

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 June 9, 2020  
 By Zoom Virtual Meeting**

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2020 JUN 11 A 10:30 [Signature]

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 7:30 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>• Mrs. Faulenbach noted there was a large audience to the meeting. She asked people to raise a hand to be called on to speak. She gently reminded participants of the three minute maximum and requested they stick to it in order to provide an opportunity for all to comment.</li> <li>• Kim Foss, SMS Science teacher, asked the Board to be creative in finding solutions. She asked that they not look at faculty and administrators for savings.</li> <li>• Kim Lavallee spoke as President of the New Milford Educational Secretaries Association (NMESA). She said the proposed cuts are daunting to the Association. These positions are instrumental in supporting teachers, administrators, students and families. Their tasks are varied and invaluable. The work will still be there even with the cuts so who will do it.</li> <li>• Kathleen Lewis spoke as Vice President of the NMESA. She said the Association includes the secretaries, library clerks and computer techs.</li> </ul>	<p><b>Public Comment</b></p>

	<p>She said the positions provide valuable support and questioned cutting that when anxiety is so high for students and parents.</p> <ul style="list-style-type: none"> <li>• Amy Photopoulos said she was pleased to see the district planning to provide PPE gear for students and staff but asked why students would get three and staff only one per day. She wondered if furniture would need to be added with social distancing requirements. She wondered if more nurses would need to be hired for thermoscans. She appreciates the need to cut \$1 million and realizes there are choices to be made. She agrees with the fingerprinting cut, is disappointed to see strategic planning cut once again, recommends against staffing cuts, and suggested cuts to sports since they may be challenging in the fall, or use of Pay to Play as a revenue source.</li> <li>• Roseann Petruso thanked staff for all their efforts with distance learning and planning for next year. She opposes the proposed staff cuts, they are critical for school support, especially regarding special education scheduling. She suggested looking to sports instead, based on CDC guidelines, and/or Pay to Play.</li> <li>• Mary Lavoie, SNIS Library Media Specialist, said the library clerks are true assets to students and teachers and provide many varied duties.</li> </ul>	
<p><b>3.</b></p> <p><b>A.</b></p>	<p><b>Discussion and Possible Action</b></p> <p><b>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <ul style="list-style-type: none"> <li>• Mrs. Monaghan asked for clarification regarding Mr. Perlman’s position. Ms. Baldelli said he is being hired to teach three Math courses at the high school and serve as the Mathematics Department Chair as well.</li> <li>• Mrs. Monaghan noted that all the new hires on page 2 are for Math. Ms. Baldelli said it is a shortage area so they worked hard to get people on board.</li> <li>• Mrs. Faulenbach asked if there would be a</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>revised Exhibit A and Ms. Baldelli said she did not think so at this time.</p> <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><b>1. Budget Position dated May 31, 2020</b></li><li><b>2. Purchase Resolution D-735</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said these reports are reviewed every month. She asked Mr. Giovannone if he wished to highlight any areas.</li><li>• Mr. Giovannone said the certified salaries on page 1 capture the last paycheck for teachers for end of year. Page 4 reflects the second excess cost payment. That item came in overbudget, which is good because budget is short in other revenue areas.</li><li>• Mrs. Faulenbach noted that capital reserve is unchanged.</li><li>• Mr. Giovannone noted that grant funds are shown in bold and italic on the purchase resolution. The Facilities repairs to the SNIS generator require a transfer and that shows on the Request for Budget Transfers.</li></ul> <p>Mrs. Monaghan moved to bring the monthly reports: Budget Position May 31, 2020, Purchase Resolution D-735 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><b>C. Bid Awards</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 May 31, 2020</b></li><li><b>2. Purchase Resolution D-735</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated May 31, 2020, Purchase Resolution D-735, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Bid Awards</b></p>
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<p><b>1. Food and Nutrition Services – Milk</b></p> <p>Mr. Helmus moved to bring the bid award for Milk to Wade’s Dairy to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>2. Food and Nutrition Services – Frozen Dessert</b></p> <p>Mrs. Rella moved to bring the bid award for Frozen Dessert to New England Ice Cream Company to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p><b>3. Boiler Cleaning</b></p> <p>Mrs. Rella moved to bring the bid award for Boiler Cleaning to Penn Marr Boiler Cleaning to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>4. Septic Cleaning</b></p> <p>Mrs. Monaghan moved to bring the bid award for Septic Cleaning to New Milford Septic to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p><b>5. School Based Student Care Workers</b></p> <ul style="list-style-type: none"><li>• Mrs. Rella asked if the current student care workers through EdAdvance have been paid</li></ul>	<p><b>1. Food and Nutrition Services – Milk</b></p> <p><b>Motion made and passed unanimously to bring the bid award for Milk to Wade’s Dairy to the full Board for approval.</b></p> <p><b>2. Food and Nutrition Services – Frozen Dessert</b></p> <p><b>Motion made and passed unanimously to bring the bid award for Frozen Dessert to New England Ice Cream Company to the full Board for approval.</b></p> <p><b>3. Boiler Cleaning</b></p> <p><b>Motion made and passed unanimously to bring the bid award for Boiler Cleaning to Penn Marr Boiler Cleaning to the full Board for approval.</b></p> <p><b>4. Septic Cleaning</b></p> <p><b>Motion made and passed unanimously to bring the bid award for Septic Cleaning to New Milford Septic to the full Board for approval.</b></p> <p><b>5. School Based Student Care Workers</b></p>
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<p>during distance learning. Mrs. Olson said they are working up to seven hours per day on learning modules for Master Teacher, and in live learning formats for special education students.</p> <ul style="list-style-type: none"><li>• Mrs. Rella asked about paraeducators and their work load. Mrs. Olson said they are doing similar work to the student care workers.</li></ul> <p>Mrs. Monaghan moved to bring the bid award for School Based Student Care Workers for three years to EdAdvance to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p><b>6. Substitute Recruitment and Retention Services</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach noted that Effective School Solutions was more costly, but said that the lowest bid does not always provide the best overall fit.</li></ul> <p>Mrs. Rella moved to bring the bid award for Substitute Recruitment and Retention Services for three years to Effective School Solutions to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>7. Copier Services</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said this was back from the Board for discussion of options. She said the Ricoh representative is in the meeting and she asked if there is an overall recommendation.</li><li>• Brianne, the Ricoh representative, said she recommends option #4, which would upgrade group 1 machines and also provide some savings.</li><li>• Mr. Giovannone said the second #4, which</li></ul>	<p><b>Motion made and passed unanimously to bring the bid award for School Based Student Care Workers for three years to EdAdvance to the full Board for approval.</b></p> <p><b>6. Substitute Recruitment and Retention Services</b></p> <p><b>Motion made and passed unanimously to bring the bid award for Substitute Recruitment and Retention Services for three years to Effective School Solutions to the full Board for approval.</b></p> <p><b>7. Copier Services</b></p>
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	<p>should be labeled #5, aligns with the budget reduction of \$13,000 recommended in Item 3F. If the first option #4 is chosen, the budget reduction would only be \$5,000.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach acknowledged the uncertainties brought about by the pandemic but said she also recognizes the need to move forward with this item.</li> <li>• Mr. Helmus asked that the paperwork be cleaned up to more accurately reflect the different options for the full Board to discuss.</li> <li>• Mrs. Faulenbach agreed that no action is needed at this time for this topic, but it will be moved to the Board for further discussion and possible action.</li> </ul> <p><b>D. Grant</b></p> <p><b>1. Adult Education PEP Grant</b></p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said this grant is for \$78,000, in support of workforce readiness, ELA, and Integrated English Literacy and Civics Education.</li> <li>• Mrs. Monaghan asked if the grant is affected by distance learning and if Adult Ed has been participating. Ms. DiCorpo said Adult Ed has participated in distance learning and must continue to do so, if needed, for the grant. They did provide the district’s Distance Learning Plan as part of the grant.</li> </ul> <p>Mrs. Rella moved to bring the Adult Education PEP Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>E. AASA Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process</b></p> <ul style="list-style-type: none"> <li>• Dr. Parker said the national School Superintendents Association is asking for support of this resolution regarding the need for</li> </ul>	<p><b>D. Grant</b></p> <p><b>1. Adult Education PEP Grant</b></p> <p><b>Motion made and passed unanimously to bring the Adult Education PEP Grant to the full Board for approval.</b></p> <p><b>E. AASA Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process</b></p>
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	<p>federal, state, and local funding to reopen schools safely. CARES Act funding is already being delayed. The plan is to bring the resolution to Congress.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked for confirmation that this is for collaboration purposes only and Dr. Parker said that is the case.</li></ul> <p>Mrs. Rella moved to bring the AASA Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>F. Recommended Adjustments to the 2020-21 Budget</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said these recommendations are suggestions only, and we are not voting on them this evening. They are provided for public discussion by the Board prior to next week's Board meeting. She said it is important to have a week to digest before the final cuts are determined by the Board.</li><li>• Mrs. Rella said she was opposed to the secretarial reductions. All the tasks will still have to get done, including the special education support.</li><li>• Dr. Parker said the first page of the document shows anticipated savings at year end, estimated at \$1.4 million. She thought it was critical to provide the anticipated expenses for fall opening on page 2 while we wait for guidelines from the state. These are estimated at between \$1.5 and \$2 million. She said it was her responsibility to come up with a \$1 million cut for the Board to consider. Dr. Parker said that was extremely difficult based on the very lean budget originally presented. With students significantly impacted by school closings, she thought it was crucial to stay away from student programs and supports as much as possible. They reviewed jobs and roles and the best way to reutilize the people we have while</li></ul>	<p><b>Motion made and passed unanimously to bring the AASA Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process to the full Board for approval.</b></p> <p><b>F. Recommended Adjustments to the 2020-21 Budget</b></p>
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	<p>trying to be strategic in reductions.</p> <ul style="list-style-type: none"><li>• Mrs. Rella said she thinks secretaries are crucial to servicing, the cut will affect parents.</li><li>• Mrs. Faulenbach said the recommendations are a starting point and ultimately the decision rests with the Board. It is difficult to come to an agreement by all for a \$1 million decrease. This is a template to start with; all Board members will have a vote.</li><li>• Mr. Giovannone said he thought it was important to look at the overall context leading to the recommendations. That's why all four pages are provided.</li><li>• Mrs. Faulenbach said there is another piece missing. Last night, the Town Council was asked to allow the 2018-19 and 2019-20 end of year balances to go into a COVID-19 account to be used by the BOE for related expenses. She apologized to subcommittee and Board members for not letting the Board know ahead of time that this would be considered by the Town Council at their meeting. She said discussion about end of year balances, and the many buckets they might be needed for, had taken place over the last few months at subcommittees and Board meetings and the end goal was to create options prior to next Tuesday's Board meeting. Ultimately, timing became an issue, as this needed to be acted on prior to the upcoming Board meeting, but she agreed the Board should have been notified. She said it was her understanding that the motion was made and passed at Town Council to create the COVID-19 account. This account will allow 18/19 and 19/20 end of year balances to be deposited and drawn on by the Board, and she is appreciative of that.</li><li>• Mrs. Monaghan asked who the CARES money will go to. Mr. Giovannone said it will go to the BOE as a separate grant fund. He said the application has already been delayed twice.</li><li>• Mrs. Faulenbach said it will take some time to receive that funding, so it will not provide immediate relief. The Board waited almost two</li></ul>	
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	<p>years for the security grant money, as an example.</p> <ul style="list-style-type: none"> <li>• Mrs. Monaghan said she sent Board members her ideas for savings, which focus on afterschool activities and sports at SNIS and SMS. She will bring it up next Tuesday.</li> <li>• Mr. Helmus said the chart on page 2, which shows historical budgets, does not include per pupil spending which he feels goes up in spite of lower budget increases. Mr. Giovannone said he could provide that information.</li> <li>• Mr. Giovannone said the recommended adjustments include two items regarding the Health Insurance line. One is based off of savings as a result of recommended staff cuts. If those cuts do not happen, this would need to tie in.</li> <li>• Mrs. Faulenbach said that was a good point for Board members to remember when making any suggestions; look at the potential impact to other budget lines. She also recommended Board members reach out to administration prior to the Board meeting for specific cost saving figures or budgetary questions.</li> </ul> <p>Mr. Helmus moved to bring the Recommended Adjustments to the 2020-21 Budget to the full Board for discussion.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the Recommended Adjustments to the 2020-21 Budget to the full Board for discussion.</b></p>
<p><b>4.</b></p>	<p><b>Items of Information</b></p> <p><b>A. Annual Emergency Preparedness Report</b></p> <ul style="list-style-type: none"> <li>• Mrs. Monaghan asked if everything noted on the report happened even with the closure and Mr. Munrett said it did. Mrs. Monaghan said that was very impressive.</li> </ul> <p><b>B. Annual Wellness Report</b></p>	<p><b>Items of Information</b></p> <p><b>A. Annual Emergency Preparedness Report</b></p> <p><b>B. Annual Wellness Report</b></p>

	<ul style="list-style-type: none"> <li>• Mrs. Olson said the committee will have a lot of work next year. They were beginning the triennial evaluation of the wellness policy when schools closed and that will continue. She said the committee will likely have additional focuses to consider in the fall.</li> </ul> <p><b>C. Annual Report of the John J. McCarthy Observatory</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said the Observatory is a jewel of the community and the volunteers do great things. She recommended everyone visit when they reopen.</li> </ul> <p><b>D. Excess Cost Payment 2 of 2 for 2019-20</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this was captured in the budget position but it is such a volatile revenue item that they always report out separately on it. She commended the Special Education department for tracking the needed information.</li> </ul> <p><b>E. Update on 2019-20 Capital Projects</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said this item was discussed at Facilities as well.</li> <li>• Mr. Giovannone said they are not recommending any new projects for year end. This report updates previously approved projects.</li> <li>• Mrs. Faulenbach asked where the \$56,000 not spent shows now. Mr. Giovannone said it is in a separate capital reserve account with individual projects identified. You can transfer within these projects, but cannot add new projects.</li> <li>• Mr. Helmus asked if these are all the projects. Mr. Giovannone said no, they are only projects that were approved from capital reserve in 2019-20. There are other projects listed on the Five Year Capital Plan.</li> <li>• Mrs. Faulenbach said the Five Year Capital</li> </ul>	<p><b>C. Annual Report of the John J. McCarthy Observatory</b></p> <p><b>D. Excess Cost Payment 2 of 2 for 2019-20</b></p> <p><b>E. Update on 2019-20 Capital Projects</b></p>
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	Plan is a fluid document and sometimes projects get shifted from year to year due to need or lack of funding.	
<b>5.</b>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked participants to adhere to the three minute guidelines.</li> <li>• Megan Byrd said the secretaries are the life blood of the schools and thinks no staff should be cut as all hands on deck will be needed. She asked the Board to consider cuts to sports or at least Pay to Play. She said while she appreciates the Town Council action, which is needed, she questions the process and lack of public comment. She asked that the public also see any alternatives suggested by the Board prior to Tuesday's meeting.</li> <li>• Roseann Petruso thanked the committee for the background information provided and for its transparency, as well as for its active engagement in the meeting. She hopes they will get creative before Tuesday for the lowest impact to positions.</li> <li>• Kim Foss suggested the Board investigate all funding sources that may be available.</li> <li>• Mrs. Faulenbach said they appreciate everyone's comments and ideas.</li> </ul>	<b>Public Comment</b>
<b>6.</b>	<p><b>Adjourn</b></p> <p>Mrs. Monaghan moved to adjourn the meeting at 9:26 p.m. seconded by Mr. Helmus and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 9:26 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee