

**New Milford Board of Education
Operations Sub-Committee Minutes
October 10, 2017
Lillis Administration Building—Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Robert Coppola
Mr. Brian McCauley
Mr. David A. Lawson, ex officio

Absent: Mrs. Angela C. Chastain

Also Present: Mr. Joshua Smith, Superintendent
Ms. Alisha DiCorpo, Assistant Superintendent
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Ms. Roberta Pratt, Director of Technology
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Mr. Kevin Munrett, Facilities Director
Mr. Nestor Aparicio, Assistant Facilities Director

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NEW MILFORD, CT

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. Mr. Lawson was seated, ex officio, in the absence of Mrs. Chastain.	Call to Order
2.	Public Comment There was none.	Public Comment
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence - Ms. Baldelli said she may have a revision for next week's Board meeting depending on how interviews go this week. - Mrs. Faulenbach asked if athletic coaches were up to date and Ms. Baldelli said they are. She said the next cycle will start shortly. Mr. McCauley 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. Coppola.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence 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.

	Motion passed unanimously. B. Monthly Reports 1. Budget Position dated 9/30/17 2. Purchase Resolution D-703 3. Request for Budget Transfers • Mr. Coppola asked about the balance in the certified salary account and Mr. Giovannone confirmed that it is due to open positions and a pending request on the budget transfer sheet. • Mr. Smith said the teacher of the deaf is leaving and the position is no longer required, so that salary will be transferred to another line. • Mrs. Faulenbach said she liked the additional detail provided on this month's purchase resolution. Mr. Giovannone said they are now clearly noting yearly encumbrances for what services and what timeframe. Mrs. Faulenbach said it was very helpful information. • Mr. Coppola said it was nice to see the detail for the number of Nonnewaug students as well. • Mr. Smith said they are trying to anticipate questions and provide the detail upfront. • Mrs. Faulenbach asked what line items the athletic transportation for NMHS and SMS are listed under. Mr. Giovannone said it was lumped with student transportation, 55100. • Mr. McCauley asked if he was correct in saying that IEP Direct increased in cost. Mrs. Olson said it did; she had projected 3% but it was more like 6%. • Mr. McCauley noted the \$16,000 budget for toner. Mr. Smith said that is probably less than half of what the district will need this year. He said this item is closely watched and will be a topic at tomorrow's administrative meeting. • Mrs. Faulenbach asked if the sewer assessment bill of \$12,000 was separate from the hookup fee of \$11,000 and Mr. Giovannone said they are separate charges. The hookup is a separate installation at the high school. Mr. Lawson moved to bring the monthly reports:	B. Monthly Reports 1. Budget Position dated 9/30/17 2. Purchase Resolution D-703 3. Request for Budget Transfers Motion made and passed
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	Budget Position 9/30/17, Purchase Resolution D-703 and Request for Budget Transfers to the full Board for approval. Motion seconded by Mr. McCauley. Motion passed unanimously. C. Gifts & Donations 1. PTO — Exhibit B 2. New Milford Diamond Club • Mr. Coppola said the PTO gives amazing support for field trips and other programs. • Mr. Lawson agreed. He said he recently attended the John Halligan program at SMS which the PTO supported and it was excellent. • Mrs. Faulenbach thanked the Diamond Club for their contribution. Mr. Coppola moved to bring Gifts & Donations: PTO – Exhibit B and New Milford Diamond Club to the full Board for approval. Motion seconded by Mr. McCauley. Motion passed unanimously. D. Bid Awards 1. Medical Advisor 2. NES Fire System Device Replacement • Mr. Lawson noted the long standing relationship the district has had with the medical advisor and said he appreciated that the fee had not increased. • Mr. Smith said the NES fire system bid had been discussed at Facilities and is being awarded to the lowest bidder which also has previous experience in district. • Mr. Coppola asked if there is a formal bid opening process. Mr. Smith said there is. Mr. Giovannone and the pertinent department head, in this case Mr. Munnett, participate.	unanimously to bring the monthly reports: Budget Position dated 9/30/17, Purchase Resolution D-703, and Request for Budget Transfers to the full Board for approval. C. Gifts & Donations 1. PTO — Exhibit B 2. New Milford Diamond Club Motion made and passed unanimously to bring Gifts & Donations: PTO – Exhibit B and New Milford Diamond Club to the full Board for approval. D. Bid Awards 1. Medical Advisor 2. NES Fire System Device Replacement
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	• Mr. Lawson said he would be recusing himself from this approval. Mr. Coppola moved to bring the bid awards for the Medical Advisor and NES Fire System Device Replacement to the full Board for approval. Motion seconded by Mr. McCauley. Motion passed 3-0-1. Yes: Mrs. Faulenbach, Mr. Coppola, Mr. McCauley, Abstain: Mr. Lawson E. Grant Approval 1. Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation • Ms. DiCorpo said this grant will provide continuation of work the district is doing with area preschools to prepare students for kindergarten. The \$4,060 requested will focus on interactive read alouds. Mr. Coppola moved to bring the Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation to the full Board for approval. Motion seconded by Mr. Lawson. Motion passed unanimously. F. Activity Stipend Requests 1. New Milford High School 2. Sarah Noble Intermediate School • Mr. Smith said stipends evolve over time. In the case of the NAMES request for New Milford High School, that program has activities all year round so warrants an advisor. • Mr. Coppola asked when the accompanying rubric was created and said he finds it very helpful. Mr. Smith said a committee created it in 2007. • Mr. Lawson asked why Video Club was being	Motion made and passed to bring the bid awards for the Medical Advisor and NES Fire System Device Replacement to the full Board for approval. E. Grant Approval 1. Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation Motion made and passed unanimously to bring the Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation to the full Board for approval. F. Activity Stipend Requests 1. New Milford High School 2. Sarah Noble Intermediate School
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	eliminated to fund the NAMES position. Mr. Smith said activities shift from year to year, staying on the books but not being funded, so funds move accordingly. He said the high school now offers two video production courses. • Ms. Baldelli said the SNIS activities are new and Mrs. Bilko had added money to her budget for them for this year. • Mr. Smith said SNIS continues to add activities because interest is very high. • Mr. Lawson said he had no issue with these additions but he said he would like to see a report on the clubs at the end of the year which would list number of participants and what projects they did. Mr. Lawson moved to bring the activity stipend requests for New Milford High School and Sarah Noble Intermediate School to the full Board for approval. Motion seconded by Mr. McCauley. Motion passed unanimously. G. 2015-16 Capital Reserve Request • Mrs. Faulenbach said there has been discussion about capital reserve lately so this information is provided to show the long history of requests and how the reserve is tracked. • Mr. Lawson said he plans to attend the Board of Finance meeting tomorrow night where the 2015-16 capital request will be discussed. Since 1995, the Town Charter has allowed the use of capital reserve for capital items as needed. This is very necessary as the Board of Education, by statute, does not have a contingency fund. Its establishment was a bipartisan effort and has been successful for many years. • Mrs. Faulenbach said there has been discussion as to the amount of the end of year balance for	Motion made and passed unanimously to bring the activity stipend requests for New Milford High School and Sarah Noble Intermediate School to the full Board for approval. G. 2015-16 Capital Reserve Request
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	2015-16. She said the approved audit report for the Town clearly shows the balance to be \$264,406, the amount the Board is looking to transfer to capital reserve. The Board is asking for their approved balance only, no more or less. • Mr. Lawson pointed out the education budget figure approved at town referendum, \$61,178,808. This is different from the figure shown for education under the Town's listing, \$75,096,521, which includes additional funds not given to the Board of Education. Mr. Lawson said he believes this figure includes ECS funds which go directly to the Town. • Mrs. Faulenbach said this topic is on the agenda because capital reserve can be a confusing topic; you need to follow the trail carefully to see where the money is. Town minutes are included in the packet for reference and an overview of use. • Mr. Lawson said the BOE has been fiscally frugal and it is right that any balance should go back to the schools for future use. • Mr. Coppola said the funds cannot be drawn directly. The Board must follow the Town process. • Mr. Lawson said there is an historical order of business and a request has never been rejected in the past. • Mrs. Faulenbach said she believes the Town's concern this year has to do with the state budget crisis. • Mr. Lawson said they are separate issues. The Town has contingency funds from which to draw, the BOE does not. • Mrs. Faulenbach said they will report back to the Board on future action. • Mr. Smith said Mr. Giovannone will run a report for capital expenditures which he hopes to include in Friday's Board packet.	
4.	Items of Information	Items of Information
A.	Updated Master Schedule for Bids and Proposals	A. Updated Master Schedule for

	• Mr. Smith said this planning document is a work in progress, designed to capture the life cycle of bids. It will grow and evolve as the bids do. • Mrs. Faulenbach said she appreciates the transparency of this document and asked if it is on the website; Mr. Giovannone said not yet. B. Entitlement Grants 1. District Consolidated Grant 2. Title III Grant • Mr. Smith said this is a shift from an action item to information only and is designed to catch the grant description and dollar amount for the record. The state has changed the process and uses an online system. Board approval is not required as these are entitlement grants, not competitive. • Ms. DiCorpo said the Bilingual grant has been delayed due to the state budget crisis. Right now, entitlement would be less than half previously received. This is a concern, as schools with 20+ eligible students are required to provide services, so additional funding may be needed from the operating budget.	Bids and Proposals B. Entitlement Grants 1. District Consolidated Grant 2. Title III Grant
5.	Public Comment • There was none.	Public Comment
6.	Adjourn Mr. McCauley moved to adjourn the meeting at 8:20 p.m. seconded by Mr. Lawson and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:20 p.m.

Respectfully submitted:

Wendy Faulenbach

Wendy Faulenbach, Chairperson
Operations Sub-Committee