr. Paddyfote said administration would prepare a recommendation for adjustments for this year to present at next Tuesday's Board meeting. <p>B. Update on New Milford High School Chiller</p> <ul style="list-style-type: none"> • Mr. Hubelbank said they had been looking at two options for proposals but only one is workable due to time constraints so they are back to Fuss and O'Neill with a request for them to update their proposal. • Mr. Coppola asked if it would be recommended to fund this project from capital reserve and Mr. Hubelbank said yes. <p>C. Update on Munis</p> <ul style="list-style-type: none"> • Mr. Hubelbank said Munis continues to move along. It is being used for budgeting now. The first payroll from Munis will be on January 8, 2016. 	
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
December 1, 2015
Lillis Administration Building, Room 2**

6.	Adjourn <ul style="list-style-type: none">• Committee members' service was acknowledged. Mrs. Chastain moved to adjourn the meeting at 8:26 p.m. seconded by Mr. Coppola and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:26 p.m.
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Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee