

**New Milford Board of Education  
 Operations Sub-Committee Meeting Minutes  
 February 11, 2025 7:15 pm  
 Sarah Noble Intermediate School Library Media Center**

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 2025 FEB 13 P 2:41  
 NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Eric Hansell Mr. Tom O'Brien Mr. Brian McCauley
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Absent:	
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mr. Jeffrey Turner, Technology Director Mr. Anthony Giovannone, Director of Finance Mrs. Teresa Kavanagh, Director of Human Services Mr. Matthew Cunningham, Facilities Director
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1.		<b>Call to Order</b> The New Milford Board of Education Operations Subcommittee was called to order at 6:30pm by Mrs. Wendy Faulenbach, Chairperson.	<b>Call to Order</b>
2.		<b>Public Comment</b> There was none.	<b>Public Comment</b>
3.	A.	<b>Discussion and Possible Action</b> <b>Monthly Reports</b> <b>1. Budget Position dated January 31, 2025</b> <b>2. Purchase Resolution D-791</b> <b>3. Request for Budget Transfers</b>  <b>Budget Position dated January 31, 2025</b> Mr. Giovanne stated balances are as of January 31, 2025. 97.17% has been spent. At this time last year 96.29% had been spent, we are within a 1% variance. On page 1 of 4 the health insurance amount is \$245,567. There was a transfer in November 2024 to pay for the new website. On page 2 of 4 there are two lines overdrawn. The first line is 53230 by \$177,157. This is for contracted nursing services. Mr. Giovannone explained there are no transfers presented yet because that line is still incurring fees through Sunbelt, the staffing company. Mr. Giovannone stated he will not request a transfer until the entire scope of cost is known.	<b>Discussion and Possible Action</b> <b>A. Monthly Reports</b> <b>1. Budget Position dated January 31, 2025</b> <b>2. Purchase Resolution D-791</b> <b>3. Request for Budget</b>

	<p>Mrs. Faulenbach asked if there was a PO for the nursing line item. Mr. Giovannone stated the PO on the Purchase Resolution is increasing the overdraft this month by approximately \$51,000 and will be \$177,157 over its entirety. The \$51,000 is part of the \$177,157.</p> <p>Mr. Giovannone stated the second overdraft relates to the CoGen system at the high school. The fees in the first year were waived, and the second year is still being reconciled with NV5. Mr. Giovannone explained they are continuing to overdraft, and will not recommend a transfer until it is reconciled. Mrs. Faulenbach asked, since there is a discrepancy for the second year in the contract, how will it be determined who pays what amounts, and is there data to back it up. Mr. Giovannone stated the outstanding bills are approximately \$9,000. It's a matter of figuring out what New Milford Public Schools owes vs. what ESG owes. Line 53300 is the one that is overdrawn. It was properly captured in 2025/2026 but not properly captured in 2024/2025. Mrs. Faulenbach asked if the town numbers had been solidified. Mr. Giovannone stated he was not sure if they had been.</p> <p><b>Purchase Resolution D-791:</b> Mr. Giovannone stated the top item is for nursing at Litchfield Hills Transition Center. The second item is for planetarium upgrades. Those upgrades will use the 2% set aside money. Two projects are ongoing using 5 year capital money. The rest are general fund budget expenses.</p> <p>Mrs. Faulenbach asked about parent out-of-district reimbursement. Mr. Giovannone stated that it is part of a mediated settlement and the parents are being reimbursed \$6,000. Mr. McCauley asked if the neuro-evaluation was an outside agency. Mr. Giovannone stated yes, the outside agency is Sasco River Center out of Darien.</p> <p><b>Request for Budget Transfers:</b> Mr. Giovannone stated there are no transfers right now but two will be coming.</p> <p>Mrs. Faulenbach asked when the district can expect</p>	
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	<p>the first reimbursement for excess cost. Mr. Giovannone stated if the first installment is in February, then it will be reflected in the March meeting.</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><b>Bid Award - Theatre Audio Video Upgrades E-2425-003</b></p> <p><b>B.</b> Mr. Giovannone stated this was provided by Mr. Raymond Manka and Mr. Alessandro Amenta. It is for ongoing theater improvements and part of the 5 Year Capital Plan. Small improvements have already been done and future improvements require a request for proposal.</p> <p>Mrs. Faulenbach asked if we have worked with this company before. Mr. Turner stated they have worked once before at the high school and he has had conversations with them. There will be rewiring in the theater and gymnasium. ERate will be putting the wiring in, which will help when streaming events such as graduation.</p> <p>Mrs. Faulenbach asked if it included a warranty. Mr. Turner stated he would look into it but typically a company stands by their work.</p> <p><i>Mr. McCauley moved to approve the Bid Award - Theatre Audio Video Upgrades E-2425-003 to the Board of Education, seconded by Mr. Hansell. 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> <p><b>B. Bid Award - Theatre Audio Video Upgrades E-2425-003</b></p> <p>Motion passed to approve the Bid Award - Theatre Audio Video Upgrades E-2425-003 to the Board of Education. Motion passed unanimously.</p>
<p><b>4.</b></p>	<p><b>A. Items of Information</b></p> <p><b>Employment Report - February 2025</b></p> <p>Mrs. Kavanaugh stated there are a few resignations, including Laura Olson's retirement. There is an offer out for an electrician. Dr. Parlato stated the effective date for Mrs. Olson's retirement is now in September so it can overlap with the new director. There is direct competition with New Fairfield, since they are also looking for a Director</p>	<p><b>Items of Information</b></p> <p><b>A. Employment Report - February 2025</b></p>

	<p>of Special Education. Mrs. Faulenbach asked if there is a process for how it will be filled. Dr. Parlato stated there are 3 rounds of interviews and will include board representation.</p> <p><b>B. Enrollment Report - February 2025</b>        Dr. Parlato stated the variance of Northville and Hill &amp; Plain is lower by 7 compared to the projected numbers. Sarah Noble Intermediate school is higher by 1 compared to projected numbers. Schaghticoke Middle School is higher by 11 compared to projected numbers. The high school is lower by 39 compared to projected numbers.</p> <p><b>C. Fiscal Year 23/24 Audit Report</b>        Mr. Giovannone stated at the Board of Finance meeting Wednesday January 15th it was announced the audit report had zero material weaknesses of deficiencies identified. Of the breakdown of the fund balance for 2023/2024 fiscal year end, the carve out was \$1,751,792. \$231,092 of this \$1,751,792 was transferred to the town to reimburse for the 2% educational cost sharing carveout that the board participated in. That has already been actioned by the town. \$100,000 for turf field replacement will be transferred. As of the date of this meeting, it has not been actioned in MUNIS. The remainder \$1,420,700 should be transferred to the Board of Education Capital Reserve account. That has not been actioned as of today's date. There will need to be a reduction to satisfy the ESG bill, approximately \$450,000 coming due in December, and will need to be reduced from the \$1,420,700 going to capital reserve. Of the \$1,751,792 there will be approximately \$1,000,000 going towards the Capital Reserve fund to fund future projects. The memo provided references motions that passed. Now it is a matter of the Town Finance Department processing transactions in munis.</p> <p>Mrs. Faulenbach asked if they will need to plan every year for an ESG payment in December. Mr. Giovannone stated yes, and it goes up a few thousand dollars every year. It needs to be kept in mind, when our Capital Reserve shows there is</p>	<p><b>B. Enrollment Report - February 2025</b></p> <p><b>C. Fiscal Year 23/24 Audit Report</b></p>
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	<p>\$1,000,000, we will have to back out an ESG payment of almost half a million dollars. After that is backed out, the rest falls to the bottom line. Mr. Giovannone stated if you go to the audit report, and see an ending balance of \$1,700,000, you still have to account for the money we gave back for the 2% carve out, the turf field replacement fund and the ESG payment. Mrs. Faulenbach noted that the \$1,700,000 is not a true number. Mr. Giovannone stated that is why page 2 in his report connects this to the motions that will capture all the moving pieces voted upon, and an additional piece coming out before the remainder falls to the bottom line. Mr. Hansell asked if ESG is Energy Systems Group. Mr. Giovannone stated yes, it is in two different pieces. The bill comes to the town and the board pays 66.66% of the project. Mrs. Faulenbach asked if this would continue for 20 years. Mr. Giovannone stated that was correct. Mrs. Faulenbach stated we will have to keep in mind we are paying out \$500,000 every year when projecting the fiscal year end balance. Mr. O'Brien asked if the bill is being paid out of capital because the thought is this will help save on our utilities. If so, when will we see the savings in our utilities line. Mr. Giovannone stated the expectation is to see the savings in the next 12 months. If we do not have enough in energy savings equal to the Bank of America bill, then it becomes a problem. We also have to take into account an increase in the commodities.</p> <p>Mrs. Faulenbach stated there is a congratulations due to the town, the board, Mr. Giovannone and his team for the audit report. A good report helps with the overall bond rating of the town.</p> <p><b>D. SNIS Planetarium Upgrade</b>        Mr. Turner stated the recommendation is that we upgrade the projector and sound system. The upgrade will help make the planetarium more integrated with curriculum and have a big impact. The upgrade will allow us to integrate observatory content into the planetarium and create a real partnership. The goal is to update by May or June. The room can be used by the district and for community outreach.</p>	<p><b>D. SNIS Planetarium Upgrade</b></p>
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	<p>Mr. Giovannone stated if approved, the \$231,092 set aside will become \$156,492, which will include covering the cost of tutoring, a school counselor, curriculum for TAG and STEM at SMS and SNIS, and planetarium upgrade. The remaining \$74,600 will be brought forward with a spending purpose by Dr. Parlato.</p> <p>Mrs. Faulenbach asked what the curriculum plan was to include the planetarium. Ms. Hollander stated it has reinvigorated interest. Mrs. Cerra has integrated it into her curriculum. They will look to increase opportunities for Unified Arts, Health and Art. Dr. Parlato stated she consulted with the observatory, and is very excited for the state of the art machine. Mrs. Faulenbach asked who would operate the equipment. Ms. Hollander stated teachers will be trained.</p> <p><b>E. Busing</b></p> <p>Mr. Giovannone stated we continue to work with the bus company on the lack of service to the district and 3rd tier late buses. The last two weeks were particularly difficult. The bus company has several drivers out on FMLA, and out of town drivers are filling in. When a driver calls out in the morning, we send out notifications immediately. There have been almost daily meetings with the bus company. Mrs. Faulenbach stated they are in breach of contract. Dr. Parlato stated there will be an executive session next week to discuss this matter of the bus contract. The disruption to families is unacceptable. Mr. O'Brien asked if it is worse here than other towns. Dr. Parlato stated it is.</p> <p>Mrs. Faulenbach asked if there is a plan for spending down the remainder of the unexpended insurance funds. Dr. Parlato stated yes, that will be discussed in March.</p>	<p><b>E. Busing</b></p>
<p><b>5.</b></p>	<p><b>Public Comment</b>          There was none.</p>	<p><b>Public Comment</b></p>
<p><b>6.</b></p>	<p><b>Adjourn</b>  <i>Mr. O'Brien moved to adjourn the meeting at 7:55pm, seconded by Mr. Hansell and passed unanimously.</i></p>	<p><b>Adjourn</b>          Motion made and passed unanimously to adjourn the meeting at 7:55 pm.</p>

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**Page 7**

Respectfully submitted:

A handwritten signature in blue ink that reads "Wendy Faulenbach". The signature is written in a cursive style with a large initial 'W'.

Mrs. Wendy Faulenbach  
Chairman, Operations Subcommittee