

**New Milford Board of Education  
 Operations Sub-Committee Meeting Minutes  
 February 15, 2024  
 Sarah Noble Intermediate School Library Media Center**

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 NEW MILFORD, CT

Present:	Mr. Eric Hansell, Chairperson Mrs. Wendy Faulenbach Mr. Tom O'Brien
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Absent:	Mr. Brian McCauley
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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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1.		<b>Call to Order</b> The New Milford Board of Education Operations Subcommittee was called to order at 7:30pm by Mr. Eric Hansell, Chairperson.	<b>Call to Order</b>
2.		<b>Public Comment</b> There was none.	<b>Public Comment</b>
3.	A.	<p><b>Discussion and Possible Action</b></p> <p><b>Monthly Reports</b></p> <p>1. Budget Position dated January 31, 2024</p> <p>2. Purchase Resolution D-779</p> <p>3. Request for Budget Transfers</p> <p><b>Budget Position dated January 31, 2024:</b> Mr. Giovannone stated there is 96.29% used or encumbered. The district was at 95.65% at this time last year. The BOE Capital Reserve Acct #43020000- 10101 balance has been updated with the observatory contribution, and reflects the fiscal year of 22/23 deposit. That addition and subtraction now shows \$4,627,494. This does not reflect the ESG payments that will draw down on that 4.6 million. That is roughly two payments of \$466,000 dollars. Deduct that and you will get an idea of the projected capital reserve balance. The Turf Field Replacement Acct Contributions #43020000- 10130 shows the carve out of \$100,000 for turf fields. Mr. O'Brien asked if the payments for ESG are calendar year. Mr. Giovannone stated the payments are always due in December. Mr. O'Brien asked when the payment</p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Monthly Reports</b></p> <p>1. Budget Position dated January 31, 2024</p> <p>2. Purchase Resolution D-779</p> <p>3. Request for Budget Transfers</p>

	<p>will be made. Mrs. Faulenbach noted the December 2023 payment was extended. So there will need to be payments for December 2023 and 2024. Mr. O'Brien asked if the district was comfortable with those numbers. Dr. Parlato stated they are waiting on the offset of those costs by the solar panels and CoGen. Mrs. Faulenbach added that this is an area where the district and the town are equally frustrated and looking to get to the bottom of it.</p> <p>Mrs. Faulenbach asked if the district is expecting any budget transfers. Mr. Giovannone stated yes, they are reflected on this report for nurses salaries and cyber security. Mrs. Faulenbach asked, when referencing Central Office, how much of the \$150,000 had been drawn on it. Mr. Giovannone stated, out of \$150,000 there is approximately \$41,000 left. Mrs. Faulenbach stated she hopes to draw down on those expenditures as needed to make Central Office more workable since they are not moving anytime soon and it has already been approved. Mr. Giovannone stated the district has not used all of that money since it was unknown what was going to happen. Mrs. Faulenbach understood and stated it will stay as a topic because it has to keep moving along.</p> <p><b>Purchase Resolution D-779:</b>      Mr. Giovannone stated there is nothing outstanding.</p> <p><b>Request for Budget Transfers:</b>      Mr. Giovannone stated there are none at this time.</p> <p><i>Mrs. Faulenbach moved to approve the Operations Subcommittee monthly reports to the Board of Education, seconded by Mr. O'Brien. The motion passed unanimously.</i></p> <p><b>B. BID AWARDS</b></p> <ol style="list-style-type: none"> <li>1. Bid Award RFP E-2324-006 -NMHS Stadium Speakers</li> <li>2. Bid Award RFP E-2324-007 -NMHS Theatre Speakers</li> </ol> <p>Mr. Giovannone stated these were both posted in accordance with the purchasing policy, utilizing the</p>	<p>Motion passed to approve the Operations Subcommittee monthly reports to the Board of Education Motion passed unanimously.</p> <p><b>B. BID AWARDS</b></p>
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	<p>5 Year Capital Reserve account and both are for the high school. Everything is outlined in the two memos. Mr. Giovannone noted that Mr. Manka was in attendance. Mr. Giovannone stated they recommended Sound Stage Systems for both jobs, they are a competent vendor and the lowest bids. Mrs. Faulenbach asked what the relationship has been with the company. Mr. Turner stated they have come in 3-4 times at no cost to work with other vendors, just to take a look at capital improvements. Mrs. Faulenbach asked if they have done other work in the district, besides consulting. Mr. Turner stated no, but knows others that have. Mr. Hansell asked how old the high school sound system was. Mr. Turner stated the theater is original and not compatible with ethernet or HDMI.</p> <p>Mrs. Faulenbach asked what the time frame was. Mr. Turner stated the work on the football field will begin when the weather breaks. For theater, it's working around when it is not being used. Mr. Turner added there are only 3 companies that do this kind of work and all 3 bid on the project. Mrs. Faulenbach asked if these services are warrantied. Mr. Turner stated it is typically factory warranty. The biggest piece is electrical and this company is good about coming back to help with issues. The speakers for the football field are 10 years old. Mr. Manka added (from the audience) that two of the speakers were for indoor use, but being used outside.</p> <p><i>Mr. O'Brien moved to approve the Bid Awards to the Board of Education, seconded by Mrs. Faulenbach. The motion passed unanimously.</i></p>	<p>Motion passed to approve the Bid Awards to the Board of Education. Motion passed unanimously.</p>
<p><b>4.</b></p>	<p><b>A.</b></p> <p><b>Items of Information</b>  <b>Employment Report - February 2024</b>      Mrs. Kavanaugh stated there are a few positions still open. The Spanish opening has just been filled. There are still 3.0 Paraprofessional positions open, 1.0 STEM, and 1.0 School Counselor. Mr. O'Brien asked where we are with the Spanish and language teachers at SMS since we just lost a Spanish teacher. Mrs. Kavanaugh stated the new hire will cover the Spanish teacher leaving and is starting March 13th. Dr. Parlato stated the open positions</p>	<p><b>Items of Information</b>  <b>A. Employment Report - February 2024</b></p>

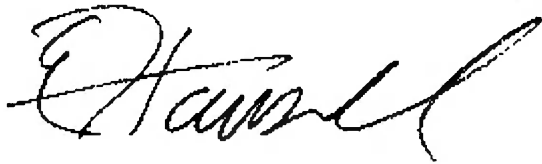
	<p>have been posted and this is the time of the year people are looking and applying. The district has a plan if no one comes in. Mrs. Faulenbach asked about the high school Career Secretary that left in January. Mrs. Kavanaugh stated they have hired a new one and that is listed on the employment sheet. Mr. Hansell asked if the issue with hiring language instructors is unique to New Milford. Mrs. Kavanaugh stated it is a systemic problem. Currently there are 25 positions open across the state. Teachers are hard to fill in general, and language the hardest. Dr. Parlato added that people are not going into the profession. Mr. Hansell noted it is still required for colleges.</p> <p>Dr. Parlato announced that Mr. Neff, after 43 years, is retiring, and the district thanks him for his many years of service at the high school and adult education.</p> <p><b>B. Enrollment Report - February 1, 2023</b>        Dr. Parlato stated it is steady. Across the projected variances and the actuals, there is not a huge difference.</p> <p><b>C. February Fundraising Report</b>        Dr. Parlato stated the high school has many fundraising activities happening, which is expected because of the clubs and activities. The students are doing charitable work and the PTO's are working hard.</p> <p><b>D. Audit Report - June 30, 2023</b>        Mr. Giovannone stated there is a memo included and noted there are zero material deficiencies identified. It was a thorough audit. The town had the same remarks, which was a good audit report. Mr. Giovannone stated the middle part of the memo spells out the balance discussed in the budget position. The ending balance of the roughly \$1.6 million was carved out: \$1.5 million to Capital Reserve Fund Balance and \$100,000 contribution dollars towards turf. The bottom of the memo references the Board of Finance (BOF) motions, where those motions were already approved by Town Council and BOF. No further</p>	<p><b>B. Enrollment Report - February 1, 2024</b></p> <p><b>C. December Fundraising Report</b></p> <p><b>D. Audit Report - June 30, 2023</b></p>
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	<p>action is required by this board or the town boards to put that money into those accounts.</p> <p>Mrs. Faulenbach stated the board has contributed the \$100,000 for the turf and asked if the town has done it as well. Mr. Giovannone stated as of the end of January no deposit has been made by the town yet. Mrs. Faulenbach stated she will follow up with the town for clarity. The board made a commitment to the community and so has the town. Another \$100,000 brings it up to over \$600,000. Mrs. Faulenbach stated she will send out a memo or email to the town, because she hasn't seen a formal motion yet, and wants to follow up.</p> <p>Mr. O'Brien asked about the Capital Reserve being at \$4.6 million with the fund balance at \$1,568,000. He asked, with that being reduced by roughly \$1,000,000 to cover obligations to ESG, will the district add approximately \$600,000 to the Capital Reserve. Mr. Giovannone stated yes, when you net out the deposit and withdrawals, that will be the approximate number. Mrs. Faulenbach clarified for Mr. O'Brien that the end of the year 22/23 is actually deposited into the account already, and ESG payments are still to be made.</p> <p>Mrs. Faulenbach asked how long the district has been with this auditor. Mr. Giovannone stated it has been over 3 years. Mrs. Faulenbach noted audit reports are important and appreciated the work from the district and the town. Mr. Giovannone stated Mr. Doug Muckerman did a superb job to get this glowing audit. Mr. Hansell added they did a great job.</p> <p>Mrs. Faulenbach asked if the recent audit report is a different format from ones in the past. Mr. Giovannone stated there are two separate ones, one is a single state audit and one is a larger audit. Both are posted to the website to be viewed electronically.</p> <p>Dr. Parlato stated the work that happens in the Fiscal Services office is honest and careful every day. It is not glamorous, but it demonstrates the</p>	
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		good work of the school district, showing how transparent we are.	
5.		<b>Public Comment</b> There was none.	<b>Public Comment</b>
6.		<b>Adjourn</b> <i>Mrs. Faulenbach moved to adjourn the meeting at 7:56pm, seconded by Mr. O'Brien and passed unanimously.</i>	<b>Adjourn</b> <i>Motion made and passed unanimously to adjourn the meeting at 7:56 pm.</i>

Respectfully submitted:



Mr. Eric Hansell  
Chairman, Operations Subcommittee