

**New Milford Board of Education
Operations Sub-Committee Minutes
August 14, 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
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Mr. Kevin Munrett, Facilities Director

1.	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.	Call to Order
2.	Public Comment - Jay Umbarger provided a handout to the Committee regarding the use of school bus tracking in another state. He said he would like the Board to consider it here in the next budget cycle. Also, he said he had talked to the Mayor twice regarding bringing a hybrid distance learning center to the JPCC. He thinks it would be beneficial to the town. - Mrs. Faulenbach said usually there is no dialogue as part of public comment but she did want Mr. Umbarger to know that the new bus contract does include new GPS technology.	Public Comment
3.	Discussion and Possible Action A. Changes to Signatories on District Accounts – Exhibit B Mrs. Faulenbach said these changes to signatories are needed due to personnel changes. Mrs. Monaghan moved to bring Changes to Signatories on District Accounts – Exhibit B to the full Board for approval.	Discussion and Possible Action A. Changes to Signatories on District Accounts – Exhibit B Motion made and passed unanimously to bring Changes to Signatories on District Accounts –

	Motion seconded by Mr. McCauley. Motion passed unanimously.	Exhibit B to the full Board for approval.
4.	Items of Information A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence • Mr. Smith said there are still six certified openings. He expects an update to this exhibit in Friday's Board packet. • Ms. Baldelli said there are two openings for special education teachers and one for a Spanish teacher at the high school, one special education teacher and one science teacher at SMS, one special education teacher at SNIS, and one kindergarten teacher at HPS. • Mrs. Faulenbach asked if the department chairs and head teachers were all set and Ms. Baldelli said they are all filled. She said there are tutors and some more coaches to come. • Mr. Smith said they are working on contingency plans should they have to open the year without a certified teacher in place. He said being able to hire on a daily basis if needed in the summer has been very helpful for filling positions. Next month's Exhibit A will go back to requiring Board approval. B. Monthly Reports 1. Budget Position dated 7/31/18 2. Purchase Resolution D-713 3. Request for Budget Transfers • Mr. Smith said this is the first budget position for the new fiscal year and the encumbrances are now starting to show. He said they added a description of "yearly" where applicable. • Mr. Giovannone said the first teacher pay day is August 31 and that is when we will have postings against the current encumbrances. • Mrs. Faulenbach noted that the legal retainer was paid. She asked about the \$2,200 charge	Items of Information A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence B. Monthly Reports 1. Budget Position dated 7/31/18 2. Purchase Resolution D-713 3. Request for Budget Transfers

	for propane. Mr. Smith said this was for smaller tanks used by such things as kitchen equipment and did not have anything to do with the transportation line. • Mrs. Faulenbach asked why the Chromebook licenses are not yearly and Mr. Smith said they are three year licenses which are tied to each device, and can be shifted as needed. • Mrs. Faulenbach asked about the \$48,000 umbrella policy on page one that is tied to transportation. She suggested we look to shift that cost to All-Star. Mr. Smith said they could, but said the cost would probably show up in other areas of contract negotiations then. • Mr. McCauley asked about the Briggs and Stratton scag turf tiger. He said he thought turf field equipment was already purchased. Mr. Munrett said this was a lawnmower purchased to replace outdated equipment and it was not for the turf fields. • Mrs. Faulenbach asked where the budgeted capital offset shows up and Mr. Smith said it is on the revenue page. The \$322,500 capital reserve draw-down funds the five year capital plan. He said the \$20,000 solar study will not impact this line but will have to come from operating budget adjustments if need be. • Mr. Smith said the small budget transfers requested are a result of adjustments that need to be made as a result of end of the year budget cuts made.	
C. 2017-18 Year End Balance	• Mr. Smith said the June memo on this topic was based on projections. Now end of year bills have come in, the town has been paid, and encumbrances adjusted. The final unaudited \$346,753 year-end balance represents 0.55% of the 2017-18 budget, well within the 1% best practice. • Mrs. Faulenbach said the Board typically makes a motion in September to request that this balance go to capital reserve, pending final	C. 2017-18 Year End Balance

	audit. She said that request will be on the Operations agenda for September. • Mr. Smith said he wanted to reiterate for the record that this figure is a result of a conscious shift in operating procedures during the year to put off projects, not fill positions etc. in order to protect the year-end balance. • Mrs. Faulenbach said she would be curious to know what the Town's year-end balance is.	
D.	Security Grant Reimbursement • Mr. Smith said the accounting for this grant was completed in June and sent to the state. They are waiting to see what the reimbursement will be. • Mrs. Faulenbach asked about the timeframe, the amount of reimbursement expected, and to whom the money would go. Mr. Smith said he was hopeful that reimbursement would be this fiscal year. • Mr. Giovannone said the projects took place over multiple fiscal years beginning in 2012 and most funds came out of capital reserve. He said the maximum reimbursement is \$264,000 but based on projects done he said \$190,000 is more likely the top amount. • Mr. Smith said this was a matching grant for security upgrades to schools so most of the funding came from the district's capital reserve account. He said he was not sure if it is just state funding that they are waiting on or if there is a federal tie in.	D. Security Grant Reimbursement
E.	K-2 Behavioral Supports • Mr. Smith said the special education area is always moving and resources are constantly reallocated. They are seeing a significant increase in the attention needed at primary schools for dysregulated students, which he said is not unique to New Milford. Mrs. Olson spent time last year looking at models in other districts around New Milford to determine	E. K-2 Behavioral Supports

	what model might best fit our needs. The projections for the 18-21 LHTC program did not manifest so those funds will be used for our youngest students instead. An ESS clinical psychologist will work with students and their families. This is a transfer within the special education budget and is brought forward for transparency. • Mr. McCauley said he thought this was the right program to be offering. He sees the need. Early intervention will prevent later issues. • Mrs. Monaghan asked if it would cover the entire district. Mr. Smith said it would be based at NES but cover K-2 for both schools. Most services will be at NES, but it will alleviate other staff members to go to HPS. He said it is a start only and the program will evolve as needed. • Mrs. Faulenbach said she thought this was a helpful reassessment and a good step. • Mr. Smith asked if the committee wanted the topic on the full Board agenda for discussion. Mr. McCauley said yes because he thought it would be good to inform the Board and the community at large of the program.	
5.	Public Comment • There was none.	Public Comment
6.	Adjourn Mr. McCauley moved to adjourn the meeting at 8:10 p.m. seconded by Mrs. Monaghan and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:10 p.m.

Respectfully submitted:

Wendy Faulenbach

Wendy Faulenbach, Chairperson
Operations Sub-Committee