

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 July 14, 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 7:30 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>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <p><b>A. Bid Award</b></p> <ol style="list-style-type: none"> <li><b>1. Recommendation for Award Bid #E-1920-112219 – Student Information System</b></li> </ol> <ul style="list-style-type: none"> <li>• Mr. Rush said the district is in the last year of the contract with the current vendor, Rediker. Both staff and families have expressed dissatisfaction with the current system. A SIS Search Committee was formed. They developed a series of desired features for the SIS. A staff survey was also done. The RFP went out in December and three vendors responded. Demos were conducted in March. Of the 133 features requested, PowerSchool met 132 of them standard, well above the other vendors. Mr. Rush said of the 169 school districts in Connecticut, 140 use PowerSchool. There is a strong users group. PowerSchool</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Bid Award</b></p> <ol style="list-style-type: none"> <li><b>1. Recommendation for Award Bid #E-1920-112219 – Student Information System</b></li> </ol>

	<p>supports integration with other district programs. Reference checks were good.</p> <ul style="list-style-type: none"> <li>• Mrs. Rella said she has used both Rediker and PowerSchool and PowerSchool is an excellent choice.</li> <li>• Mr. Helmus said he appreciates the detailed analysis and would like to see the presentation available to the public for transparency.</li> <li>• Mrs. Faulenbach asked about the length of the contract. Mr. Rush said it is three years.</li> <li>• Mrs. Faulenbach asked about the cost breakdown. Mr. Rush said there was a deferral of some cost from the first year, that had been discussed during budget adjustments. For 2020-21, there is a \$25,000 cost out of the total \$55,033 implementation fee, with the rest due in 2021-22. There is also an annual fee of \$40,193.</li> <li>• Mrs. Faulenbach asked about costs for customization. Mr. Rush said that would be true with an SIS modules, but that sometimes those costs are offset by savings elsewhere.</li> </ul> <p>Mr. Helmus moved to bring the bid award for the Student Information System to PowerSchool 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 bid award for the Student Information System to PowerSchool to the full Board for approval.</b></p>
<p><b>4.</b></p>	<p><b>Items of Information</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <ul style="list-style-type: none"> <li>• There were no questions.</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p>

<p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated June 30, 2020</b></li><li><b>2. Purchase Resolution D-736</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mr. Giovannone said these reports are as of June 30. Bills still trickle in through August. The \$1.9 million available balance should be accurate for 2019-20. He highlighted the major categories that led to the balance. Certified salaries reflect comings and goings throughout the year, as well as vacancies. Non-certified salaries also reflect replacements and vacancies, but also overtime not expended due to school closing. The Benefits balance is closely tied to FICA, which is a reflection of the unused overtime. Health insurance is still encumbered as we wait on final billing. This is the first year for this plan so there may be some movement here, but the balance will be sufficient to cover it. Professional services has a larger than normal balance in spite of higher legal expenses, due to adjustments made as a result of the Governor's Executive Order 7R. The Securitas safety monitors were not paid during the closing of schools and the district negotiated a lower rate with student care workers. Property services has a larger than normal balance due to less water/trash/repairs during closure. The balance in Other Services is primarily due to the negotiated rate with the bus contract, less ODP costs, less printing and less travel.</li><li>• Mrs. Faulenbach asked about the number of ODP placeholders. Mr. Giovannone said he did not know if the balance was a result of fewer placeholders used or less costs within placements. He said he would have that information for the full Board meeting.</li><li>• Regarding the supply line balance, Mr. Giovannone said this was a result of fewer instructional supplies ordered during the last third of the year, as well as utility savings while closed.</li></ul>	<p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated June 30, 2020</b></li><li><b>2. Purchase Resolution D-736</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 what percent of the savings were supplies versus utilities. Mr. Giovannone said supplies were roughly 50%.</li><li>• Mr. Helmus said he remembered strong opposition to cutting instructional supplies for this coming year during budget adjustments and yet there is a large balance here towards the end of the year.</li><li>• Mr. Giovannone said there was a conscious decision made to halt ordering when schools closed, in case balance were needed for COVID-19 remediation. The balance is not reflective of a lack of need but due diligence for the uncertainties going forward.</li><li>• Mr. Giovannone said the balance in capital is due to back ordered, canceled items. Dues and Fees are online with budgeted amounts. Revenue reflects greater than anticipated excess cost but other declining revenues from areas such as EXCEL tuition, building use, parking permits, etc.</li><li>• Mr. Giovannone said the Turf Field account reflects a \$50,000 deposit by the Town.</li><li>• Mr. Helmus asked if the Town was up to date on contributions. Mr. Giovannone said he did not know; this is the only deposit to the account of which he is aware.</li><li>• Mrs. Faulenbach said they had asked previously about these deposits and that they could double check once more.</li><li>• Mrs. Monaghan asked what the plan is for the \$1.9 million balance.</li><li>• Mrs. Faulenbach said the Board has already approved that it will go into the newly established COVID-19 account and, if not fully expended, requested to go to Capital Reserve.</li><li>• Mrs. Rella said there had been public discussion about additional government funding coming.</li><li>• Mr. Giovannone said he was not aware of any new funding approved.</li><li>• Mr. Helmus cautioned that government funding is not always readily available even when approved so it shouldn't be used for hard</li></ul>	
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	<p>Cabinet group has been meeting to identify needs. Those needs currently exceed \$750,000, so prioritization is necessary based on different models. Items include PPEs, facility upgrades and technology purchases.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked if the Board would see expenditures and approve them. Mr. Giovannone said they would follow the same policy as with the general fund. The Superintendent has been given authority to make purchases during the summer months, but the Board will still see the Monthly Reports as items of information. The oversight and transparency are still there.</li> <li>• Mrs. Faulenbach asked about the CARES Act funding. Mr. Giovannone said there has been an additional set aside for equitable services for non-public schools that has to be factored into the application. The application has since been removed from the website, so there has been no action here as yet.</li> <li>• Mrs. Faulenbach asked if the money will go into a separate account from the COVID account when it is approved. Mr. Giovannone said it will, per auditors' instructions.</li> </ul>	
<p><b>5.</b></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><b>6.</b></p>	<p><b>Adjourn</b></p> <p>Mrs. Monaghan moved to adjourn the meeting at 8:43 p.m. seconded by Mrs. Rella and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:43 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee