

**New Milford Board of Education
 Operations Sub-Committee Meeting Minutes
 May 14, 2024
 Sarah Noble Intermediate School Library Media Center**

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 2024 MAY 15 AM 11:33
 NEW MILFORD, CT

Present:	Mr. Eric Hansell, Chairperson Mr. Tom O'Brien Mrs. Leslie Sarich
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Absent:	Mr. Brian McCauley Mrs. Wendy Faulenbach
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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 Ms. Holly Hollander, Assistant Superintendent of Schools Mrs. Laura Olson, Director of Pupil Personnel and Special Services
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1.		<p>Call to Order The New Milford Board of Education Operations Subcommittee was called to order at 7:30pm by Mr. Eric Hansell, Chairperson.</p> <p><i>Mrs. Sarich moved to amend the May 14, 2024 Operations Subcommittee Meeting Agenda from 6:45pm to a start time of 7:30pm. Seconded by Mr. O'Brien. The motion passed unanimously.</i></p>	<p>Call to Order</p> <p>Motion passed to amend the May 14, 2024 Operations Subcommittee Meeting Agenda from 6:45pm to a start time of 7:30pm. Motion passed unanimously.</p>
2.		<p>Public Comment There was none.</p>	<p>Public Comment</p>
3.	A.	<p>Discussion and Possible Action Projected Year End Balance Mr. Giovannone stated the staging of the monthly reports is different this month with Projected Year End Balance and End of Year Projects being brought before the Monthly Reports. That is because on the Purchase Resolution there are Recommendations for Year End Projects. When that document is forwarded to the full board and is then voted on, they will either be approved or not approved at that time.</p> <p>In the Projected Year End Balance, the memo provided has a chart showing the available balances, and where we anticipate being at the end</p>	<p>Discussion and Possible Action A. Projected Year End Balance</p>

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	<p>of this fiscal year. The memo explains, in years past, there has been the ability to put the remaining funds into the Reserve Account or towards turf field replacement, with the approval of the board, the Town Council and the Board of Finance. The back of the memo outlines what the projected Year End Balance has been for the last 10 fiscal years.</p> <p>Mr. O'Brien asked about the 1.4 million being projected. Mr. Giovannone stated that it does not take into consideration any end of year projects that may still be brought forward.</p> <p><i>Mr. O'Brien moved to approve the Projected Year End Balance to the Board of Education. Seconded by Mrs. Sarich. Motion passed unanimously.</i></p> <p>B. End of Year Projects</p> <p>Mr. Giovannone stated the End of Year Projects memo acts as a primer before discussing the monthly reports. The projects recommended are found in Purchase Resolution 782, and will have to be approved separately. Some projects may not come to fruition because vendors need to provide goods and services before 6/30/24 to comply with the auditors. There is potential for additional projects next month. Mr. Giovannone stated he wants the board to know the recommendations for projects and the spend down for the Fiscal Year End Balance.</p> <p><i>Mrs. Sarich moved to approve the End of Year Projects to the Board of Education. Seconded by Mr. O'Brien. Motion passed unanimously.</i></p> <p>C. Monthly Reports</p> <p>1. Budget Position dated April 30, 2024</p> <p>2. Purchase Resolution D-782</p> <p>3. Request for Budget Transfers</p> <p>Budget Position dated April 30, 2024:</p>	<p>Motion passed to approve the Projected Year End Balance to the Board of Education. Motion passed unanimously.</p> <p>B. End of Year Projects</p> <p>Motion passed to approve the End of Year Projects to the Board of Education. Motion passed unanimously.</p> <p>C. Monthly Reports</p> <p>1. Budget Position dated April 30, 2024</p>
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	<p>Mr. Giovannone stated the Budget Position shows balances as of 4/30/24. The Purchase Resolution shows projects either coming from the Five Year Capital operating budget or General Fund. The projects listed on the bottom of the Purchase Resolution are the ones being recommended as Year End Projects. There are no Budget Transfer requests at this time.</p> <p>Mr. Hansell asked about object 55110, if the missed bus routes are being credited in this line item. Mr. Giovannone stated that is treated as an encumbrance and will be held back as part of the payment to the bus company.</p> <p>Mr. O'Brien asked if the Capital Reserve Balance reflects the ESG payment. Mr. Giovannone stated the December 2023 payment has been satisfied by the town. The December '24 payment has not been made yet. When there is a recommendation to take money out of the Capital Reserve account to satisfy both years, the 2024 payment will go directly to the bond. The 2023 payment will reimburse the town. It is about \$960,000 combined. That amount changes over the amortization schedule. NV5 has not provided sufficient enough information for him to recommend the board authorize payment.</p> <p>Mrs. Sarich asked if NV5 has been able to show savings. Mr. Giovannone stated no.</p> <p>Mr. Hansell asked what is the target for the turf field replacement cost. Mr. Giovannone stated it will need eventual replacement in approximately 10-12 years, at the cost of a million dollars. Because of good upkeep, it is projected to last longer. There are also more businesses that can provide the replacement service, so price for replacement may come down. Mr. Cunningham stated it was 2016 when it was installed.</p> <p>Purchase Resolution D-782: Mr. Giovannone stated the items at the top are routine and the items at the bottom are recommended for year end projects.</p>	<p>2. Purchase Resolution D-782</p>
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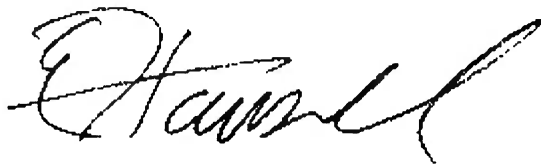
	<p>Mrs. Sarich asked if the line for Special Education is for the company that comes in and does an audit. Mr. Giovannone stated yes, and the amount is to not exceed \$100,000. The RFP has been posted and closed.</p> <p>Mr. O'Brien asked what the difference is between the top items and lower items. Mr. Giovannone stated the top items are part of normal purchases coming from operating, grand funds or the Five Year Capital. The lower items were not originally budgeted.</p> <p>Request for Budget Transfers: No discussion.</p> <p><i>Mrs. Sarich 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>D. Bid Award – RFP E-2324-008 Special Education Opportunity Review</p> <p>Mr. Giovannone stated memo 3D was listed and closed. The submissions are still being evaluated by Dr. Parlato and Mrs. Olson. There will hopefully be a recommendation that the board can vote upon in the May 21st meeting.</p> <p><i>Mr. O'Brien moved to approve the Bid Award – RFP E-2324-008 Special Education Opportunity Review to the Board of Education, seconded by Mrs. Sarich. The motion passed unanimously.</i></p> <p>E. Healthy Food Certification (HFC) Statement for School Year 2024-25</p> <p><i>Mrs. Sarich moved pursuant to C.G.S. Section 10-215f, the New Milford Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period</i></p>	<p>3. Request for Budget Transfers</p> <p>Motion passed to approve the Operations Subcommittee monthly reports to the Board of Education Motion passed unanimously.</p> <p>D. Bid Award – RFP E-2324-008 Special Education Opportunity Review</p> <p>Motion passed to approve the Bid Award – RFP E-2324-008 Special Education Opportunity Review to the Board of Education. Motion passed unanimously.</p> <p>E. Healthy Food Certification (HFC) Statement for School Year 2024-25</p> <p>Motion passed to approve pursuant to C.G.S. Section 10-215f, the New Milford Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by</p>
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	<p><i>of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups. To be brought before the full board. Seconded by Mr. O'Brien. Motion passed unanimously.</i></p> <p><i>Mrs. Sarich moved The New Milford Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the food sales. To be brought before the full board. Seconded by Mr. O'Brien. Motion passed unanimously.</i></p>	<p>the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups. To be brought before the full board. Motion passed unanimously.</p> <p>Motion passed to approve The New Milford Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the</p>
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		<p>event is being held and must be the same place as the food sales. To be brought before the full board. Motion passed unanimously.</p>
<p>4.</p>	<p>Items of Information</p> <p>A. Employment Report - May 2024 Mrs. Kavanaugh stated the retirees will be celebrated at the full board meeting on May 21st.</p> <p>B. Enrollment Report - May 1, 2024 Dr. Parlato stated the projected variance was 65 and the actual variance is 50.</p> <p>C. May Fundraising Report Dr. Parlato stated funds are being raised.</p> <p>D. IDEA FY 2025 Grant Mrs. Olson stated the IDEA grant is a 2 year grant but has to apply for it every year. The district has 2 years to spend the funds. One is for 3-22 year olds and the other is for 3-5 year olds. The goals need to be aligned with the goals of IDEA. Dr. Parlato noted IDEA stands for Individuals with Disabilities Education Act.</p> <p>Mrs. Olson stated the first is about inclusion, parent participation, transition students and tech supports, such as ipads, for non-communicative students. The district provides services for Canterbury and Faith. At Canterbury they provide processes for child identification and have a Special Education teacher there. The district is also looking at disproportionality in New Milford for Hispanic students with speech and language impairment. These services will also be provided for the preschool level. 87% of the grant is for salaries. The budget delineates where the money is going. It is typical of what has happened in the past, along with what the CT State Department of Education has approved and the federal government.</p> <p>Mr. O'Brien asked how the funding is determined. Mrs. Olson stated it is based on the number of students with disabilities in the district. That</p>	<p>Items of Information</p> <p>A. Employment Report - May 2024</p> <p>B. Enrollment Report - May 1, 2024</p> <p>C. May Fundraising Report</p> <p>D. IDEA FY 2025 Grant</p>

		<p>determines how much money will be provided and is usually the same amount each year.</p> <p>Mr. Hansell noted with the student population changing and the severity of students increasing, the funding isn't going as far. Mrs. Olson agreed it is not. Mr. Hansell asked what over identification means. Dr. Parlato stated it means that overidentification occurs when a district has over-identified the number of students in a category.</p>	
	E. PEP Grant	<p>Ms. Hollander stated this is money for the Adult Education programming. Ms. Christy Martin oversees it and she has been working on increasing post secondary job type experiences through new initiatives. This serves students through Adult Education and others who have a high school diploma, but may not be up to date on foundational skills. Ms. Martin works hard to obtain grants and is good about being self funding.</p>	E. PEP Grant
5.		<p>Public Comment There was none.</p>	Public Comment
6.		<p>Adjourn <i>Mr. O'Brien moved to adjourn the meeting at 8:02 pm, seconded by Mrs. Sarich and passed unanimously.</i></p>	<p>Adjourn <i>Motion made and passed unanimously to adjourn the meeting at 8:02 pm.</i></p>

Respectfully submitted:



Mr. Eric Hansell
Chairman, Operations Subcommittee