


**New Milford Board of Education
 Operations Sub-Committee Minutes
 June 8, 2021
 Sarah Noble Intermediate School Library Media Center**


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 NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Pete Helmus Mrs. Eileen P. Monaghan Mrs. Olga I. Rella, Alternate
Absent:	Mrs. Cynthia Nabozny
Also Present:	Ms. Alisha DiCorpo, Superintendent Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Jamie Terry, Director of Technology Mrs. Catherine Calabrese, Interim Assistant Superintendent Mrs. Catherine Gabianelli, Human Resources Director Mr. Nestor Aparicio, Interim Facilities Director Mrs. Sandra Sullivan, Food and Nutrition Services Director

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:40 p.m. by Mrs. Faulenbach. Mrs. Rella was seated in the absence of Mrs. Nabozny.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> • There was none. 	Public Comment
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence <ul style="list-style-type: none"> • Mrs. Gabianelli said there will be a revised Exhibit A for the full Board meeting. • Mrs. Rella asked if exit interviews are being done. Mrs. Gabianelli said they are and they are also working with Technology to automate a process for surveying ahead of time. • Mrs. Rella asked if retirees are included. Mrs. Gabianelli said they will be. • Mr. Helmus asked if there was a way to share that information with the Board without violating confidentiality. 	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

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	<ul style="list-style-type: none">● Mrs. Faulenbach said they will circle back to see how that can be done while keeping a comfort level and confidentiality. <p>Mrs. Rella 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. Gifts & Donations</p> <p>1. United Way</p> <ul style="list-style-type: none">● Mrs. Faulenbach thanked Katy Francis and the United Way for this generous donation. She said no motion is needed because it is under the donation threshold. <p>C. Bid Awards</p> <p>1. NMHS Electronic Sign</p> <ul style="list-style-type: none">● Mrs. Faulenbach said this was originally recommended as an end of year project. Since it will not be completed by that time, the request is to take the funding from capital reserve. Mrs. Faulenbach said this can be a lengthy process, since approvals are needed by Town Council and Board of Finance as well.● Mr. Giovannone suggested that the vendor be made aware of the longer time frame.● Mrs. Faulenbach said that can be worked through in the contract.● Mrs. Rella asked if this vendor has been used before.● Mr. Aparicio said they had not. They are the lowest bidder.● Mrs. Monaghan noted that they are also a non-profit that employs special needs people. <p>Mrs. Monaghan moved to bring the bid award for the NMHS Electronic Sign to the full Board for approval.</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. Gifts & Donations</p> <p>1. United Way</p> <p>C. Bid Awards</p> <p>1. NMHS Electronic Sign</p> <p>Motion made and passed unanimously to bring the bid award</p>
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	<p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p>D. Twin Lakes Contract Hours</p> <ul style="list-style-type: none"> ● Mr. Giovannone said this request for additional hours falls below the Purchase Resolution threshold so it will not be listed. The memo is provided for transparency. ● Mrs. Faulenbach said she appreciates the transparency and she supports this request. She asked if these are enough hours for the projects. ● Ms. DiCorpo said this is what the current Technology Director can offer us to help move projects forward and get us through to June 30. She is hoping ESSER II funds will help to keep her on beyond that time to allow for significant time to transition to the new Technology Director. ● Mrs. Rella asked where the search for the new Technology Director is at. Ms. DiCorpo said they have gone back to the applicant pool and are hoping to interview next week, along with the Facilities Director. <p>E. Feasibility Study and Enrollment Study Updates</p> <p>1. Architectural Study</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach said this is informational with no motion needed. ● Mr. Giovannone said the Architectural Study piece will come up later in the agenda under capital projects. <p>F. COVID Account Update</p> <ul style="list-style-type: none"> ● Mr. Giovannone said page 1 has been updated to show current totals. The full pot of local funds are shown in #1. There are no changes to #2 CARES funds and #3 CRF funds. Funds in #4, the ESSER II grant, are approved and authorized for use starting June 10. We are in 	<p>for the NMHS Electronic Sign to the full Board for approval.</p> <p>D. Twin Lakes Contract Hours</p> <p>E. Feasibility Study and Enrollment Study Updates</p> <p>1. Architectural Study</p> <p>F. COVID Account Update</p>
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	<p>the process of submitting the application for funds under #5, ESSER III.</p> <ul style="list-style-type: none">● Ms. DiCorpo said we have already posted for ESSER II positions.● Mrs. Monaghan asked how much of #4 can be spent as of June 10. Mr. Giovannone said a third of the funding can be pulled down. They are expecting to expend all funds in year one of this two year grant.● Ms. DiCorpo said the majority of the funds will be linked to staff salaries.● Mrs. Monaghan asked how many positions that is. Mr. Giovannone said eleven.● Mr. Helmus asked if local funds can be replenished by ESSER funds. Mr. Giovannone said no.● Mrs. Faulenbach asked for an update on the Food Services budget. Mr. Giovannone said he would provide follow up.● Mrs. Monaghan asked if the ESSER II staffing would be for two years. Ms. DiCorpo said only one year. ESSER III would need to be used to extend if desired. They are also looking at possible funding of School-Based Health Centers.● Mrs. Rella asked if hires will know they are temporary. Ms. DiCorpo said yes, they are posted as one year positions.● Mr. Giovannone said page 2 is the revised local COVID budget for fiscal year 2021-22.● Mrs. Faulenbach asked if these expenses are expected to come out of the local COVID account. Mr. Giovannone said yes. He said these are fluid requests as they wait on guidance. Any actual expenditures will show on the purchase resolution. He thought it was important to share this prior to the discussion of the end of year balance. <p>Mrs. Rella moved to bring the request for COVID related expenses to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the request for COVID related expenses to the full Board for approval.</p>
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<p>G.</p> <p>H.</p>	<p>Update on 2020-21 Capital Projects</p> <ul style="list-style-type: none">• Mr. Giovannone said he has tied together several projects to be considered under one capital reserve request, given the multi-stage approval process. These include the NMHS electronic sign, the NMHS gym floor scrub and resurface, the Architectural Study, and the local portion of funding for the forthcoming State of CT Security Grant.• Mrs. Faulenbach said they have a meeting with the Town tomorrow and she will run through these requests and report back. <p>Mrs. Rella moved to bring the request for 2020-21 Capital Projects to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>End of Year Balance 2020-21</p> <ul style="list-style-type: none">• Mr. Giovannone said the chart shows a refresh as of May 31, 2021. There is a slight increase in the projected end of year balance and it includes the second excess cost. He included recommendations to the Board.• Mrs. Faulenbach said this dovetails with the capital reserve projects just discussed, as well as continued collaboration and discussion with the Town. Board members can weigh in at the full Board.• Mrs. Faulenbach asked if a Turf Field contribution was made from last year's year end balance. Mr. Giovannone said no, it all went to COVID, and that is why he is recommending a double contribution this year.• Mr. Giovannone said if the recommended capital projects are approved, the capital reserve will drop by half.• Mrs. Faulenbach said all these projects are exciting but they are coming all at once and must be tracked. She said this budget was designed pre-COVID and this end of year	<p>G. Update on 2020-21 Capital Projects</p> <p>Motion made and passed unanimously to bring the request for 2020-21 Capital Projects to the full Board for approval.</p> <p>H. End of Year Balance 2020-21</p>
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	<p>balance is not the norm. The Town will be similar. They will come back to the taxpayer in some way. This will be discussed on the full Board agenda.</p> <p>I. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated May 31, 2021 2. Purchase Resolution D-747 3. Request for Budget Transfers <ul style="list-style-type: none"> ● Mr. Giovannone said unemployment on page 1 of 4 is overdrawn and there will be a transfer from another benefit line needed. It is within major object code so no approval is needed. He said line 57500 on page 3 of 4 is for approved materials for the Maxx upgrade. ● Mrs. Faulenbach noted that legal is overdrawn. There are four sets of negotiations and many ongoing projects. Mr. Giovannone noted that the Business section is being reviewed through Policy and it is quite involved. ● Mrs. Faulenbach asked if the same baseline was budgeted for 2021-22. Mr. Giovannone said there is a percentage increase but it may not be adequate. ● Mrs. Faulenbach noted the overall revenue loss. Mr. Giovannone said it is offset by the larger than expected excess cost. ● Mr. Giovannone noted the band uniforms on the purchase resolution. These were funded by the Town. ● Ms. DiCorpo said they are working on refresh cycles for future budgeting. <p>Mrs. Rella moved to bring the monthly reports: Budget Position May 31, 2021, Purchase Resolution D-747 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>I. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated May 31, 2021 2. Purchase Resolution D-747 3. Request for Budget Transfers <p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated May 31, 2021, Purchase Resolution D-747, and Request for Budget Transfers to the full Board for approval.</p>
<p>4.</p>	<p>Items of Information</p>	<p>Items of Information</p>

<p>A. Bid Awards</p> <p>1. Food and Nutrition Services - Milk and Frozen Dessert</p> <ul style="list-style-type: none"> ● Mr. Giovannone said they are recommending an August date for this annual bid. <p>B. Annual Emergency Preparedness Report</p> <ul style="list-style-type: none"> ● Mr. Giovannone noted the additions this year of the SSOs and the security grant. <p>C. Annual Wellness Report</p> <p>1. Wellness Policy Triennial</p> <ul style="list-style-type: none"> ● Mrs. Olson said she worked with Mrs. Sullivan on this detailed triennial evaluation which compares the district's wellness policy to a model policy using a scoring rubric and reviewing federal requirements. It included interviews with stakeholders to review actual practice, then a summary of strengths and weaknesses. The next step is to post this on the district website for public review and then go back to the Wellness Committee for improvement to policy and practices. In some cases the identified weaknesses reflect policy language or lack thereof versus a problem with practice. ● Ms. DiCorpo said the wellness policy and regulations were last updated in 2013. ● Mrs. Rella asked if parents can apply for free and reduced status online now. Mrs. Sullivan said they can. ● Mr. Helmus suggested additional explanation be added to the report when it is posted to make it easier for the public to understand. <p>D. Annual Report of the John J. McCarthy Observatory</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach said this is an amazing team that is always working on new initiatives. She recommended that everyone visit. 	<p>A. Bid Awards</p> <p>1. Food and Nutrition Services - Milk and Frozen Dessert</p> <p>B. Annual Emergency Preparedness Report</p> <p>C. Annual Wellness Report</p> <p>1. Wellness Policy Triennial</p> <p>D. Annual Report of the John J. McCarthy Observatory</p>
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<p>E.</p> <p>F.</p> <p>G.</p> <p>H.</p>	<p>Volunteers and Fingerprinting</p> <ul style="list-style-type: none"> Mrs. Gabianelli said there were no volunteers allowed this year during COVID, but with things opening up and end of year events happening, they are allowing previously approved fingerprinted volunteers. These volunteers are also being cleared through DCF and the Sex Offender Registry. There is no funding for fingerprinting in this year's or next year's budgets. Mrs. Faulenbach noted that an adjustment will likely be needed to this line going forward. Mr. Giovannone said that budgeted amount would be \$21,600. <p>Sub Rates and Minimum Wage Increase</p> <ul style="list-style-type: none"> Mrs. Gabianelli said an addendum was made in July 2020 to account for the hike in minimum wage to \$12. On August 1, 2021 the minimum wage will move to \$13 and the addendum will still work for that. In July 2022, when the minimum wage goes up to \$14, adjustments will be needed. Mrs. Faulenbach asked if that will have a budgetary impact. Ms. DiCorpo said yes. <p>Excess Cost 2020-21</p> <ul style="list-style-type: none"> Mr. Giovannone said they have received notification of the second excess cost payment but it is not yet booked over from the Town. Mrs. Faulenbach said this is a volatile line and is less than anticipated some years and more in others. It is never guaranteed money. Mr. Giovannone said this helped offset declining revenues in other areas this year. <p>ESSER II and III</p> <ul style="list-style-type: none"> Mr. Giovannone said this provides a breakdown of the ESSER II application. Mrs. Faulenbach referenced the School-Based Health Centers presentation that is coming up. 	<p>E. Volunteers and Fingerprinting</p> <p>F. Sub Rates and Minimum Wage Increase</p> <p>G. Excess Cost 2020-21</p> <p>H. ESSER II and III</p>
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	<ul style="list-style-type: none"> Ms. DiCorpo said she will be looking towards ESSER III funding for that. She is looking to get Board input on the program and its costs, as she would like to capture it as a long term, stable option and not just with ESSER funding. <p>I. State of CT Security Grant Proposal</p> <ul style="list-style-type: none"> Ms. DiCorpo said this was discussed at Facilities but has operational costs so it is included here as well. Mrs. Faulenbach said she would like to see a revised Five Year Capital Plan that pulls out crossover with this grant. Mr. Giovannone said setting this up as a capital project will help the district track expenditures so we get all the reimbursement to which we are entitled. 	<p>I. State of CT Security Grant Proposal</p>
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	<p>Public Comment</p>
<p>6.</p>	<p>Adjourn</p> <p>Mrs. Rella moved to adjourn the meeting at 9:25 p.m. seconded by Mrs. Monaghan and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:25 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee