

**New Milford Board of Education  
 Operations Sub-Committee Meeting Minutes  
 December 12, 2023  
 Sarah Noble Intermediate School Library Media Center**

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Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Tom O'Brien Mr. Eric Hansell	NEW MILFORD, CT
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Absent:	
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant 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
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<b>1.</b>		<b>Call to Order</b> The New Milford Board of Education Operations Subcommittee was called to order at 7:30pm by Mrs. Wendy Faulenbach, Chairperson.	<b>Call to Order</b>
<b>2.</b>		<b>Public Comment</b> There was none.	<b>Public Comment</b>
<b>3.</b>	<b>A.</b>	<b>Discussion and Possible Action</b> <b>Monthly Reports</b> <b>1. Budget Position dated November 30, 2023</b> <b>2. Purchase Resolution D-777</b> <b>3. Request for Budget Transfers</b>  Mr. Giovannone stated the budget position report is as of November 30th and 94.04% has been used. Mrs. Faulenbach asked Mr. Giovannone if he knew what last year's usage was. Mr. Giovannone stated, last year at the same time it was 93.76% so it is within .25%.  Mr. Giovannone stated on page 1 of 1, the last line of the 2nd box is Salaries for Nurses. There will be a transfer from there in the coming months. Nurses were budgeted as direct hires, but they ended up being contracted by an outside staffing company so a transfer to the professional services line will be needed eventually.	<b>Discussion and Possible Action</b> <b>A. Monthly Reports</b> <b>1. Budget Position dated November 30, 2023</b> <b>2. Purchase Resolution D-777</b> <b>3. Request for Budget Transfers</b>

	<p>Mrs. Faulenbach asked if the budget transfer is because those positions were not filled and needs to be expensed out of Professional Services. Mr. Giovannone stated yes, and the money to afford them is coming from salary lines. Mrs. Faulenbach asked if it will overdraw. Mr. Giovannone stated he is not sure and will know sometime in February when the transfer is done. Dr. Parlato noted that contract services are more expensive than salary.</p> <p>Mr. Giovannone stated another transfer is page 2 of 4 under General Insurance 55200. This is specifically for insurance for cyber protection. Cyber protection used to be under the district's agreement with CIRMA, but they no longer offer that service and it is now with Travelers, which is what the town uses. Mrs. Faulenbach asked if it was known CIRMA was no longer going to cover cyber protection. Mr. Giovannone stated that the district was aware CIRMA was ending that service but was not aware of the full dollar amount. Mrs. Faulenbach asked if the town is experiencing a higher trend as well. Mr. Giovannone stated he was not sure. Mrs. Faulenbach stated the district will remain with Travelers since CIRMA is no longer an option and asked where the funds will come from for this increased expenditure for insurance. Mr. Giovannone stated he is not sure yet.</p> <p>Mr. O'Brien asked if that is the total figure that will need to be transferred. Mr. Giovannone stated approximately, yes, within a few hundred dollars. There are two items that need attention via transfer. One will be the General Insurance for cybersecurity. The second is for the nurses because there is an available balance but that needs to be transferred to professional services for where the actual cost is occurring.</p> <p>Mr. Hansell asked what line was nurses. Mr. Giovannone stated it is on page 1, the \$138,098 available needs to be used to pay the nurses that are coming out of contracted services. So that number, while accurate as of this report, will need to be utilized for Professional Services. Mr. Hansell asked if they were nurses from an outside</p>	
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	<p>organization. Mr. Giovannone stated yes, because they could not fill the positions with direct hires.</p> <p>Mrs. Faulenbach asked if the district should expect transfers for the legal line. Mr. Giovannone stated possibly since they will be doing negotiations for paras, secretaries and nurses in the spring. Mrs. Faulenbach noted that will happen in this fiscal year. Mr. Giovannone stated yes, there is a retainer but there may need to be a transfer depending on how long the negotiations take. Mrs. Faulenbach stated that there has been increased activity with legal with building use consultations. Mr. Giovannone agreed.</p> <p>Regarding the revenue line, Mrs. Faulenbach asked when the bulk of revenue will hit. Mr. Giovannone stated it is posted quarterly, and most activity is seen on the December report, which gets published on the 3rd night of budget hearings in January.</p> <p>Mr. Giovannone stated the overview on the purchase resolution reflects recent activity. Funds from the approved capital reserve withdrawal are now being expended.</p> <p>Mrs. Faulenbach noted that the chart is not all of the 5 Year Capital expenditures, and that it will be seen in upcoming reports. Mr. Giovannone stated yes, these are the first few expenditures out of the gate.</p> <p>Mr. O'Brien asked, regarding the purchase resolution, if there are more expenditures to come. Mr. Giovannone stated with regards to the 5 Year Capital, these are the ones this month that crested the threshold on the purchase resolution per policy. One of those projects, for example, is on top of the purchase resolution, for smart board refreshes. Not every project of that \$984,000 total capital reserve withdrawal for this year is shown, just the ones entered in November.</p> <p>Mr. Giovannone, regarding transfers, stated there are no transfers at this time but ones are coming for nurses, insurance for cyber, and potentially one for legal.</p>	
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	<p><i>Mr. O'Brien moved to approve the Operations Subcommittee monthly reports to the Board of Education, seconded by Mr. Hansell. The motion passed unanimously.</i></p> <p><b>B. Discussion and possible action regarding proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association regarding Bookkeeper – Payroll position vacancy. Executive session anticipated. The Board may take action when it returns to public session.</b></p> <p><i>Mr. Hansell moved to enter executive session regarding the proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association regarding Bookkeeper – Payroll position vacancy and further moved that the Board invite into the session Superintendent Dr. Janet Parlato, Director of Human Resources, Teresa Kavanagh, and Director of Fiscal Services, Anthony Giovannone. Seconded by Mr. O'Brien. The motion passed unanimously.</i></p> <p>The Board went into executive session at 7:42.</p> <p>The Board returned from executive session at 7:58.</p> <p><i>Mrs. Faulenbach moved that the Board send the proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association to the Board for approval and to authorize the Board Chair to sign on behalf of the Board pending any further legal review. Seconded by Mr. O'Brien. 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. Discussion and possible action regarding proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association regarding Bookkeeper – Payroll position vacancy. Executive session anticipated. The Board may take action when it returns to public session.</b></p> <p>Motion to enter executive session regarding the proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association regarding Bookkeeper – Payroll position vacancy and further moved that the Board invite into the session Superintendent Dr. Janet Parlato Director of Human Resources, Teresa Kavanagh, and Director of Fiscal Services, Anthony Giovannone. Motion passed unanimously.</p> <p>Motion that the Board send the proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association to the Board for approval and to authorize the Board Chair to sign on behalf of the Board pending any further</p>
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			legal review. Motion passed unanimously.
<b>4.</b>	<b>A.</b>	<b>Items of Information</b> <b>Employment Report - November 2023</b> Mrs. Kavanaugh stated there is one open position and they had one resignation. The district has brought on a BCBA, and new guidance counselor. Mr. Hansell asked what a BCBA is, Mrs. Kavanaugh answered that it is a Board Certified Behavior Analyst. Mrs. Faulenbach stated the Humanities teacher resigning is a loss and asked if there is a plan moving forward. Mrs. Kavanaugh stated yes.  <b>B. Enrollment Report - December 1, 2023</b> Dr. Parlato stated it is stable.  <b>C. December Fundraising Report</b> Dr. Parlato stated the high school has many fundraising activities happening, which is expected because of the clubs. The PTO's are also working on fundraising.	<b>Items of Information</b> <b>A. Employment Report - November 2023</b>  <b>B. Enrollment Report - December 1, 2023</b>  <b>C. December Fundraising Report</b>
<b>5.</b>		<b>Public Comment</b> There was none.	<b>Public Comment</b>
<b>6.</b>		<b>Adjourn</b> <i>Mr. Hansell moved to adjourn the meeting at 8:04pm, seconded by Mr. O'Brien and passed unanimously.</i>	<b>Adjourn</b> <i>Motion made and passed unanimously to adjourn the meeting at 8:04 pm.</i>

Respectfully submitted:



Wendy Faulenbach  
 Chairman, Operations Subcommittee