

**New Milford Board of Education
 Operations Sub-Committee Minutes
 October 11, 2022
 Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Eric Hansell Mr. Pete Helmus Mr. Tom O'Brien
Also Present:	Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Ms. Rebecca Adams, Human Resources Director

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1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> • There was none. 	Public Comment
3.	Discussion and Possible Action A. Monthly Reports <ol style="list-style-type: none"> 1. Budget Position dated September 30, 2022 2. Purchase Resolution D-763 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mr. Giovannone provided an overview of a few lines. The certified salary line encumbrances have been proofed at this time and will only shift now as new positions are filled. The non-certified line is still to be proofed through this month. • Mrs. Faulenbach asked about the comparison to last year at this time. Mr. Giovannone said he would look and report back. • Mr. Giovannone said the transfer approved last month shows on page 1. 	Discussion and Possible Action A. Monthly Reports <ol style="list-style-type: none"> 1. Budget Position dated September 30, 2022 2. Purchase Resolution D-763 3. Request for Budget Transfers

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- On page 3, they are keeping a close eye on the special education tuition lines. Last month this was at approximately \$800,000 and is down to \$288,000 this month. They will continue to track it closely and keep the Board informed.
- Mr. Helmus asked if the increased age requirement through 22 years of age is affecting this line. Mr. Giovannone said he would research and report back.
- On page 4, the medicaid reimbursement is already more than was budgeted for the year, due to a \$79,191 settlement check received from the prior year. We also anticipate another \$15,000 per quarter this year.
- On page 4, the capital reserve has changed from last month. The security grant set-aside has been credited back since the district was not awarded the grant. Not reflected this month is the \$20,000 approved for the wastewater management plan for SMS.
- Regarding the revenue totals on page 4, Mrs. Faulenbach asked if the special education reimbursements might be higher if the charges are higher. Mr. Giovannone said that is certainly possible.
- Dr. Paddyfote cautioned that it is contingent on the state having enough money to cover it too. Previous years they have lowered the reimbursement.
- Mr. Giovannone said districts typically hear after the February award whether or not there is a cap coming.
- Mrs. Faulenbach asked what the capital reserve balance would be today in Munis if someone looked.
- Mrs. Giovannone said it would show everything but the roof contribution.
- Mrs. Faulenbach said she just wanted to be clear that there is not \$3 million in the account since many commitments have already been made for funding. This is also still pending the audit deposit expected in February 2023. Mr. Giovannone said that is correct.

	<ul style="list-style-type: none"> ● Mr. Helmus asked when parking and gate receipt revenue will show on the report. ● Mr. Giovannone said that is reported quarterly so it will be in next month's report. ● Mr. Giovannone said the purchase resolution continues to list fire related items at the bottom for the Board's information. ● Mr. Hansell asked about the variable frequency drives. ● Mr. Cunningham said they are for the air handler units while we are waiting on replacements. ● Mrs. Faulenbach asked if the top tuition line is for one student. Mr. Giovannone said it is. ● Mrs. Faulenbach asked about the woodshop supplies. Mr. Giovannone said that is for hand tools and paid for by grant. <p>Mr. Helmus moved to bring the Monthly Reports to the full Board for approval.</p> <p>Motion seconded by Mr. Hansell.</p> <p>Motion passed unanimously.</p> <p>B. Gifts & Donations 1. PTO-Exhibit B</p> <p>Mr. Hansell moved to bring Gifts & 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>Motion made and passed unanimously to bring the Monthly Reports to the full Board for approval.</p> <p>B. Gifts & Donations 1. PTO-Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Employment Report: September - October</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach asked where we are regarding vacancies. ● Ms. Adams said there are no open certified positions. Regarding non-certified vacancies, there are three food services, three 	<p>Items of Information</p> <p>A. Employment Report: September - October</p>

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	<p>paraeducators, one custodian and one grounds, along with some tutors. She said two nurses were just hired which thankfully gives us a full complement for the first time in a while.</p> <ul style="list-style-type: none">● Mr. Helmus noted the hiring of the Assistant Facilities Director and he thanked Mr. Cunningham for all his extra work during the vacancy. <p>B. October 1, 2022 Enrollment Report</p> <ul style="list-style-type: none">● Dr. Paddyfote said this is an unofficial report that shows slightly less than projected. The state certified report will be available later this month. <p>C. Human Resources Director</p> <ul style="list-style-type: none">● Dr. Paddyfote thanked Ms. Adams for her service to the district. With the vacancy, Dr. Paddyfote would like to change the description to 092 certification required and up the salary. Right now, only the Superintendent and Assistant Superintendent have 092 certification and Dr. Paddyfote thinks it is important to have additional backup. She will also be looking to work with the state to realign the job description to make it TRB eligible as this should help to attract highly qualified candidates. She said Society for Human Resource Management (SHRM) certification would also be very helpful and she would like the Board to consider funding this rigorous program if the new Director does not have it. Right now there is money in the budget for an HR Generalist. Dr. Paddyfote is recommending using some of that funding to cover the salary increase and letting the new Superintendent decide how to move forward in the future.● Mr. Helmus said he thinks this is all very reasonable.● Mr. Hansell thinks it makes sense especially with the expanded responsibilities.	<p>B. October 1, 2022 Enrollment Report</p> <p>C. Human Resources Director</p>
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	<ul style="list-style-type: none"> Mrs. Faulenbach said no motion is needed since the funding is in place. <p>D. 2023-24 Budget Development Update</p> <ul style="list-style-type: none"> Mr. Giovannone said PSIS enrollment will be available shortly. Budget discussion with administrators will start tomorrow. They have started discussing the format for the Superintendent's presentation but have not finalized meeting plans at this time. <p>E. New Milford High School Graduation Date 2023</p> <ul style="list-style-type: none"> Dr. Paddyfote went back to Principal Manka following the Board discussion and he has presented a revised memo recommending a graduation date and time of June 24 at 4:00 p.m. at New Milford High School. This will allow time for families to celebrate and have dinner before the Grad Party starts. Mrs. Faulenbach said this request will go automatically to the full Board on Tuesday since the Board approves the date each year. 	<p>D. 2023-24 Budget Development Update</p> <p>E. New Milford High School Graduation Date 2023</p>
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	<p>Public Comment</p>
<p>6.</p>	<p>Discussion and Possible Action</p> <p>A. Discussion and possible action regarding potential post-retirement employment and/or consulting agreement with Administrative Assistant to the Superintendent of Schools. Executive session anticipated.</p> <p>Mr. Hansell moved that the Board enter into Executive Session for the purpose of discussing a potential post-retirement employment and/or consulting agreement with the Administrative Assistant to the</p>	<p>Discussion and Possible Action</p> <p>A. Discussion and possible action regarding potential post-retirement employment and/or consulting agreement with Administrative Assistant to the Superintendent of Schools. Executive session anticipated.</p> <p>Motion made and passed unanimously that the Board enter into Executive Session for the purpose of discussing a potential</p>

<p>Superintendent of Schools, and that Interim Superintendent of Schools Dr. JeanAnn Paddyfote be invited into the executive session.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p>The Board entered executive session at 7:59 p.m.</p> <p>The Board returned to public session at 8:24 p.m.</p> <p>Mr. Hansell moved that the Board bring the potential post-retirement agreement with the Administrative Assistant to the Superintendent of Schools as discussed in executive session to the full Board for approval.</p> <p>Motion seconded by Mr. O'Brien.</p> <p>Motion passed unanimously.</p> <p>B. Discussion and possible action regarding attorney-client privileged communication relating to student transportation contract and potential issuance of request for proposals regarding same. Executive session anticipated.</p> <p>Mr. Helmus moved that the Board enter into Executive Session for the purpose of review and consideration of attorney-client privileged communication relating to student transportation contract and potential issuance of request for proposals regarding same and to further move that the Board invite Interim Superintendent of Schools Dr. JeanAnn Paddyfote and Director of Fiscal Services Anthony Giovannone into the Executive Session.</p> <p>Motion seconded by Mr. O'Brien.</p> <p>Motion passed unanimously.</p>	<p>post-retirement employment and/or consulting agreement with the Administrative Assistant to the Superintendent of Schools, and that Interim Superintendent of Schools Dr. JeanAnn Paddyfote be invited into the executive session.</p> <p>Motion made and passed unanimously that the Board bring the potential post-retirement agreement with the Administrative Assistant to the Superintendent of Schools as discussed in executive session to the full Board for approval.</p> <p>B. Discussion and possible action regarding attorney-client privileged communication relating to student transportation contract and potential issuance of request for proposals regarding same. Executive session anticipated.</p> <p>Motion made and passed unanimously that the Board enter into Executive Session for the purpose of review and consideration of attorney-client privileged communication relating to student transportation contract and potential issuance of request for proposals regarding same and to further move that the Board invite Interim Superintendent of Schools Dr. JeanAnn Paddyfote and Director of Fiscal Services Anthony</p>
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	The Board entered executive session at 8:26 p.m. The Board returned to public session at 8:44 p.m.	Giovannone into the Executive Session.
7.	Adjourn Mr. O'Brien moved to adjourn the meeting at 8:45 p.m. seconded by Mr. Hansell, and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:45 p.m.

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee