

**New Milford Board of Education
 Policy Sub-Committee Minutes
 March 2, 2021
 Sarah Noble Intermediate School Library Media Center**

Present: Mrs. Wendy Faulenbach, Acting Chairperson
 Mrs. Tammy McInerney
 Mr. Brian McCauley, Alternate

Absent: Mr. Joseph Failla
 Mrs. Olga Rella

Also Present: Ms. Alisha DiCorpo, Superintendent of Schools (via Zoom)
 Mrs. Cathy Calabrese, Interim Assistant Superintendent
 Mrs. Cathy Gabianelli, Human Resources Director
 Mr. Brandon Rush, Technology Director
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations

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NEW MILFORD, CT

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:49 p.m. by Mrs. Faulenbach, acting as Chair in the absence of Mrs. Rella. Mr. McCauley was seated as an alternate in the absence of Mr. Failla.</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. Policies for Review:</p> <ul style="list-style-type: none"> Mrs. Faulenbach said this starts the preliminary conversation of the Business policy section. In general, some of the policies are dated and in need of language clean up. <ol style="list-style-type: none"> 3000 Concept and Roles in Business and Non-Instructional Operations <ul style="list-style-type: none"> Mrs. Faulenbach referenced the legal commentary and asked Mr. Giovannone if he was comfortable with the recommendations. Mr. Giovannone said he was and that he agreed that the “whole school program” reference is not defined. 	<p>Discussion</p> <p>A. Policies for Review:</p> <ol style="list-style-type: none"> 3000 Concept and Roles in Business and Non-Instructional Operations 3110 Budget Planning 3160 Budget and Transfer of Funds 3230 Federal Funds 3231 Medical Reimbursement for Special Education Students 6200 Adult Education

	<ul style="list-style-type: none">● Mrs. McInerney suggested it be changed to “district operations”.● Mr. McCauley said he thought the second sentence needed revision as he did not like the statement “as effective as possible”. It was agreed to change it to “To that end, the Board of Education shall:”.● Bullet #5 was discussed and it was agreed to go back to legal for clarification of unit expenditure. Ms. DiCorpo suggested it might refer to per pupil expenditure.● Mrs. Faulenbach said they would leave the bullet in for now while waiting for legal clarification. <p>2. 3110 Budget Planning</p> <ul style="list-style-type: none">● Legal suggested this policy could include a sample budget calendar.● Mrs. Faulenbach said she has concerns when dates are added to policies as that can box the Board in. She said the budget time frame is defined by Town charter and she is not sure more is needed.● Ms. DiCorpo said she thinks an internal calendar would be helpful but it is not necessary for Town delivery. She suggested a regulation instead, or if the Board preferred, she will just use a calendar internally with the Cabinet.● Mrs. Faulenbach said she thinks an internal calendar is the best choice and Mrs. McInerney agreed.● Mrs. Faulenbach said this will be moved to the Board for further conversation, but no changes are recommended at this point. <p>3. 3160 Budget and Transfer of Funds</p> <ul style="list-style-type: none">● Mrs. Faulenbach noted the reference to the state statute regarding fiduciary responsibilities. She said she had an issue with the suggested second paragraph as it only references the Board of Finance and there are other fiscal authorities involved.	
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- Mr. Giovannone also noted that recommendations and suggestions are not always made formally and are hard to capture.
- Mrs. McInerney agreed that the estimated budget references are not clear.
- Mrs. Faulenbach said that each municipality has a different budget structure and asked how this aligns. She would like further clarification from legal regarding the goal of this language and any possible binding nature.
- Mr. Giovannone said he would like to know if the statute references any time line.
- Mrs. Faulenbach said the Board already sees monthly budget reports.
- Regarding the dollar amount listed under budget transfers, Mrs. Faulenbach asked Mr. Giovannone if he thought any adjustment was necessary.
- Mr. Giovannone said no, that the current purchasing policy is actually more stringent.
- Regarding the Supplemental Appropriations language, Mrs. Faulenbach noted that it again only references the Board of Finance which is a problem; the Mayor and Town Council would also be involved. She said she was curious as to why the recommendation is made to add the language here.
- Mr. Giovannone said it mirrors statute 10-222.
- Mrs. Faulenbach said she would like information from legal on when 10-222 went into effect and how it may be more specifically tailored to the Town bodies and what we do. She suggested that other districts must have something similar that can be reviewed.

4. 3230 Federal Funds

- Mrs. Faulenbach said there is no statutory requirement for this policy.
- Mrs. McInerney asked if the addition of state funds means the district is looking for someone to go out to find more revenue.
- Ms. DiCorpo said right now any funding opportunities are entered in the EGrants System and the district is notified to apply. These funds are not competitive; if the district completes the grant, we get the appropriation.

	<ul style="list-style-type: none"> ● Mrs. Faulenbach asked if Ms. DiCorpo recommends the language change and Ms. DiCorpo said she doesn't think it is needed since we are already doing this. ● Mrs. Faulenbach suggested the policy be deleted since it is not required. She said part of Policy review is to look at policies that may no longer be needed and simplify. <p>5. 3231 Medical Reimbursement for Special Education Students</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach noted that no changes are recommended to this policy. <p>6. 6200 Adult Education</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach said she would recommend that this policy be brought to the full Board for review but discussion will need to wait until then due to time constraints this evening. ● Mrs. Calabrese said this policy will be discussed at Committee on Learning following this meeting. <p>Mrs. McInerney moved to bring policies:</p> <ol style="list-style-type: none"> 1. 3000 Concept and Roles in Business and Non-Instructional Operations 2. 3110 Budget Planning 3. 3160 Budget and Transfer of Funds 4. 3230 Federal Funds 5. 3231 Medical Reimbursement for Special Education Students 6. 6200 Adult Education <p>to the Board for first review, seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> <p>B. Regulation for Review:</p> <ol style="list-style-type: none"> 1. 3152 Spending Public Funds for Advocacy 	<p>Motion made and passed unanimously to bring policies:</p> <ol style="list-style-type: none"> 1. 3000 Concept and Roles in Business and Non-Instructional Operations 2. 3110 Budget Planning 3. 3160 Budget and Transfer of Funds 4. 3230 Federal Funds 5. 3231 Medical Reimbursement for Special Education Students 6. 6200 Adult Education <p>to the Board for first review.</p> <p>B. Regulation for Review:</p> <ol style="list-style-type: none"> 2. 3152 Spending Public Funds for Advocacy
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	<ul style="list-style-type: none">• Mrs. Faulenbach said this regulation will be moved to the next meeting due to time constraints.	
4.	Public Comment <ul style="list-style-type: none">• There was none.	Public Comment
5.	Adjourn Mrs. McInerney moved to adjourn the meeting at 7:30 p.m. seconded by Mr. McCauley and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:30 p.m.

Respectfully submitted:



Wendy Faulenbach, Chairperson
New Milford Board of Education