

**New Milford Board of Education
Operations Sub-Committee Minutes
October 12, 2021
Sarah Noble Intermediate School Library Media Center**

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NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Eric Hansell Mr. Pete Helmus Mrs. Eileen P. Monaghan
Also Present:	Ms. Alisha DiCorpo, Superintendent Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Catherine Gabianelli, Human Resources Director Mr. Matthew Cunningham, Facilities Director Mr. Nestor Aparicio, Assistant Facilities Director

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.	Call to Order
2.	Public Comment • There was none.	Public Comment
3.	Discussion and Possible Action • Mrs. Faulenbach welcomed Mr. Hansell to the committee. A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence • Mrs. Gabianelli said there will be a revised exhibit for the full Board. • Mrs. Monaghan asked if the many coach resignations are unusual and Mrs. Gabianelli said they are not. • Mrs. Faulenbach asked about open positions and shortages. Mrs. Gabianelli said the district is doing well with a few ESSER positions still to fill. • Ms. DiCorpo said they are still working to fill a Math Coordinator position under ESSER II. They are also waiting on ESSER III funding.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	• Mrs. Faulenbach asked for an update on all the ESSER positions. Mrs. Gabianelli said she would get it for the full Board. • Mr. Helmus asked how long retiree Mr. O'Neil had been with the district and wished him well. Mrs. Gabianelli said she would check. Mr. Helmus moved to bring Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval. Motion seconded by Mrs. Monaghan. Motion passed unanimously.	
B.	Monthly Reports 1. Budget Position dated September 30, 2021 2. Purchase Resolution D-751 3. Request for Budget Transfers • Mr. Giovannone said the certified salary balance is as of 9/30/21 and reflects proving out of encumbrances. There were eight vacancies at the time. He estimates roughly \$339,000 available in that line now. • Mrs. Faulenbach asked how that compares to last year at this time. Mr. Giovannone said he would check. • Mr. Giovannone said they are continuing to prove out the non-certified line and that will be further clarified next month. • Regarding revenues, Mr. Giovannone noted additions to Medicaid, building use and regular tuition. Other lines such as parking fees and gate receipts are posted quarterly and will show up next month. • Mrs. Faulenbach asked about excess costs and Mr. Giovannone said that is typically posted in February and May. • Mr. Helmus asked if revenues are more normal this year. Mr. Giovannone said they are somewhat more in line but there are always	Motion made and passed unanimously to bring Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval. B. Monthly Reports 1. Budget Position dated September 30, 2021 2. Purchase Resolution D-751 3. Request for Budget Transfers

	differences. Parking fees, for example, may be impacted by the roof project at the high school. • Mrs. Faulenbach noted the \$18,260 total in capital reserve and how that may be impacted by later discussion this evening. • Mr. Helmus suggested it made sense to add a target value to the turf field replacement account chart for transparency to highlight the focused effort needed. • Mrs. Faulenbach said deposits are fluid in timing and amount. She said it will be important to highlight at budget time for both the Board and the Town. • Mrs. Monaghan said she was glad to see the steady deposits being made lately, a vast improvement from past action. • Regarding the purchase resolution, Mr. Giovannone said the Willco safety straps are for the basketball hoops. • Mrs. Faulenbach asked if the RTU repair was planned. Mr. Giovannone said it was not. • Mr. Cunningham said the needed repair was discovered this summer during scheduled troubleshooting. • Mr. Helmus asked if this was a gap in the preventive maintenance process. Mr. Cunningham said there is room for improvement in that area and it will be a focus for him. Mrs. Monaghan moved to bring Monthly Reports: Budget Position dated September 30, 2021, Purchase Resolution D-751 and Request for Budget Transfers to the full Board for approval. Motion seconded by Mr. Helmus. Motion passed unanimously.	
C.	Gifts & Donations 1. PTO-Exhibit B	Motion made and passed unanimously to bring Monthly Reports: Budget Position dated September 30, 2021, Purchase Resolution D-751 and Request for Budget Transfers to the full Board for approval. C. Gifts & Donations 1. PTO-Exhibit B

	• Mrs. Faulenbach said they appreciate the PTO's continued support. Mr. Hansell moved to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval. Motion seconded by Mrs. Monaghan. Motion passed unanimously.	
D.	Athletic Trainer • Ms. DiCorpo said the current provider cannot fulfill their obligation and the district is making due with substitute coverage piecemeal now. Legal has been consulted. This is a shortage area throughout the state. Ms. DiCorpo is asking that the Board consider a direct hire for now while keeping the door open to return to a contracted service when able. The cost is estimated at \$20-30,000 higher as a direct hire but it is a safety consideration not to have it. • Mrs. Faulenbach encouraged the district to work with legal regarding a monetary credit from the vendor down the road if the contracted service is used in the future. Ms. DiCorpo shared that she and Mr. Giovannone had been working with legal on this. • Mr. Giovannone said they have had a positive relationship with this vendor in the past. This is the first time there has been an issue. • Mr. Hansell said he was not sure why the direct hire would be any easier for the district than it is for the contracted service. The applicant pool is the same. Ms. DiCorpo said other districts have had success with this approach. • Mrs. Faulenbach said she is concerned with the district's vulnerability right now and agreed that we should do whatever we can to widen the net. • Mr. Giovannone said if approved and filled, a transfer will be necessary down the road from contracted services to the certified salary	Motion made and passed unanimously to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval. D. Athletic Trainer

	account, perhaps using the non-certified salary line. • Mrs. Monaghan asked about next year. Would the position be fully funded from the athletic line? Ms. DiCorpo said they will wait to see how things develop. Mr. Helmus moved to bring the request for Athletic Trainer to the full Board for approval. Motion seconded by Mr. Hansell. Motion passed unanimously.	
E.	NMHS Alarm System Upgrades • Mrs. Faulenbach said this need was discussed at Facilities. The concern is the impact the cost has on the already low capital reserve account and the timeline for the request as it moves through the Board and Town boards. She said the memo speaks for itself, and she has no doubt of the need, but this will basically clean out the capital reserve account. • Mr. Giovannone said the low balance is alarming but temporary pending final audit. In January approximately \$2.5 million will come back into the account. • Mrs. Faulenbach said her concern is with the gap until then should an emergency repair be needed. • Mr. Helmus asked what happens in that case. • Mrs. Faulenbach said they could either ask for a special appropriation or a “loan” in the form of a journal entry from the Town pending audit. • Mr. Giovannone said the journal entry has happened in the past with the roof project while we were waiting on insurance. • Mr. Helmus asked if a fast track strategy could be developed proactively with the Town rather than waiting for an immediate need.	Motion made and passed unanimously to bring the request for Athletic Trainer to the full Board for approval. E. NMHS Alarm System Upgrades

	• Mrs. Faulenbach said if the Board were to authorize this purchase, discussion could include the flat capital reserve and a request for the Town to go on the record with arrangements for future needs. Perhaps a “threshold not to exceed” could be determined. • Mr. Helmus said this is not a new discussion. It came up when additional money was requested for the high school roof. He would prefer a preemptive journal entry. • Mrs. Monaghan agreed and said it would be good to set up a procedure ahead of time. Mrs. Monaghan moved to bring NMHS Alarm System upgrades to the full Board for approval. Motion seconded by Mr. Helmus. Motion passed unanimously.	Motion made and passed unanimously to bring NMHS Alarm System upgrades to the full Board for approval.
4	Items of Information A. Entitlement Grants: Title I, II, III and Bilingual • Ms. DiCorpo said these grants are entitlement grants based on October 1 enrollment numbers. B. 2022-23 Budget Development Update • Ms. DiCorpo said she and Mr. Giovannone have been meeting for a few weeks now regarding the upcoming budget. They have been focused on enrollment and the internal budget calendar development to provide for earlier workshops and input. Specifically, they are comparing SLR’s projected enrollment with internal numbers regarding retention, early grads, Adult Ed, and Sherman, agriscience and Abbott Tech students to determine per pupil expenditures per school. K-5 principals have been provided their information and Mr. Giovannone is scheduling office hours with them to review. The next	Items of Information A. Entitlement Grants: Title I, II, III and Bilingual B. 2022-23 Budget Development Update

	step will be determining staffing levels per grade. SMS and NMHS principals will receive their information shortly. • Mr. Helmus expressed concern about SMS budgeting, with an interim principal in place. • Ms. DiCorpo said they are working with Dr. Longo now and she and Mr. Giovannone will add support as needed, along with Mrs. Olson and Ms. Hollander. • Mrs. Faulenbach asked for an update on the COVID account as we move into the budget process. Mr. Giovannone said they would add it as an item of information to the Board agenda. • Ms. DiCorpo said it may show up in a workshop as well, along with one on restructured capital planning. • Mrs. Faulenbach said those are important pieces, but so are the fixed costs and contractual obligations that make up the bulk of the budget. • Mr. Helmus said he thought the Superintendent did a good job last year explaining both the what's and the why's of its budget and that was reflected in the support received. He hopes to see that continue this year.	
5.	Public Comment • There was none.	Public Comment
6.	Adjourn Mrs. Monaghan moved to adjourn the meeting at 8:29 p.m. seconded by Mr. Hansell and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:29 p.m.

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee