

New Milford Board of Education
Operations Sub-Committee Meeting Minutes
March 12, 2024
Sarah Noble Intermediate School Library Media Center

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2024 MAR 14 P 2:32

NEW MILFORD, CT

Present:	Mr. Eric Hansell, Chairperson Mrs. Wendy Faulenbach Mr. Tom O'Brien Mr. Brian McCauley
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Absent:	
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Mr. Jeffrey Turner, Technology Director Mr. Matthew Cunningham, Director of Facilities Mr. Anthony Giovannone, Director of Finance Mrs. Teresa Kavanagh, Director of Human Services Ms. Holly Hollander, Assistant Superintendent of Schools
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1.		<p>Call to Order The New Milford Board of Education Operations Subcommittee was called to order at 7:32pm by Mr. Eric Hansell, Chairperson.</p>	<p>Call to Order</p>
2.		<p>Public Comment There was none.</p>	<p>Public Comment</p>
3.	A.	<p>Discussion and Possible Action Monthly Reports 1. Budget Position dated February 29, 2024 2. Purchase Resolution D-780 3. Request for Budget Transfers</p> <p>Budget Position dated February 29, 2024: Mr. Giovannone stated this document captures all actuals and encumbrances. 97.12% has been spent down. This time last year it was 96.29%. As April approaches he will project fiscal end of year balances and possible end of year projects. Mr. Hansell noted the funds set aside for legal services are almost all spent. Mr. Giovannone stated that will likely need a transfer. The billing is always a month behind. It will most likely become overdrawn next month once March bills are processed.</p> <p>Mrs. Faulenbach stated legal works off of a retainer and noted this happened last year. She asked what last year's retainer was. Mr. Giovannone stated the</p>	<p>Discussion and Possible Action A. Monthly Reports 1. Budget Position dated February 29, 2024 2. Purchase Resolution D-780 3. Request for Budget Transfers</p>

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	<p>budget was \$238,000 before they transferred additional funds last year. This year it is \$265,000, and still not enough to cover actuals. Mrs. Faulenbach noted it is hard to predict because of the day to day calls, hearings, etc., and asked if the hourly rate changed. Mr. Giovannone stated the hourly rate went up. It was the first time in three years.</p> <p>Mr. Hansell asked if the charges are broken out and if it is worth looking at the heavily used categories. Mr. Giovannone stated the bill comes to him, and it's broken down by date. Mrs. Faulenbach stated that they try to be efficient with the time. Mr. Hansell stated it would be good to identify anything that stands out.</p> <p>Mrs. Faulenbach asked if there are any other transfers to anticipate. Mr. Giovannone stated for the operating budget, the only one is legal services.</p> <p>Mrs. Faulenbach asked if the line items for textbooks, etc., will be spent down. Mr. Giovannone stated yes.</p> <p>Purchase Resolution D-780: Mr. Giovannone stated this reflects purchases of \$5,000 and more. It is a continuation of expending the 5 Year Capital money. Mr. O'Brien asked what time period out-of-district transportation services covers. Mr. Giovannone stated that's projected for what is needed until the end of the school year.</p> <p>Mrs. Faulenbach noted there will be credits for transportation prior to the end of the year. Mr. Giovannone stated yes, late buses are tracked and he will enforce the clause in the contract that assesses a penalty to All Star when there are late runs. Conversations still need to be had with the bus company on how the credit will come through. It's being tracked and the bus company is aware they owe the district the funds.</p> <p>Request for Budget Transfers: Mr. Giovannone stated money was already withdrawn from the Capital Reserve account and now with grant money being included to purchase</p>	
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	<p>Chromebooks the district will put the money towards more smart boards. Mr. Turner added that the ECF grant came through after the capital withdrawal request and wasn't positive the district would be awarded the grant money, but now that the grant has been received, capital funds can be used towards some Chromebooks, but mostly Smartboards. Mrs. Faulenbach noted that because it's within the same object code there's no need to go back again for approval.</p> <p>Mr. Hansell asked what the offset was from the grant. Mr. Giovannone stated it was a little over \$77,000 that is covering the Chromebooks now. Mr. Turner added the grant was a total of \$1,300,000.</p> <p><i>Mr. McCauley moved to approve the Operations Subcommittee monthly reports to the Board of Education, seconded by Mr. O'Brien. The motion passed unanimously.</i></p> <p>B. Capital Reserve Withdrawal - Additional HVAC Evaluation Funds</p> <p>Mr. Giovannone stated the original withdrawal was \$100,000 to fund HVAC evaluations and the actual is closer to \$250,000. He is requesting an additional \$150,000 to move forward with the HVAC evaluation project. The memo also identifies the Capital Reserve balance as of March 1st. It includes the fiscal year end 22/23 deposit but does not factor in the ESG payments, which is approximately \$932,000. Mrs. Faulenbach asked about HVAC evaluation funds. Mr. Cunningham stated the state wants reports by January 1st. The original \$100,000 was a placeholder to at least start the work. Mrs. Faulenbach asked if there's enough time to have it done by January 1st. Mr. Cunningham stated he will move forward using the \$100,000 for now. There are 169 towns in this state and only a few companies that can do this evaluation. There's a chance the state could push back the date but they haven't as of yet.</p> <p>Mr. Hansell noted they're being proactive. Mr. Cunningham stated yes, he does not want it to be</p>	<p>Motion passed to approve the Operations Subcommittee monthly reports to the Board of Education Motion passed unanimously.</p> <p>B. Capital Reserve Withdrawal - Additional HVAC Evaluation Funds</p>
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		<p>last minute. Mrs. Faulenbach wanted to note that when the BOE asks for the withdrawal, to put in that it is a heavy lift, and time lines may shift/change. Mrs. Faulenbach isn't sure how all the districts will be done in time. Mr. Cunningham stated there is more HVAC grant money coming down the pipe, and wants this done so the district can apply for these grants with a full evaluation completed.</p> <p>Mr. O'Brien asked if the district is still expecting a contribution from the town for HVAC. Mr. Cunningham stated that was for something separate, the BMS/Siemens management system upgrade, and he expects that money to come in. Mrs. Faulenbach stated she will prepare the Board by explaining the need for this additional capital withdrawal during the Chairman Report as well.</p> <p><i>Mrs. Faulenbach moved to approve the Capital Reserve Withdrawal - Additional HVAC Evaluation Funds to the Board of Education, seconded by Mr. O'Brien. The motion passed unanimously.</i></p>	<p>Motion passed to approve the Capital Reserve Withdrawal - Additional HVAC Evaluation Funds to the Board of Education. Motion passed unanimously.</p>
<p>4.</p>	<p>A.</p>	<p>Items of Information</p> <p>Employment Report - March 2024</p> <p>Mrs. Kavanaugh stated they are recruiting for an Assistant Principal at SMS. There are 3 open teaching positions, 4 paraprofessionals, 2 custodians and 2 openings for food services. Mrs. Faulenbach asked how open teacher positions are being covered. Mrs. Kavanaugh stated they are being covered by long term substitutes.</p> <p>Mr. Hansell asked if there is still a lot of turnover of teachers at SMS. Dr. Parlato stated it is less than last year. Mr. Hansell asked if the two new staff appointments are coming in at a lower level. Mrs. Kavanaugh stated no, the salaries of the new hires will be higher for Spanish and higher for the School Counselor. Mrs. Kavanaugh stated she keeps track of ins/outs and the delta on salary. Mrs. Faulenbach noted previous employment reports would indicate steps. Mrs. Kavanaugh explained that she moved it off the Employment Report to a separate report to give a running delta rather than</p>	<p>Items of Information</p> <p>A. Employment Report - February 2024</p>

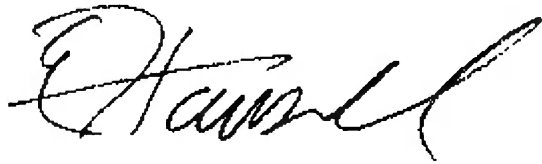
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	<p>B. looking at each Employment Report individually each time.</p> <p>Enrollment Report - March 1, 2024 Dr. Parlato stated the projected variance was 64 and the actual variance is 79. Mr. Hansell asked if it had changed from last time. Dr. Parlato stated it did. Mr. O'Brien asked if there are future projections. Dr. Parlato stated the district did a 10 year study 5 years ago and would like to do another. Mrs. Faulenbach noted in the past the town has partnered with the BOE to help pay for the study. With everything going on with building conversations and changes, it should be looked into. It's not just a report for the district, but also for the town. Dr. Parlato stated it is a good use of EOY money. Mrs. Faulenbach asked how much the last one cost. Mr. Giovannone stated he would get the amount. The town funded the last one in 2020/2021, and it was done through SLR.</p> <p>C.</p> <p>March Fundraising Report Dr. Parlato stated the high school has many fundraising activities happening. The students are doing a combination of field trip fundraising and the PTOs at the other schools are doing student enrichment with assemblies.</p> <p>D.</p> <p>Technology A/V Projects in April - HPS, SMS and SNIS Mr. Turner stated he will be focusing on A/V projects for the gymnasiums and cafeterias that include installing wireless microphones, better sound systems, speakers and touch screens. All will be bluetooth enabled and the staff will now have lapel mics. These projects will happen in April. Dr. Parlato stated it allows these spaces to be more productive instructional space. Mr. Turner noted that HPS is still the original technology from the 70's. Mrs. Faulenbach noted this is part of the Capital Request. Mr. Turner added that the sound systems will be similar across the board.</p> <p>E.</p> <p>E-rate 2024 Update Mr. Turner stated with the E-rate funding, instead of spending \$40,000 it was only \$16,000. It can only be used to buy things such as switches and</p>	<p>B. Enrollment Report - March 1, 2024</p> <p>C. March Fundraising Report</p> <p>D. Technology A/V Projects in April - HPS, SMS and SNIS</p> <p>E. E-rate 2024 Update</p>
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		access points. Mr. O'Brien asked what is the source of E-rate. Mr. Turner stated it is federal funding. Mr. Hansell asked if this was in the budget, or planned with E-rate. Mr. Turner stated it was planned with E-rate and will pair it when updating other items.	
5.		Public Comment There was none.	Public Comment
6.		Adjourn <i>Mr. McCauley moved to adjourn the meeting at 8:12 pm, seconded by Mr. O'Brien and passed unanimously.</i>	Adjourn <i>Motion made and passed unanimously to adjourn the meeting at 8:12 pm.</i>

Respectfully submitted:



Mr. Eric Hansell
Chairman, Operations Subcommittee