

**New Milford Board of Education
Operations Sub-Committee Minutes
November 1, 2016
Lillis Administration Building—Room 2**

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

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

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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 7:32 p.m. by Mrs. Faulenbach.	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 the salary for Danielle Kiser was inadvertently left off the Exhibit. It is \$75,515 (Step 12F) and will be corrected on a revised exhibit prior to the Board meeting. There are coaches and stipend positions to be added as well. - Mr. Coppola asked if they had already approved the stipend positions on pages 2 and 3 for Mr. Hibbard and Ms. Baldelli said these are for a new season. - Mr. Coppola asked what grade the leave of absence request affects. Ms. Baldelli said it is grade 3 but that this is for an extension of an existing leave and someone is already filling	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	the position. Mr. Coppola was pleased to hear there would not be any additional disruption to students. Mr. Schemm 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 10/28/16 2. Purchase Resolution D-692 3. Request for Budget Transfers • Mrs. Faulenbach asked for clarification on the \$30,000 transfer in non-certified salaries. Mr. Giovannone said it was approved last month as part of the Facilities overtime discussion. • Mr. Coppola asked about the unencumbered amount in the paraeducator line and Mr. Giovannone said that is due to four vacancies. • Mr. Coppola asked for clarification on the \$800,000 pension line which shows 100% expended. Mr. Giovannone said that is for any non-certified staff member who qualifies. The district gets the number from the Town and gives them full payment at the beginning of the year. • Mr. Giovannone said he has added the requested labels to the report for expenditures and revenues. He said line 53210 Substitutes has been changed to Time and Attendance Software and line 44105 has been changed to FOI and Fingerprinting Fees to more accurately reflect their use. • Mr. Coppola asked if line 55101 Field Trips includes the \$25,000 budgeted by the Board last year and if so what the rest of the total is used for. Mr. Giovannone said it does and he will follow up on the other items.	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 10/28/16 2. Purchase Resolution D-692 3. Request for Budget Transfers
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- Mr. Coppola asked if line 55630 Tuition to Private Schools included state placements and Mr. Smith said that was in the line above. Mrs. Olson said this line is for out of district placements determined by the district or through mediation.
- Mr. Coppola asked if line 56260 included a locked in price for gas and Mr. Giovannone said it did. Mr. Smith said the rate is usually locked in by February so we have it for budget purposes.
- Mrs. Faulenbach noted that the percentage used in the certified staff account was down from last month and Mr. Giovannone said that was because last month a person who had resigned was still showing as encumbered. Mr. Smith said the Munis actuals give very accurate numbers resulting in more shifts within cycles.
- Mrs. Faulenbach asked why the health insurance encumbrance would change from month to month. Mr. Giovannone said that was due to other items such as contributions towards Teamster and Food Service health insurance, the vision rider etc.
- Mr. Coppola asked what was left in capital reserve and Mr. Smith said that information was provided in a memo last month. Mrs. Faulenbach provided a copy of the memo which shows \$1,237,277. Mr. Smith said that takes into account the unaudited end of year 2015-16 balance of \$348,000.
- Mr. Giovannone said the auditors are returning November 14th for approximately a week or so to finalize the figure for January.
- Mr. Smith said once the final number is received in January they will ask the Board to send a request to Town Council to add the balance to the capital reserve account.
- Mr. Coppola asked if money for the current lawsuit has been taken out of the balance. Mr. Smith said the balance includes all potential liabilities to the district.

- Mr. McCauley asked about the E-Rate item referenced on the purchase resolution. Mr. Smith said this is a contract for a service that monitors the federal reimbursement grant for telecommunications for the district.
- Mr. Coppola asked about the Effective School Solutions line item and Mr. Smith said that was for the ESS program at the high school. It is the remainder of the contract for clinical services. Mr. Giovannone said it is on the transfer document as well. Mr. Smith said this program was added in the spring and not in the budget originally. The transfer request sets up the accounting going forward to accurately capture use. It uses ODP lines as offsets since these are students who we are able to keep or return to district through this program.
- Mr. Schemm asked how many students are in the program and Mrs. Olson said 16, including three who had been returned to district and four who are maintaining. Mr. Smith said there is high interest from other districts in tuition students but as stated at the program's inception the district is not accepting any until the program is fully up and running. Mr. Smith said besides the instructional benefit of providing formerly outplaced students a full high school experience, the program provides cost avoidance through no transportation costs etc.
- Mr. McCauley said he thinks this is a great program.

Mr. Schemm moved to bring the monthly reports: Budget Position dated 10/28/16, Purchase Resolution D-692 and Request for Budget Transfers to the full Board for approval.

Motion seconded by Mr. McCauley.

Motion passed unanimously.

Motion made and passed unanimously to bring the monthly reports: Budget Position dated 10/28/16, Purchase Resolution D-692, and Request for Budget Transfers to the full Board for approval.

C. Legal Contract • Mrs. Faulenbach said this item had been discussed at the full Board meeting with consensus to bring it back to Operations for a formal recommendation going forward. • Mr. Coppola asked what options there were and Mrs. Faulenbach said they could go out to bid and interview firms, do a paper proposal process or stay with the present firm. She said whatever was decided could have budget ramifications. • Mr. Coppola said he had requested this topic originally due to his unhappiness with some past decisions and his unfamiliarity with details of the payment arrangement with the current firm but was willing to let the topic go if he was the only one with strong feelings. • Mr. Smith said the legal line is budgeted based on past averages and what negotiations are upcoming. • Mr. Schemm said he is satisfied with the current firm. He has worked with others and there are very few in the state qualified in education law. • Mrs. Faulenbach also said she has no strong feelings to do this at this time. A new firm would have to get to know the history of the district and that takes time. She was okay in sending it forward to the Board for discussion but probably would not support it there. Mr. Coppola moved to bring a paper review of requests for proposal (RFPs) for the Legal Contract to the full Board for discussion and possible action. Motion seconded by Mr. McCauley. Motion passed unanimously. • Mr. Schemm asked for clarification as to whether or not the legal contract was an exclusive agreement or if the Board could use other attorneys. Mr. Smith said other attorneys	C. Legal Contract Motion made and passed unanimously to bring a paper review of requests for proposal (RFPs) for the Legal Contract to the full Board for discussion and possible action.
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	could be used at additional cost. That is the case now when Board counsel is already being used as a hearing officer. The Board always has the option of getting a second opinion or rephrasing their question to perhaps get another more palatable answer.	
4.	Items of Information A. Fill Rates • Mrs. Faulenbach said this is an update on information which has been discussed many times previously and she thanked Ms. Baldelli for the work that went into the document. • Ms. Baldelli said they monitor fill rates constantly. The increase in dollar amount that the Board approved last year has not really made much of a difference. This is a problem for all districts, not just New Milford. • Mr. Smith said money is not the only issue. These are temporary jobs with no insurance. • Mr. Coppola asked about hiring permanent substitutes. Ms. Baldelli said that is one possible solution referenced at the end of the memo. The Affordable Care Act may mandate that permanent substitutes be offered insurance or the district would have to pay a penalty. • Mr. Coppola said he thought the treatment of subs in the district is an issue too. In his personal opinion, subs are treated like second class citizens. Ms. Baldelli said she respectfully disagreed, that feedback from district subs is good and the school and district personnel work hard to make sure they are comfortable. • Ms. Baldelli said she would like the committee to at least hear presentations from a few outsourcing firms for consideration as they promise a higher fill rate. • Mr. Coppola said he is not for using an outsourcing agency as they will just be more expensive in order to recoup their fees. • Ms. Baldelli said they are more expensive but	Items of Information A. Fill Rates

	would still be cheaper than using teacher coverage as we are forced to do now. • Mr. McCauley said he had personal experience with outsourcing firms and he did not find their fill rates to be better. He said he would like any presentation to include the fill rate percentage. He also had personal experience with permanent subs in NY state and that experience was more positive. • Mr. Schemm said he appreciates the information and knows it is a statewide problem. He sees other districts advertising on signs during his commute. He is not opposed to hearing an outsource presentation and would like it to include what other districts are using the service. He said right now there are other costs in secretarial and administrative time as they scramble daily to find coverage adding to the overall stress of the school day. • Mrs. Faulenbach said it appeared that the consensus was to hear a presentation at the December meeting so that budget could be taken into account.	
B.	Update on Transportation Complaints	B. Update on Transportation Complaints
	• Mr. Smith said this is an annual update typically given each fall. There is currently one request for a Board review that will be heard by a hearing officer next week. Mr. Giovannone said there have been 19 total requests for changes so far and this is the only one that has not been successfully addressed by reviewing the policy with parents. Most of the complaints relate to walking distance and light.	
C.	Health Inspections	C. Health Inspections
	• Mrs. Faulenbach said this is an update that the committee gets each year. She congratulated Mrs. Sullivan and the Food Services staff on continuing to receive excellent scores.	

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5.	Public Comment • There was none.	Public Comment
6.	Adjourn Mr. Schemm moved to adjourn the meeting at 8:58 p.m. seconded by Mr. McCauley and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:58 p.m.

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee