

**New Milford Board of Education
 Operations Sub-Committee Minutes
 August 11, 2020
 New Milford High School Library Media Center**

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 NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. Pete Helmus
 Mrs. Olga I. Rella (via Zoom)
 Mrs. Tammy McInerney, Alternate

Absent: Mrs. Eileen P. Monaghan

Also Present: Dr. Paul Smotas, Interim 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>Call to Order</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. Mrs. McInerney was seated in the absence of Mrs. Monaghan.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Authorization of Signatory on School District Accounts – Exhibit B</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this adds Dr. Smotas as a signatory on all the accounts listed. <p>Mr. Helmus moved to bring the Authorization of Signatory on School District Accounts – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Motion passed unanimously.</p> <p>B. Flexible Spending Account Amendments</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said these changes are for 	<p>Discussion and Possible Action</p> <p>A. Authorization of Signatory on School District Accounts – Exhibit B</p> <p>Motion made and passed unanimously to bring the Authorization of Signatory on School District Accounts – Exhibit B to the full Board for approval.</p> <p>B. Flexible Spending Account Amendments</p>

	<p>Board approval.</p> <p>Mr. Helmus moved to bring the Amendment to the New Milford Public Schools Cafeteria Plan to the full Board for approval.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Motion passed unanimously.</p> <p>C. COVID-19 Related Staffing Requests</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the Board approved materials based expenditures last month. Now the conversation starts regarding staffing for the various phases. The discussion will continue at the full Board for transparency and recommendations will become more definitive as the plan evolves. • Ms. Baldelli provided an overview. She said the Cabinet has been working since June regarding the impact of different models. Requests are broken down into different areas. Supervision of the isolation rooms is needed; there is one in each school. They will be talking to Dr. Hack for his recommendation but more than likely an LPN or RN will be needed. The use of an LPN will require discussion with the union. The recommendation is to plan for staffing for a month to start until we see how conditions evolve. Ms. Baldelli said a nurse will also be needed for the isolation room during Adult Education hours. • Mrs. Faulenbach said she thought the month to month makes sense since the situation is so fluid. That way adjustments can be made as the plan choice changes. • Mrs. Olson is requesting an additional 0.5 Special Education teacher for LHTC, due to a legal ruling increasing coverage to 22 year olds. The program is also moving from the MAXX to SNIS. • Mrs. Faulenbach asked if this is a more permanent request. Mrs. Olson said it is, for the 	<p>Motion made and passed unanimously to bring the Amendment to the New Milford Public Schools Cafeteria Plan to the full Board for approval.</p> <p>C. COVID-19 Related Staffing Requests</p>
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full year.

- Mrs. Faulenbach suggested this request be considered separately since it is not COVID related and will come from the operating budget. She asked if there is grant funding available. Mrs. Olson said the IDEA grant could be used but that would mean taking funds away from somewhere else.
- Ms. Baldelli said she would make the revision.
- Mr. Helmus asked what precipitated the move to SNIS. Ms. Olson said that it is COVID related, due to the need for an isolation room with separate bathroom.
- Ms. Baldelli said they are requesting additional custodial help in all buildings for every day sanitizing and cleaning. The recommendation is for temporary 19 hour per week positions at each school. Once the hybrid plan is set, they can finalize the total number needed.
- Mrs. Faulenbach said that is a good point. Requests can and will change with the plan designation.
- Ms. Baldelli said Mr. Rush and Ms. DiCorpo are requesting a new position: Integrated Tech Specialist to assist students, staff and even parents in the Technology area. They are asking for a total of nine positions to be deployed based on the size of the school. Ms. Baldelli said that is quite an expense and she said they are looking to see if it can be reduced to a more manageable number, perhaps one per school, or to stipend hours. She said she does not believe these will be temporary positions, since there will be some variety of remote learning throughout the year.
- Mrs. Faulenbach asked to see a job description. Ms. Baldelli said that is coming and she is also checking certification requirements.
- Mrs. McInerney asked about the note on the memo regarding reassigning staff. Ms. Baldelli said positions may change with the model.
- Ms. Baldelli said there is a request for a temporary computer tech position for the beginning of the year at least, to get up and

running. There is also a request for 870 additional hours for existing techs.

- Mr. Rush said the requested computer tech position would work district-wide to focus on Chromebook cleaning, repair and management.
- Mrs. McInerney said she thinks these positions are needed now and is concerned about waiting for Board discussion next week. Ms. Baldelli said they could post them as anticipated in the meantime to get things moving.
- Dr. Smotas suggested some services could be contracted out as well.
- Mrs. Faulenbach said she thought there would be much of this the Board may adopt.
- Regarding food service, Ms. Baldelli said no additional costs are incurred for cafeteria service. If the district goes to a “grab and go” model, there would be additional costs for staff and equipment. She said the building principals are currently evaluating their building spaces for social distancing. In addition, Food Services is required to offer breakfast and lunch to in school and remote students. Pick up for remote learners will take place at SNIS on Wednesday.
- Ms. Baldelli said other potential district-wide needs have been discussed including a nurse facilitator, a bus transportation liaison, bus monitors and police coverage due to increased traffic. There are no recommendations at this time for these positions, but they are on the radar as potential. Ms. Baldelli there are no recommendations for remote teaching positions at this time.
- Mrs. McInerney said she thinks the nurse facilitator position is a definite need for coordination and communication. She also feels strongly that bus monitors are needed so the bus driver can concentrate on driving. Police help with traffic control will also be crucial with increased parent drop off, since that is already an issue for some schools.
- Mrs. Faulenbach noted that while they are all big concerns, they are not feasible in some

	<p>cases, such as trying to hire over 60 bus monitors.</p> <ul style="list-style-type: none">• Mrs. Rella said paraeducators were paid extra in the past to ride buses and asked if they and the child care workers can be used for this. Mrs. Olson said in the past it was always short term and for just a handful of students.• Dr. Smotas said there will be ramifications within unions too. MOUs will be required for any job description changes. He said he had met with Jeff Woods of All Star and Jeff's main concern right now is that he is short three drivers. Dr. Smotas said we don't know the numbers yet to justify this kind of hiring. We will have to see who rides the buses first.• Mrs. Faulenbach said we do know that the transportation piece will be different, so it will be important to work with the police and staff for safety.• Being new to the position, Dr. Smotas asked for clarity regarding his authority to hire.• Mrs. Faulenbach said the Board had given authority to the superintendent to hire within the operating budget during the summer months. Expenses to be charged to the COVID-19 account are different however and require Board approval.• Dr. Smotas expressed concern about timing for some of these hires.• Mrs. Faulenbach said she was confident that the Board and Board Chair would do whatever needed to be done, including holding special meetings as necessary. She suggested there might be more definitive conversation at next Tuesday's Board meeting. <p>Mr. Helmus moved to bring the COVID-19 Related Staffing Requests topic to the full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the COVID-19 Related Staffing Requests topic to the full Board for discussion and possible action.</p>
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<p>4.</p>	<p>Items of Information</p> <ul style="list-style-type: none"> Mrs. Faulenbach said the Board has authorized the Superintendent to approve personnel decisions and purchasing over the summer months so Exhibit A and the Monthly Reports are Items of Information in the summer. <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> Mrs. McInerney noted the nurse co-coordinators on the exhibit and asked if they would be asked to take on the role of nurse facilitator if that position was not approved. Ms. Baldelli said she did not have an answer to that question at this time. <p>B. Monthly Reports</p> <ol style="list-style-type: none"> Budget Position dated July 31, 2020 Purchase Resolution D-737 Request for Budget Transfers <ul style="list-style-type: none"> Mrs. Faulenbach said that she would be happy to speak to the monthly reports in Mr. Giovannone's absence or members could wait for the full Board meeting. Mrs. Faulenbach asked Mr. Munrett about the \$9,000 charge for Danbury Winn. He said that is an annual encumbrance for plumbing supplies. Mr. Giovannone commented from Zoom. He said the Purchase Resolution had an error on page 3 of 4. The Tomasello purchase order should not have been on this report because they are not sure yet if it will be funded. The Department of Instruction may need those funds for restorative practices instead. He said there will be a revision for the full Board meeting. Mrs. Faulenbach said she had a question on the COVID related tech piece. She said the dollars listed for Chromebooks were not adding up to the numbers approved. Mr. Giovannone said he 	<p>Items of Information</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> Budget Position dated July 31, 2020 Purchase Resolution D-737 Request for Budget Transfers
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	would double check. He said these items are purchase orders as of August 1, and there are more to come from what was approved.	
5.	Public Comment <ul style="list-style-type: none">• There was none.	Public Comment
6.	Adjourn Mrs. McInerney moved to adjourn the meeting at 8:22 p.m. seconded by Mr. Helmus and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:22 p.m.

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee