


**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 November 10, 2020  
 Sarah Noble Intermediate School Library Media Center**

**Present:** Mrs. Wendy Faulenbach, Chairperson  
 Mr. Pete Helmus  
 Mrs. Eileen P. Monaghan (via Zoom)  
 Mrs. Olga I. Rella

**Also Present:** Ms. Alisha DiCorpo, Interim Superintendent  
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations  
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services  
 Mr. Kevin Munrett, Facilities Director (via Zoom)  
 Mr. Nestor Aparicio, Assistant Facilities Director  
 Mr. Brandon Rush, Director of Technology  
 Mrs. Sandra Sullivan, Food and Nutrition Services Director

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| 1. | <b>Call to Order</b><br><br>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:31 p.m. by Mrs. Faulenbach.   | <b>Call to Order</b>  |
| 2. | <b>Public Comment</b><br><br><ul style="list-style-type: none"> <li>• There was none.</li> </ul>  | <b>Public Comment</b>   |
| 3. | <b>Discussion and Possible Action</b><br><br><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b><br><br><ul style="list-style-type: none"> <li>• Ms. DiCorpo said they expect to have a Revised Exhibit A for the full Board meeting. She said they are also hopeful to have a candidate for HR Director to bring forward at a special meeting early next week. A committee is interviewing candidates on Thursday.</li> <li>• Mrs. Monaghan asked what happens with the approved winter coaches if winter sports do not take place.</li> <li>• Mrs. Faulenbach said she believes the Board has only approved fall coaches so far.</li> <li>• Ms. DiCorpo says she now has regular meetings scheduled with AD Keith Lipinsky to keep on top of what is permissible per the Department of Public Health (DPH). The DPH</li> </ul> | <b>Discussion and Possible Action</b><br><br><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b><br><br><br>RECEIVED<br>TOWN CLERK<br>2020 NOV 12 A 11: 56<br>NEW MILFORD, CT |

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|  | <p>just released a statement regarding winter sports. Mr. Lipinsky is also looking regionally to see what the majority are planning to run. Ms. DiCorpo said she will give an update next week as part of her Superintendent's Report. She said they have been successful this fall with practicing social distancing and modifications in conjunction with DPH guidelines.</p> <p>Mrs. Rella 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>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated October 31, 2020</b></li><li><b>2. Purchase Resolution D-740</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mr. Giovannone highlighted a few areas of the Budget Position. He noted the audit fee had gone up this year and was under budgeted, so a transfer for that line will be needed in the future. The 53530 security services line captures Securitas expenses for 20/21 and the SSOs working under the MOU with the New Milford Police Department. He noted that the Securitas contract is in its final year so that service will go out to bid prior to budget time. Lines 55610 and 55630 are for outplacement tuitions. He noted that they are being depleted much quicker than in previous years which is a concern. He said there are no large changes to the revenue lines, capital reserve or turf field accounts.</li><li>• Mrs. Faulenbach said the Board knows that a loss is coming to revenue due to COVID, around parking, gate receipts etc. Mr. Giovannone said that is correct, that money</li></ul> | <p><b>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></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated October 31, 2020</b></li><li><b>2. Purchase Resolution D-740</b></li><li><b>3. Request for Budget Transfers</b></li></ol> |
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|  | <p>will not come in.</p> <ul style="list-style-type: none"><li>• Mrs. Rella asked about the regular and special education tuition revenue lines. Mr. Giovannone said they are for EXCEL and LHTC tuition students.</li><li>• Mrs. Monaghan noted that lines for postage, telephones and gas are all at 100%. Mr. Giovannone said they represent annual encumbrances, which will be adjusted at the six month mark.</li><li>• Mrs. Monaghan asked about the legal line. Mr. Giovannone said that represents the retainer. The other balance is for services provided by other legal for hearings.</li><li>• Mrs. Monaghan asked if the HR Director salary was posted for applicants. Ms. DiCorpo said it was not. She said they have surveyed other districts regarding salary and based on an average, New Milford's current salary is in line.</li><li>• Mrs. Monaghan asked if the HR helper that the Board authorized is in place. Ms. DiCorpo said yes, the person works three days in support.</li><li>• Mrs. Monaghan asked about an Interim HR Director. Ms. DiCorpo said she is hoping to bring a permanent candidate forward next week for approval.</li><li>• Mrs. Monaghan asked about an interim Assistant Superintendent and how salary would work for that.</li><li>• Mrs. Faulenbach said the positions of Superintendent, Assistant Superintendent and HR Director are already budgeted for; it is just a matter of reallocating amounts as needed.</li><li>• Regarding the Purchase Resolution, Mr. Giovannone pointed out that the bold, italicized lines are being made by the BOE utilizing funds already approved and provided by the Town for athletic equipment and uniforms for the high school. The funds of \$81,291 have been received and are set up in a separate account.</li><li>• Mrs. Faulenbach asked if these are the first purchase requisitions against that account and</li></ul> |  |
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| <p>Mr. Giovannone said they are.</p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said once the audit is complete the Town will also release \$75,000 for band uniforms, \$50,000 for a Student Enrollment Study and funds for the high school tennis courts.</li> <li>• Mrs. Faulenbach asked if there is any way to speed up funding for the enrollment study since that will be crucial information to have for budgeting. Mr. Giovannone said he would check. He said the RFP was prepared last spring.</li> <li>• Mrs. Faulenbach said she would like to thank the Town on behalf of the Board for helping them find a way to fund these capital items. She said she hopes this type of conversation and collaboration will continue.</li> <li>• Mrs. Monaghan asked if the \$10,000 under Title IV covers both presenters. Ms. DiCorpo said hers, this is the total cost of the Restorative Practices work.</li> </ul> <p>Mrs. Rella moved to bring the monthly reports: Budget Position October 31, 2020, Purchase Resolution D-740 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><b>C. Approval of Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said this item is self explanatory.</li> </ul> <p>Mrs. Rella moved to bring the Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> | <p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated October 31, 2020, Purchase Resolution D-740, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Approval of Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs</b></p> <p><b>Motion made and passed unanimously to bring the Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs to the full Board for approval.</b></p> |
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| <p><b>D. NMHS Activities Stipends</b></p> | <ul style="list-style-type: none"><li>• Ms. DiCorpo said Dr. Smotas had previously asked principals for their recommendations regarding what activities to run this year. This is a summary of what is running at NMHS and recommendations for moving forward. She said a common theme of those approved is whether or not they can be run virtually and/or socially distanced.</li><li>• Mrs. Faulenbach asked if Ms. DiCorpo is looking for Board approval for the recommendations. Ms. DiCorpo said yes. Stipend contracts would then be generated. She said there may be additional requests down the road for spring.</li><li>• Mrs. Rella questioned why jazz band and orchestra are not recommended. Ms. DiCorpo said she would ask Mr. Shugrue and Mr. Best to attend the Board meeting to speak to that.</li><li>• Mrs. Faulenbach said she would like more information regarding criteria and parameters. She would also be interested in whether these activities are happening in any form and, if so, what the participation rate is.</li><li>• Mrs. Faulenbach asked for confirmation that she was reading the spreadsheet correctly: \$38,000 total with \$14,840 of that total not recommended. Mr. Giovannone said that is correct, and that the full total are all budgeted items so none of the funds represent additions to the budget.</li><li>• Mrs. Rella said she would be interested in more information regarding the virtual all school musical.</li><li>• Ms. DiCorpo read information provided by Mr. Amenta. Virtual work includes interviews and auditions, pit audio tracking, and general preparation for a possible spring show.</li><li>• Mr. Helmus said he intends to recuse himself from any motion for approval since his son-in-law is involved in one of the activities. Mrs. Faulenbach said that is not necessary here since the motion will just move the item forward for</li></ul> | <p><b>D. NMHS Activities Stipends</b></p> |
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|  | <p>discussion and possible action. Mr. Helmus may recuse himself at the time of vote if he thinks it is prudent.</p> <p>Mrs. Rella moved to bring the NMHS Activities Stipends to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p><b>E. COVID Staffing and Funding</b></p> <ul style="list-style-type: none"><li>• Mr. Giovannone said this is an update on where we are with COVID staffing and funding. He said the CARES funding has been received and combined with the local funding. The CRF funding is expected within two weeks. He said the first five bullets update status of positions already approved. There is an additional request for another COVID Liaison position.</li><li>• Ms. DiCorpo said the original position was supposed to be 20 hours per week, but with all the contract tracing, it has been closer to 20 hours per day. Another position would help split the grade level tracking and assist in managing the data. She said it is very time consuming to track, but that means the district is receiving a lot of communication and information which is a very good thing in keeping everyone safe.</li><li>• Mr. Giovannone said there is currently \$491,048 still available and once the CRF funding is received that will go to \$680,665. He is not recommending any additional money here from the 19/20 year end balance. That leaves \$882,559 available from the year end balance, unaudited.</li><li>• Mrs. Faulenbach asked if the plan is to take future expenditures from the CARES and CRF funds before local funding. Mr. Giovannone said definitely, especially from CRF because that grant period only goes until December 31.</li></ul> | <p><b>Motion made and passed unanimously to bring the NMHS Activities Stipends to the full Board for discussion and possible action.</b></p> <p><b>E. COVID Staffing and Funding</b></p> |
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|  | <p>CARES goes until September 2021.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said New Milford is very fortunate to have the local COVID funding set up through collaboration with the Town. Mr. Giovannone agreed, saying it allowed us to open schools.</li> <li>• Mrs. Monaghan asked about the Tech Integration Specialists. Mr. Giovannone said they were approved last month and are part of the encumbered funds. Any delay in filling those positions would result in less actual funds expended, another reason he is not recommending any additional funding here from the year end balance.</li> </ul> <p>Mr. Helmus moved to bring the COVID Staffing request for an additional COVID Liaison position to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p><b>F. Food Service Historicals and Projections</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said the memo provides a general overview of the Food Service program, which is self-sustaining and not part of the general fund. It also shows the negative impact of COVID to the program from March on. The Governor’s Executive Order 7R along with reduced reimbursement created an operating loss, through no fault of the program. Mr. Giovannone said the Food Service program is very well run and a tremendous credit to Mrs. Sullivan’s leadership. He said there is a great deal of financial uncertainty still with the program and the pandemic. He suggested that there is an opportunity to take action now to restore some of the balance using COVID funds, rather than take the chance that action may be needed in May through a special appropriation. He is suggesting a reimbursement of \$295,172, which represents</li> </ul> | <p><b>Motion made and passed unanimously to bring the COVID Staffing request for an additional COVID Liaison position to the full Board for approval.</b></p> <p><b>F. Food Service Historicals and Projections</b></p> |
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|                                   | <p>the amount of Food Services labor and benefits expenses negotiated as per Governors Order 7R.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked if the use of COVID funds for this reimbursement has been cleared with the auditors and the Town. Mr. Giovannone said yes.</li> <li>• Mrs. Faulenbach said she appreciates the effort to keep down expenses going forward that are referenced in the memo. She said it is important for the fund to stay solvent and perhaps this is an opportunity now versus being reactive in May.</li> <li>• Mr. Giovannone said this is a precursor to the next item regarding the 2019-20 year end balance so no motion is necessary here.</li> </ul> <p><b>G. 2019-20 Year End Balance</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said the memo restates the year end balance total of \$2,910,099 with \$882,559 remaining fund balance unaudited. He said it is his recommendation as stated earlier to use \$295,172 of that remaining balance to restore the Food Services fund, for Food Service COVID related expenses.</li> </ul> <p>Mrs. Rella moved to bring the Food Service reimbursement from the 2019-20 Year End Balance to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> | <p><b>G. 2019-20 Year End Balance</b></p> <p><b>Motion made and passed unanimously to bring the Food Service reimbursement from the 2019-20 Year End Balance 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>Update on Transportation Requests</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this is an annual update.</li> </ul>   | <p><b>Items of Information</b></p> <p><b>A. Update on Transportation Requests</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>   |



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| <b>6.</b> | <b>Adjourn</b><br><br>Mrs. Rella moved to adjourn the meeting at 8:40 p.m. seconded by Mr. Helmus and passed unanimously. | <b>Adjourn</b><br><br><b>Motion made and passed unanimously to adjourn the meeting at 8:40 p.m.</b> |
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Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee

