

**New Milford Board of Education
 Operations Sub-Committee Minutes
 October 8, 2019
 Lillis Administration Building—Room 2**

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 NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. Brian McCauley
 Mrs. Eileen P. Monaghan

Absent: Mr. Bill Dahl

Also Present: Dr. Kerry Parker, 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. Nestor Aparicio, Assistant 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.</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>Mrs. Faulenbach asked for a motion to amend the agenda to add an item of information: 4D Revised Capital Reserve Request for Board of Finance on 10/9/19.</p> <p>Mr. McCauley moved to amend the agenda to add an item of information: 4D Revised Capital Reserve Request for Board of Finance on 10/9/19.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>	<p>Discussion and Possible Action</p> <p>Motion made and passed unanimously to amend the agenda to add an item of information: 4D Revised Capital Reserve Request for Board of Finance on 10/9/19.</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified</p>

<ul style="list-style-type: none">• Ms. Baldelli said she will have a revision for the full Board meeting. She said some of the September staff shown are already approved for hire, but since they are beginning work in October they are being listed for transparency.• Mrs. Faulenbach asked about coach hires. Ms. Baldelli said they are doing okay; there is nothing urgent for fall.• Mrs. Faulenbach asked about openings. Ms. Baldelli said there is a Speech Language Pathologist; a part time EXCEL teacher for HPS that the Board approved last month, along with three paraeducators; and two new certified openings at SMS, one in ELA and one in Social Studies.• Ms. Baldelli said she will be attending a Job Fair in New Milford Thursday night along with an ESS representative.• Mrs. Monaghan asked about the fall fitness coach at SNIS. Ms. Baldelli said that stipend position works with an entire grade, versus a team. <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 Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 9/30/192. Purchase Resolution D-7273. Request for Budget Transfers <ul style="list-style-type: none">• Mr. Giovannone said the certified staff line has been fully encumbered for existing certified staff. The non-certified staff line is not fully encumbered; there are issues with MUNIS that prohibit it.• Mrs. Faulenbach said she appreciated the explanation and she noted that this has been	<p>Appointments, Resignations and Leaves of Absence</p> <p>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.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 9/30/192. Purchase Resolution D-7273. Request for Budget Transfers
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	<p>difficult to capture in the past as well.</p> <ul style="list-style-type: none">• Mr. Giovannone said page 4 shows tiny drips of revenue, nothing quarterly has been posted yet. Excess cost will not show until February.• Mrs. Monaghan asked if the new insurance plan is saving the district money and if the employees are happy with it. Mr. Giovannone said the district is receiving a separate billing from the Town for this plan and it doesn't capture employee contributions. He has a request in to the auditors as to how to book it going forward.• Mrs. Faulenbach noted that new rates for the SPP are coming. She said it will take a two year comparison for a true picture, but a snapshot may be possible.• Ms. Baldelli said overall employees are happy and appreciate the copay versus high deductible plan.• Mr. Giovannone said in future years, the state plan will be regionalized and Litchfield County is expected to be 7% lower than the state rate would be for all counties.• Mrs. Faulenbach asked if the 55200 line included other insurance besides CIRMA. Mr. Giovannone said it does and he will have a break out for the full Board meeting. He said there was a rate reduction from CIRMA to the Town and BOE.• Mrs. Faulenbach asked that a quarterly or biannual update on the Turf Field account revenue be added to page 4 of the budget position. Mr. Giovannone agreed.• Mrs. Monaghan asked about the legal line 53010 in light of the costs for the Labor Relations Board hearings. Mr. Giovannone said this is for the retainer and other charges. Depending on total costs incurred during the year, a transfer may be needed later in the year.• Mrs. Monaghan noted that the \$98,000 for athletic transportation showing on the purchase resolution is a lot of money.• Mrs. Faulenbach said we have many teams and	
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	<p>there are many competitions and tournaments.</p> <ul style="list-style-type: none">• Dr. Parker noted the benefits to students of keeping active.• Mr. Giovannone noted that grants are highlighted in italics. He said the PLTW grant is from the Goldring Foundation.• Regarding the budget transfer request, since Chromebooks were removed from the budget and funded through capital reserve, Mr. Giovannone said licenses can be removed from individual programs and charged to one line as part of the one order.• Mrs. Monaghan asked if the Chromebooks are purchased from EdAdvance for cost savings. Mr. Giovannone said they are. <p>Mr. McCauley moved to bring the monthly reports: Budget Position 9/30/19, Purchase Resolution D-727 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>C. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <ul style="list-style-type: none">• Mrs. Faulenbach said the PTO continues to provide fantastic support. <p>Mr. McCauley moved to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>D. Approval of Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs</p> <ul style="list-style-type: none">• Mrs. Faulenbach said this item is self explanatory.	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 9/30/19, Purchase Resolution D-727, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <p>1. PTO — Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p> <p>D. Approval of Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs</p>
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	<p>Mrs. Monaghan moved to bring the Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs to the full Board for approval.</p>
<p>4.</p> <p>A.</p> <p>B.</p> <p>C.</p>	<p>Items of Information</p> <p>Updated Master Schedule of Bids and Proposals</p> <ul style="list-style-type: none"> • Mrs. Faulenbach thanked Mr. Giovannone for the update, saying it is very helpful to see. She asked if bids are posted. Mr. Giovannone said they are posted on the website, in the newspaper, and mailed to prospective vendors. • Mrs. Faulenbach noted that the legal services bid is as requested only. Policy only requires that they appoint, no time frame is given. <p>Update on Administrator and Food Services Negotiations</p> <ul style="list-style-type: none"> • Ms. Baldelli said they will bring a request to approve an Administrator agreement to the full Board next week for approval. Food Services will follow in November. • Mrs. Faulenbach said Food Services can go right to the Board in November, skipping Operations, since it has been noted here. <p>Budget Drivers – District Wide</p> <ul style="list-style-type: none"> • Mr. Giovannone said this document is similar to the one discussed for Facilities. It is a draft of items on the radar for consideration and is distributed for transparency. • Mrs. Faulenbach asked when an enrollment report will be presented since that factors heavily into budget as well. Dr. Parker said an enrollment update will be given at the November BOE Workshop. • Mrs. Faulenbach noted that the elevator retrofit 	<p>Items of Information</p> <p>A. Updated Master Schedule of Bids and Proposals</p> <p>B. Update on Administrator and Food Services Negotiations</p> <p>C. Budget Drivers – District Wide</p>

	<p>will affect all districts. She suggested that Mr. Munrett check for possible state reimbursement, as that sometimes has been offered in the past for like scenarios.</p> <ul style="list-style-type: none">• Mrs. Monaghan asked for clarification regarding the SSOs. Dr. Parker said we do not have armed officers now but she has been speaking with Chief Cerruto about possible changes to the current MOU. The Chief would like to come to the next Operations meeting to speak about his goals moving forward for next year.• Mrs. Faulenbach suggested Chief Cerruto come to the full Board instead and speak with all Board members regarding this topic and safety and security in general. This sensitive issue would be protected by executive session. She also suggested that any new MOU be reviewed and approved by both Board and Town legal teams. <p>D. Revised Capital Reserve Request for Board of Finance on 10/9/19</p> <ul style="list-style-type: none">• Mrs. Faulenbach said this item was added by amendment. She said the item will go to the Board of Finance tomorrow to close the final loop for this capital reserve request. She said BOF will be asked to sign off on the end of year balance request as well.• Mr. Giovannone said the original request approved in September has been adjusted slightly to allow input from the new Technology Director. The dollar amount and projects have not changed but individual requests within those projects have changed slightly for Technology. It has been aligned with what the district needs today versus eighteen months ago when it was budgeted.• Mrs. Faulenbach said there was a commitment to define the Technology piece better. Since Board of Finance will see the adjustment tomorrow, she said it was appropriate that Board members see it first. The document will	<p>D. Revised Capital Reserve Request for Board of Finance on 10/9/19</p>
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	<p>be sent to all Board members following this meeting, then on to the Board of Finance prior to their meeting tomorrow night. The Board will have representation there.</p>	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
6.	<p>Adjourn</p> <p>Mr. McCauley moved to adjourn the meeting at 8:10 p.m. seconded by Mrs. Monaghan and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:10 p.m.</p>

Respectfully submitted:

Wendy Faulenbach, Chairperson
 Operations Sub-Committee