

**New Milford Board of Education
 Operations Sub-Committee Meeting Minutes
 August 8, 2023
 Sarah Noble Intermediate School Library Media Center**

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2023 AUG 10 P 2:45

NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chair Mr. Tom O'Brien Mr. Eric Hansell Mr. Pete Helmus
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Absent:	
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Mr. Jeffrey Turner, Technology Director Mr. Matthew Cunningham, Director of Facilities Mrs. Laura Olson, Director of Pupil Personnel and Special 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 Mrs. Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the Call to Order.	Call to Order
2.		Public Comment There was none.	Public Comment
3.	A.	Discussion and Possible Action Monthly Reports 1. Budget Position dated July 31, 2023 Mrs. Faulenbach noted that Dr. Parlato would speak to the budget items in Mr. Giovannone's absence. Dr. Parlato stated the expenditure report shows balances as of July 31st, and covers all goods and services. One thing not included at this time is payroll encumbrances, due to a current payroll staff opening. Both Capital Reserve and Turf Field line items have not changed from last month because the end-of-year audit has not been completed yet. Mrs. Faulenbach stated, when it comes to the Capital Reserve that the \$4,083,915 noted on the sheet is without the 22/23 deposit. It is the same with the Turf Field replacement account. Mrs. Faulenbach stated, once the year-end audit is completed, the motions the Board took will then allow the funds to be deposited into each account. Mr. Helmus asked	Discussion and Possible Action A. Monthly Reports 1. Budget Position dated July 31, 2023

	<p>when the audit will be completed. Mrs. Faulenbach stated it would be September. Mr. Helmus stated the fire claim settlement is still pending, and asked if it is a problem for closing out the audit. Dr. Parlato stated after September 15th it becomes an issue. Mrs. Faulenbach asked, knowing the financial impact, does the claim have to be completed in its entirety, or is there a portion that can be paid out since the expenditures are captured and recognized. Dr. Parlato stated, after speaking with CIRMA, it was learned that CIRMA is planning litigation around this case so they prefer to send the check as a whole. Mrs. Faulenbach stated that is understandable but holding up the whole audit creates a financial nightmare. Dr. Parlato stated she emailed CIRMA earlier in the day without a response. Mrs. Faulenbach asked if they could get an answer by the full board meeting and Dr. Parlato stated she would call tomorrow to get more information.</p> <p>2. Purchase Resolution D-773 Dr. Parlato stated it is a large number appears in the total on the document because it captures all the yearly purchase orders. Mrs. Faulenbach stated it is important to try to encumber as early as possible. Mr. Helmus asked if there is a way to organize Purchase Resolutions so categories are together. Mrs. Faulenbach stated it can be asked.</p> <p>3. Request for Budget Transfers Dr. Parlato stated there are no transfers at this time.</p> <p>Mr. Hansell stated on page 1/4 of the Purchase Resolution, line item 55610 went up from last year. Mr. Hansell believed it was only 6 students the district sent to Region 12/Shepaug, and the budget reads 28 students. It is budgeted for \$191,044 and last year it was \$37,000. Mrs. Faulenbach stated that in the 2022/23 budget there were 28 Region 12 Shepaug students. In the 2023/24 budget it is also listed as 28 students at the cost of \$6,823 per student. The original vo-ag contract with Region 12 started out as 20 students in 2019 and has increased over time. Mr. Hansell stated he is worried about incurring costs and the district needs to be careful about spending.</p>	<p>2. Purchase Resolution D-773</p> <p>3. Request for Budget Transfers</p>
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	<p>Mr. Hansell stated regarding the Special Education budget, comparing year over year, not including grants, it is a 2 million increase, and the number of students is smaller than last year. Dr. Parlato stated out of district placement tuition increases the cost of that. Mrs. Olson stated the Special Education budget is not over at this point in the year and that , the cost to place students out of district has gone up 3-5% per placement. Some students require 1:1 support, and the receiving school and the student's IEP states what is and is not necessary. There are 6 more students placed out of district than originally planned. They have been placed out by New Milford or through mediation. Dr. Parlato stated the transportation cost is also quite high. Mr. Hansell stated it still should be looked at and something more definitive needs to be put together. Mr. Helmus stated the district is required by law to offer an extension of services to students up to the age of 22. Mrs. Olson stated that was correct, and it is actually for students up to 22 and through the end of that academic year. A student could turn 22 in the beginning of the academic year and the district is required to provide services until that academic year is over. This extension of services was unfunded by the state and is the district's responsibility.</p> <p>Mr. Hansell asked there be clarity as to what caused the purchase resolution increase for the 23/24 year. If it is unfunded mandates from the state it should be clear it is known the district does not want to spend the money, but has to. Mr. Hansell asked if the Special Education budget has increased by 2 million dollars, and what exactly is the increase from last year to this year. Mrs. Faulenbach stated that at this point in time the special education account is not over the budgeted number. Mrs. Olson stated there are variables. If a student is placed out of district, New Milford must pay the tuition and transportation. At this time last year all of the tuition may not have been encumbered in the August purchase resolution. Mrs. Faulenbach stated if last year at this time you encumber 5 students and this year you encumber 8</p>	
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	<p>students, that has to be factored into the comparison.</p> <p><i>Mr. Helmus moved to approve the Operations Subcommittee monthly reports to the Board of Education, seconded by Mr. O'Brien. The motion passed 3-1-0 with Mr. Hansell opposed. Mr. Helmus, Mrs. Faulenbach, and Mr. O'Brien all in favor.</i></p> <p>B.</p> <p>23/24 Phase of 5 Year Capital Plan Dr. Parlato stated the total requested for 2023-24 is \$984,078 to be funded by the Capital Reserve Account. The Capital Plan is divided into sections: Technology, Band & Music, Athletics, Facilities and Facilities Other.</p> <p>Technology: the request is for \$477,500. Mr. Turner stated the funds are for things such as wireless access points, firewalls and switches. Teacher laptops are the 3rd year of the 5 year deal. There is an ECF grant that the district has been waiting to hear on the outcome and should know hopefully this week. Mrs. Faulenbach asked, given the possible grant, would there be a need for the amount requested in the chromebook line item. Mr. Turner stated the line item could be removed if the grant is approved. Mrs. Faulenbach asked since the grant is still unknown, should the district continue to pursue the Capital Request. Mr. Turner stated yes. There is a large percentage of devices that will not update to current testing platform software come spring. Mrs. Faulenbach asked since the approval for the Capital Request has to go through 3 boards, should the Board ask for approval now. Mr. Turner stated, regarding the chromebooks, he would like to keep the amount in the request for now. Mr. O'Brien asked if the chromebooks would still have use even if the testing software will not be current. Mr. Turner stated yes, they can be used in libraries and for other purposes. Regarding AV projects, Mr. Turner stated the sound systems on stage and in the cafeterias are over 20 years old. These funds will go towards giving gym teachers hands free mics, classrooms a smartboard refresh and software for</p>	<p>Motion passed to approve the Operations Subcommittee monthly reports to the Board of Education Vote 3-1-0.</p> <p>B. 23/24 Phase of 5 Year Capital Plan</p>
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	<p>students, which will include robotics software, etc. Mrs. Faulenbach asked if there is an idea of price per chromebook. Mr. Turner stated the K-2 chromebooks have a touchscreen and run approximately \$285-\$300 each. Traditional chromebooks are approximately \$250 each. Mrs. Faulenbach asked if it helps to purchase in large quantities. Mr. Turner stated it can help and the \$125,000 should amount to approximately 400 chromebooks.</p> <p>Band and Music: Dr. Parlato stated the \$5,000 in each band or music line will be used to replace instruments, uniforms and field equipment over time. The other funds listed will be used in updating the Theatre's AV, wiring and lighting, which is pieced out into projects. Mr. O'Brien asked what project will be focused on first. Mr. Turner stated it will start with the wiring. Two companies have provided quotes that average approximately \$25,000 - \$40,000. The plan is to make things more wireless since it is all original equipment, setting everything up for another 15-20 years. The most money goes into the lighting. The first year will be wiring, second year speakers and sound system, and then lighting. Mrs. Faulenbach asked if those projects are done piece by piece, and is there a cost savings to do it all together. Mr. Turner stated from previous experience it can be. AV has become very expensive, and making the space available to do all the work at once is the biggest problem. Mr. Helmus stated it might be better to wait on doing the lighting since technology changes so quickly. It can be better to be a late adopter than an early adopter.</p> <p>Athletics: Dr. Parlato stated there are line items for uniform replacement, upgrading equipment and upgrading the P.A. System. Mrs. Faulenbach asked if the Uniform Replacement dollar amount was enough, and if it included athletic gear replacement. Dr. Parlato stated there is a uniform replacement and yes it is enough. Dr. Parlato stated the P.A. System in the stadium needs upgrading since we will hold outdoor graduation there each year, along with numerous athletic events. Mrs.</p>	
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	<p>Faulenbach asked if the P.A. System had ever been upgraded and Mr. Turner stated no.</p> <p>Facilities: Mr. Cunningham stated recurring door replacements and safety are paramount. The district is facing a mandatory 5 year sprinkler system test, a mandatory 3 year asbestos test, and bottle refilling stations throughout the schools. Mr. O'Brien asked how many bottle refilling stations are planned. For the \$15,000, depending on whether it is a single or dual refilling station, they are approximately \$1500 each. Mr. O'Brien noted that is about one per school. Mr. Cunningham agreed and stated some of the schools already have some in place. Mr. Cunningham stated cafeteria tables need replacing. The HVAC evaluation of \$100,000 is for the evaluations of all the HVAC systems in all the buildings. There will be grants to apply for for HVAC but grant applications should have the analysis of an HVAC engineer to give the grant more substance.. It has to have the backing of an engineer, Any grant application for HVAC will need to be clear how the work will improve air quality and how the money will be spent. Mr. O'Brien stated that the district is preparing for a full HVAC evaluation now to be ready for the next round of grant money. Mr. Cunningham stated yes. Mrs. Faulenbach asked if Mr. Cunningham was asking for the \$100,000 dollar amount because it is hard to quantify exactly how much the HVAC evaluation will be at this point.Mr. Cunningham stated yes.</p> <p>HVAC control upgrade: Mr. Cunningham stated Siemens is moving to a new building management Operating System, creating an automated platform. Mrs. Faulenbach asked if it was just for the high school. Mr. Cunningham stated it should be listed as district wide.</p> <p>Loading Dock Lift Replacement: Mr. Cunningham stated it is at end of life, and it needs to be replaced.</p> <p>Gym Floor Refinishing: Mr. Cunningham stated the gym floors need to be taken down to bare wood and repainted. The cost is based on what other</p>	
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<p>4.</p>	<p>schools have paid recently for a similar job. The bid will go out first thing in the fall to lock in for summer 2024.</p> <p>Student Desk Replacements: Mr. Cunningham stated that they need to be upgraded at the middle school. Mrs. Faulenbach asked how many desks will be upgraded. Mr. Cunningham stated approximately 300.</p> <p>Facilities Other: Mrs. Faulenbach stated the district plans to work with the town on putting those projects together over time</p> <p><i>Mr. Hansell moved to approve the Operations Subcommittee 23/24 Phase of 5 Year Capital Plan to the Board of Education, seconded by Mr. O'Brien. Motion passed unanimously.</i></p> <p>Items of Information</p> <p>A. Employment Report - July 2023 Dr. Parlato stated the district is in good shape, but struggling with hiring Spanish teachers and working on a plan. Dr. Parlato stated the candidates the district had lined up to interview accepted positions elsewhere. Mr. Helmus stated the lack of teachers in certain subject areas creates a struggle to hire.</p> <p>B. Enrollment Report - July 1, 2023 Dr. Parlato stated it is stable, but anticipates an increase next week with school starting. The variance is currently -105 kids, but will most likely change in the next week and a half.</p> <p>C. Central Office Update Mrs. Faulenbach stated this update was discussed during the Facilities meeting. Dr. Parlato stated Central Office has moved into the new classroom spaces. There have been preliminary conversations this week with the Mayor on what the square footage would need to be for a new permanent Central Office Space. Mrs. Faulenbach stated she would like to see updates and feedback, and the possible creation of a committee to review permanent office needs since the next move needs to be permanent. Mr. O'Brien asked if the Central</p>	<p>Motion made and passed unanimously to approve the Operations Subcommittee 23/24 Phase of 5 Year Capital Plan to the Board of Education</p> <p>4. Items of Information</p> <p>A. Employment Report - July 2023</p> <p>B. Enrollment Report - July 1, 2023</p> <p>C. Central Office Update</p> <p>D. NV5/ESG Update</p>
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	<p>Office Update will remain on the agenda. Mrs. Faulenbach stated yes, it should be.</p> <p>D. NV5/ESG Update</p> <p>Mr. Cunningham stated the district needs to work with Eversource to have everything turned on. Mrs. Faulenbach stated both the town and the Board do not want surprises for billing, and would like to see how the savings are identified by each school. Mrs. Faulenbach suggested a review of the NV5 project given the confusion of what it is, what potential savings could be, and put it out to the public so it is not be so compartmentalized to just the Board.</p> <p>Mr. Hansell asked about roof replacement for Northville Elementary School and if it includes taking panels off and on. Mr. Cunningham stated there are no panels on Northville Elementary School, and would be concerned about adding solar panels on it given the type of roof it is.</p>	
5.	<p>Public Comment</p> <p>There was none.</p>	Public Comment
6.	<p>Adjourn</p> <p><i>Mr. Helmus moved to adjourn the meeting at 8:41pm, seconded by Mr. O'Brien and passed unanimously.</i></p>	<p>Adjourn</p> <p><i>Motion made and passed unanimously to adjourn the meeting at 8:41 pm.</i></p>

Respectfully submitted:



Wendy Faulenbach
 Chairman, Operations Subcommittee