

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 September 10, 2019  
 Lillis Administration Building—Room 2**

RECEIVED  
 TOWN CLERK  
 2019 SEP 12 P 12: 5L  
 67  
 NEW MILFORD, CT

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

Also Present: Dr. Kerry Parker, 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  
 Mr. Nestor Aparicio, Assistant Facilities Director  
 Mr. Brandon Rush, Director of Technology

1.	<p><b>Call to Order</b></p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:34 p.m. by Mrs. Faulenbach.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>Angela Chastain thanked the Chair for adding the Direct Donations and Fundraiser Report to the agenda. She said she has concerns about communications issues with fundraisers and how requests for donations are being vetted. She said there appears to be a lack of communication sometimes between the organizers and parents. As an example, she mentioned a camp held this summer where parents thought the money was to be used as a fundraiser not as payment for the camp. She is wondering if any procedural changes need to be made to help alleviate confusion.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said if there was no objection she would move item 4E, Direct Donations and Fundraiser Report, up on the agenda since it was just addressed in public comment.</li> </ul>	<p><b>Discussion and Possible Action</b></p>

- Mrs. Faulenbach said she had reviewed the fundraiser policies and regulations and there are signoffs, checks and balances. She said that perhaps the implementation disconnects from these somehow to create miscommunication. She said fundraising was reviewed recently at the Policy subcommittee and there has been work done over the last few years to close out some accounts and streamline.
- Mr. Giovannone distributed the two fundraiser signoff forms for review. He said the confusion might occur at the beginning planning stages before fundraisers reach the actual paperwork stage.
- Mr. Dahl suggested there might be issues with individual fundraisers' follow through.
- Mrs. Faulenbach asked where the money goes for specific fundraisers. Mr. Giovannone said each school has general student activity accounts. The individual deposits would offer some detail.
- Mrs. Faulenbach said that it is important to communicate the protocol.
- Mr. Giovannone said he would put together a packet of the signoff forms and copies of fundraising policies and regulations 3280, 3281 and 3453 for the full Board meeting next week.

**A. Tuition Rates for 2019-2020**

- Mr. Giovannone said these rates utilize the same formula as in previous years. The revenue for tuition goes to the Town.
- Mrs. Faulenbach noted that the Town did not budget for this amount in the past but in 2018/19, the Town built some in to its budget.
- Mrs. Monaghan noted that the Sherman tuition goes directly to the Town too.
- Mr. Giovannone said excess cost revenue also goes directly to the Town.

Mr. McCauley moved to bring the Tuition Rates for 2019-2020 to the full Board for approval.

**A. Tuition Rates for 2019-2020**

**Motion made and passed unanimously to bring the Tuition**

	<p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <p><b>B. New Milford High School Graduation Date 2020</b></p> <ul style="list-style-type: none"> <li>• There were no questions.</li> </ul> <p>Mr. Dahl moved to bring the New Milford High School Graduation Date 2020 of June 20, 2020 at 2:00 p.m. to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>C. Celtic Energy</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said there was a presentation from Celtic Energy at Facilities and a sign off is now requested. Mr. Giovannone referenced a suggested motion at the bottom of the memo regarding this topic.</li> <li>• Mrs. Faulenbach asked if the contract contained an “out” clause. Mr. Giovannone said not that he was aware.</li> <li>• Mrs. Faulenbach said she would like to see the contract language.</li> </ul> <p>Mr. McCauley moved to bring the Celtic Energy proposal to the full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>D. Capital 5 Year Plan and Capital Reserve Withdraw for 19-20 Budget</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this memo was discussed at Facilities as well. Technology is still the full request; Facilities is slightly lower due to the fact that a few items were already funded.</li> </ul>	<p><b>Rates for 2019-2020 to the full Board for approval.</b></p> <p><b>B. New Milford High School Graduation Date 2020</b></p> <p><b>Motion made and passed unanimously to bring the New Milford High School Graduation Date 2020 of June 20, 2020 at 2:00 p.m. to the full Board for approval.</b></p> <p><b>C. Celtic Energy</b></p> <p><b>Motion made and passed unanimously to bring the Celtic Energy proposal to the full Board for discussion and possible action.</b></p> <p><b>D. Capital 5 Year Plan and Capital Reserve Withdraw for 19-20 Budget</b></p>
--	---	---

	<ul style="list-style-type: none"><li>• Mrs. Faulenbach said when the budget was adopted, the intent was to come for capital reserve in the near future.</li><li>• Mr. McCauley asked if the Technology inventory and needs are known. Mr. Rush said he is collecting an inventory now. He already knows replacements are needed, particularly in the smartboard area. He said it would be hard for him to be specific with needs tonight. He does know additional funds are needed for access points.</li><li>• Mrs. Faulenbach noted that requesting capital reserve is a long process and things could change between now and when the money is actually available. She said it makes sense to work with the funding as presented and make changes as needed, informing the Board.</li><li>• Mr. Giovannone said any purchase over \$5,000 will appear on the purchase resolution for Board approval, giving time to discuss changes from what is currently proposed.</li><li>• Mrs. Faulenbach asked if items would be identified as capital on the purchase resolution. Mr. Giovannone said yes, as 5 year capital.</li></ul> <p>Mrs. Monaghan moved to bring the capital reserve withdraw for 19-20 budget to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>E. 2018-19 Year End Balance</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said it is always a procedural decision as to whether to make this request now or wait until the audit is final.</li><li>• Mr. Giovannone said that he thinks it makes sense to do it now since the Board is also making a request for withdrawal from the capital reserve. This way, both requests can be presented to the Town together for clarity.</li></ul>	<p><b>Motion made and passed unanimously to bring the capital reserve withdraw for 19-20 budget to the full Board for approval.</b></p> <p><b>E. 2018-19 Year End Balance</b></p>
--	---	---

	<p>Mr. Dahl moved to bring a request to the Town Council and Board of Finance to send the year end balance for 2018-19, based on final audit, to the capital reserve account to the full Board for discussion and possible action. Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>F. Hill and Plain School EXCEL need</b></p> <ul style="list-style-type: none"> <li>• Mrs. Olson said this is a variable in special education that cannot be predicted. Under IDEA, the district is obligated to identify children by age 3 who may be eligible for services, and to enroll them in a program. Referrals come from the Birth to 3 program, self-referrals, and from people moving into the district. A similar request was made four years ago, when a like spike was seen. This request is for a 0.5 teacher, three 0.5 paraeducators and equipment.</li> <li>• Mr. Giovannone and Ms. Baldelli estimate the total cost for salaries, benefits and equipment at just under \$100,000.</li> <li>• Mrs. Faulenbach asked if anything was reimburseable. Mrs. Olson said no.</li> <li>• Mrs. Monaghan asked if there was any way to get the information earlier for budgetary purposes. Mrs. Olson said not really, since it is all based on referrals.</li> </ul> <p>Mr. Dahl moved to bring the request for an additional morning EXCEL classroom for HPS to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring a request to the Town Council and Board of Finance to send the year end balance for 2018-19, based on final audit, to the capital reserve account to the full Board for discussion and possible action.</b></p> <p><b>F. Hill and Plain School EXCEL need</b></p> <p><b>Motion made and passed unanimously to bring the request for an additional morning EXCEL classroom for HPS to the full Board for discussion and possible action.</b></p>
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Items of Information</b></p> <p><b>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p>	<p><b>Items of Information</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified</b></p>

	<ul style="list-style-type: none"> <li>Ms. Baldelli said there are four certified openings, two of which are new, two non-certified openings, and one cafeteria position. She does not expect to have a revision for the full Board meeting.</li> </ul> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>Budget Position dated 8/31/19</b></li> <li><b>Purchase Resolution D-726</b></li> <li><b>Request for Budget Transfers</b></li> </ol> <ul style="list-style-type: none"> <li>Mr. Giovannone said they have completed encumbrances for the certified payroll. Non-certified encumbrances are still in progress. He noted that the Board adjusted turnover savings at budget time, taking more risk. Under Health Insurance, the SPP is not encumbered yet. Page 4 shows the capital reserve total. No revenues have been captured as of yet.</li> <li>The Budget Transfer request is for the pension. That amount comes from the Town and was slightly higher than budgeted.</li> <li>The Purchase Resolution continues the yearly encumbrances, from which the actual payments will be made.</li> </ul> <p><b>C. Tuition Students</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said this is an informational update provided annually, per Board policy.</li> </ul> <p><b>D. Compass Books Donation</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach noted the tremendous amount of books donated.</li> </ul> <p><b>E. Direct Donations and Fundraiser Report</b></p> <ul style="list-style-type: none"> <li>This item was discussed earlier in the meeting.</li> </ul>	<p><b>Appointments, Resignations and Leaves of Absence</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>Budget Position dated 8/31/19</b></li> <li><b>Purchase Resolution D-726</b></li> <li><b>Request for Budget Transfers</b></li> </ol> <p><b>C. Tuition Students</b></p> <p><b>D. Compass Books Donation</b></p> <p><b>E. Direct Donations and Fundraiser Report</b></p>
<p><b>5.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<p><b>Public Comment</b></p>

**New Milford Board of Education  
Operations Sub-Committee Minutes  
September 10, 2019  
Lillis Administration Building—Room 2**

<b>6.</b>	<b>Adjourn</b>  Mr. Dahl moved to adjourn the meeting at 8:43 p.m. seconded by Mrs. Monaghan and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 8:43 p.m.</b>
-----------	--	---

Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee