

New Milford Board of Education
Operations Sub-Committee Meeting Minutes
June 9, 2026 7:15 pm
Sarah Noble Intermediate School Library Media Center

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NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Tom O'Brien Mr. Brian McCauley Mr. Eric Hansell
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Absent:	
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Mr. Anthony Giovannone, Director of Finance Mr. Jeffrey Turner, Director of Technology Mr. Matthew Cunningham, Director of Facilities
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1.		Call to Order The New Milford Board of Education Operations Subcommittee was called to order at 7:15pm by Mrs. Wendy Faulenbach, Chairperson.	Call to Order
2.		Public Comment There was none.	Public Comment
3.	A.	Discussion and Possible Action Monthly Reports 1. Budget Position dated May 31, 2026 2. Purchase Resolution D-807 3. Request for Budget Transfers Mr. Giovannone reported that the district is 97.89% expended or encumbered. June activities include vendor reconciliations and final paychecks for school-year staff, which include balloon payments. Regarding excess costs, the second payment has not yet been received, which is consistent across districts. Mr. Giovannone addressed Mr. O'Brien's inquiry about the excess cost shortfall by explaining that it is offset by lower-than-anticipated expenses for Out of District placements. Regarding DCF placement tuition reimbursements, Mr. Giovannone recommended not budgeting for them due to long processing delays, instead, treating them as recouped funds. Dr. Parlato clarified that these reimbursements are typically for children in foster care placed in New Milford homes.	Discussion and Possible Action A. Monthly Reports 1. Budget Position dated May 31, 2026 2. Purchase Resolution D-807 3. Request for Budget Transfers

	In response to Mrs. Faulenbach's inquiry about lower base rental fees, Mr. Giovannone noted that costs are consistent, but usage has decreased. Regarding the enrollment study, Mr. Giovannone explained that funds are being moved between professional services lines within the same major object code to cover half the cost of the study. Finally, Mr. Giovannone confirmed that the current budget for custodial supplies is sufficient through the end of June. <i>Mr. O'Brien moved to bring the Operations Subcommittee monthly reports to the Board of Education for discussion and possible action, seconded by Mr. McCauley. The motion passed unanimously.</i> B. RFP E-2526-005 Enrollment Study Mr. Giovannone reported that the previous enrollment study, conducted in January 2021, is now becoming outdated. He noted that the district had issued an RFP and received a wide range of pricing; however, after reposting and conducting reference checks, the results for the lower-priced vendors were not consistently positive. During this process, it was identified that Cooperative Educational Services (CES) has successfully provided enrollment studies for other districts. Consequently, Dr. Parlato requested a proposal from CES. Mr. Giovannone recommended that the district decline the current RFP vendors in favor of engaging CES. This engagement would be processed via a purchase resolution, with the costs shared equally between the district and the town. He further noted that CES has a proven track record from previous studies and that the engagement would comply with Connecticut General Statutes regarding regional educational service centers. In response to an inquiry from Mrs. Faulenbach regarding the timeline, Mr. Giovannone explained that work would commence upon approval, beginning before June 30, with the remainder of the project and the town's payment following that	Motion passed to bring the Operations Subcommittee monthly reports to the Board of Education for discussion and possible action. Motion passed unanimously. B. RFP E-2526-005 Enrollment Study
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	date. Dr. Parlato added that CES plans to review planning and zoning data during the summer, followed by an enrollment analysis in October. Mrs. Faulenbach questioned whether the town was onboard with the 50% funding commitment, to which Mr. Giovannone clarified that the town had actually suggested awarding the project according to the purchasing policy rather than selecting an RFP vendor. Finally, in response to Mrs. Faulenbach's question about other town projects, Mr. Giovannone stated he did not believe CES was currently engaged in any other local projects. <i>Mr. Hansell moved to bring the RFP E-2526-005 Enrollment Study to the Board of Education for discussion and possible action. Seconded by Mr. McCauley. The motion passed unanimously.</i>	
	C. Tutor Rate of Pay Mr. Giovannone recommended increasing the tutor rate of pay to \$20/hour for the upcoming fiscal year. He noted that as not all current positions are filled, the existing budget can accommodate this increase. Mrs. Faulenbach inquired whether the difficulty in filling these positions was a funding issue or a certification issue. Dr. Parlato explained that the district has modified the hiring criteria, noting that certification is no longer required. Mr. Hansell asked if current tutors would receive a pay increase. Mr. Giovannone replied that they would first see if they receive applicants. Dr. Parlato stated that while the rate is increasing, she does not anticipate a significant increase in the number of applicants. <i>Mr. McCauley moved to bring the Tutor Rate of Pay to the Board of Education for discussion and possible action. Seconded by Mr. O'Brien. The motion passed unanimously.</i>	Motion passed to bring the 26/27 Phase of the RFP E-2526-005 Enrollment Study to the Board of Education for discussion and possible action. Motion passed unanimously. C. Tutor Rate of Pay
	D. 25/26 Fiscal Year End Mr. Giovannone identified the necessary financial actions for the district, specifically the ESG	D. 25/26 Fiscal Year End Motion passed to bring the Tutor Rate of Pay to the Board of Education for discussion and possible action. Motion passed unanimously.

		payment and the 2% set-aside. He further outlined potential allocations, including contributions to a non-lapsing account, turf field replacement, and the capital reserve. Mr. O'Brien inquired about the nature of the non-lapsing account. Mr. Giovannone explained that this is a statutory change allowing the district to carve out up to 2% of the total budget appropriation. He noted that these funds would remain on the board side rather than flowing to the capital reserve and would facilitate processing for non-routine items, a practice common in other districts. When Mr. O'Brien asked if this served the same purpose as the 2% set-aside, Dr. Parlato clarified that while they are separate entities, they cover similar types of expenses and the non-lapsing account cannot exceed 2% of the overall budget. In response to Mrs. Faulenbach's inquiry about policy coverage, Dr. Parlato confirmed that the existing policy includes the necessary language and has been revised to incorporate state reporting requirements. Mr. Giovannone added that expenditures from the account would be processed through a purchase resolution. Mr. O'Brien asked about the necessity of ongoing contributions to the turf field replacement fund. Dr. Parlato stated that the cost for a single field is approximately \$850,000, and the district manages two fields. <i>Mr. Hansell moved to bring the 25/26 Fiscal Year End to the Board of Education for discussion and possible action. Seconded by Mr. McCauley. The motion passed unanimously.</i>	Motion passed to bring the 25/26 Fiscal Year End to the Board of Education for discussion and possible action. Motion passed unanimously.
4.	A.	Items of Information Employment Report - June 2026 Dr. Parlato stated, with the approval of the budget, the district is prepared to proceed with hiring for the upcoming school year. The district is currently processing incoming teacher appointments, as well as managing recent staff resignations and retirements.	Items of Information A. Employment Report - June 2026

	B. Enrollment Report - June 2026 Dr. Parlato stated 25/26 variance from the projection is close. There is a proposal for a new enrollment study. Mr. O'Brien noted there was an increase in 3rd grade students. C. CEN Community WiFi Grant for New Milford Public Schools Mr. Turner reported that grant funds have been received. Although the previous expenditure cycle was not fully utilized, the district has been authorized to retain the remaining balance. Consequently, the district will utilize these funds to install additional access points across district schools at no cost to the district. Furthermore, Mr. Turner noted that the E-Rate grant will provide a 60% discount on related supply costs. D. Propane Gas Tax Credits Mr. Giovannone explained this is a proposal for the district to secure tax credits for propane fuel, used by school buses, by piggybacking on an existing contract between the town and this vendor. Under this arrangement, the vendor will manage the registration, IRS correspondence, and the submission of scanned invoices. Mr. Giovannone confirmed that legal counsel has been consulted regarding this process, and discussions with the Mayor's office have ensured that proceeds from any school district expenditures will be returned to the district. Mrs. Faulenbach asked about the structure and terms of the contract. Mr. Giovannone stated that the contract is with the town and is active from June 13, 2025, to June 13, 2028. He further clarified that the fee structure is not sliding. Regarding potential financial impact, Mr. Giovannone estimated projected savings to be between \$60,000 and \$100,000. Mr. O'Brien questioned the timeline, and Mr. Giovannone noted that the deadline is mandated by statute. No Board action is required to proceed with this arrangement.	B. Enrollment Report - June 2026 C. CEN Community WiFi Grant for New Milford Public Schools D. Propane Gas Tax Credits
5.	Public Comment There was none.	Public Comment

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6.		Adjourn <i>Mr. O'Brien moved to adjourn the meeting at 7:34 pm, seconded by Mr. McCauley, and passed unanimously.</i>	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:34 pm.
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Respectfully submitted:



Mrs. Wendy Faulenbach
Chairman, Operations Subcommittee