

**New Milford Board of Education
 Operations Sub-Committee Meeting Minutes
 October 10, 2023
 Sarah Noble Intermediate School Library Media Center**

Present:	Mr. Tom O'Brien Mr. Eric Hansell Mr. Pete Helmus, Acting Chairperson
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Absent:	Mrs. Wendy Faulenbach, Chairperson
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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
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 NEW MILFORD, CT

1.		Call to Order The New Milford Board of Education Operations Subcommittee was called to order at 7:30pm by Mr. Pete Helmus, Acting 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, 2023 2. Purchase Resolution D-775 Mr. Hansell asked about the grant for CT Institute for Communities, there is a certified teacher salary for secretarial support. Mr. Giovannone stated it is for the student based health centers and that is for secretarial support, that account number is similar to one for certified salaries, but it is not, it is set up in the grant fund. It would not be on the budget position list for certified staff because it is for secretary support and not teacher related. Mr. Helmus noted clarification between general funds and grants would be good to discuss in the fiscal workshop next week. 3. Request for Budget Transfers Mr. Giovannone stated the major change on this versus last month is that the payroll encumbrances are now included. Certified are accurate as of the end of September. The non-certified will be firmed up during October and will be more accurate in the	Discussion and Possible Action A. Monthly Reports 1. Budget Position dated September 30, 2023 2. Purchase Resolution D-775 3. Request for Budget Transfers

	<p>November meeting. Next week at the Thursday October 19, 2023 meeting Mr. Giovannone will be doing a deeper dive into these three financial reports for Board members' continued understanding.</p> <p><i>Mr. O'Brien moved to approve the Operations Subcommittee monthly reports to the Board of Education, seconded by Mr. Hansell. The motion passed unanimously.</i></p> <p>Bid Awards</p> <p>1. RFP E-2324-002 NMHS Theater Equipment</p> <p>Mr. Turner stated there were 5 bids and his recommendation is to go with B&H, the lowest bidder. He has worked with them in the past, often with theater. The funds for this are through the Pegpetia grant so it is of no cost to the district.</p> <p>2. RFP E-2324-003 SNIS Streaming Studio Proposal</p> <p>Mr. Turner stated he had two bids and recommends DNR. They are a company he has worked with in the past. The funds will also be part of the Pegpetia grant. Mr. O'Brien noted with the DNR bid there will be \$4,000 left over. Mr. Turner stated he will spend the extra \$4,000 on TV's and other items needed in the schools. Mr. Turner added that there is a chance the grant will be available again this winter, which he will apply for again.</p> <p>3. RFP E-2324-001 NMHS Wood Shop Upgrade</p> <p>Mr. Cunningham stated bids opened on 9/29/23 and recommends moving forward with Hawley Construction Corp. Mr. O'Brien asked to confirm the contract is \$106,000. Mr. Cunningham stated yes.</p> <p><i>Mr. Hansell moved to approve the Operations Subcommittee Bid Awards to the Board of Education, seconded by Mr. O'Brien. Motion passed unanimously.</i></p>	<p>Motion passed to approve the Operations Subcommittee monthly reports to the Board of Education Motion passed unanimously.</p> <p>Bid Awards</p> <p>1. RFP E-2324-002 NMHS Theater Equipment 2. RFP E-2324-003 SNIS Streaming Studio Proposal 3. RFP E-2324-001 NMHS Wood Shop Upgrade</p> <p>Motion passed to approve the Operations Subcommittee Bid Awards to the Board of Education Motion passed unanimously.</p>
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<p>4.</p>	<p>Items of Information</p> <p>A. Employment Report - September 2023 Mrs. Kavanaugh stated they have hired 70 employees. There are two new administrators appointed. One is the new Principal for Hill and Plain School, Catherine O. Calabrese. The second is Nicholas Manciero, the new Interim Assistant Principal of Schaghticoke Middle School. There are still 4 open positions for certified staff.</p> <p>B. Enrollment Report - October 2, 2023 Dr. Parlato stated October 1st is when these numbers are reviewed by the state and federal government for funding. It was projected the district would be down 80 students and the actual is 95. Mr. Helmus noted that Sherman voted down a budget proposal to upgrade their school. That is 250 students, so some may be coming to New Milford.</p> <p>C. NMHS Fire Reimbursement Update Mr. Giovannone stated Dr. Parlato received a check from CIRMA in the amount of \$416,744.35. This still leaves a shortfall of \$57,076.68. Mr. Giovannone gave Dr. Parlato a breakout of categories, and what was not covered. He will request to see if the town would be willing to contribute an amount to cover the shortfall. Mr. O'Brien asked if there was a discussion about splitting it with the town. Dr. Parlato stated the discussion has been the district pays for half and the town covers the other half. Mr. Helmus and Mr. O'Brien thanked Dr. Parlato and Mr. Giovannone for their perseverance and hard work.</p> <p>D. NV5/ESG Update Mr. Giovannone stated finance continues to meet on the 1st Friday of the month with NV5, and that there is still no access to the dashboard. NV5 is sending reps to the full board meeting to give an overview of construction and financials next week. Mr. Helmus asked if NV5 will have the dashboard at that time and asked how long the board has been asking for it. Mr. Giovannone stated he is not sure if the dashboard will be demonstrated in the meeting and that it has been 2 years that this project has been going on. Dr. Parlato noted the dashboard shows savings over time. Mr. Helmus</p>	<p>Items of Information</p> <p>A. Employment Report - September 2023</p> <p>B. Enrollment Report - October 2, 2023</p> <p>C. NMHS Fire Reimbursement Update</p> <p>D. NV5/ESG Update</p> <p>E. 2024 Board Meeting Dates</p> <p>F. October Fundraising Report</p>
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	<p>added that is why they need the dashboard because it is supposed to show the savings they have gotten and what is forecasted. There has been changes to the scope of the project and hopes NV5 can show the savings gained because the scope has changed.</p> <p>Mr. O'Brien asked Mr. Cunningham to confirm that everything is not yet up and running. Mr. Cunningham stated that of the two engines that are part of the CoGen, one is down. NV5 says they commissioned the solar, but the solar at SNIS has yet to produce and feed into the building. The lion's share of savings was supposed to be done by solar and CoGen, but because it wasn't running during the summer months he is not sure how NV5 can recoup that daylight in October, given the December payment coming due.</p> <p>E. 2024 Board Meeting Dates Dr. Parlato stated that it is informational. Mr. Helmus asked the board to take the budget dates seriously. All board members should be present and ready to discuss numbers. Mr. O'Brien asked if anything changed in the scheduling. Dr. Parlato stated 'no,' that she modeled it after the current year.</p> <p>F. October Fundraising Report Dr. Parlato stated it is a sign of life to be able to go out and sell things again. Mr. Helmus asked if the bricks for turf field replacement fundraiser will be included since it is not on the document. Dr. Parlato stated the fundraisers listed are ones she has approved for October and the bricks are holiday focused.</p>	
5.	<p>Public Comment There was none.</p>	<p>Public Comment</p>
6.	<p>Adjourn <i>Mr. O'Brien moved to adjourn the meeting at 7:49pm, seconded by Mr. Hansell and passed unanimously.</i></p>	<p>Adjourn <i>Motion made and passed unanimously to adjourn the meeting at 7:49 pm.</i></p>

Respectfully submitted:



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Pete Helmus
Acting Chairman, Operations Subcommittee