

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 March 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. Cynthia Nabozny  
 Mrs. Olga I. Rella, Alternate

**Absent:** Mrs. Eileen P. Monaghan

**Also Present:** Ms. Alisha DiCorpo, 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. Kevin Munrett, Facilities Director  
 Mr. Nestor Aparicio, Assistant Facilities Director

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 7:31 p.m. by Mrs. Faulenbach. Mrs. Rella was seated in the absence of Mrs. Monaghan.</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>• Mrs. Gabianelli said there will be a revised Exhibit A for the full Board meeting.</li> <li>• Mrs. Faulenbach noted several retirements on the Exhibit. She thanked the retirees for their dedication to New Milford schools and wished them well in their retirement.</li> <li>• Mrs. Faulenbach asked where we are regarding spring coaches. Ms. DiCorpo said 95% are on this Exhibit and the rest will be on the revision. We will be at 100% before the season opens.</li> </ul>	<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>Mr. Helmus 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><b>1. Budget Position dated February 28, 2021</b></li><li><b>2. Purchase Resolution D-744</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>● Mrs. Faulenbach asked if this is the time of year where we start to drill down on budget position lines.</li><li>● Mr. Giovannone said March is the springboard for that. In overview, Mr. Giovannone pointed out the Tuition Public and Private lines on page 3 of 5. Both are negative now and will require a transfer later in the year from the SPED transportation line which is not overdrawn. Overall, other services are positive. Page 4 of 5 highlights revenue and capital reserve, along with turf field replacement. Mr. Giovannone followed up with the Town and \$50,000 for the turf field account has been approved but not yet deposited. Page 5 of 5 provides a general overview of all COVID funding.</li><li>● Mrs. Faulenbach asked what the estimate is for lost revenue. Mr. Giovannone estimates around \$180,000.</li><li>● Mr. Helmus asked what the major categories of lost revenue are. Mr. Giovannone said they are student parking, gate receipts and building use.</li><li>● Mrs. Faulenbach said printing on page 3 of 5 is only 34% used and she asked if more charges are expected to that account. Mr. Giovannone said no, most of that balance should be available at end of year.</li><li>● Regarding oil, which is priced in concert with the Town, Mrs. Faulenbach asked where that balance will be. Mr. Giovannone said he does not have a projection yet, but there will be some balance.</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 February 28, 2021</b></li><li><b>2. Purchase Resolution D-744</b></li><li><b>3. Request for Budget Transfers</b></li></ol>
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	<ul style="list-style-type: none"><li>● Mrs. Faulenbach asked about instructional supplies and Mr. Giovannone said they are similar to last year, at 71%, and should have a favorable balance.</li><li>● Mrs. Faulenbach noted repairs on page 2 of 5 are at 74%. She asked if there are any scheduled. Mr. Giovannone said it is a large balance in comparison to last year and he will review before the full Board meeting.</li><li>● Mrs. Faulenbach said the district will continue to tease out other lines as we go forward.</li><li>● Mr. Giovannone said page 5 of 5 gives an overview of all COVID funding buckets. Source 4, the ESSER II funding, is at the application phase. Source 3 is the Coronavirus Relief Funds (CRF) and is a reimbursement model. We have submitted all paperwork required. Source 2 is the ESSER I CARES Grant. That is a separate cash draw from the State. Source 1 is local funding. Mr. Giovannone said there is a balance of \$933,130.30 which includes fiscal year balances from 2018/19 and 2019/20.</li><li>● Mrs. Faulenbach said she appreciates the true transparency of all the columns.</li><li>● Mrs. Faulenbach said there may be more expenditures needed prior to end of year.</li><li>● Ms. DiCorpo said she knows music expenses are coming in April, just no specifics yet.</li><li>● Mrs. Faulenbach said that traditionally in June the Board requests that available end of year balances go to capital reserve. She asked if the COVID account can be left open at end of year if needed instead. Mr. Giovannone said yes, it is a multi-year fund with no timeframe, and does not have to be moved to capital reserve unless the Board wishes to make that request.</li><li>● Ms. DiCorpo said the ESSER II funding is tied to specific goals and objectives. She said there may be additional funding coming too. It is her desire to bring forth a detailed plan to the Board by May regarding next year's expenses so the Board can make an informed decision about the end of year balance.</li></ul>	
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<ul style="list-style-type: none"><li>● Mrs. Faulenbach said she appreciates the tremendous amount of work involved in tracking all the COVID funding and expenditures, both at the state and local level.</li><li>● Ms. DiCorpo said it is especially involved as some of the grants cover multiple years. She said ESSER I is open until September 30, 2022 and ESSER II is open until 2023. She said ESSER II just opened in EGrants and there is a webinar on Thursday regarding criteria and use. The district is waiting on a coach from CAPSS.</li><li>● Mrs. Nabozny asked if there is a fine arts component. Ms. DiCorpo said there is an acceleration/enrichment part and she is hoping for clarity at the webinar.</li><li>● Mrs. Rella said since this is one time funding she assumes the district will want to avoid recurring expenses. Ms. DiCorpo said that will be difficult to do, especially with staffing. She said they will stress a two year opportunity through ESSER II funding. Submittal is due within 30 days, and they will try to get the submittal to the Board first if possible.</li><li>● Regarding the purchase resolution, Mr. Giovannone said he will have a revision for the full Board meeting. It will include the request for tents at SMS and NMHS for lunch waves.</li><li>● Mrs. Faulenbach asked if it is normal to pay the SPED tuition halfway through the year. Mrs. Olson said it depends on the placement. The one on the purchase resolution is a DCF placement.</li><li>● Mrs. Fualenbach asked if the water main and SLR expenses were non-budgeted. Mr. Giovannone said that is correct. He said the repair line discussed previously does not include the water main repair.</li><li>● There were no budget transfers requested.</li></ul> <p>Mrs. Rella moved to bring the monthly reports: Budget Position February 28, 2021, Purchase Resolution D-744 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated February 28, 2021, Purchase Resolution D-744, and Request for</b></p>
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<p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b>  <b>1. New Milford PTO - Exhibit B</b></p> <p>Mrs. Rella moved to bring Gifts &amp; Donations to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p><b>D. Authorization of Signatory on School District Accounts</b></p> <ul style="list-style-type: none"> <li>• Mrs. Rella asked if there are any changes to the accounts themselves. Mr. Giovannone said no.</li> <li>• Mrs. Faulenbach asked if two signatures are always required. Mr. Giovannone said they are.</li> </ul> <p>Mrs. Nabozny moved to bring the Authorization of Signatory on School District Accounts to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p><b>E. COVID-19 Related Materials and Staffing Requests</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said these requests were already discussed at Facilities and through the Purchase Resolution.</li> </ul> <p>Mrs. Rella moved to bring the COVID-19 Related Materials and Staffing Requests to the full Board for approval.</p> <p>Motion seconded by Mrs. Nabozny.</p> <p>Motion passed unanimously.</p>	<p><b>Budget Transfers to the full Board for approval.</b></p> <p><b>C. Gifts &amp; Donations</b>  <b>1. New Milford PTO - Exhibit B</b></p> <p><b>Motion made and passed unanimously to bring Gifts &amp; Donations to the full Board for approval.</b></p> <p><b>D. Authorization of Signatory on School District Accounts</b></p> <p><b>Motion made and passed unanimously to bring the Authorization of Signatory on School District Accounts to the full Board for approval.</b></p> <p><b>E. COVID-19 Related Materials and Staffing Requests</b></p> <p><b>Motion made and passed unanimously to bring the COVID-19 Related Materials and Staffing Requests to the full Board for approval.</b></p>
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<p>4.</p> <p>A.</p> <p>B.</p>	<p><b>Items of Information</b></p> <p><b>ESSER II Funding update</b></p> <ul style="list-style-type: none"> <li>Ms. DiCorpo said she has scheduled three days of meetings with the Cabinet to plan for this detailed submittal.</li> <li>Mrs. Faulenbach said the funding provides an exciting opportunity but it is daunting too to plan out over two years.</li> <li>Mrs. Nabozny agreed, especially with the specifics required by the grant.</li> <li>Mrs. Rella said students really need emotional support.</li> </ul> <p><b>Excess Cost</b></p> <ul style="list-style-type: none"> <li>Mr. Giovannone said the first of two excess cost payments is due soon and, if received prior to next week's Board meeting, he will have a revised memo.</li> </ul>	<p><b>Items of Information</b></p> <p><b>ESSER II Funding update</b></p> <p><b>Excess Cost</b></p>
<p>5.</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>6.</p>	<p><b>Adjourn</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach noted for the public and Board members that the April 20, 2021 Facilities and Operations subcommittee meetings will not be held. All business items will go directly to the full Board meeting on April 27, 2021.</li> </ul> <p>Mrs. Rella moved to adjourn the meeting at 8:24 p.m. seconded by Mrs. Nabozny and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:24 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee

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