

**New Milford Board of Education
 Operations Sub-Committee Minutes
 February 11, 2020
 Lillis Administration Building—Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. Pete Helmus
 Mrs. Eileen P. Monaghan
 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
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services
 Mr. Kevin Munrett, Facilities Director
 Mr. Brandon Rush, Director of Technology

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| 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> <ul style="list-style-type: none"> • Mrs. Faulenbach welcomed new members to the committee and encouraged them to ask any questions on agenda items as they are reviewed. <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. Spring athletic recommendations are coming in. <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. Motion passed unanimously.</p> | <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> |

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| <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated January 31, 20202. Purchase Resolution D-7313. Request for Budget Transfers <ul style="list-style-type: none">• Mr. Giovannone highlighted the certified salary line and said the Business Office is starting to proof this out versus encumbrance.• Mrs. Faulenbach asked how the total compares to last year at this time. Mr. Giovannone said he would follow up for the full Board meeting.• Mr. Giovannone referenced the revenue line. He said this is where excess cost will show up. The first payment is usually received in February and is a good indication for end of year projections. Mrs. Faulenbach asked for the comparison to last year. Mr. Giovannone said he would follow up for the full Board meeting.• Mrs. Faulenbach said the projected excess cost figure, as part of general revenue, can be found on the top of page 4 of 4. Mrs. Faulenbach said you can also see capital reserve and turf field account totals on this page.• Mr. Giovannone noted that the unemployment line is overdrawn and will require a transfer; several claims hit at once.• Regarding the purchase resolution, Mrs. Faulenbach referenced the elevator expense that was discussed at the Facilities meeting. She asked if this was coming out of the Facilities operating budget and Mr. Giovannone said yes. Mrs. Faulenbach said the district is lucky to have these funds to reallocate for this unexpected expenditure and it is both a testament to the hard work of staff in house, as well as the light winter and cost savings. Mr. Giovannone said they will budget for this on a five year cycle going forward, now that they know it will be required.• Mrs. Faulenbach asked about the Chromebook request. Mr. Rush said this is part of the refresh cycle in the current budget. Mr. Giovannone said this request was approved in October 2019 from capital reserve. Mrs. Faulenbach noted that this is from the capital budget, not operating. | <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated January 31, 20202. Purchase Resolution D-7313. Request for Budget Transfers |
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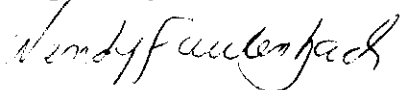
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| | <ul style="list-style-type: none"> • Mrs. Rella asked if the Chromebooks were already purchased and Mr. Rush said no, they are waiting for Board approval. Mrs. Rella asked if these come with an 8 year license. Mr. Rush said he will check. • Mrs. Monaghan asked if these are at the EdAdvance contract rate. Mr. Rush said yes, this is state contract and where EdAdvance was purchasing. They are just going directly to the supplier. • Mrs. Faulenbach asked if the scrubber also comes out of capital. Mr. Giovannone said it does, along with the CDW request. • Regarding the budget transfer request, Mrs. Monaghan asked what school the behavioral therapist will service. Mrs. Olson said the high school. <p>Mrs. Monaghan moved to bring the monthly reports: Budget Position January 31, 2020, Purchase Resolution D-731 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <ul style="list-style-type: none"> • Dr. Parker said this is a wonderful donation. The PTO is incredible and continue to do great things for kids. <p>Mrs. Rella moved to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>D. Grant</p> <p>1. Public, Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) Grant</p> | <p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated January 31, 2020, Purchase Resolution D-731, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p> <p>D. Grant</p> <p>1. Public, Educational and Governmental Programming and Educational Technology Investment Account</p> |
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| | <ul style="list-style-type: none"> • Mr. Rush said this grant promotes access programming in CT. The district will use funds awarded to purchase a video streaming system and well as digital signage and other equipment. • Mrs. Faulenbach said this is exciting, especially since the Five Year Capital Plan includes purchasing an LED sign. She asked when the district will find out whether or not funds have been awarded. Mr. Rush said he did not know, but the submission deadline was January 31, 2020. <p>Mrs. Rella moved to bring the Public, Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> | <p>(PEGPETIA) Grant</p> <p>Motion made and passed unanimously to bring the Public, Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) Grant to the full Board for approval.</p> |
| <p>4.</p> <p>A.</p> | <p>Items of Information</p> <p>Town of New Milford Audit Report dated June 30, 2019</p> <ul style="list-style-type: none"> • Mrs. Faulenbach thanked Mr. Giovannone for the helpful memo. • Mr. Giovannone said the audit was very successful. The memo outlines end of year motions and status. Items 2 and 3, capital reserve account transfer of \$315,217 and contribution to turf field account of \$50,000, will be posted by the Town this month. Regarding the \$199,999 designated for use to offset the 19/20 BOE operating budget, the Town Finance Director says it will require an application to the Town Council and Board of Finance as a supplemental appropriation. • Mrs. Faulenbach said this was an action requested by the Town Council, to offset the current budget. It was the first time done in her memory and auditors were consulted at the | <p>Items of Information</p> <p>A. Town of New Milford Audit Report dated June 30, 2019</p> |

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| | <p>time to confirm procedure. Mrs. Faulenbach said personally she disagrees with this characterization as a supplemental appropriation to the BOE, since that makes it appear that the BOE fell short at year end. That is not the case, there was a surplus that the Town requested to move. The Town Council voted on it as an earmarked number, there was no vote at referendum.</p> <ul style="list-style-type: none">• Mr. Giovannone said he is requesting a joint call with the Town and auditors.• Mr. Giovannone said the posting could potentially complicate matters when comparing the original 2020-21 budget to the revised 2019-20 budget. The 2019-20 original budget as compared to the 2020-21 original budget is the correct comparison that was used and results in the 2.22% increase stated in the current Board Adopted Budget.• Mrs. Faulenbach said it is important to work collaboratively with the Town to continue the dialogue and work this out.• Mr. Helmus clarified that this will make the budget percentage increase incorrect if one was to compare the revised 2019-20 budget to the 2020-21 original budget. Mr. Giovannone agreed and noted that the correct comparison to be made is original versus original. <p>B. Relocation of Administrative Offices</p> <ul style="list-style-type: none">• Dr. Parker said this topic was discussed at Facilities.• Mrs. Faulenbach said this is an ongoing conversation and she would hope that any future meetings with the Town would include the Facilities and Operations chairs.• Mrs. Monaghan said the MBC was at the discussion stage regarding their role in all this.• Dr. Parker said she doesn't understand what role they would have. Mrs. Faulenbach agreed, saying they do not oversee relocation. She said the committee's design was focused on construction projects involving municipal | <p>B. Relocation of Administrative Offices</p> |
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| | <p>buildings. She said the committee members are all volunteers and while she would be happy to take input, their time should be valued and well utilized.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the BOE is the steward of the Town owned Lillis building and a motion would be required by the Board to relinquish control. She said it is important to work with the Town on an overall plan. She said decisions will need to be made. She cautioned quotes about any savings, since this is a cost avoidance issue only. She said the Lillis building has struggles but the Board has made many past investments in the building over the years, which Town agencies have benefited from. She suggested that if the building is sold, the Board be a piece of that. • Mr. Helmus said it was his understanding that the MBC is a fact finding group that makes advisory recommendations. • Mrs. Faulenbach agree, saying ultimately decisions will be made by the Town Council and Board of Finance. • Mrs. Faulenbach asked Dr. Parker if she had a timeframe in mind for a move. Dr. Parker said she did not, but wanted to continue with the conversation. She said the budget was status quo and shifts would be requested if needed. | |
| <p>5.</p> | <p>Public Comment</p> <ul style="list-style-type: none"> • There was none. | <p>Public Comment</p> |
| <p>6.</p> | <p>Adjourn</p> <p>Mr. Helmus moved to adjourn the meeting at 8:16 p.m. seconded by Mrs. Monaghan and passed unanimously.</p> | <p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:16 p.m.</p> |

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee