

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 May 12, 2020  
 By Zoom Virtual Meeting**

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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. Kerry Parker, Superintendent  
 Ms. Alisha DiCorpo, Assistant 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

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 7:36 p.m. by Mrs. Faulenbach, via Zoom Virtual Meeting.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There were no comments.</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. Monaghan asked if there were any retirements. Ms. Baldelli said not for this exhibit.</li> <li>• Mr. Helmus asked why the resignation was rescinded. Ms. Baldelli said the staff member was moving out of state but plans changed.</li> </ul> <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. Monaghan.</p> <p>Motion passed unanimously.</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><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated April 30, 2020</b></li><li><b>2. Purchase Resolution D-734</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked Mr. Giovannone if he wished to highlight any items before she opened up for questions on the Budget Position.</li><li>• Mr. Giovannone said the Position was as of April 30 and that there would be many changes from now until June 30. He said non-certified stipends will have expenditures. Health insurance will likely see movement. Excess cost is due a payment in May. There are pending refunds to such items as student parking. A transfer will be needed for legal fees. The 18-19 fund balance to 19-20 is not reflected yet. These are just examples; there are lots of moving pieces still.</li><li>• Mrs. Faulenbach said this is why the Board reviews these reports monthly. They are fluid.</li><li>• Mrs. Faulenbach asked if there are any remaining actions pending for capital reserve. Mr. Giovannone said there is nothing pending.</li><li>• Mr. Giovannone said he organized the Purchase Resolution a little differently this month to more clearly show purchases from the general fund versus those from grants. He wants to be clear that the Board is not spending down for end of year. He also highlighted the Technology purchases, reminding the Board that they are purchased in chunks throughout the year, with some held to the end of year in case a shift is needed for emergencies or evolving technology.</li><li>• Mrs. Monaghan asked about the Chromebook purchases from CDW, given that EdAdvance had provided consortium pricing prior. Mr. Rush said CDW was cheaper and they are under the state contract as well.</li><li>• Mrs. Faulenbach asked about the unemployment line in the Budget Transfers. Mr. Giovannone said he had said originally that</li></ul>	<p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated April 30, 2020</b></li><li><b>2. Purchase Resolution D-734</b></li><li><b>3. Request for Budget Transfers</b></li></ol>
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	<p>he was going to wait until the end of the year to capture this but changed his mind. These claims are unrelated to COVID-19, so doing the transfer now makes it clearer for COVID-19 reporting going forward.</p> <p>Mr. Helmus moved to bring the monthly reports: Budget Position April 30, 2020, Purchase Resolution D-734 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. Grant</b></p> <p><b>1. IDEA Grant</b></p> <ul style="list-style-type: none"><li>• Mrs. Olson said she provided an overview to the Board last month regarding this grant. The grant starts with goals. These determine where to put funding for students, increasing partnerships with general education and community, compliance paperwork, and PreK and transitional programs. She provided a breakdown by categories of how the money is spent. A large portion is for staffing and training.</li><li>• Mrs. Monaghan asked about goal #7 and the effect of distance learning. Mrs. Olson said they are doing the best they can. All students are getting services, though not always together, through the preschool teachers and through SLP, OT, and PT when warranted.</li><li>• Mrs. Monaghan asked if staffing numbers will change as a result of the grant money. Mrs. Olson said they use the funding to keep the staff they have and move them as needed.</li></ul> <p>Mrs. Rella moved to bring the IDEA Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated April 30, 2020, Purchase Resolution D-734, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Grant</b></p> <p><b>1. IDEA Grant</b></p> <p><b>Motion made and passed unanimously to bring the IDEA Grant to the full Board for approval.</b></p>
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<p><b>D.</b></p>	<p><b>Bid Award</b></p> <p><b>1. Copier Services</b></p> <ul style="list-style-type: none"> <li>• Mr. Rush said eight vendors bid, and four were fully vetted. He is recommending continuing with the current vendor, Ricoh. They provide excellent service and flexibility within the COVID-19 environment. They also provide cost avoidance in that there will be no expense to remove currently leased and owned copiers.</li> <li>• Mrs. Faulenbach noted that five-year pricing was presented and questioned whether the Board should be making a five-year commitment at this time with all the current uncertainties. She asked how the contract is billed. Mr. Giovannone said monthly, with any overage charges towards the end of the year.</li> <li>• Mrs. Faulenbach said she would like to see more options for flexibility, such as 1 year and 3 year pricing.</li> <li>• Mr. Helmus asked about warranties. What happens if a copier is not used for some reason, such as the current crisis. When does the warranty start, with receipt of machine or use?</li> <li>• Mr. Giovannone said the intent with a new contract is to provide coverage for any needed repairs and clear out owned machines. He said he recommends continuing to work with Ricoh while negotiating the scope of that work.</li> <li>• Mrs. Faulenbach said the minutes could reflect that intention. She said she would like to see additional options defined before bringing the actual bid award to the Board.</li> <li>• It was agreed to bring the bid back to the June Operations meeting. There was no motion, but Mrs. Faulenbach said the Chair could choose to bring the topic to the full Board for information and discussion.</li> </ul>	<p><b>D. Bid Award</b></p> <p><b>1. Copier Services</b></p>
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Items of Information</b></p> <p><b>Substitute Recruitment and Retention Services</b></p> <ul style="list-style-type: none"> <li>• Ms. Baldelli said the current vendor</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Substitute Recruitment and Retention Services</b></p>

	<p>approached her and Mr. Giovannone regarding a renewal of services. Per Policy, that will require an RFP, which will be prepared and brought to the June Operations meeting.</p> <ul style="list-style-type: none"> <li>• Mrs. Rella asked about coverage percentages with ESS. Ms. Baldelli said it varies by category. ESS has upped the percentages for teachers and paraeducators, and also provides custodian and nurse subs. She said they provide recruitment resources that the district could not do in-house.</li> </ul> <p><b>B. Update on 2019-2020 Budget</b></p> <p><b>C. Update on 2020-2021 Budget</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said both budgets have lots of unknowns. The 19-20 budget is very tricky, with unknowns in savings and expenditures. The Board Chair, Superintendent and others have done a lot of work already to weed through details that change daily. She said it was already discussed at tonight's Facilities meeting that there was no proposed list of end of year projects as would normally be seen annually. She said last year the Board worked with the Town on line items, capital and five-year capital, to partner with the Town regarding possibilities for funding and cost savings. She suggested a similar meeting be set up for this year.</li> <li>• Dr. Parker said they continue to dialogue with the Town on needs going forward, such as the UV scanners that were referenced during the Facilities meeting. Town buildings will have the same needs for cleaning, public access etc. going forward so it makes sense to partner for savings. It will be important to keep that in mind for unexpected expenses going forward.</li> <li>• Mrs. Faulenbach said we just don't know at this point what the end of year balance will be, how it may be used, and what set up with be needed and/or allowed for 20-21. These are important conversations to have. She said the</li> </ul>	<p><b>B. Update on 2019-2020 Budget</b></p> <p><b>C. Update on 2020-2021 Budget</b></p>
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	<p>20-21 budget has been reduced right now. The Board will need to look at how to meet that reduction.</p> <ul style="list-style-type: none"> <li>• Mr. Helmus said the questions are just like the answers right now, there is so much chaos it is hard to answer anything. He appreciates the effort to get numbers together but it is just not possible to be specific right now.</li> <li>• Mrs. Faulenbach agreed that numbers will change right into and through June. They need to identify savings and expenditures and the best way to move forward.</li> <li>• Mr. Giovannone said historically the budget at year end is usually within a ½ of 1%. He likened that to landing a 747 on the head of a pin. This year he said it is like doing that with a tornado added.</li> <li>• Mrs. Faulenbach said it is a process. The Board will continue to look at monthly reports, review expenditures and savings and continue to dialogue the best way to close out this year and see where we are going to be at next year. She said we need to look at how we use our end of year balance to close out this year, maybe offset something in the future, and try and gauge expenditures we may be looking at in the future. Those are the buckets we are looking at.</li> </ul>	
<p><b>5.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Olga Rella spoke on behalf of the Grad Party. She said they are planning a Virtual Party for seniors on June 20 at 9 PM and is requesting that seniors be allowed to keep borrowed Chromebooks through then.</li> <li>• Cynthia Nabozny spoke on behalf of the Grad Party. She said they will be checking with the Technology department to make sure the Chromebooks support the Virtual Party experience.</li> </ul>	<p><b>Public Comment</b></p>
<p><b>6.</b></p>	<p><b>Adjourn</b></p>	<p><b>Adjourn</b></p>

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Operations Sub-Committee Minutes  
May 12, 2020  
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	Mrs. Monaghan moved to adjourn the meeting at 8:41 p.m. seconded by Mrs. Rella and passed unanimously.	<b>Motion made and passed unanimously to adjourn the meeting at 8:41 p.m.</b>
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Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee