

**New Milford Board of Education
 Operations Sub-Committee Meeting Minutes
 October 8, 2024
 Sarah Noble Intermediate School Library Media Center**

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Present:	Mr. Eric Hansell, Chairperson Mr. Tom O'Brien Mrs. Wendy Faulenbach Mr. Brian McCauley	NEW MILFORD, CT
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Absent:	
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Mr. Jeffrey Turner, Technology Director Mr. Anthony Giovannone, Director of Finance Mrs. Teresa Kavanagh, Director of Human Services Mr. Matthew Cunningham, Director of Facilities
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1.		Call to Order The New Milford Board of Education Operations Subcommittee was called to order at 7:30pm by Mr. Eric Hansell, Chairperson.	Call to Order
2.		Public Comment There was none.	Public Comment
3.	A.	Discussion and Possible Action Monthly Reports 1. Budget Position dated September 30, 2024 2. Purchase Resolution D-787 3. Request for Budget Transfers Budget Position dated September 30, 2024: Mr. Giovannone stated these are balances as of September 30th. Payroll encumbrances have been set up and will account for gaps where there are positions that are open. There is still unspent insurance money and that is not encumbered. There is an overdraw on page 2/2. This is linked to the purchase resolution related to the annual maintenance agreement for the cogen plant at the high school, which is part of the ESG program. On page 4/4, the line for Capital Reserve reflects motions by Town Council (TC) and Board of Finance (BOF) for withdrawal of the 24/25 iteration of the 5 Year Capital Plan. They are currently setting up individual projects tied to that money.	Discussion and Possible Action A. Monthly Reports 1. Budget Position dated September 30, 2024 2. Purchase Resolution D-787 3. Request for Budget Transfers

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	<p>Mr. O'Brien asked when the next ESG payment will be. Mr. Giovannone stated it will be December 2025. Mr. Hansell noted the Capital Reserve box is very detailed. Mr. Giovannone explained he did that for clarity since it is tied to MUNIS.</p> <p>Mrs. Faulenbach asked if the revenue would be adjusted. Mr. Giovannone stated it would be in the November report. That is when building use fees and permits will hit, because they are quarterly.</p> <p>Purchase Resolution D-787</p> <p>Mr. Giovannone stated on page 2/4, the overdraw is related to an item on the Purchase Resolution. It is for monthly service charges for the cogen at the high school. The first year it was covered, but it will be the district's responsibility going forward. This covers the monthly maintenance fees for the 2 cogen units for the year. The cost will be approximately \$24,000 (\$12,000 each) a year. Mr. Hansell asked if it was a monthly expense. Mr. Giovannone explained it will be a purchase order that will run for 12 months and the district will pay monthly invoices from it. Mr. Hansell asked if it was an unexpected cost. Mr. Giovannone stated yes. It was unclear through the budget process how this was going to play out. Being a few months into the fiscal year, it's known who is responsible for what. Mrs. Faulenbach asked if the town was covering any portion of it. Mr. Giovannone stated no. Mrs. Faulenbach asked how it affects the savings the district is supposed to see. Mr. Giovannone stated they will know once he pulls directly from the electricity line item, to backfill the \$24,000.</p> <p>Mrs. Faulenbach noted this has been a 2 year process; the formula has changed, the people involved have changed and the process changed. Mr. O'Brien asked when the actual savings will be seen. Mr. Giovannone stated it will be later in the fiscal year, and will show up in the electricity bill. \$24,000 will have to be taken from that surplus, and put towards the cogen units at the high school. Mrs. Faulenbach noted there is also a payment that will be due. Mr. Giovannone stated yes, roughly \$460,000 in December 2025.</p>	
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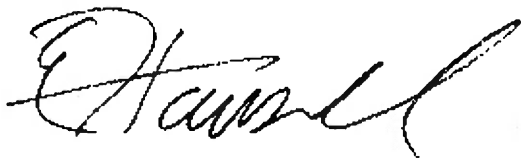
	<p>Mr. Hansell asked why there were nursing assignments from 2 different vendors. Mrs. Kavanaugh explained they could not find 2 nurses from 1 vendor.</p> <p>Request for Budget Transfers Mr. Giovannone stated a transfer is being requested for an Edmentum license for 37 AP Computer Science students. The staff member originally intended to teach has left the district. They are asking to transfer the salary line item for the teacher to cover the license cost. Dr. Parlato added it is an online course, with a virtual teacher. Mrs. Faulenbach asked if it was for the same course. Dr. Parlato stated yes, and explained they did not want to lose the course since the teacher had left. They pivoted and would like to get the licenses for the kids to have an online course.</p> <p><i>Mr. McCauley moved to approve the Operations Subcommittee monthly reports to the Board of Education, seconded by Mrs. Faulenbach. The motion passed unanimously.</i></p> <p>B. Bid Award - NES Roof Evaluation</p> <p>Mr Giovannone stated the RFP closed on September 20th. There were 5 proposals and there is a recommendation to award to Silver Petrucelli & Associates. Mrs. Faulenbach pointed out that this is the study that will provide the data to be submitted to the town to prepare for the bonding cycle. Mr. Hansell asked if the cost could change depending on the specs of the project. Mr. Giovannone stated there will be several options with price points. They will decide on a certain option and bond from that number.</p> <p>Mr. McCauley asked if the district is paying for the study, but the town will choose the process. Mrs. Faulenbach answered, in order to be in the bonding cycle, we have to have the data that shows the type of options for the roof and cost. Afterwards, the town will take those numbers, use it for the bonding, but the board will be part of that conversation.</p>	<p>Motion passed to approve the Operations Subcommittee monthly reports to the Board of Education. Motion passed unanimously.</p> <p>B. Bid Award - NES Roof Evaluation</p>
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4.	<p>A.</p> <p>Items of Information Employment Report - October 2024</p> <p>Mrs. Kavanaugh stated there are 3 new staff, new non-certified staff, and tutors. Roxanne Kraft is retiring after 37 years. Mrs. Faulenbach asked about the Athletic Trainer position. Mrs. Kavanaugh stated the night the salary change was approved, she posted the position, and they had 3 applications the next day. Mrs. Faulenbach noted changing the dollar amount changed the submission pool. Mr. Hansell asked if there is a lesson learned that can be applied elsewhere. Mrs. Kavanaugh stated yes, for the non-bargaining positions.</p> <p>Mrs. Faulenbach noted the efforts of Mr. Cunningham to fill the maintainer position and his methods to source candidates. Mr. Cunningham stated they followed a targeted method and utilized the case of a QR code. Mr. O'Brien asked how many applications came in from the efforts. Mr. Cunningham stated it generated 8 viable candidates.</p> <p>Mrs. Kavanaugh stated they held a pop-up for paraeducators, and it was very successful. Increasing the tutor rate and the pop-up on the website helped too.</p> <p>Mr. Hansell observed the district is saving money with the new athletic trainer.</p> <p>B.</p> <p>Enrollment Report - October 1, 2024</p> <p>Dr. Parlato stated the October enrollment report is the gold standard. Dr. Parlato went through each school, noting kindergarten was low because of the change in entry date. The overall projected variance was down 67 students and the actual is down 172. Mrs. Faulenbach added there is variance in grade 9 because of other opportunities. Dr.</p>	<p>Items of Information A. Employment Report - October 2024</p> <p>B. Enrollment Report - October 1, 2024</p>	

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		<p>Parlato agreed and stated Shepaug increased by 1. There is also the option of Henry Abbott Tech. Dr. Parlato noted the projection numbers are getting stale and the district should plan to do another enrollment study. Mr. Hansell asked if the numbers for Sarah Noble Intermediate School, Schaghticoke Middle School, and the high school were representative of the numbers from the year before, or if it is new people coming in. Dr. Parlato stated, with a small number it's hard to tell, generally speaking it's people moving into the district.</p> <p>2025 Board of Education Meeting Dates Dr. Parlato stated the dates are based upon past calendars. Mrs. Faulenbach asked if it would go up on the website. Dr. Parlato stated it would. Mrs. Faulenbach noted there will be workshops and other meetings added to the calendar.</p>	
5.		<p>Public Comment There was none.</p>	Public Comment
6.		<p>Adjourn <i>Mr. O'Brien moved to adjourn the meeting at 8:01 pm, seconded by Mr. McCauley and passed unanimously.</i></p>	<p>Adjourn Motion made and passed unanimously to adjourn the meeting at 8:01 pm.</p>

Respectfully submitted:



Mr. Eric Hansell
 Chairman, Operations Subcommittee