New Milford Board of Education
Operations Sub-Committee Meeting Minutes
October 13, 2026 7:15 pm
Sarah Noble Intermediate School Library Media Center

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NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Brian McCauley Mr. Tom O'Brien Mr. Eric Hansell
Absent:	

Also Present:	Dr. Janet Parlato, Superintendent of Schools Mr. Anthony Giovannone, Director of Finance Mr. Jeffrey Turner, Director of Technology Mr. Matthew Cunningham, Director of Facilities Mrs. Linda Demeyer, Director of Human Resources

1.		**Call to Order** The New Milford Board of Education Operations Subcommittee was called to order at 7:15pm by Mrs. Wendy Faulenbach, Chairperson.	**Call to Order**
2.		**Public Comment** There was none.	**Public Comment**
3.	**A.**	**Discussion and Possible Action** **Monthly Reports** **1. Budget Position dated September 30, 2026** **2. Purchase Resolution D-810** **3. Request for Budget Transfers** Budget Position: Mr. Giovannone stated payroll encumbrances are now processed and reflected in the budget with the exception of stipends. The NMHS Roof Reimbursement deposit of $105,872 was higher than expected. The board contributed 19% and the town 81%, the town split the overage with the same percentage. Mrs. Faulenbach asked what fiscal year the overage will be recognized. Mr. Giovannone stated it will show up after this fiscal year is closed. Answering Mr. O'Brien's question regarding the Capital Reserve, Mr. Giovannone stated after all deposits have been made it will be roughly 1.2 million dollars. Mr. O'Brien asked about oil and gas prices for the district. Mr. Giovannone stated that the district piggybacks on	**Discussion and Possible Action** **A. Monthly Reports** **1. Budget Position dated September 30, 2026** **2. Purchase Resolution D-810** **3. Request for Budget Transfers**

		the town's contracted rates for those commodities and that a set price has been established. Purchase Resolution: Mr. Giovannone reported that the items listed on the report were routine. In response to an inquiry from Mrs. Faulenbach regarding parking revenue collection, Mr. Giovannone confirmed that the district is no longer collecting these fees. He noted that the account is expected to reflect a shortfall of approximately $20,000, which will be offset by underspent expenses across other areas throughout the fiscal year. *Mr. O'Brien moved to bring the Operations Subcommittee monthly reports to the Board of Education for discussion and possible action, seconded by Mr. McCauley. The motion passed unanimously.*	Motion passed to bring the Operations Subcommittee monthly reports to the Board of Education for discussion and possible action. Motion passed unanimously.
	B.	**Bid Awards** **1. RFP E-2627-002 - NMHS Theatre Stage Lighting and Rigging** **2. RFP E-2627-003 - NMHS Theatre Confidence Video Monitoring System** **3. RFP E-2627-004 - NMHS Theatre AV Streaming/Recording Systemlandscape architectural expertise.** Mr. Giovannone reported that following walkthroughs for each of the Requests for Proposals (RFPs), it was determined that a more comprehensive plan is required. He recommended not awarding the current RFPs and instead allocation of funds toward a theater consultant to develop a master plan, with consulting costs drawn from existing project funding. In response to an inquiry from Mrs. Faulenbach regarding whether capital funds were supporting the projects, Mr. Giovannone confirmed that they were. He further explained that specialized consulting firms exist for this work and outlined plans to issue a Request for Quotes (RFQ), noting that a formal bidding process would not be necessary as the cost is expected to remain below	**B. Bid Awards** **1. RFP E-2627-002 - NMHS Theatre Stage Lighting and Rigging** **2. RFP E-2627-003 - NMHS Theatre Confidence Video Monitoring System** **3. RFP E-2627-004 - NMHS Theatre AV Streaming/Recording Systemlandscape architectural expertise.**

		$14,999. Dr. Parlato expressed her support for this recommended approach.	
4.		**Items of Information**	**Items of Information**
	A.	**Human Resources Department Update** Mrs. Demeyer stated that there has been a strong focus on identifying operational bottlenecks and ensuring compliance with legal and safety mandates. The goal is to establish a position control system for the hiring process that utilizes standardized workflows. Additionally, mandated training sessions will be audited to ensure that proper instruction is taking place while preventing valuable time from being spent unnecessarily. She noted that the district has revamped teacher orientation and expanded the staff spotlight initiative. Furthermore, the district is leaning into data by building dashboards to track time cards and absences. Dr. Parlato stated that this is a parallel process with students, allowing administrators to review real-time information. Mrs. Demeyer added that the overall goal is to develop a comprehensive system capable of analyzing data for both staff and students.	**A. Human Resources Department Update**
	B.	**Employment Report - October 2026** Mrs. Demeyer reported seven new appointments, including five special education paraeducators, and noted ongoing efforts with contractor services to fill remaining vacancies. Dr. Parlato noted HR will analyze paraeducator departures. Addressing Mr. O'Brien's question about a salary analysis, Mrs. Demeyer confirmed that project is underway.	**B. Employment Report - October 2026**
	C.	**Enrollment Report - October 2026** Dr. Parlato stated October is the official snapshot for the school year. There are no severe variations from the enrollment report or year over year totals.	**C. Enrollment Report - October 2026**
5.		**Public Comment** There was none.	**Public Comment**
6.		**Adjourn**	**Adjourn**

		Mr. O'Brien moved to adjourn the meeting at 7:42 pm, seconded by Mr. Hansell, and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 7:42 pm.

Respectfully submitted:

Wendy Faulenbach

Mrs. Wendy Faulenbach
Chairman, Operations Subcommittee