

**New Milford Board of Education
Operations Sub-Committee Minutes
October 9, 2018
Lillis Administration Building—Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Brian McCauley
Mrs. Eileen P. Monaghan
Mr. Bill Dahl, Alternate

Also Present: Dr. Stephen Tracy, Interim 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 Munnett, Facilities Director

1.	Call to Order	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. Mr. Dahl was seated due to a vacancy on the committee.	
2.	Public Comment	Public Comment
	• Kimberly LaPegna spoke on behalf of adding a bus stop for HPS students to attend the Village Center for the Arts (VCA) after school. She said this is a great opportunity for students and NES students are bussed there. It is not equitable for some students to have access and not others. • Mrs. Faulenbach thanked the speakers for coming and spoke to the process of public comment. She said technically Board members cannot engage in dialogue. Instead, they listen then vet concerns through the Superintendent and full Board for discussion. • Liberty Mahon said she had the same concerns with a bus stop for VCA. She said HPS had a bus last year but not this year. She said VCA offers a scholarship program for students. • Liza Basile said students are bussed to VCA from SNIS currently but she hears that may not continue and wants it to. • Kara Pfeifer said she feels the same about the	 RECEIVED TOWN CLERK 2018 OCT 11 A 10:39 NEW MILFORD, CT

	bus from SNIS. Working parents have a need for this service. • Kimberly LaPegna said this fills a passion of many students and should be offered. • Mrs. Faulenbach said she appreciates the comments and noted that transportation can be tricky. She said the Board will need data regarding the history and funding for discussion to take place. • Dr. Tracy said he met with the VCA Director last week and the bus came up then. He said he is working on this and may have to come to the Board if there will be an additional cost.	
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence • Ms. Baldelli said she expects to have a revised Exhibit A for the full Board meeting. There are current openings in Bilingual and Math at SMS; Spanish, Special Ed and Computer Based Instruction at NMHS. Para vacancies are down to 4.5 from 7. • Dr. Tracy said Mr. Shugrue will be out for approximately six weeks starting the end of October and former Assistant Principal John Lee will be brought in during that time. • Ms. Baldelli said Mrs. Curtis will serve as Acting Principal and Mr. Lee will take her place as an assistant principal. • Mrs. Faulenbach asked how the decision was made. Ms. Baldelli said Mr. Shugrue made the recommendation for Mrs. Curtis based on seniority and experience. Mrs. Curtis' assignment is not on Exhibit A because it is an internal move. • Mrs. Faulenbach asked if there is a cost savings and Ms. Baldelli said no, there is a cost of between \$15-20,000 to the certified salary account. • Dr. Tracy said he would prepare details on the	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	roles, reasons, dates and estimated costs for the Board prior to the October 16 meeting. • Mrs. Faulenbach said all these \$15-20,000 costs here and there start to add up in the budget. • Mrs. Faulenbach asked if the “pending receipt of permit” note was new for coaches. Ms. Baldelli said it was not and is there while they wait for the state to affirm. She noted that a Dance Team coach is on for approval. Mr. Dahl moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval. Motion seconded by Mr. McCauley. Motion passed unanimously. B. Monthly Reports 1. Budget Position dated 9/30/18 2. Purchase Resolution D-715 3. Request for Budget Transfers • Mr. Giovannone said next month the Operations agenda will include an item regarding budget drivers. He asked the Board to consider the budget format and give him feedback. He said the district is starting its yearly workers’ compensation review tomorrow. A new version of MUNIS was installed last week with no real substantive changes to the modules. • Mrs. Faulenbach commented on the capital reserve section of the budget. She said she would like a clear picture of why it is presented that way, how we currently budget and what we might do better in that area. She said there had been a lot of discussion about capital this year and what is drawn from the budget versus expenditures out of the reserve. She asked for a snapshot of what has been spent so far out of budget this year in capital. • Mr. Giovannone said they had projected a total	Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval. B. Monthly Reports 1. Budget Position dated 9/30/18 2. Purchase Resolution D-715 3. Request for Budget Transfers
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	this month of between \$300-400,000 in the certified salary line but it is at \$253,334. Mrs. Faulenbach asked if this included the new grade 2 teacher and Mr. Giovannone said he would have to check. Mrs. Faulenbach said this is an example of how the Board must be very cautious with budget this early in the year. • Mr. Giovannone referenced the transportation line on page 2 of 4 and said there is a transfer request this month from the private tuition line to remedy that. Mrs. Faulenbach noted that this was the full transportation line for the district and Mr. Giovannone said yes, and that special education transportation was part of it. • Mrs. Faulenbach asked what line MUNIS is tracked in and how much is owed. Mr. Giovannone said he would check and that another agreement would probably be required when this current one is done. • Mr. Dahl asked how billing is done for sports officials and Mr. Giovannone said he would look into it. • Mrs. Faulenbach asked if the \$20,000 for police at athletic events is higher than historical and Mr. Giovannone said he would check. • Mrs. Faulenbach asked if there was a purchase order yet for the HPS oil tank. Mr. Giovannone said not yet because they are waiting on Town approval of requested funds. Once that is in place, the purchase order will follow and a revised Purchase Resolution will be generated for the full Board meeting. • Mrs. Faulenbach asked why NES was underfunded for the yearly oil tank testing. Mr. Munrett said he would research but it could be due to roof repairs. • Mrs. Faulenbach said the Facilities budget has taken several hits already this year and we are not even into winter yet.	
	Mr. Dahl moved to bring the monthly reports: Budget Position 9/30/18, Purchase Resolution D-715 and Request for Budget Transfers to the full Board for approval.	Motion made and passed unanimously to bring the monthly reports: Budget Position dated 9/30/18, Purchase Resolution

	Motion seconded by Mr. McCauley. Motion passed unanimously. C. Gifts & Donations 1. PTO — Exhibit B - Mrs. Faulenbach said the PTO provides amazing support overall. She said a total will be recognized at the end of the year. Mr. McCauley moved to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval. Motion seconded by Mrs. Monaghan. Motion passed unanimously. D. Bid Awards 1. Medical Advisor - Mrs. Faulenbach said Dr. Hack has been a longtime advisor and there is a good ongoing relationship. Mr. McCauley moved to bring the bid award for the Medical Advisor to the full Board for approval. Motion seconded by Mrs. Monaghan. Motion passed unanimously. 2. Lillis Oil Tank - Mrs. Faulenbach said she appreciates the detailed memo provided by Mr. Giovannone and finds it very helpful in providing history. She said there are lots of moving parts between the Board and the Town. She said the Board will be awarding the bid, but the Town has already approved the funding for the project. Mr. Giovannone said the approved Town motion does cover the projected cost of this project.	D-715, and Request for Budget Transfers to the full Board for approval. C. Gifts & Donations 1. PTO — Exhibit B Motion made and passed unanimously to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval. D. Bid Awards 1. Medical Advisor Motion made and passed unanimously to bring the bid award for the Medical Advisor to the full Board for approval. 2. Lillis Oil Tank
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	• Dr. Tracy said the cost had increased from the time of the bid six months ago but it is still under the threshold. • Mr. Giovannone said the cost of \$97,713 is lower than what the Town approved. He recommends asking the Town to fund the full amount they approved, which is over the cost, with the understanding that any funds not used will be returned. This way if additional costs come up, they will have funding for them. • Mrs. Faulenbach asked what the roll out is if the Board awards the bid. Mr. Giovannone said the purchase order would appear at the November meeting. Mr. Dahl moved to bring the bid award for the Lillis Oil Tank to ETT Environmental to the full Board for approval. Motion seconded by Mr. McCauley. Motion passed unanimously. 3. SNIS Oil Tank • Mrs. Faulenbach said this memo was very helpful in giving a snapshot of the increase in costs since the bid was made and what is needed in addition now, namely \$34,000, to what the Town funded. She said the choice is whether to award the bid and wonder where the additional money will come from or to go back to the bidder and ask for a rebid. Right now, the Town is aware and there is no guarantee they will pick up the difference. Mrs. Faulenbach said she thought it was important to show due diligence before asking for additional funds. • Mrs. Faulenbach asked what would happen if the January 1 deadline to remove the old tank is not met. Mr. Munrett said it shouldn't be an issue with the state as long as we can show a paper trail of "good faith effort" while we work through the bidding process. He said he had	Motion made and passed unanimously to bring the bid award for the Lillis Oil Tank to ETT Environmental to the full Board for approval. 3. SNIS Oil Tank
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	approached the vendor and they were not interested in renegotiating. He said the oil tank at SNIS is a redundant system, and the building is heated through natural gas. • Mrs. Monaghan asked why ETT Environmental, who was awarded the other two tanks, did not bid for SNIS. Mr. Munrett said at the time they were cautious of taking on too many projects at one time. He said they are interested in bidding now. • Mrs. Faulenbach said it is her recommendation that administration rebid the project to try and get it back under what the Town approved, so at this time she is recommending no action be taken to move this out of committee. • Consensus agreed.	
E.	Activity Stipend Requests 1. Schaghticoke Middle School • Dr. Tracy said the change to Robotics will attract more students. • Ms. Baldelli said it is common to adjust activities from year to year such as the requested switch from ASL to Writing Lab. • Mrs. Faulenbach asked for a listing of all SMS activities. Ms. Baldelli said she is working on one for the whole district. Mrs. Monaghan moved to bring the Activity Stipend Requests for Schaghticoke Middle School to the full Board for approval. Motion seconded by Mr. McCauley. Motion passed unanimously.	E. Activity Stipend Requests 1. Schaghticoke Middle School
F.	Approval of Signatories for ED-099 Agreement for Child Nutrition Programs • Mr. Giovannone said this updates the contract with the state for the first time in 20 years and adds signatories. The language requires nothing additional from what is currently required. The	Motion made and passed unanimously to bring the Activity Stipend Requests for Schaghticoke Middle School to the full Board for approval. F. Approval of Signatories for ED-099 Agreement for Child Nutrition Programs

	agreement is required by USDA and state agencies. • Mrs. Faulenbach asked what the monetary benefit is. Mr. Giovannone said he would check but he believes it is at least \$500,000 in reimbursements each year. Mr. Dahl moved to bring the Approval of Signatories for ED-099 Agreement for Child Nutrition Programs to the full Board for approval. Motion seconded by Mrs. Monaghan. Motion passed unanimously.	Motion made and passed unanimously to bring the Approval of Signatories for ED-099 Agreement for Child Nutrition Programs to the full Board for approval.
4.	Items of Information A. List of Teacher Substitutes • Ms. Baldelli said she provides this list in October and February. • Mrs. Faulenbach said this was requested by a previous Board member and she wondered if it is still needed in light of all the reports and data required in general. She will add the topic to her report at the Board and suggest it be stopped unless anyone objects. B. Updated Master Schedule for Bids and Proposals • Mr. Giovannone said there are a few changes. The medical advisor was annual but technically it does not require a formal bid, only quotes, so he is changing it to every two years. The annual uniform order quote has been added. • Mrs. Faulenbach noted that the choice of a legal firm is bid “as requested” and not under a specific timeline. She said it was six or seven years ago that this was last done. Mr. Giovannone said it would need to be bid by December to be included in next year’s budget if changes are going to be made. • Mrs. Faulenbach asked if RFP’s appear on the website and Mr. Giovannone said they do.	Items of Information A. List of Teacher Substitutes B. Updated Master Schedule for Bids and Proposals

	C. Parking Permit and Pay to Participate Revenues - Mrs. Faulenbach said based on the document provided it looks like revenue will be down from projections. She said this is another area of concern for the budget. Money will need to be found for the Superintendent Search too. D. Health Inspections - Dr. Tracy noted the very positive results of the health inspections. He said he had recently walked around the high school operation with Mrs. Sullivan and he was very impressed with the variety of food offered and the colorful setting. - Mrs. Faulenbach reminded committee members that budget time is coming and encouraged them to let administration know if there was something they want to see addressed in any area.	C. Parking Permit and Pay to Participate Revenues D. Health Inspections
5.	Public Comment There was none.	Public Comment
6.	Adjourn Mr. McCauley moved to adjourn the meeting at 8:50 p.m. seconded by Mrs. Monaghan and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:50 p.m.

Respectfully submitted:

Wendy Faulenbach

Wendy Faulenbach, Chairperson
Operations Sub-Committee