

**New Milford Board of Education
Operations Sub-Committee Minutes
November 9, 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
Absent:	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 Mrs. Laura Olson, Director of Pupil Personnel and Special Services 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 A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence • Mrs. Gabianelli said there will be a Revised Exhibit A for the full Board. 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 Mr. Hansell. Motion passed unanimously. B. Monthly Reports 1. Budget Position dated October 31, 2021 2. Purchase Resolution D-752 3. Request for Budget Transfers	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence 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 October 31, 2021 2. Purchase Resolution D-752

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	• Mr. Giovannone said the Budget Position includes encumbrances for non-certified staff, not including open positions, stipends, overtime and retro payments due as a result of collective bargaining agreements. • Mrs. Faulenbach asked about tutors. Mr. Giovannone said they are not encumbered; sheets are processed as they come in. • Mrs. Faulenbach asked about certified staff and whether the \$75,000 transfer from last month was reflected. Mr. Giovannone said it is. • Regarding revenues, Mr. Giovannone said the position reflects the first booked parking fees (229 spots) and gate receipts. He said there are still parking spots available; rates will be prorated in the future. He said revenues are trending short. • Mrs. Faulenbach asked how the \$59,000 budget figure was developed. Mr. Giovannone will double check and report verbally at the full Board. • Mrs. Faulenbach asked how building use compares to last year. Mr. Giovannone said he will get that comparison. • Mrs. Faulenbach asked about DCF tuition. Mr. Giovannone said they are working on internal processes for billing. • Mr. Giovannone said the legal line on page 2 shows 100% expended, but that includes the retainer which has not been fully utilized at this time. Projecting out current usage, Mr. Giovannone said this line will be short. • Mrs. Faulenbach said the line has run over before and there have been several negotiations and hearings this year. • Ms. DiCorpo said they are digging into this line in light of future budgetary considerations. • Mrs. Faulenbach asked what is left in the retainer. Mr. Giovannone said he would update verbally at the full Board. • Ms. DiCorpo noted that the many contract negotiations and COVID-19 have been outlier impacts on the legal line this year. Two	3. Request for Budget Transfers
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	attorneys have moved to new assignments and there may be cost differences coming. They will be looking to develop a projection that meets the district's needs. • Mrs. Faulenbach said the Board Chair also has access to legal counsel, on behalf of the Board. She said this is a good conversation to have to drill down on to budget accordingly. • Mr. Helmus asked if it is possible to break out legal expenses associated with executive orders. • Mr. Giovannone said that would be difficult to do according to invoices because conversations usually include multiple topics. • Mr. Hansell asked what line 53230 Pupil Services covered, noting the encumbrance of over \$400,000. Mr. Giovannone said it is various vendors and he would break it out for the full Board. • Mr. Giovannone said there is one budget transfer request for security at Lillis that will come from unspent funds in the SNIS repair line. It is for notification only and considered a safety and security issue for continued occupancy. • Mrs. Faulenbach asked about the instrument purchases on the purchase resolution. Mr. Giovannone said it is payment 5 of 5 for this year only. Mr. Helmus moved to bring Monthly Reports: Budget Position dated October 31, 2021, Purchase Resolution D-752 and Request for Budget Transfers to the full Board for approval. Motion seconded by Mr. Hansell. Motion passed unanimously.	
4	Items of Information	Items of Information
A.	COVID Account Update	A. COVID Account Update

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	• Mr. Giovannone said this details local funding only. • Mrs. Faulenbach said the detail is very helpful. • Mr. Helmus asked what the balance is in the fund. Mr. Giovannone said it is currently \$188,000, with an additional \$200,000 deposit approved from end of year balance pending final audit. • Mr. Helmus suggested the balance might be put towards the shortage in the legal line, since there were many legal ramifications from the pandemic. • Mrs. Faulenbach said that is a legitimate connection and conversation but she asked if there are anticipated needs going forward still. • Mr. Giovannone said the original request for the \$200,000 at end of year was based on conversations at the Cabinet level regarding continuing need for smaller cleaning supplies and PPE. • Mrs. Faulenbach said the original agreement regarding this account was that any unspent balance would go back to the BOE capital reserve account. • Mr. Giovannone said that is correct. This is a multi-year fund which may be closed at any point that it is no longer needed.	
B.	Update on Transportation Requests	B. Update on Transportation Requests
	• Mr. Giovannone said the memo speaks for itself. Total inquiries have more than doubled, for a variety of reasons. • Mrs. Faulenbach asked for the total number of buses in the fleet and cost. • Mr. Giovannone said he would follow up.	
C.	Entitlement Grant: Title IV	C. Entitlement Grant: Title IV
	• Ms. DiCorpo said this is tied to the Title I allocation and the amount received is slightly lower than last year. Funds will be used to continue restorative practices training for all	

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	teachers and for principals to have consultation with trainers as they create their school-based committees.	
5.	Public Comment • There was none.	Public Comment
6.	Adjourn Mr. Hansell moved to adjourn the meeting at 8:02 p.m. seconded by Mr. Helmus and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:02 p.m.

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee