

**New Milford Board of Education**  
**Meeting Minutes**  
**July 16, 2024**  
**Sarah Noble Intermediate School Library Media Center**

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2024 JUL 18 P 3:12  
NEW MILFORD, CT  
MMP

Present:	Mrs. Wendy Faulenbach, Chairperson Mrs. Leslie Sarich Mrs. Tammy McInerney Mr. Tom O'Brien Mr. Dean Barile Mr. Eric Hansell Mrs. Sarah Herring Mr. Brian McCauley Mayor Pete Bass, <i>ex-officio</i>
Absent:	

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Jeffrey Turner, Director of Technology Mrs. Teresa Kavanagh, Director of Human Services Mr. Anthony Giovannone, Director of Fiscal Services and Operations
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1.	A.	<b>Call to Order</b> Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:00 pm by Mrs. Wendy Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order.	<b>Call to Order</b> Pledge of Allegiance
2.	A.	<b>Public Comment</b> None	<b>Public Comment</b>
3.		<b>PTO REPORT</b> None	<b>PTO REPORT</b>
4.	A.	<b>APPROVAL OF MINUTES</b> Approval of the following Board of Education Meeting Minutes: 1. Regular Meeting Minutes June 18, 2024  <i>Mrs. Sarich moved to approve the Regular Meeting Minutes June 18, 2024. Seconded by Mr. Hansell. Vote passed unanimously.</i>	<b>APPROVAL OF MINUTES</b> <b>A. Approval of the following Board of Education Meeting Minutes:</b> <b>1. Regular Meeting Minutes June 18, 2024</b>  Motion made and passed to approve the Regular Meeting Minutes June 18, 2024.

5.	<p><b>SUPERINTENDENT’S REPORT</b>          Dr. Parlato stated the summer provides opportunities for planning and facilities projects.</p>	<p><b>SUPERINTENDENT’S REPORT</b></p>
6.	<p><b>SUBCOMMITTEE REPORTS</b></p> <p><b>A. Policy</b>          Mrs. Sarich stated there was nothing to report.</p> <p><b>B. Committee on Learning</b>          Mrs. McInerney stated there was nothing to report and the next meeting will be August 6, 2024.</p> <p><b>C. Facilities</b>          Mr. O’Brien stated there was nothing to report.</p> <p><b>D. Operations</b>          Mr. Hansell stated there was nothing to report.</p>	<p><b>SUBCOMMITTEE REPORTS</b></p> <p><b>A. Policy</b></p> <p><b>B. Committee on Learning</b></p> <p><b>C. Facilities</b></p> <p><b>D. Operations</b></p>
7.	<p><b>BOARD CHAIRMAN’S REPORT</b>          Mrs. Faulenbach thanked the community for the budget support. Having an approved budget helps to get the district up and running. There was a board goals meeting this evening and Mrs. Faulenbach thanked the board members for their participation.</p>	<p><b>BOARD CHAIRMAN’S REPORT</b></p>
8.	<p><b>DISCUSSION AND POSSIBLE ACTION</b></p> <p><b>A. Monthly Reports</b></p> <ol style="list-style-type: none"> <li>1. <b>Budget Position dated June 30, 2024</b></li> <li>2. <b>Purchase Resolution: D-784</b></li> <li>3. <b>Request for Budget Transfers</b></li> </ol> <p>Mr. Giovannone stated the balances are as of June 30th. There is still roll-out that happens in July for bills received after 6/30/24. Closing is slated to take place July 22nd. Nothing in the report changes anything that was projected for the year end balance.</p> <p><i>Mrs. McInerney moved to approve the Budget Position dated June 30, 2024; Purchase Resolution D-784; and Request for Budget Transfers. Seconded by Mr. McCauley. Motion passed unanimously.</i></p>	<p><b>DISCUSSION AND POSSIBLE ACTION</b></p> <p><b>A. Monthly Reports</b></p> <ol style="list-style-type: none"> <li>1. <b>Budget Position dated June 30, 2024</b></li> <li>2. <b>Purchase Resolution: D-784</b></li> <li>3. <b>Request for Budget Transfers</b></li> </ol> <p>Motion made to approve the Budget Position dated June 30, 2024; Purchase Resolution D-784; and Request for Budget Transfers. Motion passed unanimously.</p>

	<p><b>Bid Award - RFP E-2324-009 – Substitute Management Services</b></p> <p>Mr. McCauley asked if it is more effective using ESS for substitute management than doing it in-house. Mrs. Kavanaugh stated yes, ESS has capabilities to offer incentives that the district cannot and with ESS the district has a dedicated representative. To move it in-house would require hiring a full time position. Mr. McCauley agreed it is worth it even with the rate increasing. Mrs. Faulenbach added there is a lot less administrative burden on the district which has a true dollar value.</p> <p>Mr. Giovannone stated the district put the RFP out since the current contract with ESS has expired and it has already been extended. There are two vendors that have put forth bids. The forthcoming recommendation will be based on pricing and scoring system.</p> <p>Mrs. McInerney stated one downside to ESS is that incoming substitutes have to pay out of pocket, over \$100, for fingerprinting and the completion of required background check paperwork. It equates to a full day's substitute wage and she stated she is not sure why there is such a high fee involved through ESS when other districts, who manage substitutes on their own, cost a lot less. Mrs. Kavanaugh suggested speaking more offline regarding that topic. Mrs. McInerney asked if the pay rate for subs is increasing. Mrs. Kavanaugh confirmed that it is.</p> <p><i>Mr. Barile moved to approve the Bid Award - RFP E-2324-009 – Substitute Management Services. Seconded by Mr. O'Brien. Motion passed unanimously.</i></p>	<p><b>Bid Award - RFP E-2324-009 – Substitute Management Services</b></p> <p>Motion made to approve the Bid Award - RFP E-2324-009 – Substitute Management Services. Motion passed unanimously.</p>
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<p>9.</p>	<p><b>ITEMS OF INFORMATION</b></p> <p><b>A. Employment Report July 2024</b> Mrs. Kavanaugh stated there are currently 3 open positions. Mrs. McInerney asked about world language. Mrs. Kavanaugh replied that they are stable with world language. Mrs. Faulenbach noted they are doing very well for the second week of July. Mr. O’Brien asked if they were able to restore Spanish at Schaghticoke Middle School. Dr. Parlato stated they were not and are moving forward with alternate classes.</p> <p><b>B. Enrollment Report - July 2024</b> Dr. Parlato stated the summer is a volatile time for enrollment. October 1st is when the state takes its official enrollment snapshot.</p> <p><b>C. NMHS Update</b></p> <ol style="list-style-type: none"> <li>1. <b>Roof</b></li> <li>2. <b>NMHS Woodshop HVAC</b></li> <li>3. <b>Gym Floor</b></li> </ol> <p><b>Roof:</b> Mayor Bass stated the contractor began yesterday, peeling off panels piece by piece. If anything is needed, they will install it, then replace the panel. Mr. O’Brien stated he was at the MBC meeting and was impressed with the plan. He then asked how much has been done over the last two days. Mayor Bass stated they completed eight panels today. Mrs. McInerney asked how many panels there are in total that need to be addressed. Mayor Bass stated he wasn’t exactly sure, but it is 40% of the roof. Mrs. Faulenbach stated the plan is very detailed and there have been and will be regular updates. Mayor Bass stated Mr. Cunningham and Mr. Manka were consulted from the beginning and are updated daily.</p> <p><b>Gym Floor</b> Dr. Parlato stated it is 80% complete.</p> <p><b>D. Sarah Noble Oil Tank</b> Mr. O’Brien stated the tank has been removed.</p>	<p><b>ITEMS OF INFORMATION</b></p> <p><b>A. Employment Report July 2024</b></p> <p><b>B. Enrollment Report - July 2024</b></p> <p><b>C. NMHS Update</b></p> <ol style="list-style-type: none"> <li>1. <b>Roof</b></li> <li>2. <b>NMHS Woodshop HVAC</b></li> <li>3. <b>Gym Floor</b></li> </ol> <p><b>D. Sarah Noble Oil Tank</b></p>
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	<p><b>E. Central Office Update:</b> No updates were presented.</p> <p><b>F. HVAC Reports and Grants</b> Mr. O'Brien stated there were no updates.</p> <p><b>G. Gifts and Donations</b> Dr. Parlato stated there were none to review.</p> <p><b>H. Food Services Community Eligibility Provision (CEP) and meals in 2024-25</b></p> <p>Mr. Giovannone stated the district was approved to use funds from its own food service balance for the 23/24 year. There is another program, through the state, for community eligibility for the 24/25 school year. The memo provided captures notes from a meeting with Sandra Sullivan, and when that application will be approved. Once approved, there will be notifications to family and staff if there will be zero cost options for 24/25 school year.</p> <p>Mrs. Faulenbach stated this is an opportunity to continue offering free lunch. If accepted, they are afforded the opportunity to extend those savings to the families. Mr. Giovannone explained this program would not use local funds, but state funds to provide low cost meals for all students.</p> <p>Mrs. Faulenbach noted that it does not affect the food service fund. That will remain as-is. The cost is offset through a grant, not local funds. The last time we did this, we used self-sustaining funds, and took a portion of the money out of the account. This moved the district into a position to apply for the grant. It is exciting to offer this to families and is a well thought out plan.</p> <p>Mr. Barile asked for clarification on drawing the account down. Mrs. Faulenbach responded that the district spent out of that fund, the food service portion. It did not come from the operational budget, because it was allowed by the state. There is now this new opportunity from the state, the district is eligible because it has over 25% of students on</p>	<p><b>E. Central Office Update</b></p> <p><b>F. HVAC Reports and Grants</b></p> <p><b>G. Gifts and Donations</b></p> <p><b>H. Food Services Community Eligibility Provision (CEP) and meals in 2024-25</b></p>
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	<p>free/reduced meals. Mr. Giovannone stated they should hopefully know by the end of July.</p> <p>Mr. O'Brien asked if it is an annual grant that the district continues to apply for. Dr. Parlato stated yes, as long as we meet the conditions, which requires a certain dollar amount and 25% of the students on free/reduced.</p> <p>Mrs. Sarich asked what the percentage of the district is free/reduced. Dr. Parlato stated it is 34% and expects it to be 40% for the 24/25 school year.</p> <p>Mrs. McInerney asked how that data is captured. Dr. Parlato stated it is connected to those that are eligible for food stamps, which gives an accurate count.</p> <p>Dr. Parlato stated it is rare a school district can manage itself so well that we meet this criteria. Mrs. Faulenbach added that the food service account struggled during covid. The board collaborated with the Mayor and the town, and the district was able to keep the fund healthy. Now we get to see the benefit of that.</p>	
<p><b>10.</b></p>	<p><b>ADJOURN</b> <i>Mrs. Sarich moved to adjourn the meeting at 7:26 p.m. Seconded by Mr. O'Brien. Vote passed unanimously.</i></p>	<p><b>ADJOURN</b> Motion made to adjourn the meeting at 7:26 p.m. Motion passed unanimously.</p>

Respectfully submitted:



Tammy McInerney  
Secretary  
New Milford Board of Education