

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 October 13, 2020  
 New Milford High School Library Media Center**

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NEW MILFORD, CT

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

**Also Present:** Dr. Paul Smotas, Interim Superintendent  
 Ms. Alisha DiCorpo, Assistant 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  
 Mr. Nestor Aparicio, Assistant Facilities Director  
 Mr. Brandon Rush, Director of Technology  
 Mr. Greg Shugrue, New Milford High School Principal

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 7:30 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>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <ul style="list-style-type: none"> <li>• Dr. Smotas said there would be a revised Exhibit A for the Board meeting next week.</li> </ul> <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 Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li>1. Budget Position dated September 30, 2020</li> <li>2. Purchase Resolution D-739</li> <li>3. Request for Budget Transfers</li> </ol>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <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>1. Budget Position dated September 30, 2020</li> <li>2. Purchase Resolution D-739</li> </ol>

	<ul style="list-style-type: none"> <li>• Regarding the purchase resolution, Mrs. Faulenbach asked for confirmation that the roof repairs were for the whole year. Mr. Giovannone said yes, it is an estimate for the high school roof.</li> <li>• Mr. Giovannone noted encumbrances for Securitas and New Milford Police that reflect the change in monitors and the MOU with the New Milford Police Department.</li> <li>• Mrs. Faulenbach asked what year the Securitas contract is in. Mr. Giovannone said it is the last year of the contract. The monitors are used at SMS, NMHS and for Adult Education.</li> <li>• Mrs. Faulenbach noted the second payment for the elevator. She asked how many payments altogether. Mr. Giovannone said he will look and follow up for the full Board meeting.</li> <li>• Mrs. Faulenbach noted that the budget position shows the capital reserve and turf field account unchanged. Mr. Giovannone said the capital reserve changed just slightly to reflect interest earned.</li> </ul> <p>Mrs. Rella moved to bring the monthly reports: Budget Position September 30, 2020, Purchase Resolution D-739 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts and Donations</b></p> <p><b>1. Mask Donations for Students and Staff - Exhibit B</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said this was referenced at Facilities. She said the Board is so appreciative of the support. Mr. Munrett said there will be a revision for the full Board; there are two more donations to come.</li> </ul> <p>Mrs. Rella moved to bring Gifts and Donations: Masks to the full Board for approval.</p>	<p><b>3. Request for Budget Transfers</b></p> <p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated September 30, 2020, Purchase Resolution D-739, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Gifts and Donations</b></p> <p><b>1. Mask Donations for Students and Staff - Exhibit B</b></p> <p><b>Motion made and passed unanimously to bring Gifts and Donations: Masks to the full Board</b></p>
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	<p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>D. 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>E. Tuition Rates for 2020-2021</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said these rates utilize the same formula as in previous years. There is just a small increase. The revenue for tuition goes to the Town.</li> <li>• Mrs. Monaghan said she thinks that is wrong since the money should be used directly to educate students.</li> </ul> <p>Mrs. Rella moved to bring the Tuition Rates for 2020-2021 to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>F. New Milford High School Graduation Date 2021</b></p> <ul style="list-style-type: none"> <li>• Mrs. Rella noted that the memo references use of the O'Neill Center. She asked if that would be possible given the pandemic.</li> <li>• Mrs. Faulenbach said the practice has been to confirm the date at this time so the community can plan and the venue be booked.</li> <li>• Mrs. Monaghan asked if a deposit is required.</li> </ul>	<p><b>for approval.</b></p> <p><b>D. 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> <p><b>E. Tuition Rates for 2020-2021</b></p> <p><b>Motion made and passed unanimously to bring the Tuition Rates for 2020-2021 to the full Board for approval.</b></p> <p><b>F. New Milford High School Graduation Date 2021</b></p>
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	<ul style="list-style-type: none"><li>• Mr. Helmus asked if the Board sees the contract.</li><li>• Mrs. Faulenbach said the Board just approves the date.</li><li>• Mr. Helmus said he is comfortable with the date but would like to see the contract particulars regarding an escape clause/cancellation etc.</li></ul> <p>Mrs. Rella moved to bring the New Milford High School Graduation Date 2021 of June 19, 2021 at 2:00 p.m. to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p><b>G. COVID Funding</b></p> <ul style="list-style-type: none"><li>• Mr. Giovannone said the first page of the memo breaks down overall funding by major object code with the left side representing local funding from the 2019-20 year end balance, and the CARES and CRF grants to the right. Local funding is 90% committed. When the grants are received, that percentage will go to 73%. CARES funding is expected after October 20. The CRF application was accepted on October 7. That will use a reimbursement model.</li><li>• Mrs. Faulenbach noted that these funding approvals were done in segments, \$1 million in July, and another \$950,000 on August 18, due to the fluid nature of the situation.</li><li>• Mrs. Faulenbach referenced the previously discussed lack of transportation funds for New Milford and asked if there was any progress there. Mr. Giovannone said he was not sure. He said there is allegedly another survey going out to discuss reimbursement but there is no word that amounts will be increased, rather the focus may be to allow shifting of already granted funding.</li><li>• Mrs. Faulenbach said New Milford is</li></ul>	<p><b>Motion made and passed unanimously to bring the New Milford High School Graduation Date 2021 of June 19, 2021 at 2:00 p.m. to the full Board for approval.</b></p> <p><b>G. COVID Funding</b></p>
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	<p>extremely fortunate to have local funding planned out between the BOE and Town.</p> <ul style="list-style-type: none"><li>• Mr. Giovannone said page 2 gives an overview of staffing positions and page 3 ties in the financial piece of that.</li><li>• Mrs. Faulenbach noted the asterisk next to one position and asked if that is for approval. Mr. Giovannone said yes, it is for a new COVID liaison position.</li></ul> <p>Mrs. Monaghan moved to bring COVID staffing to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p><b>H. 2019-20 Year End Balance</b></p> <ul style="list-style-type: none"><li>• Mr. Giovannone said this memo provides background regarding the year end balance in light of COVID funding adjustments. He said the balance is more than anticipated but said that was partly due to the fact that they were trying to be conservative since it would be used to borrow for COVID expenses. He said it was a balancing act.</li><li>• Mrs. Faulenbach said typically the Board would motion to send the year end balance to capital reserve and/or the turf field account. Even with grants coming, this year is a unique situation. She suggested the topic be put on the full Board agenda for discussion and previous minutes on the topic be reviewed.</li><li>• Mr. Giovannone said any motion would be discussing the difference between the \$2.9 million balance and the \$2.2 already committed to COVID. He noted that this is an unaudited balance.</li><li>• Mrs. Faulenbach said the Board could request a further transfer for COVID or a request to place in capital reserve. If action of some kind is not taken, the difference could just fall to the bottom line.</li></ul>	<p><b>Motion made and passed unanimously to bring COVID staffing to the full Board for approval.</b></p> <p><b>H. 2019-20 Year End Balance</b></p>
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	<ul style="list-style-type: none"><li>• Mr. Helmus said action would depend on whether or not the Board is looking for flexibility. He said the Town has promised additional funds if current COVID funds are exceeded. In light of that, he wondered if it made more sense to put the difference directly into capital reserve.</li><li>• Mr. Giovannone said he would check with auditors when they are in the week of October 26 to see what ramifications the different scenarios might bring.</li></ul> <p>Mrs. Rella moved to bring the 2019-20 Year End Balance to the full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>I. Proposed Administrator Evaluation Contracted Service</b></p> <ul style="list-style-type: none"><li>• Ms. DiCorpo said the superintendent usually does the building administrator evaluations. With the Interim leaving in December, they are looking for an alternative. This firm has been used by the district before with teacher evaluations during principal transition and they have worked with the district over the last few years on professional development related to the evaluation process and feedback. The request is two fold; actual evaluations of the five administrators plus additional workshops that would include other administrators.</li><li>• Mr. Giovannone said the cost was not budgeted for and there is no grant funding for this. He said there are no current recommendations for funding sources and noted that “easy” substitutions such as standalone programs like Portrait of a Graduate had already been removed due to previous budget cuts.</li><li>• Mrs. Faulenbach suggested the topic go to the full Board for discussion and possible action.</li></ul>	<p><b>Motion made and passed unanimously to bring the 2019-20 Year End Balance to the full Board for discussion and possible action.</b></p> <p><b>I. Proposed Administrator Evaluation Contracted Service</b></p>
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	<p>She said personally she thinks this is needed and she would like to tease out details and funding. She asked if the Board receives a formal report when complete.</p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said, by law, the data is entered into EdReflect so there is a record of completion.</li> <li>• Mrs. Monaghan noted the cost for all services is approximately \$70,000. She said it seems like a great way to relieve the superintendent of evaluation responsibilities while using a professional firm with which the district is familiar.</li> <li>• Mrs. Faulenbach asked if there will be a contract if approved and Ms. DiCorpo said yes.</li> <li>• Mr. Helmus asked Dr. Smotas if he thought this was a reasonable approach, and worth the money.</li> <li>• Dr. Smotas said that it remains to be seen regarding the money, but this is a respected firm with a solid reputation with which the district has worked previously. More importantly, there have not been many formal evaluations of administrators in the district over the last few years due to the changes in leadership. He said it is important to both sides to get back on track. He said there is a lot of value to this process if it is done right.</li> </ul> <p>Mr. Helmus moved to bring the Proposed Administrator Evaluation Contracted Service to the full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the Proposed Administrator Evaluation Contracted Service 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> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said these items are for information only. The grants do not need approval because they are entitlement grants.</li> </ul> <p><b>Tuition Students</b></p>	<p><b>Items of Information</b></p> <p><b>A. Tuition Students</b></p>

	<p><b>B. Title I, II, III and Bilingual Entitlement Grants</b></p> <ul style="list-style-type: none"> <li>Ms. DiCorpo said the Title I grant is down slightly. Title II has a slight increase. Title III ELL has a slight increase and bilingual has a significant increase, but it now supports four schools. She said the district's poverty rate is 34.73%.</li> </ul>	<p><b>B. Title I, II, III and Bilingual Entitlement Grants</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>
<p><b>6.</b></p>	<p><b>Adjourn</b></p> <p>Mrs. Monaghan moved to adjourn the meeting at 8:33 p.m. seconded by Mrs. Rella and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:33 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee