

**New Milford Board of Education  
 Operations Sub-Committee Meeting Minutes  
 May 9, 2023  
 Sarah Noble Intermediate School Library Media Center**

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 2023 MAY 11 P 12:56  
 NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chair Mr. Tom O'Brien Mr. Eric Hansell Mr. Pete Helmus
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Absent:	
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Jeffrey Turner, Technology Director Mr. Matthew Cunningham, Director of Facilities Mr. Anthony Giovannone, Director of Finance Mrs. Laura Olson, Director of Pupil Personnel Services
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1.		<b>Call to Order</b> The New Milford Board of Education Operations Subcommittee was called to order at 7:30pm by Mrs. Faulenbach, Chair.	<b>Call to Order</b>
2.		<b>Public Comment</b> There was none.	<b>Public Comment</b>
3.	A.	<b>Discussion and Possible Action</b> <b>Monthly Reports</b> <b>1. Budget Position dated April 30, 2023</b> Mr. Giovannone stated not a lot changed from last month. There are two items on the transfer document: legal services and transportation services. This is the month the transfer is actually being brought forth. Mr. Giovannone believes this transfer will resolve both the legal services and transportation services through the end of the year. Regarding the purchase resolution, there are purchases related to end of year purchases and are embedded in the purchase resolution. Mr. Helmus noted the salaries for non-certified-stipends has a current balance of \$199,522. Mr. Giovannone stated finance does not encumber for those, and over half of that will be spent down between now and the end of the fiscal year. Mrs. Faulenbach asked how there is a balance of about \$147,000 for health insurance and what is being done with it. Mr. Giovannone stated it draws down every month	<b>Discussion and Possible Action</b> <b>Monthly Reports</b> <b>1. Budget Position dated April 30, 2023</b>

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	<p>and is a function of payroll. There will be a little left come the end of fiscal year. Mrs. Faulenbach stated she recalled there was not much left over at the end of last fiscal year. Mr. Giovannone stated it is a function of payroll. At this time last year there was roughly \$176,000 roughly, so the current year is in the ballpark.</p> <p><b>2. Purchase Resolution D-770</b> Mr. Giovannone stated the top line items are routine. The bottom items will need approval. The first set is for the department of instruction and technology, as well as facilities, which Mr. Cunningham spoke to in the Facilities meeting. Mrs. Faulenbach asked if the cost is being split between the fiscal years. Mr. Giovannone stated all are being requested, if approved, will be purchased using funds in this fiscal year. They will need to be approved at the Board meeting on May 16, 2023. It is a small window, because orders will be placed and services will begin Wednesday, May 17, 2023, with a wrap up date of June 30, 2023. Mrs. Faulenbach asked about ice rink rental fees. Mr. Giovannone stated ice rink rental fees are routine and were entered in the month of April. Mrs. Faulenbach asked if the bill came after usage. Mr. Giovannone stated that was correct. Finance did not receive bills from Canterbury until April 4th. Mr. O'Brien asked if both the season for the pool and ice rink are over at the end of March. Mrs. Faulenbach stated yes.</p> <p><b>3. Request for Budget Transfers</b> Mr. Giovannone stated the first page is about filling-in routine holes. Most transfers are for transportation and legal. Transportation is for special education, general and athletic. The transfers are necessary to cover budget costs. Mrs. Faulenbach stated the Board is looking at the salary line item to cover transportation line items. Mr. Giovannone stated yes, and also savings from tuition. Finance is expecting to receive a larger than budgeted reimbursement from excess cost. Mrs. Faulenbach stated if the transfer is happening now, the reimbursement will fall to the bottom line. Mr. Giovannone stated yes, the need to transfer has</p>	<p><b>2. Purchase Resolution D-770</b></p> <p><b>3. Request for Budget Transfers</b></p>
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<p>4.</p>	<p>been there month after month, but the transfer has not happened yet. It is at a point where finance needs to clearly identify lines where money can be pulled from, and backfill where overdrawing has occurred. The first page on budget transfer uses mostly salary turnover savings and open positions. On the second page the department of instruction and technology items are realigned with the money within the department of instruction. The line item for technology for smart boards is realigned within technology. The line item for technology for the V.R. piece is coming from salary and position savings. The third page regarding facilities is coming from realignment of facilities lines. Mrs. Faulenbach stated the breakdown given is what the Board asked from finance. Mr. Giovannone stated yes, it takes explaining. Mrs. Faulenbach asked if there had been changes to the legal retainer since legal fees increased last year. Mr. Giovannone stated yes, legal raised the base rate and paralegal rate. Mrs. Faulenbach asked if the legal account had been changed for the 2023-2024 year with the expectation of transfer, given the budget vote next week, or will it measure out with the anticipation of not doing as many negotiations in the next fiscal year? Mr. Giovannone stated it was both. There is an increase for next year and a transfer for this year is needed. Policy Subcommittee has been using much of the funds for the legal line. Mrs. Faulenbach appreciated the description of the transfer.</p> <p><i>Mrs. Faulenbach moved to approve the Operations Subcommittee monthly reports to the Board of Education, seconded by Mr. Helmus and passed unanimously.</i></p> <p><b>Items of Information        End of Year Projection</b></p> <p>A. Mr. Giovannone stated these documents refer back to the packet with end-of-year projects to create a tie together. Mrs. Faulenbach asked if those projects are ongoing. Mr. Giovannone stated the Board has to approve the purchase resolution as-is or amend the purchase resolution.</p>	<p><i>Motion made and passed unanimously to approve the Operations Subcommittee monthly reports to the Board of Education</i></p> <p><b>Items of Information        End of Year Projection</b></p>
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	<p><b>B. IDEA Grant 2023-2025</b></p> <p>Mrs. Olson stated it is a two year grant. It is a noncompetitive grant and based on the number of special education students. There are two parts to grant. The first is 611, a school age grant servicing students from preK up to the age of twenty two. The second part is the preschool grant, 619. The object is to look at overall needs for the district and at the money provided. The grant money has not changed. New Milford Public Schools receives approximately \$946,000 for school age children and approximately \$35,000 for preschool age children. The goals are outlined in the memo and states using the funds for technology, parent partnership, high school planning, dyslexia, training for teachers, learning disabilities, supporting the LHTC transition program, behaviorally dysregulated students and preschool students. A large portion of the grant is taken for staffing. Incremental salary increases take a little more of the grant every year. Currently there are seven paraprofessionals paid out of the grant, certified staff, one social worker and a 0.5 BCBA. The grant also pays for OT/PT. It covers a wide range of services. Mrs. Olson stated it is a team effort, and thanked Mr. Giovannone for his work on the grant. Mrs. Olson also stated it is a fine line not to spend too much but still utilize all the grant dollars. Mrs. Faulenbach agreed it is a lot of work and asked if the budget reflects the grant offsets in the budget. Mr. Giovannone stated yes, Appendix C in the budget identifies that piece.</p> <p><b>C. Enrollment Report - May 1, 2023</b>          No discussion.</p> <p><b>D. Enrollment Report - May 1, 2023</b>          Dr. Parlato stated it is stable.</p>	<p><b>IDEA Grant 2023-2025</b></p> <p><b>C. Employment Report - May 2023</b></p> <p><b>D. Enrollment Report - May 1, 2023</b></p>
<b>5.</b>	<p><b>Public Comment</b>          There was none.</p>	<p><b>Public Comment</b></p>
<b>6.</b>	<p><b>Adjourn</b></p>	<p><b>Adjourn</b></p>

**New Milford Board of Education**  
**Operations Sub-Committee Minutes**  
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	<i>Mr. O'Brien moved to adjourn the meeting at 7:47pm, seconded by Mr. Helmus and passed unanimously.</i>	<i>Motion made and passed unanimously to adjourn the meeting at 7:57 pm.</i>
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Respectfully submitted:



Wendy Faulenbach  
Chairman, Operations Subcommittee