

New Milford Board of Education
Operations Sub-Committee Meeting Minutes
November 12, 2024
Sarah Noble Intermediate School Library Media Center

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2024 NOV 14 A 10:55

NEW MILFORD, CT

Present:	Mr. Eric Hansell, Chairperson Mr. Tom O'Brien Mrs. Wendy Faulenbach Mr. Brian McCauley
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Absent:	
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Mr. Jeffrey Turner, Technology Director Mr. Anthony Giovannone, Director of Finance Mrs. Teresa Kavanagh, Director of Human Services
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1.		Call to Order The New Milford Board of Education Operations Subcommittee was called to order at 7:30pm by Mr. Eric Hansell, Chairperson.	Call to Order
2.		Public Comment There was none.	Public Comment
3.	A.	Discussion and Possible Action Monthly Reports 1. Budget Position dated October 31, 2024 2. Purchase Resolution D-788 3. Request for Budget Transfers Budget Position dated October 31, 2024: Mr. Giovannone stated page 1 of 4 shows the adjusted payroll encumbrances through October 31st and in the bottom box, the line for health insurance shows an available balance. That is the amount that at this time we are expecting to not owe towards health insurance. There is a request to use part of this money later in the agenda. On page 2 of 4, there are 2 lines overdrawn. One is pupil services, because of encumbered contracted services for 2 outplaced nurses. Mr. Giovannone stated he plans to ask for a transfer from the nurses budgeted salary line to cover the overdraw. Also overdrawn is the amount associated with the cogen at the high school. The amount overdrawn in that account is specifically for the maintenance of the cogen, not the cogen itself.	Discussion and Possible Action A. Monthly Reports 1. Budget Position dated October 31, 2024 2. Purchase Resolution D-788 3. Request for Budget Transfers

	<p>The waste management plan for Schaghticoke Middle School (SMS) is highlighted. It was originally allocated for \$20,000. That amount was transferred to the town. The new Finance Director was closing out capital projects and noted the actual cost was \$17,562. The remainder was then remitted back to the district. That is the only change since last month.</p> <p>Mr. Hansell asked about the \$37,320 transfer from Salaries - Certified on page 1 of 4. Dr. Parlato replied that the expense was to cover the cost of an online course because there was not a Computer Science teacher to teach it.</p> <p>Mrs. Faulenbach asked about the cogen account on page 2 of 4 and clarification on the expenditure. Mr. Giovannone stated line 53300 shows the expense. It was not originally budgeted for that line but it is a place where we can put "other professional services." The board will have to plan to budget out approximately \$24,000 each year going forward.</p> <p>Mr. Hansell asked what the savings lag is. Mr. Giovannone stated there is a lag and there should be an expected energy savings from the following year. Although it will not be fully realized for another 20-21 years. Dr. Parlato added, in the short term we should see savings in the electricity line.</p> <p>Purchase Resolution D-788</p> <p>Mr. Giovannone stated there are expenditures that are related directly to the newly released 5 Year Capital money. Two for Rebel Interactive related to budget transfer.</p> <p>Mrs. Faulenbach asked about the purchase resolution line item of \$65,000, for one student's transportation, and asked to confirm that the \$65,000 was just for transportation. Mr. Giovannone stated that was correct. Mrs. Faulenbach explained that she was asking because it looks like a new expenditure, but it's not, the issue is the timing of the bill payout. Dr. Parlato also noted the district knew the student would be placed in-district and it was not a move-in student.</p>	
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	<p>Mr. Giovannone added, stating, the transportation and tuition combined is excess cost eligible. Dr. Parlato stated, in the budget discussion, there will be information on the top 10 district out-of-placement and the potential reimbursement.</p> <p>Request for Budget Transfers Mr. Giovannone stated there is an item for consideration in the amount of \$36,275. It is to use the surplus in the health insurance line item to satisfy some of the bills for the ongoing website project. Mrs. Faulenbach asked Dr. Parlato if this was her recommendation. Dr. Parlato stated it was. Mrs. Faulenbach noted this is from insurance that was not reduced, when the district was reduced. Mr. Giovannone stated yes, we know we have extra money in the current year's budget, it's placed on purchase resolution and budget transfer. If it's approved, we can remit payment to the vendor because purchase resolution also reflects that motion.</p> <p>Dr. Parlato explained this money is for the overhaul and rebranding of the district website and branding materials. Mr. Hansell asked to clarify that it is not capital but it is a service. Dr. Parlato explained they are taking from the general fund insurance line but transferring it to professional service in technology. Mr. Giovannone noted some preliminary website work was done using ESSR funds. Mrs. Faulenbach asked if this would get our website where we want it to be. Dr. Parlato stated yes, it is a 4 week project.</p> <p>Mr. O'Brien asked if subtracting \$36,275 from the insurance line will still leave a balance. Dr. Parlato stated it does. Unused funds fall to the bottom line and go into Capital Reserve.</p> <p><i>Mr. O'Brien moved to approve the Operations Subcommittee monthly reports to the Board of Education, seconded by Mr. McCauley. The motion passed unanimously.</i></p>	<p>Motion passed to approve the Operations Subcommittee monthly reports to the Board of Education. Motion passed unanimously.</p>
4.	<p>A. Items of Information Employment Report - November 2024</p>	<p>Items of Information A. Employment Report - November 2024</p>

	<p>Mrs. Kavanaugh stated there are 3 new people starting, one a former employee. There is currently an open Music position open, Special Education position and a Social Worker position.</p> <p>Mr. McCauley commented on the starting salary for the English teacher, mentioning his own starting salary when he first began teaching, and noted it is something they should discuss.</p> <p>B. Enrollment Report - November 1, 2024 Dr. Parlato stated October 1st is the state snapshot. November 1st is aligned with projections. Kindergarten, as expected, is low for Northville and Hill & Plain. Grades 1 and 2 are right where they should be. Sarah Noble 3rd grade is over by 9 students and 5th grade is over by 3. SMS, in the past, had a lot of movement out of it, but not now. The high school in 9th grade is down 17, 10th grade is stable and grades 11 and 12 are down 18 students.</p> <p>Mr. O'Brien asked about the current kindergarten, if next year will be significantly higher next year. Dr. Parlato stated it will be a wash. Mr. O'Brien asked if the smaller kindergarten number is creating a staffing challenge. Dr. Parlato replied that it did in one school, but they were able to move that teacher to 1st grade. Mr. Hansell asked what is causing the drop for the 11th and 12th grades. Dr. Parlato stated it's a combination of some going into Adult Education, some are withdrawing and some are due to students moving out of the district.</p> <p>C. Pegpetia Technology Grant Update Mr. Turner stated the district was awarded \$22,263 and it is to be utilized for audio and video products. Last year the district also received money from the grant and did a server update as well as updates to the theater. The grant is not offered every year, but Mr. Turner stated he will look into it for next year. Mr. O'Brien asked how the grant was calculated. Mr. Turner stated it is based on electricity consumption. It is a non-matching grant. Mr. O'Brien asked if the pool of money was based on the number of applications. Mr. Turner stated yes,</p>	<p>B. Enrollment Report - November 1, 2024</p> <p>C. Pegpetia Technology Grant Update</p>
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	<p>all school systems that applied got the same amount of money.</p> <p>Dr. Parlato added that Mr. Cunningham used capital for the new theater curtain and rope, and is now using grant funds to bring in more state of the art materials.</p> <p>D. Update on Transportation Requests Mr. Giovannone stated this memo is done every November. There have been 30 complaints, mostly about bus routes. Of the 30, 5 required site visits. All were rejected. Once rejected, there is a process followed and an appeal can be filed. None have resulted in an appeal. The complaints of late buses has gone down significantly. All Star Transportation has supplemented the driver pool. There are now 5 drivers allocated to New Milford from other depots to help provide coverage and there are 3 spare drivers. The issues in the past have come up because there were no spare drivers. That has only been an issue once this year.</p> <p>Mrs. Faulenbach noted there are continued meetings with Mr. Giovannone and Dr. Parlato to address the issues that needed to be worked out. This included notifications with road works projects creating delays, missing student alerts, students getting on the wrong bus, etc. There has been an uptick with mechanical issues with buses. The goal is to fine tune the process. If a bus has mechanical issues then a mechanic is sent to try and fix it. If it cannot be fixed, a replacement bus is sent. The thought is to not wait for a fix and send a replacement bus as soon as there is an issue. Mr. Giovannone also mentioned the mechanics are not certified drivers, so a mechanic cannot drive a replacement bus up to the bus that is broken down.</p> <p>Mr. Giovannone stated the district has also been discussing the possibility of a parent bus application. The ones presented in the past were not worth the amount that would be spent. All Star Transportation is looking into a different application that may benefit the district.</p>	<p>D. Update on Transportation Requests</p>
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	<p>Mr. Hansell asked if we are keeping track of the mechanical issues and asked how many 3rd tier issues there have been. Mr. Giovannone stated they are. There were 117 3rd tier issues last year between the morning and afternoon runs. Mrs. Faulenbach stated there have been several conversations about driver shortage, and it was clear New Milford was getting the short end of the stick versus the rest of the state. Since then they have increased pay for drivers and there are now back up drivers. They've made a lot of strides and it's a huge improvement over last year. Next discussion is getting an application.</p> <p>Mrs. Faulenbach asked if All Star was penalized for the issues and if it was done on a quarterly basis. Mr. Giovannone stated, it was tracked but they decided to wait to offset it at the end of year. The total for the penalties was \$50,829 dollars. Mrs. Faulenbach noted that that money goes to the bottom line and then to Capital Reserve. There has been significant improvement this year. Most important are the standards for what we expect when it comes to the students and safety.</p>	
5.	<p>Public Comment There was none.</p>	<p>Public Comment</p>
6.	<p>Adjourn <i>Mrs. Faulenbach moved to adjourn the meeting at 8:11 pm, seconded by Mr. O'Brien and passed unanimously.</i></p>	<p>Adjourn Motion made and passed unanimously to adjourn the meeting at 8:11 pm.</p>

Respectfully submitted:



Mr. Eric Hansell
 Chairman, Operations Subcommittee