

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 May 10, 2022  
 Sarah Noble Intermediate School Library Media Center**

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 2022 MAY 12 A 9:20

NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Eric Hansell Mr. Pete Helmus Mr. Tom O'Brien
Also Present:	Ms. Holly Hollander, Assistant Superintendent Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Ms. Rebecca Adams, Human Resources Director Mr. Nestor Aparicio, Assistant Facilities Director Mrs. Sandra Sullivan, Food and Nutrition Services Director Ms. Rebekka Rosen, NMHS Music teacher

1.	<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.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<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>Ms. Adams said she does not expect a revision for the full Board meeting.</li> </ul> <p>Mr. O'Brien 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 Mr. Helmus.</p> <p>Motion passed unanimously.</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 for approval.</b></p>

<p><b>B.</b></p>	<p><b>Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>1. Budget Position dated April 30, 2022</b></li> <li><b>2. Purchase Resolution D-758</b></li> <li><b>3. Request for Budget Transfers</b></li> </ol> <ul style="list-style-type: none"> <li>● Mr. Giovannone said we are at 95.43% as of April 30, compared to last year which was 95.34%. The legal line continues negative but will have some reimbursement from the local COVID account, which will be marked by the auditors as part of the audit.</li> <li>● Mr. Helmus asked how much is left in the local COVID account. Mr. Giovannone said under \$100,000.</li> <li>● Mrs. Faulenbach asked about the transportation line. Mr. Giovannone said it does not include the pending credit from All Star for the bus issues the district has encountered this year. He said that credit should be at least \$25,000.</li> <li>● Mr. Giovannone said the capital reserve balance is updated and does not include the pending end of year balance for this year.</li> <li>● Mrs. Faulenbach noted that building use is off significantly. Mr. Giovannone said the figure does not include third quarter receipts but it will be lower than last year.</li> <li>● Mrs. Faulenbach asked about Coach Tours on the purchase resolution and if that is a piece of the discussion with All Star. Mr. Giovannone said it is, since it represents the inability of All Star to fill the need.</li> </ul> <p>Mr. O'Brien moved to bring Monthly Reports: Budget Position dated April 30, 2022, Purchase Resolution D-758 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Hansell.</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 April 30, 2022</b></li> <li><b>2. Purchase Resolution D-758</b></li> <li><b>3. Request for Budget Transfers</b></li> </ol> <p><b>Motion made and passed unanimously to bring Monthly Reports: Budget Position dated April 30, 2022, Purchase Resolution D-758 and Request for Budget Transfers to the full Board for approval.</b></p>
<p><b>C.</b></p>	<p><b>Gifts &amp; Donations</b></p>	<p><b>C. Gifts &amp; Donations</b></p>

	<p><b>1. PTO - Exhibit B</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach thanked the PTO for their generosity. She asked Mr. Giovannone if there is a total available for this year.</li> <li>• Mr. Giovannone said he would check.</li> </ul> <p>Mr. Helmus moved to bring Gifts &amp; Donations: PTO - Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. O'Brien.</p> <p>Motion passed unanimously.</p> <p><b>D. Grant Approvals</b></p> <ol style="list-style-type: none"> <li><b>1. Adult Education PEP Grant</b></li> <li><b>2. IDEA Grant</b></li> </ol> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said these grants represent a tremendous amount of work.</li> <li>• Mrs. Olson said the IDEA grant is a two year non-competitive grant that follows the doctrines of IDEA. Almost 70% is allocated to staffing.</li> </ul> <p>Mr. Hansell moved to bring the Adult Education PEP Grant and the IDEA Grant to the full Board for approval.</p> <p>Motion seconded by Mr. O'Brien.</p> <p>Motion passed unanimously.</p> <p><b>E. Bid Awards</b></p> <ol style="list-style-type: none"> <li><b>1. Septic &amp; Grease Trap Service and Cleaning</b></li> <li><b>2. Boiler &amp; Burner Service and Cleaning</b></li> <li><b>3. OT/PT Services</b></li> </ol> <ul style="list-style-type: none"> <li>• Mr. Giovannone said the septic is a slight increase of 6% but that it is within the budgeted amount. The boiler is a 30% increase but may be less in the end with new boilers coming on board through the ESG project. We will only be billed for work done.</li> </ul>	<p><b>1. PTO - Exhibit B</b></p> <p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: PTO - Exhibit B to the full Board for approval.</b></p> <p><b>D. Grant Approvals</b></p> <ol style="list-style-type: none"> <li><b>1. Adult Education PEP Grant</b></li> <li><b>2. IDEA Grant</b></li> </ol> <p><b>Motion made and passed unanimously to bring the Adult Education PEP Grant and the IDEA Grant to the full Board for approval.</b></p> <p><b>E. Bid Awards</b></p> <ol style="list-style-type: none"> <li><b>1. Septic &amp; Grease Trap Service and Cleaning</b></li> <li><b>2. Boiler &amp; Burner Service and Cleaning</b></li> <li><b>3. OT/PT Services</b></li> </ol>
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	<ul style="list-style-type: none"> <li>● Mr. Helmus asked why the increase was so large. Mr. Giovannone said they don't know, but there was no other bidder. Requests for bids were done by legal notice and posted on our website.</li> <li>● Mrs. Faulenbach asked approximately how many bid awards there are annually. Mr. Giovannone said there have been more in the past, but the threshold was changed recently in the purchasing policy so there will be fewer required going forward.</li> <li>● Mr. Cunningham said the change might help next year in that they can reach out to companies to see if they are interested versus waiting to see if they place a bid.</li> </ul> <p>Mr. Hansell moved to bring the bid awards for Septic &amp; Grease Trap Service and Cleaning, Boiler &amp; Burner Service and Cleaning, and OT/PT Services to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p><b>F. Food and Nutrition Services – Exhibit C</b></p> <ol style="list-style-type: none"> <li><b>1. Healthy Food Certification Statement</b></li> <li><b>2. Food Certification Exemptions for School Fundraisers</b></li> <li><b>3. Beverage Certification Exemptions</b></li> </ol> <ul style="list-style-type: none"> <li>● Mrs. Faulenbach said this is an annual certification and the motion requires very specific language. It is a procedural requirement of local Boards who participate in the program.</li> </ul> <p>Mr. Helmus moved to bring Food and Nutrition Services - Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. O'Brien.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the bid awards for Septic &amp; Grease Trap Service and Cleaning, Boiler &amp; Burner Service and Cleaning, and OT/PT Services to the full Board for approval.</b></p> <p><b>F. Food and Nutrition Services – Exhibit C</b></p> <ol style="list-style-type: none"> <li><b>1. Healthy Food Certification Statement</b></li> <li><b>2. Food Certification Exemptions for School Fundraisers</b></li> <li><b>3. Beverage Certification Exemptions</b></li> </ol> <p><b>Motion made and passed unanimously to bring Food and Nutrition Services - Exhibit C to the full Board for approval.</b></p>
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<p><b>H.</b></p>	<p><b>2021-22 Operating End of Year Expenditures</b></p> <ul style="list-style-type: none"><li>● Mr. Giovannone said these requests represent a small percentage of the end of year balance but will allow us to get a head start on some capital projects.</li><li>● Mrs. Fauelnbach said this is the first time the Board has seen the piano request brought forward. She asked when the last time this was done.</li><li>● Ms. Rosen said she did not believe they had been replaced before. The new grand piano has an expected life span of 30-40 years; the electronic pianos for the practice rooms should last 7-10 years.</li><li>● Mr. Hansell asked about what will happen to the old ones. Ms. Rosen said the smaller ones have no value and the vendor will take them away. There will be a \$4,000 credit given for the bigger one.</li><li>● Mr. Giovannone said they will be adding a refresh phase-in for the pianos to the capital plan. He said the same will be done for the auditorium request.</li><li>● Mr. O'Brien asked if the replacement mower requested is the same kind as what we have now. Mr. Cunningham said it is.</li><li>● Mr. Cunningham said they have been chipping away at the SNIS flooring over the years a little at a time. It is a problem from the original installation. This request will allow for completion of three classrooms. Mr. O'Brien asked how many are left. Mr. Cunningham said he will check but he thinks there are many.</li><li>● Mr. Cunningham said the fencing request will allow for more security to the area and prevent damage.</li><li>● Mrs. Faulenbach said she thought the request was on the low side to be frank. Historically, more capital projects have been requested when able with year end balance to avoid having to go through the lengthy approval process from capital reserve.</li></ul>	<p><b>H. 2021-22 Operating End of Year Expenditures</b></p>
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	<ul style="list-style-type: none"> <li>● Mr. Giovannone said these and other possible projects are under the time constraint of June 30 completion and supply chain issues.</li> <li>● Mrs. Faulenbach noted that the Board may make other motions regarding designation of capital reserve in June.</li> </ul> <p>Mr. O'Brien moved to bring the 2021-22 Operating End of Year Expenditures request to the full Board for approval.</p> <p>Motion seconded by Mr. Hansell.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the 2021-22 Operating End of Year Expenditures request to the full Board for approval.</b></p>
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Items of Information</b></p> <p><b>Excess Cost</b></p> <ul style="list-style-type: none"> <li>● Mr. Giovannone said we are still waiting on the second payment.</li> </ul> <p><b>Excel Teacher (0.5) at HPS</b></p> <ul style="list-style-type: none"> <li>● Mr. Giovannone said the provided memo captures this request which will be funded through ESSER. It also details a possible need to come at NES.</li> <li>● Mrs. Olson said it will depend on referrals.</li> <li>● Mr. Hansell asked if there was any way to repurpose other ESSER funds that might not be directly related to educating students, such as the School Based Health Centers (SBHCs), to the NES position.</li> <li>● Ms. Adams said the grant required percentages to be allocated to different areas and SBHCs are in a different allocation category. This cannot be shifted to another category.</li> </ul> <p><b>Updated 5 Year Capital Plan</b></p> <ul style="list-style-type: none"> <li>● Mr. Giovannone said this is an updated plan from the last time the Board saw it at budget time. Revisions are color coded. The thought is</li> </ul>	<p><b>Items of Information</b></p> <p><b>Excess Cost</b></p> <p><b>Excel Teacher (0.5) at HPS</b></p> <p><b>Updated 5 Year Capital Plan</b></p>

	<p>to bring it forward in June for a motion to withdraw from capital reserve.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted that the capital plan request for 2022-23 is for \$1.7 million which would leave approximately \$700,000 in capital reserve from any other needs, such as turf field and SPP insurance.</li> <li>• Mr. Helmus noted that the total could be spent very quickly.</li> </ul> <p><b>D. SPP Insurance Rates</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said projections came in higher than projected by approximately \$201,000. No changes are recommended to the budget at this time as this is trend data and not actual claims.</li> </ul> <p><b>E. Food and Nutrition Services Supply Chain Assistance Funds</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this is not a grant technically but the funding will come back locally and be deposited into the Food Service Fund.</li> <li>• Mrs. Sullivan noted this is the first time this has been offered and relates to supply chain disruptions and increased costs.</li> <li>• Mr. O'Brien asked a general question about budget exposure due to increased energy costs.</li> <li>• Mr. Giovannone said they built in a substantial increase for electricity next year and the other fuel costs are locked in contracts in conjunction with the Town.</li> </ul>	<p><b>D. SPP Insurance Rates</b></p> <p><b>E. Food and Nutrition Services Supply Chain Assistance Funds</b></p>
<p><b>5.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
<p><b>6.</b></p>	<p><b>Adjourn</b></p>	<p><b>Adjourn</b></p>



	Mr. Hansell moved to adjourn the meeting at 8:55 p.m. seconded by Mr. O'Brien, and passed unanimously.	<b>Motion made and passed unanimously to adjourn the meeting at 8:55 p.m.</b>
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Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee

