

**New Milford Board of Education  
 Operations Sub-Committee Special Meeting Minutes  
 November 8, 2022  
 Lillis Administration Building Board Room**

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 2022 NOV - 9 PM 3:04  
 NEW MILFORD, CT

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 Ms. Holly Hollander, Assistant Superintendent Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director

1.	<b>Call to Order</b>  The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.	<b>Call to Order</b>
2.	<b>Public Comment</b>  <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>  <b>A. Monthly Reports</b> <ol style="list-style-type: none"> <li>1. Budget Position dated October 31, 2022</li> <li>2. Purchase Resolution D-764</li> <li>3. Request for Budget Transfers</li> </ol> <ul style="list-style-type: none"> <li>• Mr. Giovannone said they continue to monitor the transportation and out of district tuition lines. This month, the line item balances total \$288,000. Last year at this time, the line item balance total was \$800,000. No transfer is required as of yet, but the differential is concerning.</li> <li>• Mr. Helmus asked if they represent students in district now being outplaced or new students moving in.</li> <li>• Mrs. Olson said both.</li> <li>• Mr. Giovannone said the overall operating fund balance is in line with last year's total at this</li> </ul>	<b>Discussion and Possible Action</b>  <b>A. Monthly Reports</b> <ol style="list-style-type: none"> <li>1. Budget Position dated October 31, 2022</li> <li>2. Purchase Resolution D-764</li> <li>3. Request for Budget Transfers</li> </ol>

	<p>time. There are no additional funds available within budget for unexpected items such as the woodshop and Central Office move.</p> <ul style="list-style-type: none"> <li>● Mrs. Faulenbach asked how FICA is paid. Mr. Giovannone said biweekly throughout the year.</li> <li>● Mrs. Faulenbach noted the balance in instructional supplies and asked if there is a timeline for purchase.</li> <li>● Ms. Hollander said purchases are made ongoing throughout the year.</li> <li>● Mrs. Faulenbach noted that a motion has already been made for the 2021-22 balance to go to capital reserve; it is just pending final audit.</li> <li>● Mrs. Faulenbach asked if all Town and BOE contributions to the Turf Field account show on this report.</li> <li>● Mr. Giovannone said all but the 2021-22 deposit by the Board of \$50,000 which is pending final audit. The Board has put in \$200,000 not counting that and the Town has deposited \$150,000 total.</li> <li>● Mrs. Faulenbach asked if the Magnet School tuition had increased.</li> <li>● Mr. Giovannone said that amount, as well as the amount for the Agriscience program, is set by the state.</li> <li>● Mr. Hansell asked about the cost for the School Based Health Centers.</li> <li>● Mr. Giovannone said it is identified as paid for by grant.</li> </ul> <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>B. NMHS Woodshop</b></p> <ul style="list-style-type: none"> <li>● Mrs. Faulenbach said this was also discussed at Facilities this evening and at previous meetings. A question was raised at Facilities</li> </ul>	<p><b>Motion made and passed unanimously to bring the Monthly Reports to the full Board for approval.</b></p> <p><b>B. NMHS Woodshop</b></p>
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	<p>regarding working with the Town on this project and possible conversations. Mrs Faulenbach said she had not heard anything regarding Town involvement and capital reserve is the only funding source identified. This is a surprise expense that has been put on the Board but the project needs to be done. When the request is put before Town Council, the Board can speak to it then.</p> <ul style="list-style-type: none"><li>● Mr. O'Brien feels that the Town should not be let off the hook that easily and that they should chip in at least half. How do we make that request if we authorize the funds?</li><li>● Mrs. Faulenbach said we do that through open public dialogue. The minutes will reflect the Board's wish for financial collaboration. We can continue discussion at the full Board meeting. If we send the request to the Town, the Town can always amend the request and add support. In fairness, the Town also has capital projects ongoing.</li><li>● Mr. O'Brien said the Board has no shortage of other capital projects either.</li><li>● Mrs. Faulenbach said the Board has no contingency fund from which to draw so must look to capital reserve.</li><li>● Mr. Helmus agrees that financial collaboration from the Town should occur; the fire happened on their watch.</li><li>● Mrs. Faulenbach said they can try and make their case before the Town Council but the request at the Board should be for the full amount just in case so as not to hold up the project.</li></ul> <p>Mr. Helmus moved to bring the request for \$233,980 from the capital reserve account for the NMHS Woodshop to the full Board for approval.</p> <p>Motion seconded by Mr. Hansell.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the request for \$233,980 from the capital reserve account for the NMHS Woodshop to the full Board for approval.</b></p>
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<p><b>C.</b></p>	<p><b>Central Office Move to SNIS</b></p> <ul style="list-style-type: none"> <li>● Mr. Giovannone said this is another request for capital reserve funding to help get Central Office up and running day to day operations at SNIS.</li> <li>● Mr. O'Brien questioned the use of the term "temporary" since there are no plans to return to Lillis.</li> <li>● Mr. Giovannone said he used the word in terms of the set up of spaces. Some of these costs were in the final construction plan.</li> <li>● Mr. Helmus asked how we can make it clear that this is a temporary set up so that the Town does not view this as the new normal. He suggested requesting the full funding for the construction plan now.</li> <li>● Mrs. Faulenbach said she doesn't want to go that far at this time, but definitely feels a larger "not to exceed" number should be used. More costs are coming down the road. She would like to have the discussion with the full Board.</li> <li>● Mr. Helmus said he would like to at least add the cost of the ADA elevator to the request to send the message that the Board is committed.</li> <li>● Mr. Hansell suggested calling this phase 1 of the full project.</li> <li>● Dr. Paddyfote said it is important to remember that this move was necessitated by an emergency heating issue. The spaces are not set up for offices. They are wide open so there will be no confidentiality. There is limited separation from students. It is less than ideal.</li> <li>● Mrs. Faulenbach said that is her concern with the dollar amount requested. It is not enough.</li> <li>● Mr. Hansell suggested looking at this as a first step while scheduling the second step.</li> <li>● Mrs. Faulenbach agreed. The Board is committed to the full project. She said there are two goals: to take funding from capital reserve and also to open up conversation regarding East Street's future.</li> <li>● Dr. Paddyfote said this conversation has been going on since at least 2009. She suggested</li> </ul>	<p><b>C. Central Office Move to SNIS</b></p>
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	<p>forming a joint BOE/Town Ad Hoc Committee to tie the move into when East Street is sold to see if we can get funding there.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said she has always felt the Board should be a component of any financial advantage from the sale of East Street. She would be in favor of an Ad Hoc Committee if it would bring the Town along in that discussion.</li> </ul> <p>Mr. Helmus moved to bring the request for funding from the capital reserve account for the Central Office move to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Hansell.</p> <p>Motion passed unanimously.</p> <p><b>D. Job Descriptions</b></p> <ol style="list-style-type: none"> <li><b>1. Administrative Assistant to the Superintendent of Schools</b></li> <li><b>2. Clerk, Board of Education</b></li> <li><b>3. Nurse Supervisor</b></li> <li><b>4. Human Resources Benefits Specialist</b></li> </ol> <ul style="list-style-type: none"> <li>• Per policy 2130, Dr. Paddyfote said she is notifying the Board of changes in job descriptions. These revisions are in ADA format. The plan is to post these positions tomorrow.</li> <li>• The Administrative Assistant position has been revised in light of the upcoming retirement of the current assistant. The clerk piece has been bifurcated into a part-time position. The range for the administrative assistant will be \$32-\$38 per hour depending on experience. The clerk position will be in the \$25-\$32 range and is 19 hours per week. It will isolate Board responsibilities. The funding comes from the media position that was budgeted but not filled. Media responsibilities have been incorporated into the assistant's description.</li> </ul>	<p><b>Motion made and passed unanimously to bring the request for funding from the capital reserve account for the Central Office move to the full Board for discussion and possible action.</b></p> <p><b>D. Job Descriptions</b></p> <ol style="list-style-type: none"> <li><b>1. Administrative Assistant to the Superintendent of Schools</b></li> <li><b>2. Clerk, Board of Education</b></li> <li><b>3. Nurse Supervisor</b></li> <li><b>4. Human Resources Benefits Specialist</b></li> </ol>
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	<ul style="list-style-type: none"> <li>● The Nurse Supervisor is an exempt position for an advanced practice RN who will supervise the nurses and provide clinical expertise. This will negate the need for nurse coordinators. The first two years of this \$65,000-\$75,000 range position will be paid through ESSER III.</li> <li>● Mr. Helmus asked for confirmation that this is a non-union position.</li> <li>● Dr. Paddyfote said that is correct.</li> <li>● Mr. Helmus asked who the person will report to.</li> <li>● Dr. Paddyfote said to the Director of Pupil Personnel and Special Services.</li> <li>● Regarding the Human Resources Benefits Specialist, Dr. Paddyfote said this will replace the budgeted Assistant Director of Human Resources which was not filled, and will support HR and Finance Office functions. It is a non-bargaining unit position for which \$70,000 was budgeted.</li> <li>● Mrs. Faulenbach asked how this impacted the current structure.</li> <li>● Dr. Paddyfote said right now people do pieces. This will provide clarification and definition.</li> <li>● Mrs. Faulenbach said she likes the separation and designation on the benefits piece from a negotiations standpoint.</li> <li>● Mr. Helmus said he finds the new descriptions organized and with a disciplined approach.</li> </ul>	
<p><b>4.</b></p> <p><b>A.</b></p> <p><b>B.</b></p>	<p><b>Items of Information</b></p> <p><b>Employment Report: October - November</b></p> <ul style="list-style-type: none"> <li>● Mr. Helmus said he was happy to see Ms. Baldelli back, even in a project based capacity and he was sorry to see Mrs. Silverman's name on the report for retirement.</li> </ul> <p><b>October 1, 2022 Enrollment Report - Certified</b></p> <ul style="list-style-type: none"> <li>● There were no questions.</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Employment Report: October - November</b></p> <p><b>B. October 1, 2022 Enrollment Report - Certified</b></p>

	<p><b>C. Health Inspections</b></p> <ul style="list-style-type: none"> <li>• There were no questions.</li> </ul> <p><b>D. Update on Transportation Requests</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this is an annual update. He included the transportation policy for reference, since that guides the responses.</li> <li>• Mrs. Faulenbach asked if the policy is in the transportation section of the website for transparency. Mr. Giovannone said it is.</li> <li>• Mr. Helmus asked about the amount of time devoted to inquiries. Mr. Giovannone said it varies depending on whether or not site visits are required etc. It can be significant.</li> <li>• Mrs. Faulenbach said the consolidated runs affect services but save financially.</li> <li>• Mr. Helmus said the policy guidelines are more generous than the state requires.</li> </ul> <p><b>E. Entitlement Grants 2022-23</b></p> <ul style="list-style-type: none"> <li>• Hs. Hollander said the memo updates and articulates the entitlement grant cycles.</li> <li>• Mr. O'Brien asked how the numbers are determined.</li> <li>• Mr. Giovannone said it is based on per pupil expenditures of the preceding year.</li> <li>• Mr. O'Brien noted the increase in the Bilingual grant.</li> <li>• Ms. Hollander said New Milford's numbers are increasing.</li> <li>• Mr. O'Brien asked if it is predominantly spanish.</li> <li>• Ms. Hollander said it is spanish and portuguese primarily.</li> </ul>	<p><b>C. Health Inspections</b></p> <p><b>D. Update on Transportation Requests</b></p> <p><b>E. Entitlement Grants 2022-23</b></p>
<p>5.</p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
<p>6.</p>	<p><b>Discussion and Possible Action</b></p>	<p><b>Discussion and Possible Action</b></p>

<p><b>A.</b></p>	<p><b>Discussion and possible action regarding response to bid solicitation from student transportation vendor. Executive session anticipated.</b></p> <p>Upon the certification of the Interim Superintendent of Schools and of the Chairman of the Operations subcommittee that the public interest in the disclosure of the response to a bid solicitation from a student transportation vendor is outweighed by the public interest in the confidentiality of such response, Mr. Helmus moved that the subcommittee enter into executive session to review and discuss the response to the bid solicitation and to further move that Interim Superintendent of Schools Dr. JeanAnn Paddyfote and Fiscal Services Director Anthony Giovannone be invited into the executive session.</p> <p>Motion seconded by Mr. O'Brien.</p> <p>Motion passed unanimously.</p> <p>The Board entered executive session at 8:31 p.m.</p> <p>The Board returned to public session at 8:47 p.m.</p>	<p><b>A. Discussion and possible action regarding response to bid solicitation from student transportation vendor. Executive session anticipated.</b></p> <p>Upon the certification of the Interim Superintendent of Schools and of the Chairman of the Operations subcommittee that the public interest in the disclosure of the response to a bid solicitation from a student transportation vendor is outweighed by the public interest in the confidentiality of such response, motion made and passed unanimously that the subcommittee enter into executive session to review and discuss the response to the bid solicitation and to further move that Interim Superintendent of Schools Dr. JeanAnn Paddyfote and Fiscal Services Director Anthony Giovannone be invited into the executive session.</p>
<p><b>7.</b></p>	<p><b>Adjourn</b></p> <p>Mr. O'Brien moved to adjourn the meeting at 8:48 p.m. seconded by Mr. Hansell, and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:48 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee