

**New Milford Board of Education
Operations Sub-Committee Minutes
March 10, 2020
Lillis Administration Building—Room 2**

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NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Pete Helmus
Mrs. Eileen P. Monaghan

Absent: Mrs. Olga I. Rella

Also Present: Dr. Kerry Parker, Superintendent
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Mr. Kevin Munrett, Facilities Director
Mr. Nestor Aparicio, Assistant Facilities Director
Mr. Brandon Rush, Director of Technology

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> • Ms. Baldelli said there will be a revised Exhibit A for the Board meeting to include a few spring season coaches. <p>Mrs. Monaghan moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated February 29, 2020 2. Purchase Resolution D-732 3. Request for Budget Transfers 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>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.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated February 29, 2020 2. Purchase Resolution D-732

<ul style="list-style-type: none">• Mr. Giovannone highlighted the negative certified salary line. He said this is a reflection of the \$200,000 designated last year by the Town for use to offset the 19/20 BOE operating budget. When the appropriation is made this year, the account will revert to the positive.• Mrs. Faulenbach said she doesn't remember this being discussed in the minutes previously. She asked Mr. Giovannone if he was aware last month how this would play out and he said he was not.• Mrs. Faulenbach asked if it was fair to say that this report is a snapshot and is fluid and that the district does not expect to end in the negative and Mr. Giovannone said that is correct.• Mr. Giovannone said unemployment remains overdrawn as they work through claims; they are holding on the transfer request until the actual final amount is known. Overall benefits are positive.• Mrs. Faulenbach said they have been over in the legal line for the last three years. She asked if any adjustment was made for next year. Mr. Giovannone said the line was increased by \$5,445.00.• Mr. Giovannone said excess cost has not been received yet. If there is an update before the full Board meeting, he will provide an updated memo.• Mrs. Faulenbach noted that expectations for this revenue had been adjusted downward.• Mr. Giovannone noted that the capital reserve total has been updated and no further deposits are anticipated for this fiscal year. The BOE turf field replacement account has also been updated.• Mrs. Monaghan asked if Mr. Giovannone was aware of any deposit from the Town towards turf field replacement. Mr. Giovannone said he does not have access to Town accounts, but he believes the plan is to deposit any money by the end of the fiscal year.• Regarding the purchase resolution, Mrs.	<p>3. Request for Budget Transfers</p>
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	<p>Faulenbach noted the \$29,000 capital request.</p> <ul style="list-style-type: none"> • Mr. Giovannone said this was actually approved last October; this is for the actual purchase order. • Mrs. Faulenbach noted that there were no requested budget transfers. <p>Mrs. Monaghan moved to bring the monthly reports: Budget Position February 29, 2020, Purchase Resolution D-732 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations 1. PTO — Exhibit B</p> <ul style="list-style-type: none"> • Dr. Parker said this is a wonderful donation, over \$17,848.00. • Mr. Helmus asked what happens to the funds in light of cancellations brought about by COVID-19. Mrs. Faulenbach says it stays with the PTO if not expended. • Mr. Helmus asked if the funds can be used for something else. 	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated February 29, 2020, Purchase Resolution D-732, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations 1. PTO — Exhibit B</p>
	<ul style="list-style-type: none"> • Mrs. Faulenbach asked that clarification be provided at the full BOE meeting as to how it will work. <p>Mrs. Monaghan moved to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p>D. Activity Stipend Request 1. SMS</p> <ul style="list-style-type: none"> • Ms. Baldelli said there is a correction to Dr. Longo’s memo. It will be funded by a grant for two years, not one. • Mrs. Faulenbach asked how many students 	<p>Motion made and passed unanimously to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p> <p>D. Activity Stipend Request 1. SMS</p>

	<p>may participate and what the selection process will be. Ms. Baldelli will check with Dr. Longo prior to the full Board meeting.</p> <p>Mrs. Monaghan moved to bring the Activity Stipend Request for SMS to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p>E. Food and Nutrition Services – Exhibit C</p> <ol style="list-style-type: none"> 1. Healthy Food Certification Statement 2. Food Certification Exemptions for School Fundraisers 3. Beverage Certification Exemptions <ul style="list-style-type: none"> • Mrs. Faulenbach said we do these certifications every year; they are all tied to legislation and reimbursement. <p>Mrs. Monaghan moved to bring Food and Nutrition Services – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p>F. SNIS Elevator</p> <p>G. SNIS Air Conditioner - Cafeteria</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she understands the need for both the elevator work and the air conditioner, as well as the timing issue with getting the air conditioner. The air conditioning unit in particular is time sensitive. She said she thinks these projects should go together to the Town as one request since the capital reserve process requires several approvals. She said doing them now could mean approval by mid-April. • Mrs. Faulenbach asked Mr. Munrett to verify the warranty and lifespan on the air conditioner 	<p>Motion made and passed unanimously to bring the Activity Stipend Request for SMS to the full Board for approval.</p> <p>E. Food and Nutrition Services – Exhibit C</p> <ol style="list-style-type: none"> 1. Healthy Food Certification Statement 2. Food Certification Exemptions for School Fundraisers 3. Beverage Certification Exemptions <p>Motion made and passed unanimously to bring Food and Nutrition Services – Exhibit C to the full Board for approval.</p> <p>F. SNIS Elevator</p> <p>G. SNIS Air Conditioner - Cafeteria</p>
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	<p>for the full Board meeting.</p> <p>Mrs. Monaghan moved to bring the SNIS Elevator and Air Conditioner - Cafeteria Requests to be drawn from Capital Reserve per request to the Town to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the SNIS Elevator and Air Conditioner - Cafeteria Requests to be drawn from Capital Reserve per request to the Town to the full Board for approval.</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Excess Cost</p> <ul style="list-style-type: none"> • Mr. Giovannone said this item was already discussed. It is not out of the ordinary to not have received it yet. Last year it was received on March 6. • Mrs. Faulenbach said it was good to see the budgeting getting in line with previous years excess cost totals. <p>B. Relocation of Administrative Offices</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked if there had been any further discussions with the Town. Dr. Parker said not at this time. She said the Town had asked them to prepare an RFP for an enrollment study, since enrollment might impact a move to SNIS. They sent the RFP to the Town but have not seen it posted yet. • Mrs. Faulenbach said the budget did not reflect any changes, since no plan was set yet. She said any move will eventually require an expenditure. If the expectation is to use capital reserve, then the Board needs to know that. A dialogue is needed with the Town to see what their plan is. • Dr. Parker said the Mayor had indicated previously his intention to put the future of the Lillis Building to a vote before the Town, but she has heard nothing further. • Mrs. Faulenbach said it could perhaps be added as an advisory question during a scheduled 	<p>Items of Information</p> <p>A. Excess Cost</p> <p>B. Relocation of Administrative Offices</p>

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	<p>referendum to avoid the cost of a separate vote.</p> <ul style="list-style-type: none"> • Dr. Parker said she would request a follow up meeting. She said the Lillis boiler continues to be a sporadic problem, even this week. 	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • Cynthia Nabozny said she was formerly the Treasurer for the PTO. She said any donations over \$100 go to the Board for approval, with checks eventually written to vendors, not the BOE. She said donation requests start at the school level PTO, then move to the District-wide PTO before coming to the BOE. 	Public Comment
6.	<p>Adjourn</p> <p>Mrs. Monaghan moved to adjourn the meeting at 8:05 p.m. seconded by Mr. Helmus and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:05 p.m.</p>

Respectfully submitted:

Wendy Faulenbach, Chairperson
 Operations Sub-Committee