

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 April 21, 2020  
 By Zoom Virtual Meeting**

**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

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NEW MILFORD, CT

<p><b>1.</b></p>	<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. Mrs. Faulenbach asked participants to identify themselves for the record and by name each time they spoke, for clarity. She said the meeting was being recorded.</p>	<p><b>Call to Order</b></p>
<p><b>2.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said the Committee welcomes comment but reminded attendees that public comment is not a dialogue from committee members to the public.</li> <li>There were no comments.</li> </ul>	<p><b>Public Comment</b></p>
<p><b>3.</b></p>	<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> <ul style="list-style-type: none"> <li>Mrs. Faulenbach asked if there would be a revised Exhibit A for the full Board meeting. Ms. Baldelli said no.</li> </ul> <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. Faulenbach.</p>	<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><b>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board</b></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 March 31, 2020</b></li> <li><b>2. Purchase Resolution D-733</b></li> <li><b>3. Request for Budget Transfers</b></li> </ol> <ul style="list-style-type: none"> <li>• Mr. Giovannone said the Budget Position is as of March 31 and there are not many changes from the previous month. He said page 4 of 4 reflects the excess cost received. Another payment is due in May. The fact that it came in higher than budgeted is partly a tribute to the work done by the Special Education department to capture all billing.</li> <li>• Mrs. Monaghan asked how much is expected in May. Mr. Giovannone said the first payment is usually 70% of the total amount but the other 30% is affected by state caps, so the actual total is unknown at this time.</li> <li>• Mr. Giovannone said page 4 also shows an updated capital reserve total.</li> <li>• Mrs. Faulenbach noted the two capital reserve requests on the Purchase Resolution. She said there were no Budget Transfers requested.</li> </ul> <p>Mrs. Rella moved to bring the monthly reports: Budget Position March 31, 2020, Purchase Resolution D-733 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><b>C. Grant</b></p> <ol style="list-style-type: none"> <li><b>1. Adult Education ED 244</b></li> </ol> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said the BOE contribution was upped in the operating budget due to a loss of \$38,000 in federal funding. The grant includes Region 12 tuition. The state funding is on a sliding scale; New Milford is around 32% but the actual funding won't be known until the</li> </ul>	<p><b>for approval.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>1. Budget Position dated March 31, 2020</b></li> <li><b>2. Purchase Resolution D-733</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 March 31, 2020, Purchase Resolution D-733, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Grant</b></p> <ol style="list-style-type: none"> <li><b>1. Adult Education ED 244</b></li> </ol>
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	<p>fall. The grant has been submitted for approval at this time.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked for clarification of the fiscal year. Ms. DiCorpo said it is for 2020-2021.</li> </ul> <p>Mrs. Rella moved to bring the Adult Education ED 244 Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>D. Audit Adjustment to 19-20 Budget from 18-19 Fiscal Year End Balance</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted the detailed memo on this topic.</li> <li>• Mr. Giovannone said they are trying to tie up action by the Town to last fiscal year's budget which is creating a current negative to the salary account this year.</li> <li>• Mrs. Faulenbach said this action was approved by Town Council and Board of Finance in concert with the auditors and this is now needed housekeeping to close out the \$199,999 used to offset this year's budget.</li> </ul> <p>Mrs. Rella moved to bring a request to the full Board for approval that the Town Council and Board of Finance close out the Audit Adjustment to the 19-20 Budget from the 18-19 Fiscal Year End Balance.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the Adult Education ED 244 Grant to the full Board for approval.</b></p> <p><b>D. Audit Adjustment to 19-20 Budget from 18-19 Fiscal Year End Balance</b></p> <p><b>Motion made and passed unanimously to bring a request to the full Board for approval that the Town Council and Board of Finance close out the Audit Adjustment to the 19-20 Budget from the 18-19 Fiscal Year End Balance.</b></p>
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Items of Information</b></p> <p><b>NMPS 2020-2021 School Calendar</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said this is an item of information, as the Board does not approved the calendar.</li> <li>• Dr. Parker said the calendar mirrors this year's</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. NMPS 2020-2021 School Calendar</b></p>

calendar; there are no significant changes.

- Mrs. Rella said she was aware that a committee had been formed to discuss possible changes to the calendar going forward and she asked what the status of that was.
- Dr. Parker said they had two large meetings with stakeholders from many different groups in attendance. Because of current agreements in place, and teacher negotiations happening this summer, the focus was on the 2021-22 calendar for any changes. They were getting ready to survey about possible changes when schools closed, and they ran out of time.
- Mrs. Rella said the paraeducators would like more professional development. Dr. Parker said that is important for all groups.

**B. Update on 2019-2020 Budget**

- Mrs. Faulenbach said the Board is looking as it always does at this time, and throughout the year, as to where we will be financially at fiscal year end. This year, there are global components that are having additional impacts. The Board reviews all line items, expenditures and revenues. The memo provided highlights some areas of review. She said it is a snapshot in time and a fluid work in progress.
- Mrs. Rella asked if there was any discussion on the state level, in these circumstances, to allow carryover to next year.
- Mr. Giovannone said all professional organizations in the area are having this conversation. Right now, it would require an executive order by the Governor and that has not happened yet.
- Dr. Parker said professional organizations, the Commissioner of Education and the Governor continue to work together. Many of the executive orders produced so far are a result of that collaborative feedback. She said it is critical to remember when discussing any perceived savings that schools are only officially closed until May 20. Funds may still

**B. Update on 2019-2020 Budget**

	<p>be needed; it is just an unknown at this time.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said for now it is business as usual, while at the same time continuing to work through the process and identify numbers where we can for planning purposes.</li> </ul>	
<b>5.</b>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Kim Foss, an 8<sup>th</sup> grade Science teacher at SMS, asked the district to consider early release days or a later start for the 2020-2021 school year since there may be high temperatures and not all rooms are air conditioned.</li> <li>• Tammy McInerney asked if the calendar was official for release or if it needed to go to the full Board for review.</li> <li>• As a point of clarification, Mrs. Faulenbach said all agenda attachments, of which the calendar is one, are public records and already posted on the district website as such.</li> </ul>	<b>Public Comment</b>
<b>6.</b>	<p><b>Adjourn</b></p> <p>Mrs. Monaghan moved to adjourn the meeting at 8:08 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 8:08 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee