

**New Milford Board of Education  
Policy Sub-Committee Minutes  
May 4, 2021  
Sarah Noble Intermediate School Library Media Center**

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NEW MILFORD, CT

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| <b>Present:</b>      | Mrs. Olga Rella, Chairperson<br>Mr. Joseph Failla<br>Mrs. Tammy McInerney<br>Mrs. Wendy Faulenbach, Alternate                                                                                                                    |
| <b>Also Present:</b> | Ms. Alisha DiCorpo, Superintendent of Schools<br>Mrs. Cathy Calabrese, Interim Assistant Superintendent<br>Mrs. Cathy Gabianelli, Human Resources Director<br>Mr. Anthony Giovannone, Director of Fiscal Services and Operations |

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| <b>1.</b> | <b>Call to Order</b><br><br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Call to Order</b>                                                                                                                                                                     |
| <b>2.</b> | <b>Public Comment</b><br><br>• There was none.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Public Comment</b>                                                                                                                                                                    |
| <b>3.</b> | <b>Discussion and Possible Action</b><br><br>• Mrs. Rella said two policies were back for second review.<br><br><b>A. Policies for Second Review:</b><br><br><b>1. 3152 Spending Public Funds for Advocacy</b><br><br>• There were no comments.<br><br><b>2. 3300 Purchasing</b><br><br>• Mrs. McInerney said this was discussed at the Board and was back to the subcommittee for further discussion of threshold dollar limits.<br>• Mrs. Rella noted that based on the data supplied by Mr. Giovannone, 45% of purchases fall between \$5,000 and \$9,999. Mrs. Rella said she discussed with Ms. DiCorpo going to a \$25,000 threshold versus the \$50,000 request. The threshold of \$25,000 would mean that 80% of requests would not have needed approval this | <b>Discussion and Possible Action</b><br><br><br><br><br><br><b>A. Policies for Second Review:</b><br><br><b>1. 3152 Spending Public Funds for Advocacy</b><br><b>2. 3300 Purchasing</b> |

year. Many are routine items; all are budgeted items.

- Mrs. Faulenbach said the \$50,000 threshold was suggested by legal but the full Board felt it was too high. She said she would be interested in what is gained and what is lost by going to the \$25,000 threshold. She asked if the Board would still see the purchases in some form.
- Mr. Giovannone said he could report them as an item of information, just not for approval. He said he had asked the Town what their threshold is and was told there is no limit for approval of purchase orders not requiring a bid. If a bid is required, the Town threshold is \$10,000. They are considering raising this threshold as well.
- Mrs. Faulenbach said she is comfortable raising the threshold but considers \$50,000 too robust. She thinks it is important for the Board to still see the purchases of approved budgeted items.
- Mrs. McInerney said she is okay with \$25,000 and agreed it is important to continue to see reporting for transparency to the public.
- Mr. Failla said he thought it was important that the full Board had had a chance to ask questions. He is comfortable with \$25,000 and the Board will have a chance to review the recommendation at the next meeting.
- Mr. Giovannone said this will provide some relief to internal processes as well.
- Mr. Giovannone said if the Board accepts the \$25,000 threshold in #2, then it makes sense to bump up the threshold referenced in #7 to match, at \$15,000-\$25,000.
- Mrs. Faulenbach noted that #8 cleans up the procedure used in an emergency.
- Mrs. Rella noted that changing #9 to \$15,000 brings it in line with the rest.
- Mrs. Faulenbach noted that a major issue of an emergency nature is unfortunately usually expensive so this makes sense and may avoid having to convene a special meeting.
- Mr. Failla agreed, as long as the Board is notified following.
- Mrs. Rella suggested \$15,000 be used in #10 as well. Mr. Giovannone agreed and suggested the \$25,000 threshold be removed entirely.

- Mrs. Faulenbach asked how non-budgeted items would be reported in this situation.
- Ms. DiCorpo said an emergency situation would typically not be budgeted for but would have to be affiliated with a budget line for accounting.
- Mrs. Faulenbach said she thinks this works and is still transparent.
- Mrs. McInerney agreed saying it helps the business of the district to get done but is still accountable to the public.
- Mrs. Rella noted that these policies will automatically go back to the Board for second review.

**B. Policies for First Review:**

**1. 1324 Fundraising by Students**

- Mrs. McInerney noted a typo on page 1324(a).
- Ms. DiCorpo noted that there are many revisions suggested. Building principals will need to list and report fundraising activities in their schools. The policy provides updated documents to do that. It provides updated guidelines and clarity for consistency with the mission and goals of the district, gathering of information and what happens when donations are received. It adds a segment on crowdfunding.
- Mrs. Rella said she liked the addition of a denial check to the form. She said it is helpful to know why the request may be denied.
- Mrs. McInerney asked if the superintendent is still part of the approval process. Ms. DiCorpo said she is the final sign off of three. The principal and Business Office also sign off.
- Mrs. Faulenbach asked about fundraiser reporting. Ms. DiCorpo said they are tracked now but not reported on. Mr. Failla said he believed there had been reporting in the past.
- Mrs. Faulenbach said she thought it had been by request only in the past.
- Ms. DiCorpo said under this revision, she would report verbally each month as part of her Superintendent's Report. If the Board prefers

**B. Policies for First Review:**

1. 1324 Fundraising by Students
2. 3240 Tuition Fees
3. 3260 Sales & Disposal of Books, Equipment & Supplies
4. 3270 Disposition and Rental of Real Property
5. 3280 Gifts to the School
6. 3281 School Fundraisers
7. 3313 Relations with Vendors
8. 3313.1 Local Purchasing

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|    | <p>something more formal, similar to the field trip report, perhaps that could be provided quarterly.</p> <ul style="list-style-type: none"> <li>• Mrs. McNerney said there is a great deal of fundraising efforts going on by many groups.</li> <li>• Mr. Failla said it will be good to acknowledge all that work.</li> <li>• Ms. DiCorpo said it will be important to share any revisions with all stakeholders. She said the crowdfunding section in particular is new. She said it may be necessary to check with legal in the case of a fundraiser that uses traditional and crowdfunding both.</li> <li>• Mrs. Faulenbach said she thought a verbal report is sufficient, as long as the information is shared. They are not looking to add more layers and work at this time.</li> </ul> <p>Mrs. Faulenbach moved to bring policy 1324 Fundraising by Students to the full Board for first review, seconded by Mrs. McNerney.</p> <p>The motion passed unanimously.</p> <ul style="list-style-type: none"> <li>• Due to time constraints, the rest of the policies up for review tonight will be moved to the June meeting for discussion.</li> </ul> <ol style="list-style-type: none"> <li>2. 3240 Tuition Fees</li> <li>3. 3260 Sales &amp; Disposal of Books, Equipment &amp; Supplies</li> <li>4. 3270 Disposition and Rental of Real Property</li> <li>5. 3280 Gifts to the School</li> <li>6. 3281 School Fundraisers</li> <li>7. 3313 Relations with Vendors</li> <li>8. 3313.1 Local Purchasing</li> </ol> | <p><b>Motion made and passed unanimously to bring policy 1324 Fundraising by Students to the full Board for first review.</b></p>                                                             |
| 4. | <p><b>Items of Information</b></p> <p><b>A. Regulations for Review:</b></p> <ol style="list-style-type: none"> <li>1. 3280 Gifts to the School</li> <li>2. 3281 School Fundraisers</li> </ol> <ul style="list-style-type: none"> <li>• Due to time constraints, these regulations will be moved to the June meeting for discussion.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Items of Information</b></p> <p><b>A. Regulations for Review:</b></p> <ol style="list-style-type: none"> <li>1. 3280 Gifts to the School</li> <li>2. 3281 School Fundraisers</li> </ol> |

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| 5. | <b>Public Comment</b> <ul style="list-style-type: none"><li>• There was none.</li></ul>                                            | <b>Public Comment</b>                                                                               |
| 6. | <b>Adjourn</b> <p>Mrs. McInerney moved to adjourn the meeting at 7:32 p.m. seconded by Mrs. Faulenbach and passed unanimously.</p> | <b>Adjourn</b> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:32 p.m.</b></p> |

Respectfully submitted:



Olga I. Rella, Chairperson  
Policy Sub-Committee