

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 February 9, 2021  
 Sarah Noble Intermediate School Library Media Center**

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 NEW MILFORD, CT

**Present:** Mrs. Wendy Faulenbach, Chairperson  
 Mr. Pete Helmus  
 Mrs. Eileen P. Monaghan  
 Mrs. Cynthia Nabozny

**Also Present:** Ms. Alisha DiCorpo, Interim Superintendent  
 Mrs. Catherine Calabrese, Interim Assistant Superintendent  
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations  
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services  
 Mr. Brandon Rush, Director of Technology  
 Mrs. Catherine Gabianelli, Director of Human Resources  
 Mr. Nestor Aparicio, Assistant Facilities Director  
 Mr. Greg Shugrue, New Milford High School Principal

<b>1.</b>	<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> <ul style="list-style-type: none"> <li>Mr. Rush said the meeting is closed captioned for those who wish to use that option.</li> </ul>	<p><b>Call to Order</b></p>
<b>2.</b>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<p><b>Public Comment</b></p>
<b>3.</b>	<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>Mrs. Faulenbach asked for comments. There were none.</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. Nabozny.</p>	<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>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated January 31, 2021</b></li><li><b>2. Purchase Resolution D-743</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mr. Giovannone said they will begin proving out encumbrances during the month of February. These will start to be reflected at the March meeting so we can begin to get a rough fiscal year projection to fine tune as we go.</li><li>• Mrs. Faulenbach said this is in parallel with the COVID budget expenditures as well.</li><li>• Mr. Giovannone said the Board can recommend that any unexpended fiscal year-end balance go to capital reserve, the turf field account or to a COVID account.</li><li>• Mr. Giovannone said that the first excess cost payment is expected in February/March.</li><li>• He said tuition for private placements is showing overdrawn as of January 31. This reflects only current and settled mediation. The amount could increase more as the year plays out. He is not recommending a transfer yet for this reason. There is about \$300,000 in the special education transportation line at this time if needed to backfill. This would be a transfer within major object code so would not require Board approval; however they will report the transfer to the Board for information purposes.</li><li>• Mrs. Faulenbach asked if the 55630 line contains a legal component. Mr. Giovannone said no, this is to cover the outcome of any mediated agreement in special education. Legal fees are in the legal line.</li><li>• Mr. Helmus asked if line 55110 includes all student transportation. Mr. Giovannone said that is correct.</li><li>• Mrs. Faulenbach noted that revenue will be lower than budgeted because student parking fees have been waived by the Board for the year. Mr. Giovannone said that amount is</li></ul>	<p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated January 31, 2021</b></li><li><b>2. Purchase Resolution D-743</b></li><li><b>3. Request for Budget Transfers</b></li></ol>
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	<p>budgeted at \$59,000.</p> <ul style="list-style-type: none"> <li>• Mrs. Nabozny said building use fees received will also be much lower.</li> <li>• Mrs. Faulenbach said she was proud of the work that the district and Town did to set up the COVID accounts this year and she said that may be a consideration for the future to make sure we have what the community needs.</li> </ul> <p>Mrs. Monaghan moved to bring the monthly reports: Budget Position January 31, 2021, Purchase Resolution D-743 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Nabozny.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>1. New Milford PTO – Exhibit B</b></li> <li><b>2. Scholastic Books</b></li> <li><b>3. Anonymous Donor</b></li> </ol> <ul style="list-style-type: none"> <li>• Mrs. Monaghan said thank you for all the donations.</li> <li>• Mrs. Calabrese said the instructional coaches sorted the 14 boxes of Scholastic books last week for classroom libraries. Three boxes went to SMS, two each to HPS and NES and seven boxes to SNIS.</li> </ul> <p>Mrs. Monaghan moved to bring Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mrs. Nabozny.</p> <p>Motion passed unanimously.</p> <p><b>D. Staff Laptop COVID-19 Equipment Request</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this request dovetails to the CDW order on the purchase resolution.</li> <li>• Mr. Rush said they had originally ordered Chromebooks for teachers but have since</li> </ul>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated January 31, 2021, Purchase Resolution D-743, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>1. New Milford PTO–Exhibit B</b></li> <li><b>2. Scholastic Books</b></li> <li><b>3. Anonymous Donor</b></li> </ol> <p><b>Motion made and passed unanimously to bring Gifts and Donations to the full Board for approval.</b></p> <p><b>D. Staff Laptop COVID-19 Equipment Request</b></p>
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	<p>realized that laptops will meet staff needs better. He said he had surveyed twenty other districts and only one uses Chromebooks for staff. These laptops will replace classroom desktops eventually as well. This request replaces the Chromebook one at an additional cost of \$225,186.</p> <ul style="list-style-type: none"><li>• Mr. Giovannone said the full cost of the teacher laptops is reflected on the purchase resolution at \$403,750. This number does not include the cancellation of the Chromebook order.</li></ul> <p>Mrs. Nabozny moved to bring the Staff Laptop COVID-19 Equipment Request to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>E. COVID-19 Related Materials Request</b></p> <ul style="list-style-type: none"><li>• Ms. DiCorpo said this is for additional partitions for Art at HPS and NES and for smaller classrooms. The request came forward following staff meetings.</li><li>• Mrs. Faulenbach asked about the timeframe. Ms. DiCorpo said it will be another two weeks from the initial order, but it will not affect the full in person timeline. We will make adjustments within classrooms while we are waiting for the order.</li><li>• Mrs. Faulenbach said the Board will continue to address expenditures as they are needed.</li><li>• Ms. DiCorpo said the purchase resolution includes an additional three sanitation attendants: one each for HPS, NES and SNIS, for all in person.</li><li>• Mrs. Faulenbach asked if this only shows on the purchase resolution and not as a separate breakdown. Mr. Giovannone said that is correct; it is listed with the COVID expenditures for approval.</li></ul>	<p><b>Motion made and passed unanimously to bring the Staff Laptop COVID-19 Equipment Request to the full Board for approval.</b></p> <p><b>E. COVID-19 Related Materials Request</b></p>
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	<p>Mrs. Monaghan moved to bring the COVID-19 Related Materials Request to the full Board for approval.</p> <p>Motion seconded by Mrs. Nabozny.</p> <p>Motion passed unanimously.</p> <p><b>F. Human Resources Support Proposal</b></p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said the new HR Director is from general industry and there are some different nuances in the education environment. She said the proposal is to provide additional support in those areas through virtual coaching and self-directed learning. The timeline was delayed to allow time for the new Director to settle into her role and determine what areas would be most helpful for support. Ms. DiCorpo said she believes the cost can be covered as encumbrances are proved out.</li> <li>• Mrs. Faulenbach asked if this firm has been used before. Ms. DiCorpo said they have done work in the district on evaluation training and they are assisting with principals' evaluations now. This work will tie in with previous district training.</li> </ul> <p>Mrs. Monaghan moved to bring the Human Resources Support Proposal to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p><b>G. Lillis Building</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said this was discussed at Facilities and is on here due to the possible financial component. Facilities moved this to the full Board already so no additional action is needed here. Decisions need to be made to move the project along one way or another.</li> </ul>	<p><b>Motion made and passed unanimously to bring the COVID-19 Related Materials Request to the full Board for approval.</b></p> <p><b>F. Human Resources Support Proposal</b></p> <p><b>Motion made and passed unanimously to bring the Human Resources Support Proposal to the full Board for approval.</b></p> <p><b>G. Lillis Building</b></p>
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<p>4.</p>	<p><b>Items of Information</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said these items are for discussion only; no action is needed.</li> </ul> <p><b>A. Grant Update – No Kid Hungry</b></p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said the district has been notified that they were not awarded any funds from this submitted grant.</li> </ul> <p><b>B. ESSER II Funding</b></p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said New Milford has been awarded \$1,333,864 in ESSER II Funding. She and Mr. Giovannone attended a webinar regarding how to access the funds, the timeline and what they can be used for. There is a quick turnaround of March 22. The State has just begun creating the application. As part of the funding, districts must conduct a needs assessment. The State is hoping to provide coaches to districts to help with the needs assessment. The funds may only be used for COVID expenditures through September 2023. The funding cannot supplant the operating budget. If it is used for hiring purposes, the terms and conditions of hire will need to be specified. This is important funding for student support and to help close any achievement gaps.</li> <li>• Mrs. Faulenbach said to clarify use that the funding will be carved out for community resources to help schools regroup: curriculum, staffing, technology, SEL, and intervention are all part of this.</li> <li>• Mr. Giovannone said the funds will be tracked in a separate account from the operating budget and other COVID funding.</li> <li>• Mrs. Monaghan said she hopes the district will look closely at providing emotional supports, including perhaps supporting ESS at the high school.</li> <li>• Ms. DiCorpo said that will be complicated in that usually this type of funding must support a</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Grant Update – No Kid Hungry</b></p> <p><b>B. ESSER II Funding</b></p>
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will be determined by the State. She has no idea if they will be allowed post COVID. Ms. DiCorpo said that Mr. Shugrue led the committee that developed this calendar. She said the box about after school time is incorrect and will be removed before the full Board meeting.

- Mr. Helmus asked if the ESSER II funding will impact the calendar. Ms. DiCorpo said she doesn't think it will but they can bring it back for information if modifications are necessary.
- Mrs. Faulenbach asked what is different from previous years.
- Mr. Shugrue said the committee of teachers, parents, paraeducators, administrators and students started working on the calendar in 2019 with the goal to produce a two year calendar with built in practices and protocols for future calendars. They reviewed area calendars, looked at collective bargaining agreements, brainstormed ideas and wishes and built consensus. Teachers advocated to keep the start of the year structure the same. The half day professional development days happen one day per quarter. A teacher work day was added at the end of the year. They also took out a few full days off around breaks and changed them to early release days. The two day winter break was dropped to one. He will recommend a graduation date of June 4, 2022 to the Board in September, with an alternate of June 11, 2022.
- Mrs. Nabozny said many districts do not have Columbus Day off. Mr. Shugrue said this was brought up in committee, along with the Jewish holidays. There are contractual obligations with these days that will have to be negotiated for any change.
- Mrs. Faulenbach noted that the night conferences were down from two to one. Mr. Shugrue said the spring evening was dropped and the timing moved.
- Mrs. Faulenbach said this is not an easy task; everyone has opinions. She said the Board does not adopt the calendar by policy but she



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	appreciates the discussion.	
<b>5.</b>	<b>Public Comment</b> <ul style="list-style-type: none"><li>• Joe Failla thanked the committee for eliminating the high school parking tax for the remainder of this year.</li><li>• Mrs. Faulenbach said technically it was a full Board vote.</li></ul>	<b>Public Comment</b>
<b>6.</b>	<b>Adjourn</b> <p>Mr. Helmus moved to adjourn the meeting at 8:51 p.m. seconded by Mrs. Monaghan and passed unanimously.</p>	<b>Adjourn</b> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:51 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee