

**New Milford Board of Education
Policy Sub-Committee Minutes
April 6, 2021
Sarah Noble Intermediate School Library Media Center**

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NEW MILFORD, CT

Present: Mrs. Olga Rella, Chairperson
Mr. Joseph Failla
Mrs. Tammy McInerney
Mrs. Wendy Faulenbach, Alternate

Also Present: Ms. Alisha DiCorpo, Superintendent of Schools
Mrs. Cathy Calabrese, Interim Assistant Superintendent
Mrs. Cathy Gabianelli, Human Resources Director
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Ms. Christy Martin, Adult Education Facilitator
Mr. Nestor Aparicio, Assistant Director of Facilities

1.	Call to Order The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Rella. Mrs. Faulenbach was seated to fill the vacancy. Mrs. Rella noted that closed captioning is available through Zoom.	Call to Order
2.	Public Comment • There was none.	Public Comment
3.	Discussion and Possible Action A. Policies for Second Review: 1. 6200 Adult Education • Mrs. Calabrese said she and Christy Martin, Adult Education Facilitator, are present to share the proposal to increase the 2021-2022 Adult Education graduation requirements. A 25 credit requirement is not yet in the statute but it will be in 2022-2023 and it will also be the NMHS graduation requirement at that time too. In the meantime, the Connecticut State Department of Education recommends that there be an incremental increase in credits. • Ms. Martin said the increases recommended for the next school year are an additional 0.5 credit in both Math and Science, along with current	Discussion and Possible Action A. Policies for Second Review: 1. 6200 Adult Education 2. 3000 Concept and Roles in Business and Non-Instructional Operations 3. 3110 Budget Planning 4. 3160 Budget and Transfer of Funds 5. 3230 Federal Funds 6. 3231 Medical Reimbursement for Special Education Students

	requirements, for a total of 24 credits. The following year would add an additional credit in the elective area. • Mr. Failla asked what orientation to Adult Ed consists of. Ms. Martin said it is 16 hours total for all new students and includes a career inventory, review of rules and regulations, group work and team building. 2. 3000 Concept and Roles in Business and Non-Instructional Operations • Mrs. McInerney noted that adjustments had been made to this policy following the last meeting. 3. 3110 Budget Planning • Mrs. Rella noted that these are minor changes. • Mrs. McInerney noted that legal is recommending an additional strikethrough. • Mrs. Faulenbach said budget planning is significant so it is felt that this policy should be maintained, just with the language clean up. 4. 3160 Budget and Transfer of Funds • Mrs. McInerney said she questions the first paragraph which only references the Board of Finance, when New Milford requires submission to the Town Council as well. • Mrs. Faulenbach said legal was questioned on this and the wording is specifically tied to state statute. A reference to the Town Charter was added on page 3160(b) for further clarity. 5. 3230 Federal Funds • Mrs. Rella noted this is clean up and new language. • Mrs. Faulenbach said this policy is not mandated but it is good to have to identify district needs and practices in relation to state and federal funds. 6. 3231 Medical Reimbursement for Special Education Students	
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	• Mrs. Rella noted that no changes are recommended. • Mrs. McInerney asked Mrs. Olson if special education parents can still seek aid themselves if the school is also seeking reimbursement. • Mrs. Olson said the entities run separately and this doesn't affect insurance either. • Mrs. McInerney suggested this be spelled out more clearly when sending out annual notifications. Mrs. Olson said the notifications are state forms but she would look into it. • Mrs. Rella added that the state offers a Q&A downloadable form to answer these questions. • Mrs. Rella said the policies discussed will automatically go back to the Board this month for second review. • Mrs. Faulenbach said if no further changes are made in April, they will go for approval in May. B. Policy for First Review: 1. 3300 Purchasing • Mrs. Faulenbach said the recommended changes are designed to streamline the RFP process and emergency purchasing. The Board can set whatever threshold they are comfortable with. She said it is important to know the process. • Mrs. McInerney said she thinks it is a big jump in the dollar amount. • Mr. Giovannone said the first page, item 2, affects the level at which a formal RFP must be bid. • Mrs. Faulenbach asked how the \$50,000 threshold was chosen. • Mr. Giovannone said it was suggested by legal based on what other districts use for a full RFP. • Mr. Failla said he is fine with this. The district is not getting a blank check. It is still run past the Board in the end, this just removes additional hurdles to get there. • Mrs. McInerney said she agrees we should streamline where we can but suggested that amount of money should go through a vetting process.	
	B. Policy for First Review: 1. 3300 Purchasing	

- Mr. Giovannone said the district would still get quotes, and the change doesn't preclude a formal RFP if the additional exposure is thought to be warranted.
- Mr. Giovannone said the recommended increase under item 7 ups the dollar amount for which three quotes are obtained as part of the process but a formal bid is not required. Item 9 changes what the Board sees on the purchase resolution from anything over \$5,000 to anything over \$25,000. This mimics the change suggested in item 7.
- Mrs. McInerney said she is not comfortable with this change. She thinks the Board should at least see items between \$5,000-\$24,999 as items of information.
- Mr. Failla agreed, saying the Board is ultimately responsible for all funds spent.
- Mr. Giovannone said he would like to go on the record that he thinks the \$5,000 threshold is too low. He said many of the large dollar amounts are tied to annuals that the Board typically sees in August and September.
- Mr. Failla said the discussion should take place with all Board members.
- Mrs. Faulenbach said the protocol will be to bring this policy to the full Board for first review, so there will be ample opportunities for discussion.
- Ms. DiCorpo said she wished to clarify that these are non-emergency purchases that have been budgeted for. The Board would have seen them in the budget lines as they are developed and approved, just not again on the purchase resolution. Anything else would require approval and possibly a transfer as well.
- Mr. Giovannone said he would prepare a listing of purchase resolution items over the last twelve months before the full Board discussion so the Board can see the \$5,000-\$25,000 level.
- Mrs. Faulenbach said that will be very helpful for overall discussion.
- Mrs. Faulenbach said the new language in item 10 deals with emergency purchases.
- Ms. DiCorpo said this revision would be incredibly helpful to expedite things for non-budgeted items needed in an emergency

	situation. The Board is still notified within a month. • Mrs. McInerney said she likes that it comes before the Board after at least. Mrs. Faulenbach moved to bring policy 3300 Purchasing to the full Board for first review, seconded by Mrs. McInerney. The motion passed unanimously. C. Regulation for Review: 1. 3152 Spending Public Funds for Advocacy • Mrs. Faulenbach noted that it is legal's recommendation that this regulation be revised as a policy. Mrs. Faulenbach moved to bring regulation 3152 Spending Public Funds for Advocacy, revised as a policy, to the full Board for first review, seconded by Mrs. McInerney. The motion passed unanimously.	Motion made and passed unanimously to bring policy 3300 Purchasing to the full Board for first review. C. Regulation for Review: 1. 3152 Spending Public Funds for Advocacy Motion made and passed unanimously to bring regulation 3152 Spending Public Funds for Advocacy, revised as a policy, to the full Board for first review.
4.	Public Comment • There was none.	Public Comment
5.	Adjourn Mrs. McInerney moved to adjourn the meeting at 7:31 p.m. seconded by Mrs. Faulenbach and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:31 p.m.

Respectfully submitted:



Olga I. Rella, Chairperson
Policy Sub-Committee