

**New Milford Board of Education
Operations Sub-Committee Minutes
December 11, 2018
Lillis Administration Building—Room 2**

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

Absent: Mrs. Eileen P. Monaghan

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 Munrett, 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. Dahl was seated in the absence of Mrs. Monaghan.	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 will have a revised Exhibit A for Friday's packet. - Mrs. Faulenbach asked about openings. Ms. Baldelli said HPS has a special education vacancy. There is a part time special education vacancy at Faith Academy. The high school is beginning interviews for the math vacancy. They also have a special education vacancy. The CBI program still has a part time opening. Regarding non-certified openings, the Director of Technology position has been reposted, the HPS Principal position will be posted shortly,	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	and the high school has one paraeducator opening and one cafeteria general worker opening. There is also a vacancy for a Computer Tech I. 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 11/30/18 2. Purchase Resolution D-717 3. Request for Budget Transfers • Regarding the budget position, Mr. Giovannone brought attention to the legal services line, which is 60% expended halfway through the year. He said there has been more engagement with legal due to mediations and the insurance move. He also discussed advertising. He said that may require a transfer next month due to legal notices associated with open positions and some bids not budgeted for. • Mr. McCauley asked about the line for telephones, which is overexpended. Mr. Giovannone said he would check. • Mrs. Faulenbach asked about the "other services" line, which has a \$593,000 balance. Mr. Giovannone said the biggest driver in that line is tuition to private sources. • Mrs. Faulenbach asked about the \$20,994 balance in dues and fees. Mr. Giovannone said he would check. • There were no requests for budget transfers. • Mr. Giovannone said he would have a revised purchase resolution for the full Board meeting to reflect the addition of the purchase order for the superintendent search consultant approved this evening.	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 11/30/18 2. Purchase Resolution D-717 3. Request for Budget Transfers
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Mr. McCauley moved to bring the monthly reports: Budget Position 11/30/18, Purchase Resolution D-717 and Request for Budget Transfers to the full Board for approval. Motion seconded by Mr. Dahl. Motion passed unanimously. C. Gifts & Donations 1. PTO — Exhibit B • Mr. McCauley said he would have liked to go on the sponsored field trip. Mr. Dahl moved to bring the Gifts & Donations to the full Board for approval. Motion seconded by Mr. McCauley. Motion passed unanimously. D. Bid Awards 1. Special Education School-Based Occupational Therapy Services 2. Special Education School-Based Physical Therapy Services • Mrs. Olson said this goes out to bid every three years. This year the bid process was moved earlier in the year so the numbers would be available for budgeting. She said Integrated Pediatrics has been providing services to the district for over 20 years, Debbie Myhill for over 15 years. The services are high quality and collaborative. • Mrs. Faulenbach asked what the financial impact of the bid is. Mrs. Olson said it keeps the status quo. Mr. Dahl moved to bring the bid awards for Special Education School-Based Occupational and Physical Therapy Services to the full Board for approval.	Motion made and passed unanimously to bring the monthly reports: Budget Position dated 11/30/18, Purchase Resolution D-717, 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 the Gifts & Donations to the full Board for approval. D. Bid Awards 1. Special Education School-Based Occupational Therapy Services 2. Special Education School-Based Physical Therapy Services Motion made and passed unanimously to bring the bid awards for Special Education
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	Motion seconded by Mr. McCauley. Motion passed unanimously. E. Stipend Requests 1. Sarah Noble Intermediate School • Mrs. Faulenbach referenced the memo regarding these stipends and noted that they are cost neutral. • Ms. Baldelli said these requests came about as a result of a survey of staff and students. Mr. McCauley moved to bring the Stipend Requests for Sarah Noble Intermediate School to the full Board for approval. Motion seconded by Mr. Dahl. Motion passed unanimously. F. 2016-17 Liability Accrued for the School Calendar Grievance • Mrs. Faulenbach said she welcomed comments from Mr. Lawson, the Board Chair, on this topic, as she and Mr. Lawson had a meeting with the Town last week. At the meeting, the Town asked that the Board reconsider this request and send the funds to the Town's general fund instead. Since the Board had already made a request as a whole that these funds go to capital reserve, this topic has been added to Operations for discussion with the intent to send it to the full Board for action. Mrs. Faulenbach said that would require that the full Board rescind the request. • Mr. Dahl said there had been two capital reserve requests made by the Board, this one, and the one for the end of the year balance. He asked what the basis is for the Town's request. • Mr. Lawson said the end of year balance was already approved by Town Council and Board of Finance. The litigation funds were	School-Based Occupational and Physical Therapy Services to the full Board for approval. E. Stipend Requests 1. Sarah Noble Intermediate School Motion made and passed unanimously to bring the Stipend Requests for Sarah Noble Intermediate School to the full Board for approval. F. 2016-17 Liability Accrued for the School Calendar Grievance
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	mentioned as part of a larger ongoing conversation. Also, the Town indicated that other capital projects for the Board would be considered for bonding and possibly pulled from our operational budget. Mr. Lawson said we, the Board, asked for assurance that any future litigation funds returned would go to the Board's capital reserve account. • Dr. Tracy said the Mayor has verbally committed to that request. He said sending the litigation funds to the Town's general fund helps the Town avoid ending the year in the red. • Mrs. Faulenbach said the BOE finished the year on a positive note with a year end balance, unaudited, of \$277,903 plus \$50,000 for the turf fields. When the year end balances of the BOE and Town are combined, there is a shortfall. • Mr. Dahl said he doesn't mind splitting to help the Town as long as there is a guarantee that other litigation is preserved for the future. • Mrs. Faulenbach said with the continued collaboration on financial discussions with the Town, she thinks it is crucial to have a paper trail at the BOE level. Board motions must be followed to completion. • Mrs. Faulenbach asked what is in capital reserve now and Mr. Giovannone said approximately \$449,000. Mrs. Faulenbach asked what the capital reserve balance will be once the year end balance is added. Mr. Giovannone said approximately \$725,000. Mrs. Faulenbach said that is historically low still and she thinks it is imperative that any future litigation funds go there if the district prevails. Mr. Dahl moved to bring the 2016-17 Liability Accrued for the School Calendar Grievance to the full Board for discussion and possible action. Motion seconded by Mr. McCauley. Motion passed unanimously.	Motion made and passed unanimously to bring the 2016-17 Liability Accrued for the School Calendar Grievance to the full Board for discussion and possible action.
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4.	Item of Information	Item of Information
A.	Budget Drivers • Mr. Giovannone said this topic was on again to solicit Board input for budget. • Mr. Dahl asked whether pay to play is currently in next year's budget. • Mr. Giovannone said he specifically wanted to get feedback from the Board regarding revenues. Pay to play revenue is still in the projected 2019-20 budget. Regarding excess costs, he said there are fewer placements expected next year. Historically, excess costs are budgeted at 70% but they have been coming in closer to 65%. • Dr. Tracy said the good news is that means we are keeping more students in New Milford in the spirit of inclusion. • Mrs. Olson noted that transportation sharing is also keeping costs down, reducing excess cost reimbursements. • Mrs. Faulenbach said that capital reserve and its hit to the operational budget factor into the spirit of recent conversations with the Town. The Board needs to try to figure out how much collaboration there will be, and pinpoint a dollar amount to that prior to budget release. Clear identification is needed. • Mr. Giovannone said he would work to identify a secondary list of bondable items, and other smaller items for consideration as well, so that discussion can take place. • Dr. Tracy said there should be a separate request to the Town going forward. • Mrs. Faulenbach said it would be important for the Town to weigh in prior to budget adoption. She recommended care with any offset, as the capital reserve account is low. • Mrs. Faulenbach asked about the status of the security grant. Mr. Giovannone said he is still waiting and that the funds will go to the Town, with the Board needing to make a request to	A. Budget Drivers

	move the funds to capital reserve. • Mrs. Faulenbach said the funds should go to capital reserve, since the purchases came from the Board's budget. • Mrs. Faulenbach noted that the change to the state insurance plan will provide some give for the 2019-20 budget. • Dr. Tracy said that even with the insurance cost avoidance, other forces are pushing the budget up, including recent salary negotiations. • Mrs. Faulenbach said they will be looking at offsets wherever they can be found.	
5.	Public Comment • Dr. Yvonne de St. Croix thanked the committee for its support of the new SNIS stipends. She said the students are very excited about the offerings, especially creative writing, and that it will be a nice lead in for the topic at the middle school. • Dr. Tracy said he attended the Mock Trial at SMS which Dr. de St. Croix facilitated and he was very impressed at how well prepared the students were. • Mrs. Tammy McInerney said she is not in favor of rescinding the request for the litigation funds to go to capital reserve. She said the Board helped the Town with \$750,000 last year. Then the Town came into an additional \$1.5 million, of which the BOE received none. Then the Town basically zeroed out the BOE budget. While she appreciates the Town's fiscal issues, she doesn't understand why fixing them has to come off the backs of our students. She will not support this action, as a taxpayer or as a parent. She said the Town has \$18-\$20 million in reserves and she doesn't get why they don't look there.	Public Comment
6.	Adjourn Mr. McCauley moved to adjourn the meeting at	Adjourn Motion made and passed

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Page 8

	8:29 p.m. seconded by Mr. Dahl and passed unanimously.	unanimously to adjourn the meeting at 8:29 p.m.
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Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee