

**New Milford Board of Education
Operations Sub-Committee Minutes
May 14, 2019
Lillis Administration Building—Room 2**

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NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Bill Dahl
Mr. Brian McCauley
Mrs. Eileen P. Monaghan

Also Present: Dr. Stephen Tracy, Interim Superintendent
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Ms. Alisha DiCorpo, Assistant Superintendent
Mr. Kevin Munrett, 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.	Items of Information A. EdAdvance Update • Dr. Jeffrey Kitching, EdAdvance Executive Director, shared a handout with general information. EdAdvance is a public non-profit Regional Educational Service Center (RESC) created by the CT state legislature in 1966. Its mission is to promote the success of school districts. EdAdvance services 29 school districts in the region. Boards of Education are invited to send a representative liaison. New Milford does. EdAdvance offers a variety of programs and services to schools and districts, for students and families and for adult learners. The focus is on the “3Cs” of culture, connection and customization to meet districts’ needs. They also work to provide districts with regional cost savings in things like special education transportation and Chromebook purchasing.	Items of Information A. EdAdvance Update

- Mr. Giovannone said overall the budget is at 96.86% utilized, as compared to 96.53% last year. He highlighted the legal services line which is overdrawn again following a transfer last month.
- Mrs. Faulenbach asked what factors could cause a reduction in the \$150,000 balance in professional services. Mr. Giovannone said he will isolate that line for the Board, but he is projecting a \$112,000 year-end balance there.
- Mrs. Monaghan asked about the encumbrance for a court case.
- Mrs. Faulenbach said that is from a previous fiscal year and it has been set aside in accordance with auditors' instructions to cover possible liability. It does not appear in this year's budget.
- Mrs. Monaghan noted the zero balance in 51202 and asked what the district will do for substitutes for the rest of the year. Mr. Giovannone said the funds have been encumbered to ESS, which provides the district's substitutes.
- Mrs. Faulenbach asked about the \$264,000 balance in Tuition to Private Sources. Mr. Giovannone said that is due to fewer placement and it will be offset by the projected shortfall in excess cost. This was discussed previously in a March memo.
- Mrs. Faulenbach asked about the balances in instructional supplies and furniture and equipment. Mr. Giovannone said some of that will be captured through Technology and Facilities purchases towards the end of the year once they know that no unexpected issues have arisen.
- Mrs. Monaghan asked about Chromebook purchasing through EdAdvance. Mr. Giovannone said they are reviewing this now. The pricing is \$57 cheaper per Chromebook than what was budgeted for 2019-20.
- There were no questions on the Purchase Resolution. Transfers were informational only this month.

	DiCorpo said New Milford will likely not be eligible next year. She did put down in the grant that she would request that the position be budgeted the next year following, but made no guarantee of funding. • Dr. Tracy thanked Ms. DiCorpo for her efforts in securing this grant. Mrs. Monaghan moved to bring the Adult Education ED 244, IDEA, and Title III Immigration Grants to the full Board for approval. Motion seconded by Mr. McCauley. Motion passed unanimously. • Mrs. Faulenbach asked that the grants be listed separately on the Board agenda. E. Food and Nutrition Services – Exhibit C 1. Healthy Food Certification Statement 2. Food Certification Exemptions for School Fundraisers 3. Beverage Certification Exemptions • Mrs. Faulenbach said we do these certifications every year; they are all tied to legislation. • Mr. Giovannone said they are required for continued participation in the National School Lunch program. • Mrs. Faulenbach said it had been asked previously how much funding would be lost if the district chose not to make these certifications. She suggested that information be available again for the full Board meeting. • Mr. Giovannone said the certifications also tie into the district's wellness policies. • Dr. Tracy said there will be a Food Services report given at the full Board meeting. Mr. McCauley moved to bring Food and Nutrition Services – Exhibit C to the full Board for approval. Motion seconded by Mr. Dahl.	Motion made and passed unanimously to bring the Adult Education ED 244, IDEA, and Title III Immigration Grants to the full Board for approval. E. Food and Nutrition Services – Exhibit C 1. Healthy Food Certification Statement 2. Food Certification Exemptions for School Fundraisers 3. Beverage Certification Exemptions Motion made and passed unanimously to bring Food and Nutrition Services – Exhibit C to the full Board for approval.
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any year-end projects that the Board may authorize. He said he would have a memo for the full Board recommending that they consider a Windows 10 update for security cameras as one project to fund.

- Mrs. Faulenbach asked about the benefits piece in the chart. Mr. Giovannone said teamsters' health insurance for custodians and maintainers is driving that into the red.
- Mrs. Faulenbach asked about the roll out time to close the year. Mr. Giovannone said that is dictated by the Town, but is typically 2-4 weeks for reconciliation.
- Mrs. Faulenbach said it is ironic that the Windows project relates to security cameras, since the Board just now got the reimbursement from the previous upgrade.
- Mr. Giovannone said if the Board approves the \$165,000 year-end project, that will leave the projected year-end total at \$258,783 or 0.41%.
- Mrs. Faulenbach said that is not a lot of money in the scheme of things and she asked Mr. Giovannone if he was confident that they will finish above board. He said he is.
- Mrs. Faulenbach said the amount in the year-end total would technically support the entire project. Mr. Giovannone said he is not recommending that. Some of the work can wait, he just wanted the Board to know that it is coming down the road so they are not surprised.
- Mrs. Faulenbach said perhaps they could look to capital reserve at that time.
- Mr. Giovannone said that the Town has spoken previously of collaborating on a joint capital plan and that perhaps this project could be included if it is ever developed.
- Mrs. Faulenbach said she thinks the Board needs a more structured way to work with the Town going forward to better express its thoughts and get a response from the Town, both in receiving a definite answer to questions and the reasoning behind the answer.