

NEW MILFORD BOARD OF EDUCATION  
New Milford Public Schools  
25 Sunny Valley Road, Suite A  
New Milford, Connecticut 06776



Collaboration



Creativity

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TOWN CLERK

BOARD OF EDUCATION  
MEETING NOTICE

2025 APR 17 P 1:17

DATE: April 22, 2025  
TIME: 6:30 P.M.  
PLACE: Sarah Noble Intermediate School – Library Media Center

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. CALL TO ORDER

A. Pledge of Allegiance

2. PUBLIC COMMENT

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. PRESENTATION: NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGE DISTRICT ACCREDITATION INFORMATION

4. PTO REPORT

5. STUDENT REPRESENTATIVES' REPORT

6. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes:
  - 1. Regular Meeting Minutes March 18, 2025

7. SUPERINTENDENT'S REPORT

8. BOARD CHAIRPERSON'S REPORT

9. SUBCOMMITTEE REPORTS

- A. Policy
- B. Committee on Learning
- C. Facilities
- D. Operations

10. DISCUSSION AND POSSIBLE ACTION

- A. Monthly Reports
  - 1. Budget Position dated March 31, 2025

2. Purchase Resolution D-793
3. Request for Budget Transfers
- B. Policy Revisions Recommended for Second Read and Approval
  1. 4118.112 Policy Regarding Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990
  2. 4112.5 Employment and Student Teacher Background Checks  
4212.5
- C. Policy Revisions for First Read
  1. 1111 School Security and Safety and Comparison Document
  2. 1250 Visitors and Observations in Schools and Comparison Document
- D. New Policy for First Read
  1. 1340 Naming or Renaming School Buildings, Components of School Buildings and/or School Grounds
- E. Healthy Food Certification (HFC) Statement for School Year 2024-25
- F. Bid Award RFP E-2425-005 - Special Ed Transportation
- G. Bid Award RFP E-2425-004 - NMHS Gutter Repairs
- H. Bid Award RFP E-2425-008 - HPS Canopy Roof
- I. Bid Award RFP E-2425-009 - SNIS Multi Purpose Room
- J. Leave of Absence Request: Ms. Megan Moore, Schaghticoke Middle School, for the purposes of childrearing for the 2025-26 school year.

## **11. ITEMS OF INFORMATION**

- A. Items of Information
  1. 4118.112 R Administrative Regulations Regarding Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990
  2. 1111 R Administrative Regulations Regarding School Security and Safety
  3. 1250 R Administrative Regulations Regarding Visitors and Observations in Schools
  4. 7000 Concepts and Roles in Planning for Educational Facilities
- B. K-12 Mathematics District Vision Statement
- C. Employment Report - April 2025
- D. Enrollment Report - April 1, 2025
- E. Excess Cost
- F. Ongoing Facilities Projects
- G. Field Trip Report
- H. Fundraising Report

## **12. DISCUSSION AND POSSIBLE ACTION**

- A. Discussion and possible action concerning the interview of a candidate for the Director of Student Services position. Executive Session anticipated. The Board may take action when it returns from Executive Session.

## **13. ADJOURN**

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2025 MAR 20 P 4:03  
NEW MILFORD, CT

Present:	Mr. Eric Hansell, Vice Chairperson Mrs. Tammy McInerney Mrs. Sarah Herring Mr. Dean Barile Mrs. Wendy Faulenbach Mr. Brian McCauley Mr. Tom O'Brien Mr. Randall Scofield
Absent:	Mrs. Leslie Sarich, Chairperson

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools <i>arrived at 6:51pm</i> Mr. Jeffrey Turner, Director of Technology Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Antonio Caldareri, Student Representative Ms. Penelope Morrissey, Student Representative
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1.	A.	<b>Call to Order</b> Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mr. Eric Hansell, Vice Chairperson. The Pledge of Allegiance immediately followed the call to order.	<b>Call to Order</b> A. Pledge of Allegiance
2.	A.	<b>Public Comment</b> There was none.	<b>Public Comment</b>
3.		<b>STUDENT RECOGNITION: HILL &amp; PLAIN SCHOOL AND NORTHVILLE ELEMENTARY SCHOOL</b>  Dr. Parlato, Mrs. Gallagher, and Mrs. Calabrese recognized students from Northville Elementary School (NES) and Hill & Plain School (HPS) for their writing. The students were chosen through a selection process that included teachers and staff. The students recognized were:	<b>STUDENT RECOGNITION: HILL &amp; PLAIN SCHOOL AND NORTHVILLE ELEMENTARY SCHOOL</b>

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		<ol style="list-style-type: none"> <li>1. Evelyn Johnson (Kindergarten, NES, Mrs. Bouzakis' class)</li> <li>2. Barbara DeAlmeida Reis (1st grade, NES , Mrs. Mooney's class)</li> <li>3. Lukenson Champe (2nd grade, NES, Mrs. Pilla's class)</li> <li>4. Parker Bailey (Kindergarten, HPS, Mrs. McCoy's class)</li> <li>5. Reinalise Urena (1st grade, HPS, Mrs. Orletski's class)</li> <li>6. Santhiago "Tony" Cruz (2nd grade, HPS, Mrs. Nash's class)</li> </ol>	
4.		<p><b>PRESENTATION: NEW SOLUTIONS K-12 SPECIAL EDUCATION OPPORTUNITY REVIEW FINDINGS</b> - Virtual Presentation by Dr. Nathan Levenson from New Solutions K-12</p> <p>Dr. Parlato stated the district embarked on a special education opportunity review in July 2024. The findings would have a cost neutral impact on the district through attrition. Dr. Levenson, New Solutions K-12, began by presenting the findings.</p> <p>Dr. Levenson stated the project goals were to: 1. Develop an understanding of current practices as it relates to students with special needs, and students that are just struggling. 2. Explore alignment of current practices with best practices. 3. Identify opportunities and work with teachers.</p> <p>Dr. Levenson stated the findings showed the district is doing a good job embracing the Science of Reading at an elementary level. It is important for students who struggle academically. The multi-sensory reading classes provide targeted instruction time. The special education teachers in the district are skilled in teaching specialized subjects. The district takes an integrated approach in using school based mental health providers. The Superintendent has brought stability and trust to the district after much turnover. The teachers in the</p>	<p><b>PRESENTATION: NEW SOLUTIONS K-12 SPECIAL EDUCATION OPPORTUNITY REVIEW FINDINGS</b> - Virtual Presentation by Dr. Nathan Levenson from New Solutions K-12</p>

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	<p>district are hardworking and care deeply about students.</p> <p>Dr. Levenson touched on different opportunities the district could consider:</p> <p>#1. Increase general education teacher capacity and confidence. The general education teacher has more ability to help students who struggle than the district may realize. This includes students with mild disabilities. This can be done through expanded instructional coaching. The district, however, relies on special education educators as the primary teacher for students with disabilities. There is too much ownership being passed to special education educators. Dr. Levenson stated few educators in the country get deep training to help students with special needs. Putting the responsibility back to the general education teacher does not require them to teach two different ways, there is a way it will work for all students. Dr. Levenson suggested instructional coaching to build capacity and confidence in general education teachers.</p> <p>#2. Expand the reach of best practice interventions at the elementary level to ensure all students who struggle get core instruction and extra time. Dr. Levenson stated the elementary level in New Milford had strong examples of best practices. While New Milford has excellent interventionists at the elementary level, when looking at two different students who struggle, if one has a disability and one does not, in New Milford, they would be educated differently. Dr. Levenson stated his recommendation was to ensure all students have access to the interventionist. In New Milford, there has been an over emphasis on small groups, limiting students to have access to talented staff. If the group size is increased, more kids can be helped without adding staff.</p> <p>#3. Dr. Levenson recommended extra time for interventions and direct instruction from content</p>	
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	<p>strong teachers. This is seen the least at the middle school and high school. A few ways to integrate this is through co-teaching, learning strategies, paraprofessional support, and drop-in support. There are a lot of ways to help kids, but at the high school level, not as many align with the best practices.</p> <p>#4. Dr. Levenson stated his recommendation is to increase student access to highly skilled content teachers by shifting paraprofessional roles and responsibilities, enabling higher pay for paraprofessionals, while maximizing opportunities for students to learn from content experts. Through attrition, the district can recruit for the skills needed and cycle fewer paraprofessionals. Currently, the compensation makes it hard for retention.</p> <p>#5. Dr. Levenson suggested streamlining processes to play to each staff member's strength. Special educators have a wide range of requirements, but people should be allowed to focus on what they're good at.</p> <p>Mr. McCauley noted, as a special education teacher in another district, high school students have required classes, and there are not as many opportunities for extra support. Mr. McCauley asked Dr. Levenson how that process can be improved. Dr. Levenson stated co-teaching can provide the extra support. There will be a need to find the time during the day to teach the skills students need to master this year's materials. Students who are struggling will need to fill in the gaps created from prior years.</p> <p>Mr. Barile stated, if general education teachers are more equipped than they think they are, and the methodology isn't unique to special education, why not use that to teach all the students. Dr. Levenson stated, when special education started it was specifically for kids with severe disabilities. It was a small population and it made sense to have them as specialized teachers. That population has grown and</p>	
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	<p>the face of special education has changed. Over time, higher education became a normalized practice of “divide and conquer.” This practice has not served kids well. Districts that have closed the gap have passed on the best practices and tools to the general education teachers.</p> <p>Mrs. Faulenbach asked if the findings would ensure the staff was getting enough time for collaborative work. Mrs. Faulenbach also asked how this would stay cost neutral and what the roadmap looked like. Dr. Levenson stated it’s important to manage time efficiently and streamline processes to people's strengths. Another way to free up time is to rethink class size. Increasing the number of students in a specialized class can help more kids. The district has put a lot of emphasis on small groups, and smaller ratios require more time in the day.</p> <p>Mrs. McInerney stated she agrees paraprofessionals are not paid well, and asked how reducing the number of paraprofessionals helps the students who rely on them. Dr. Levenson stated the paraprofessionals are supporting kids with significant needs. The key is to utilize the right support strategies. There are many instances where there is one adult for one student, and that adult is not particularly well paid. The alternative is to have a higher quality program that will typically have one adult for every 2-3 students. These people are given training and paid better. The strategy allows for fewer staff at a higher skill set. It also aligns itself better with the current labor market.</p> <p>Mrs. Faulebach asked if the draft that was sent to the board showed an accurate scoring. Dr. Parlato stated it was accurate.</p> <p>Mrs. McInerney asked if there was more information coming from the study and asked if parental input was used. Dr. Levenson stated they interviewed a small group of parents, selected by the</p>	
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		district. The parents had students with significant, moderate and mild needs. Dr. Parlato stated there will be a guiding coalition created to work on next steps.	
5.		<b>PTO REPORT</b> The PTO Representative stated pre-K through 5th grades had Read Across America Day activities. NES will be hosting a few events in May, including a touch-a-truck event. HPS had a successful read-a-thon. Sarah Noble Intermediate School (SNIS) is doing assemblies, author visits, an ice cream social, and the 5th grade walking project. Schaghticoke Middle School has dances coming up, and the high school will be doing their annual battle of the bands. Town wide, there is fundraising for the senior scholarship. The PTO encourages everyone to donate clothing and shoes at the Pettibone drop box. There will also be a fundraiser for tickets to the May 3rd Yankees game. To be eligible for the PTO scholarship, seniors must have a parent that is a current member of the PTO.	<b>PTO REPORT</b>
6.		<b>STUDENT REPRESENTATIVE'S REPORT</b> Mr. Caldereri stated SNIS had "One School One Book Day" where every class read <u>Salt in His Shoes</u> by Michael Jordan. Fourth grade traveled through time and learned about important women in history. A bagpiper played for the students on St. Patrick's Day and there was an Irish dancing assembly. NES did not provide any input. At HPS, students have been on track with working on grade level achievements. They have also been learning about integrity, with free books given out to encourage reading. SMS welcomed speaker Ed Gerety. Chorus attended Music Fest in Simsbury. The high school is putting on its spring musical, <u>Legally Blonde</u> , and back on March 10th, the high school held St. Baldrick's "Brave the Shave." The Key Club is collecting gently used dresses. All are available free of charge. The SAT exams are coming up.	<b>STUDENT REPRESENTATIVE'S REPORT</b>



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7.	A.	<b>APPROVAL OF MINUTES</b> <b>Approval of the following Board of Education Meeting Minutes:</b> <ol style="list-style-type: none"> <li>1. Regular Meeting Minutes February 18, 2025</li> <li>2. Budget Hearing Minutes January 14, 15, 21 &amp; 22, 2025</li> </ol> <p><i>Mr. Barile moved to approve the Regular Meeting Minutes, February 18, 2025, and Budget Hearing Minutes January 14, 15, 21 &amp; 22, 2025. Seconded by Mr. Scofield. Motion passed unanimously.</i></p>	<b>APPROVAL OF MINUTES</b> <b>A. Approval of the following Board of Education Meeting Minutes:</b> <ol style="list-style-type: none"> <li>1. Regular Meeting Minutes February 18, 2025</li> <li>2. Budget Hearing Minutes January 14, 15, 21 &amp; 22, 2025</li> </ol> <p>Motion made and passed to approve the Regular Meeting Minutes, February 18, 2025, and Budget Hearing Minutes January 14, 15, 21 &amp; 22, 2025.</p>
8.		<b>SUPERINTENDENT'S REPORT</b> Dr. Parlato stated March is Board of Education recognition month and we are fortunate to have such hard working Board of Education members. It is important to note these are volunteer positions that require hours of service. Board members are involved in full board meetings, subcommittees, contract negotiations, and hearings. They attend and support school events. Dr. Parlato stated she has a deep gratitude for the dedication and success in the district.	<b>SUPERINTENDENT'S REPORT</b>
9.		<b>BOARD CHAIRMAN'S REPORT</b> Mr. Hansell stated he had nothing to report.	<b>BOARD CHAIRMAN'S REPORT</b>
10.	A.	<b>SUBCOMMITTEE REPORTS</b> <b>Policy</b> Mrs. McInerney stated there are policies on the agenda for 1st review. There are also 12 policies for adoption and 12 bylaws recommended to be retained for compliance. There is 1 bylaw for 2nd review and 12 regulations in Items of Information. Mrs. McInerney stated the bylaws are not required but important for retention. Some can be turned into regulation. Dr. Parlato stated the intent is to keep them. Mrs. Faulenbach recommended adding a date to the bottom of the documents indicating when the	<b>SUBCOMMITTEE REPORTS</b> <b>A. Policy</b>

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	<p>Board last read the policies, even if no changes were made and nothing was voted upon.</p> <p><b>B. Committee on Learning</b>  Mrs. Herring stated there was no Committee on Learning meeting so that members could attend the joint Town Council budget meeting.</p> <p><b>C. Facilities</b>  Mr. O'Brien stated Mr. Cunningham will speak to some of the projects. Mrs. Faulenbach stated we should keep the topic of Central Office in the conversations.</p> <p><b>D. Operations</b>  Mrs. Faulenbach stated the meeting was brief and covered the budget reports.</p>	<p><b>B. Committee on Learning</b></p> <p><b>C. Facilities</b></p> <p><b>D. Operations</b></p>
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11.	<p><b>DISCUSSION AND POSSIBLE ACTION</b></p> <p><b>A. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>Budget Position dated February 28, 2025</b></li> <li><b>Purchase Resolution: D-792</b></li> <li><b>Request for Budget Transfers</b></li> </ol> <p>Mrs. Faulenbach asked about the materials being purchased out of the insurance money line item and asked what exactly are the instructional supplies. Dr. Parlato stated it is for Geodes and Bookworms. Two years ago, state legislation issued "Right to Read." This legislation requires districts to select instructional materials amongst certain programs. The district had some in-house materials already, but did not have core literacy material, there were still funds in the insurance line and those funds can be used to purchase the required materials. The state will not approve the application if it does not include the required programs.</p> <p>Mrs. Faulenbach asked if the books are consumables. Ms. Hollander stated they are not consumables, they are sets for classroom libraries. Bookworms has already been purchased for Kindergarten through 2nd grade. This next purchase</p>	<p><b>DISCUSSION AND POSSIBLE ACTION</b></p> <p><b>A. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>Budget Position dated February 28, 2025</b></li> <li><b>Purchase Resolution: D-792</b></li> <li><b>Request for Budget Transfers</b></li> </ol>
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	<p>will include 3rd grade. Geodes are decodable text sets.</p> <p>Mrs. Faulenbach stated it is important to explain where the money is coming from for instructional support.</p> <p>Mr. Barile asked about the line for the student based healthcare support and asked if it was an adjustment or an existing budgetary number. Mr. Giovannone stated it is not an adjustment, it is for ongoing secretarial support at the student based health centers.</p> <p>Mrs. Herring asked who makes the choices for reading materials for the Right to Read legislation. Dr. Parlato stated that it is determined by the State Department of Education. Ms. Hollander stated, because the teachers already had Heggerty and UFLI, the choices were narrowed.</p> <p>Mrs. Faulenbach asked what other districts did that didn't have these funds. Dr. Parlato stated they had to increase their budget.</p> <p>Mrs. Faulenbach stated she hoped the End of Year balance will be deposited by the next BOE meeting.</p> <p>Mrs. Faulenbach asked, if the retainer for Pullman and Comley has not been fully used, is it rolled over to the next year? Mr. Giovannone stated that there has not been a surplus in the account since 2023-2024. Those funds stayed on Pullman's books, and we worked off that retainer for the 2024-2025 year. Mrs. Faulenbach stated she wanted it clarified that if we have a retainer with legal, and we run under, we use that towards the line item for the next fiscal year. Mr. Giovannone stated that has been how it has worked, and if there is another surplus we can potentially shave off some for 2025-2026. Mrs. Faulenbach stated, since we're asking to provide areas of reduction, this is a plausible explanation on</p>	
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	<p>where that reduction could be. If we don't need the money in the line item, it should be brought to the Board.</p> <p><i>Mrs. McInerney moved to approve the Budget Position dated February 28, 2025; Purchase Resolution D-792; and Request for Budget Transfers. Seconded by Mr. O'Brien. Motion passed unanimously.</i></p> <p><b>B. Policy Revisions Recommended for First Read</b></p> <ol style="list-style-type: none"> <li>1. 4118.112 Policy Regarding Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990</li> <li>2. 4112.5 Employment and Student Teacher Background Checks</li> </ol> <p>4218.112</p> <p>4212.5</p> <p>Mr. Hansell stated he appreciated the highlighting of all the edits. Dr. Parlato stated Dr. Paddyfote made the edits and tracked changes.</p> <p><b>C. Policies for Second Review and Approval:</b></p> <ol style="list-style-type: none"> <li>1. 2500 Retention and Disposition of Records and Information</li> <li>2. 4131 Social Media</li> <li>4231</li> <li>3. 5112 Policy Regarding Admission to the Public Schools at or Before Age Five</li> <li>4. 5118.1 Homeless Children and Youth</li> <li>5. 5125 Confidentiality and Access to Education Records</li> <li>6. 5131.9 Student Use of the District's Computer Systems and Internet Safety</li> <li>7. 5141.5 Suicide Prevention and Intervention</li> </ol>	<p>Motion made to approve the Budget Position dated February 28, 2025; Purchase Resolution D-792; and Request for Budget Transfers. Motion passed.</p> <p><b>B. Policy Revisions Recommended for First Read</b></p> <ol style="list-style-type: none"> <li>1. 4118.112 Policy Regarding Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990</li> <li>2. 4112.5 Employment and Student Teacher Background Checks</li> </ol> <p>4218.112</p> <p>4212.5</p> <p><b>C. Policies for Second Review and Approval:</b></p> <ol style="list-style-type: none"> <li>1. 2500 Retention and Disposition of Records and Information</li> <li>2. 4131 Social Media</li> <li>4231</li> <li>3. 5112 Policy Regarding Admission to the Public Schools at or Before Age Five</li> <li>4. 5118.1 Homeless Children and Youth</li> <li>5. 5125 Confidentiality and Access to Education Records</li> </ol>
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		<p>8. 5158 Policy to Improve the Completion Rates of the Free Application for Federal Financial Aid (FAFSA)</p> <p>9. 1330 Policy Regarding Use of School Facilities</p> <p>10. 3160 Board Budget Procedures and Line Item Transfers</p> <p>11. 3260 Disposal of Obsolete or Surplus Equipment/Materials</p> <p>12. 3280 Policy Regarding Gifts, Grants, and Bequests to the District</p> <p>13. 3300 Purchasing</p> <p>14. 3453 School Activity Funds</p>	<p>6. 5131.9 Student Use of the District's Computer Systems and Internet Safety</p> <p>7. 5141.5 Suicide Prevention and Intervention</p> <p>8. 5158 Policy to Improve the Completion Rates of the Free Application for Federal Financial Aid (FAFSA)</p> <p>9. 1330 Policy Regarding Use of School Facilities</p> <p>10. 3160 Board Budget Procedures and Line Item Transfers</p> <p>11. 3260 Disposal of Obsolete or Surplus Equipment/Materials</p> <p>12. 3280 Policy Regarding Gifts, Grants, and Bequests to the District</p> <p>13. 3300 Purchasing</p> <p>14. 3453 School Activity Funds</p>
		<p><i>Mr. O'Brien moved to approve the above policies listed in item 11.C. Seconded by Mr. Barile. Motion passed unanimously.</i></p>	<p>Motion made and passed to approve the above policies in item 11. C. Motion passed.</p>
	<b>D.</b>	<p><b>Bylaws Not Required, but the Board May Wish to Retain Them after Review for Compliance:</b></p> <p>1. 9005 Role of the Board and Its Members (Integrity)</p> <p>2. 9115 Annual Organizational Meeting of the Board</p> <p>3. 9125 Attorney</p> <p>4. 9132 Standing Committees</p> <p>5. 9150 Board Consultants</p>	<p><b>D. Bylaws Not Required, but the Board May Wish to Retain Them after Review for Compliance:</b></p> <p>1. 9005 Role of the Board and Its Members (Integrity)</p> <p>2. 9115 Annual Organizational Meeting of the Board</p>

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		<p>6. 9160 Student Involvement in Decision Making</p> <p>7. 9230 Orientation of New Board Members</p> <p>8. 9240 Board Member Development</p> <p>9. 9271 Code of Ethics</p> <p>10. 9325.2 Order of Business</p> <p>11. 9400 Monitoring Products and Processes (Self-Evaluation)</p> <p>12. 9410 Public Announcements and Accomplishments</p> <p>13. 9420 Recognition of Accomplishments by Citizens, Students, Staff Members or the Board</p> <p>Mrs. McInerney stated these are not mandated to keep, but the 9000 series shows how the Board runs its business.</p> <p><i>Mrs. McInerney moved to retain the bylaws listed above in item 11. D for compliance. Seconded by Mr. Scofield. Motion passed unanimously.</i></p> <p><b>E. Bylaw for Second Review and Approval</b></p> <p><b>1. 9005 Official Duties—Assistant Secretary</b></p> <p>Mrs. McInerney stated, although not mandated, we have this position on the Board so there should be a job description.</p> <p><i>Mrs. McInerney moved to approve bylaw 9005 Official Duties – Assistant Secretary. Seconded by Mr. McCauley. Motion passed unanimously.</i></p>	<p>3. 9125 Attorney</p> <p>4. 9132 Standing Committees</p> <p>5. 9150 Board Consultants</p> <p>6. 9160 Student Involvement in Decision Making</p> <p>7. 9230 Orientation of New Board Members</p> <p>8. 9240 Board Member Development</p> <p>9. 9271 Code of Ethics</p> <p>10. 9325.2 Order of Business</p> <p>11. 9400 Monitoring Products and Processes (Self-Evaluation)</p> <p>12. 9410 Public Announcements and Accomplishments</p> <p>13. 9420 Recognition of Accomplishments by Citizens, Students, Staff Members or the Board</p> <p>Motion made to retain the bylaws listed above in item 11. D for compliance. Motion passed.</p> <p><b>E. Bylaw for Second Review and Approval</b></p> <p><b>1. 9005 Official Duties—Assistant Secretary</b></p> <p>Motion made to retain bylaw 9005 Official Duties – Assistant Secretary. Motion passed.</p>
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12.		<p><b>ITEMS OF INFORMATION</b></p> <p><b>A. Items of Information</b></p> <ol style="list-style-type: none"> <li>1. 2500 R Administrative Regulations Regarding the Retention and Disposition of Records and Information</li> <li>2. 4118.112 R Administrative Regulations Regarding Section 504 of the 4218.112 R Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990</li> <li>3. 4131 R Administrative Regulations Regarding Social Media</li> <li>4. 4231 R</li> <li>4. 5112 R Administrative Regulations Regarding Admission to the Public Schools Before Age Five</li> <li>5. 5118.1 R Administrative Regulations Regarding Homeless Children and Youth</li> <li>6. 5125 R Administrative Regulations Regarding Confidentiality and Access to Education Records</li> <li>7. 5131.9 R Administrative Regulations Regarding Student Use of the District's Computer Systems and Internet Safety</li> <li>8. 5141.5 R Administrative Regulations Regarding Suicide Prevention and Intervention</li> <li>9. 5158 R Administrative Regulations to Improve the Completion Rates of the Free Application for Federal Financial Aid (FAFSA)</li> <li>10. 1330 R Administrative Regulation (Appendix 1) Regarding Use of School Facilities</li> <li>11. 3280 R Administrative Regulations Regarding Gifts, Grants and Bequests to the School District</li> </ol>	<p><b>ITEMS OF INFORMATION</b></p> <p><b>A. Items of Information</b></p> <ol style="list-style-type: none"> <li>1. 2500 R Administrative Regulations Regarding the Retention and Disposition of Records and Information</li> <li>2. 4118.112 R Administrative Regulations Regarding Section 504 of the 4218.112 R Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990</li> <li>3. 4131 R Administrative Regulations Regarding Social Media</li> <li>4. 4231 R</li> <li>4. 5112 R Administrative Regulations Regarding Admission to the Public Schools Before Age Five</li> <li>5. 5118.1 R Administrative Regulations Regarding Homeless Children and Youth</li> <li>6. 5125 R Administrative Regulations Regarding Confidentiality and Access to Education Records</li> <li>7. 5131.9 R Administrative Regulations Regarding Student Use of the District's Computer Systems and Internet Safety</li> <li>8. 5141.5 R Administrative Regulations Regarding</li> </ol>
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**New Milford Board of Education**  
**Meeting Minutes**  
**March 18, 2025**  
**Sarah Noble Intermediate School Library Media Center**

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		<p><b>12. 3453 R Administrative Regulations Regarding School Activity Accounts</b></p>	<p><b>Suicide Prevention and Intervention</b></p> <p><b>9. 5158 R Administrative Regulations to Improve the Completion Rates of the Free Application for Federal Financial Aid (FAFSA)</b></p> <p><b>10. 1330 R Administrative Regulation (Appendix 1) Regarding Use of School Facilities</b></p> <p><b>11. 3280 R Administrative Regulations Regarding Gifts, Grants and Bequests to the School District</b></p> <p><b>12. 3453 R Administrative Regulations Regarding School Activity Accounts</b></p>
	<p><b>B. Employment Report March 2025</b></p> <p>Dr. Parlato stated that we do our retiree recognition in May. There have been significant contributions to the district with certified staff retirements of 22, 26, and 29 years.</p>		<p><b>B. Employment Report March 2025</b></p>
	<p><b>C. Enrollment Report - March 3, 2025</b></p> <p>Dr. Parlato stated the report is close to the projected numbers.</p>		<p><b>C. Enrollment Report - March 3, 2025</b></p>
	<p><b>D. Ongoing Facilities Projects</b></p> <p>Mr. Cunningham stated an RFP has been posted for gutter seam repairs for the high school and canopy repair for HPS. Weston and Sampson is handling the scope of work for the oil tank replacement at SMS. The bid should go out in April.</p>		<p><b>D. Ongoing Facilities Projects</b></p>
	<p><b>E. Field Trip Report</b></p> <p>Dr. Parlato stated the Winter Guard and Percussion are going to Dayton Ohio, and there are many other outings happening.</p>		<p><b>E. Field Trip Report</b></p>



**New Milford Board of Education  
Meeting Minutes  
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Sarah Noble Intermediate School Library Media Center**

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	<b>F. Gifts and Donations</b> Dr. Parlato stated there are no gifts or donations. There is fundraising happening through PTO.	<b>F. Gifts and Donations</b>
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<b>13.</b>	<b>ADJOURN</b> <i>Mr. O'Brien moved to adjourn the meeting at 8:09 p.m. Seconded by Mr. McCauley. Vote passed unanimously.</i>	<b>ADJOURN</b> Motion made to adjourn the meeting at 8:09 p.m. Motion passed unanimously.
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Respectfully Submitted,



Mrs. Tammy McInerney  
Secretary  
New Milford Board of Education





RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	32,733,177	-37,320	32,695,857	21,875,493	10,369,067	451,298	98.62%
100'S	SALARIES - NON CERTIFIED	10,632,621	0	10,632,621	7,623,100	2,171,119	838,402	92.11%
200'S	BENEFITS	12,619,527	-282,292	12,337,235	9,875,130	2,091,094	371,011	96.99%
300'S	PROFESSIONAL SERVICES	4,272,573	104,366	4,376,939	2,750,893	1,176,837	449,210	89.74%
400'S	PROPERTY SERVICES	956,488	0	956,488	668,146	144,371	143,972	84.95%
500'S	OTHER SERVICES	11,941,059	0	11,941,059	7,486,108	3,828,572	626,379	94.75%
600'S	SUPPLIES	2,913,450	215,246	3,128,696	1,732,115	784,431	612,150	80.43%
700'S	CAPITAL	73,948	0	73,948	14,226	3,133	56,589	23.47%
800'S	DUES AND FEES	108,225	0	108,225	89,540	4,235	14,450	86.65%
900'S	REVENUE	-2,788,559	0	-2,788,559	-1,493,440	0	-1,295,119	53.56%
GRAND TOTAL		73,462,509	0	73,462,509	50,621,309	20,572,858	2,268,342	96.91%

## SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	567,125	0	567,125	252,549	0	314,576	44.53%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,319,679	0	2,319,679	1,617,532	594,703	107,444	95.37%
51202	SALARIES - NON CERT - SUBSTITUTES	1,023,360	0	1,023,360	952,361	0	70,999	93.06%
51210	SALARIES - NON CERT - SECRETARY	2,395,436	0	2,395,436	1,736,472	548,312	110,652	95.38%
51225	SALARIES - NON CERT - TUTORS	134,201	0	134,201	87,090	0	47,111	64.90%
51240	SALARIES - NON CERT - CUSTODIAL	2,055,127	0	2,055,127	1,561,878	493,249	0	100.00%
51250	SALARIES - NON CERT - MAINTENANCE	1,028,252	0	1,028,252	725,757	302,495	0	100.00%
51285	SALARIES - NON CERT - TECHNOLOGY	540,116	0	540,116	367,641	123,088	49,387	90.86%
51336	SALARIES - NON CERT - NURSES	569,325	0	569,325	321,819	109,271	138,234	75.72%
TOTAL		10,632,621	0	10,632,621	7,623,100	2,171,119	838,402	92.11%

## BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	638,191	0	638,191	461,534	0	176,657	72.32%
52201	BENEFITS - MEDICARE	574,096	0	574,096	409,326	0	164,770	71.30%
52300	BENEFITS - PENSION	1,122,406	0	1,122,406	1,122,406	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	25,000	0	25,000	23,246	0	1,754	92.98%
52810	BENEFITS - HEALTH INSURANCE	9,598,448	-282,292	9,316,156	7,286,288	2,029,868	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	105,000	0	105,000	73,840	31,160	0	100.00%
52830	BENEFITS - LIFE INSURANCE	144,000	0	144,000	102,347	29,653	12,000	91.67%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	412,386	0	412,386	396,143	413	15,830	96.16%
TOTAL		12,619,527	-282,292	12,337,235	9,875,130	2,091,094	371,011	96.99%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	32,733,177	-37,320	32,695,857	21,875,493	10,369,067	451,298	98.62%
51200	NON-CERTIFIED SALARIES	10,632,621	0	10,632,621	7,623,100	2,171,119	838,402	92.11%
52000	BENEFITS	12,619,527	-282,292	12,337,235	9,875,130	2,091,094	371,011	96.99%
53010	LEGAL SERVICES	279,880	0	279,880	19,204	260,676	0	100.00%
53050	CURRICULUM DEVELOPMENT	80,000	0	80,000	1,920	0	78,080	2.40%
53200	PROFESSIONAL SERVICES	2,403,010	75,171	2,478,181	1,456,744	474,681	546,756	77.94%
53201	MEDICAL SERVICES - SPORTS	2,700	0	2,700	2,700	0	0	100.00%
53210	TIME & ATTENDANCE SOFTWARE	7,500	0	7,500	3,934	1,390	2,176	70.99%
53220	IN SERVICE	146,150	0	146,150	69,389	1,462	75,299	48.48%
53230	PUPIL SERVICES	645,336	0	645,336	629,278	326,517	-310,459	148.11%
53300	OTHER PROF/ TECH SERVICES	35,410	29,196	64,606	44,515	4,324	15,767	75.60%
53310	AUDIT/ACCOUNTING	45,450	0	45,450	45,450	0	0	100.00%
53500	TECHNICAL SERVICES	241,892	0	241,892	183,416	29,615	28,861	88.07%
53530	SECURITY SERVICES	267,042	0	267,042	188,870	78,172	0	100.00%
53540	SPORTS OFFICIALS SERVICES	118,203	0	118,203	105,473	0	12,730	89.23%
54101	CONTRACTUAL TRASH PICK UP	83,766	0	83,766	71,952	11,814	0	100.00%
54301	REPAIRS & MAINTENANCE	491,487	0	491,487	382,648	63,232	45,607	90.72%
54303	GROUND MAINTENANCE	12,200	0	12,200	7,452	493	4,255	65.12%
54310	GENERAL REPAIRS	44,170	0	44,170	28,087	1,785	14,298	67.63%
54320	TECHNOLOGY RELATED REPAIRS	43,947	0	43,947	11,479	12,515	19,953	54.60%
54411	WATER	68,195	0	68,195	33,931	31,939	2,325	96.59%
54412	SEWER	14,300	0	14,300	14,300	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	198,423	0	198,423	118,297	22,593	57,534	71.00%
55100	PUPIL TRANSPORTATION - OTHER	185,200	0	185,200	162,349	22,851	0	100.00%
55101	PUPIL TRANS - FIELD TRIP	56,900	0	56,900	18,241	56	38,603	32.16%
55110	STUDENT TRANSPORTATION	6,390,980	0	6,390,980	3,696,951	2,451,836	242,193	96.21%
55200	GENERAL INSURANCE	345,363	0	345,363	345,363	0	0	100.00%
55300	COMMUNICATIONS	28,396	0	28,396	16,379	3,737	8,279	70.84%
55301	POSTAGE	28,200	0	28,200	10,820	14,226	3,154	88.82%
55302	TELEPHONE	45,896	0	45,896	44,525	1,371	0	100.00%



## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	10,000	0	10,000	6,802	915	2,283	77.17%
55505	PRINTING	28,160	0	28,160	2,876	6,951	18,334	34.89%
55600	TUITION - TRAINING	30,000	0	30,000	0	0	30,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	1,594,949	0	1,594,949	993,935	349,967	251,047	84.26%
55630	TUITION - PRIVATE PLACEMENTS	3,153,050	0	3,153,050	2,170,547	976,661	5,842	99.81%
55800	TRAVEL	43,965	0	43,965	17,320	0	26,645	39.40%
56100	GENERAL INSTRUCTIONAL SUPPLIES	181,637	0	181,637	126,371	9,604	45,662	74.86%
56110	INSTRUCTIONAL SUPPLIES	491,493	244,441	735,934	316,612	32,892	386,431	47.49%
56120	ADMIN SUPPLIES	33,678	0	33,678	19,145	5,459	9,074	73.06%
56210	NATURAL GAS	250,424	0	250,424	141,099	109,325	0	100.00%
56220	ELECTRICITY	1,064,997	-29,196	1,035,801	545,073	490,728	0	100.00%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	234,796	0	234,796	189,132	45,664	0	100.00%
56260	GASOLINE	37,286	0	37,286	16,969	12,731	7,586	79.65%
56290	FACILITIES SUPPLIES	323,542	0	323,542	195,200	49,308	79,035	75.57%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	6,725	8,121	1,629	90.11%
56292	UNIFORMS/ CONTRACTUAL	13,622	0	13,622	0	0	13,622	0.00%
56293	GROUNDKEEPING SUPPLIES	25,445	0	25,445	23,185	19	2,241	91.19%
56410	TEXTBOOKS	41,064	4,750	45,814	28,547	4,378	12,888	71.87%
56411	CONSUMABLE TEXTS	75,313	-4,750	70,563	56,858	3,231	10,474	85.16%
56420	LIBRARY BOOKS	64,591	0	64,591	40,746	2,925	20,919	67.61%
56430	PERIODICALS	15,717	0	15,717	12,896	293	2,528	83.91%
56460	WORKBOOKS	3,000	0	3,000	0	0	3,000	0.00%
56500	SUPPLIES - TECH RELATED	36,119	0	36,119	13,557	9,753	12,809	64.54%
57340	COMPUTERS	48,624	0	48,624	2,943	0	45,681	6.05%
57345	INSTRUCTIONAL EQUIPMENT	15,824	0	15,824	8,439	3,000	4,385	72.29%
57400	GENERAL EQUIPMENT	5,000	0	5,000	2,844	133	2,023	59.53%
57500	FURNITURE & FIXTURES	4,500	0	4,500	0	0	4,500	0.00%
58100	DUES & FEES	108,225	0	108,225	89,540	4,235	14,450	86.65%
<b>EXPENDITURE TOTAL</b>		<b>76,251,068</b>	<b>0</b>	<b>76,251,068</b>	<b>52,114,749</b>	<b>20,572,858</b>	<b>3,563,461</b>	<b>95.33%</b>



## REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-2,321,720	0	-2,321,720	-1,314,255	0	-1,007,465	56.61%
43105	MEDICAID REIMBURSEMENT	-79,000	0	-79,000	-74,263	0	-4,737	94.00%
44705	BUILDING USE FEES (BASE RENTAL)	-42,490	0	-42,490	-6,919	0	-35,571	16.28%
49102	BUILDING USE FEES (CUSTODIAL)	-35,689	0	-35,689	-7,941	0	-27,748	22.25%
44800	REGULAR ED TUITION	-143,800	0	-143,800	-56,122	0	-87,678	39.03%
44822	SPECIAL ED TUITION	-34,660	0	-34,660	-33,940	0	-720	97.92%
49103	DCF TUITION	-85,000	0	-85,000	0	0	-85,000	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-18,400	0	-18,400	0	0	-18,400	0.00%
44861	PARKING PERMIT FEES	-27,800	0	-27,800	0	0	-27,800	0.00%
<b>REVENUE TOTAL</b>		<b>-2,788,559</b>	<b>0</b>	<b>-2,788,559</b>	<b>-1,493,440</b>	<b>0</b>	<b>-1,295,119</b>	<b>53.56%</b>

<b>GRAND TOTAL</b>	<b>73,462,509</b>	<b>0</b>	<b>73,462,509</b>	<b>50,621,309</b>	<b>20,572,858</b>	<b>2,268,342</b>	<b>96.91%</b>
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<b>BOE Capital Reserve Acct #43020000-10101</b>	
MUNIS Balance as of 7/1/22	3,039,825
Contribution Towards NMHS Roof Replacement	-450,000
Approved by BoF - 5 year Capital Withdraw 22/23	-980,030
Close and return of Security Grant Set-Asside	201,875
Wastewater Management Plan - SMS	-17,562
NMHS Woodshop	-233,980
Central Office to SNIS Move	-150,000
Fiscal Year End 21/22 Deposit	2,816,025
New Security Grant Set-Asside	-139,800
1/2 of NMHS Fire Insurance Claim Shortfall	-28,538
Approved by BoF - 5 year Capital Withdraw 23/24	-984,078
Observatory Contribution	-12,500
Additional HVAC FUNDS	-150,000
Fiscal Year End 22/23 Deposit	1,568,696
Energy Systems Group 2023 & 2024 Payments	-895,443
Approved by BoF - 5 year Capital Withdraw 24/25	-1,424,000
Fiscal Year End 23/24 Deposit	1,420,700
<b>TOTAL AS OF 3/31/25</b>	<b>3,581,189</b>

<b>Turf Field Replacement Acct Contributions #43020000-10130</b>	
FROM BOE 17/18 FYE BALANCE	50,000
FROM BOE 18/19 FYE BALANCE	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 16/17, 17/18, 18/19	10,225
FROM TOWN DATED 6/4/20	50,000
FROM TOWN DATED 6/16/21	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 19/20	3,765
FROM BOE TEAM FEE'S & BANNER SALES - 20/21	1,890
FROM BOE 20/21 FYE BALANCE	100,000
FROM TOWN DATED 6/9/22	50,000
CONTRIBUTION - FROM BOE 21/22 FYE BALANCE	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 21/22 & 22/23	12,960
CONTRIBUTION - FROM BOE 22/23 FYE BALANCE	100,000
CONTRIBUTION - FROM TOWN 22/23 FYE BALANCE	100,000
FROM TOWN DATED 4/18/24	50,000
CONTRIBUTION - FROM BOE 23/24 FYE BALANCE	100,000
CONTRIBUTION - FROM TOWN 23/24 FYE BALANCE	100,000
<b>TOTAL AS OF 3/31/25</b>	<b>878,840</b>



WHEREAS, the equipment, supplies and/or services for which the following Purchase Orders have been issued and deemed necessary by the Superintendent of Schools, and the cost, thereof, are within the budget appropriations approved by the voters of the Town, NOW, BE IT RESOLVED, that the said purchase orders and all disbursements in connection, thereof, are hereby approved.

Funding	Location	Vendor Name	Description	Amount	Object
GENERAL	SPED	SOLIANT HEALTH	24/25 YEARLY - 1 STAFF (SPED TEACHER) AT SMS	\$ 40,000.00	53200
GENERAL	SPED	SUNBELT STAFFING	24/25 YEARLY - 2 STAFF (RBT'S) AT SMS	\$ 48,355.00	53230
<b>2% SET ASIDE</b>	<b>DOI</b>	<b>SAVVAS LEARNING COMPANY</b>	<b>ENVISION MATH PROGRAM GRADES 6-8</b>	<b>\$ 38,870.79</b>	<b>53200/56110</b>
GENERAL	FACILITIES	SIEMENS INDUSTRY	TERMINAL EQUIPMENT CONTROLLER (TEC) UPGRADES AT SNIS	\$ 15,754.49	54301/56290
5 YEAR CAPITAL	IT	RNB ENTERPRISES	SMS LIBRARY PRESENTATION SOLUTION	\$ 14,994.89	57340
GENERAL	FACILITIES	HINDING TENNIS	NMHS TENNIS COURT REPAIRS	\$ 12,946.00	56290
GENERAL	SPED	NADDEO, DIANA	24/25 YEARLY - NEUROCOGNITIVE & PSYCH EVAL'S	\$ 12,000.00	53230
GENERAL	IT	CDW	DELL LAPTOPS WITH 3YR PROTECTION PLAN (8 UNITS)	\$ 9,784.00	54320
GENERAL	DOI	EASTCONN	ELA PROFESSIONAL LEARNING AT SMS & NMHS	\$ 9,600.00	53220
<b>GRANT</b>	<b>NMHS</b>	<b>COACH TOURS</b>	<b>TRANSPORTATION FOR CAREER FIELD TRIPS</b>	<b>\$ 9,075.00</b>	<b>55100</b>
GENERAL	SPED	ROBERT A DAVIS	SUPPORT COACH RECERTIFICATION AND SUPPORT TRAINING	\$ 6,900.00	53230
GENERAL	FACILITIES	AIR TEMP MECHANICAL SERVICES	CHILLER MAINTENANCE AT NMHS	\$ 6,125.00	54301
GENERAL	SPED	NEUROPSYCHOLOGY CONSULTANTS	24/25 YEARLY - NEUROCOGNITIVE & PSYCH EVAL'S	\$ 5,500.00	53230
<b>GRANT</b>	<b>SPED</b>	<b>EDADVANCE</b>	<b>RESOURCE ADOPTION LEARNING SERVICES AT SMS</b>	<b>\$ 5,400.00</b>	<b>53300</b>
GENERAL	SPED	CT PEDIATRIC NEUROPSYCH ASSOCIATES	24/25 YEARLY - NEUROCOGNITIVE & PSYCH EVAL'S	\$ 5,000.00	53230

**ITEMS LISTED IN BOLD AND ITALIC FONT ABOVE WERE FUNDED VIA GRANT(S)**



## BUDGET TRANSFER REQUESTS

AGENDA ITEM 3A-3  
APRIL 2025 MEETING

	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
Requesting Approval Across MOC				NONE AT THIS TIME					

	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
Informational Within Major Object Code				NONE AT THIS TIME					



**Note: This policy was revised to update the appeal procedures to ensure consistency across all model policies related to discrimination and harassment. At a minimum, boards of education should provide an appeals process that is the same as it offers in comparable proceedings. Therefore, we have updated our model policies related to discrimination and harassment to ensure the appeal procedures are comparable across all police. Further, technical edits have been made throughout the policy and regulations.**

Deleted language has a ~~strike through~~ and new language is highlighted in **yellow**.

**Series 4000**  
**Personnel**

**4118.112**  
**4218.112**

**POLICY AND ADMINISTRATIVE REGULATIONS  
REGARDING EMPLOYEES AND  
SECTION 504 OF THE REHABILITATION ACT OF 1973 AND  
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the New Milford Board of Education (the “Board”) recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs **of the New Milford Public Schools (the “District”)**. In this regard, the Board prohibits discrimination against any person with a disability in any of the services, programs or activities of the ~~school system~~ **District**.

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact **the Section 504/ADA Coordinator:**

**Teresa Kavanagh**  
**Director of Human Resources**  
**25SunnyValleyRoad, Suite A**  
**New Milford, CT 06776**  
**Telephone Number: 860-210-2200**  
**[kavanaght@newmilfordps.org](mailto:kavanaght@newmilfordps.org)**

Any employee may file an internal grievance/complaint regarding discrimination on the basis of disability by or within the ~~district~~ **District** by utilizing the grievance/complaint procedures outlined in the Board’s Administrative Regulations Regarding Employees and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act, and/or may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109- 3921  
(617) 289-0111

Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506 ~~TELEPHONE NUMBER~~ (telephone number: 800-669-4000).

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 ~~TELEPHONE NUMBER~~ (telephone number: 800-477-5737).

Anyone who wishes to file a grievance/complaint with the ~~district~~ District, or who has questions or concerns about this policy, should contact the Section 504/ADA Coordinator for the New Milford Public Schools at phone number ~~860-210-2200~~ at the contact information provided above.

#### Legal References:

29 U.S.C. §§ 705, 794  
34 C.F.R. Part 104  
42 U.S.C. § 12101 et seq.  
28 C.F.R. Part 35

Approved: August 15, 2023  
Revised:  
Connecticut

NEW MILFORD PUBLIC SCHOOLS  
New Milford,

**ADMINISTRATIVE REGULATIONS REGARDING EMPLOYEES  
AND SECTION 504 OF THE REHABILITATION ACT OF 1973  
AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

New Milford Board of Education Section 504/ADA Grievance/Complaint  
Procedures Regarding Discrimination Against Employees

Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") (collectively, "Section 504/ADA") prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term "disability" with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

**I. Definitions**

**Major life activities:** include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

**Mitigating measures:** include, but are not limited to, (a) medication, medical supplies, equipment, appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable modifications or auxiliary aids or services; (d) learned behavioral or adaptive neurological modifications; or (e) psychotherapy, behavioral therapy, or physical therapy.

**Physical or mental impairment:** (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; (b) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability; or (c) an impairment that is episodic or in remission if it would substantially limit a major life activity when active. Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

## II. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability

- A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that ~~he/she has~~ **they have** been discriminated against on the basis of disability (including differential treatment, harassment and retaliation) may submit a written complaint to the ~~district's designated~~ Section 504/ADA Coordinator **for the New Milford Public Schools (the "District")** (see contact information below) within thirty (30) school days of the alleged occurrence.
- B. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If a complaint is filed relating to alleged discrimination occurring more than thirty (30) school days after the alleged occurrence, the ability of the ~~New Milford Public Schools (the "District")~~ **District** to investigate the allegations may be limited by the passage of time. Therefore, complaints received after thirty (30) school days of the alleged occurrence shall be investigated to the extent possible, given the passage of time and the impact on available information, witnesses and memory. If a complaint is made verbally, the individual taking the complaint will reduce the complaint to writing. Individuals wishing to make a complaint about discrimination against students on the basis of disability should be referred to the district's Section 504/ADA policies and regulations regarding students.
- C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any retaliation that occurs as a result of the good faith reporting or complaint of disability-based discrimination or as a result of an individual's participation or cooperating in the investigation of a complaint. The ~~district~~ **District** will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.

***[NOTE: Districts should note that Section 504 does not provide a statute of limitations for filing grievances/complaints with the district. We recommend that districts encourage prompt reporting by suggesting that complaints be filed within thirty (30) school days in order to facilitate timely resolution of potential disputes.]***

- D. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures. If the Superintendent is the subject of the complaint, the ~~District~~ **Board** shall designate an appropriate party to conduct the investigation in accordance with these procedures.
- E. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

F. The complaint should contain the following information:

1. The name of the complainant;
2. The date of the complaint;
3. The date(s) of the alleged discrimination;
4. The names of any witnesses or individuals relevant to the complaint;
5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
6. The remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

G. Upon receipt of the complaint, the individual investigating the complaint shall:

1. Provide a copy of the written complaint to the Superintendent of Schools;
2. Meet separately with the complainant and the respondent within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent believe have relevant information, and obtain any relevant documents the complainant may have;
3. Provide the complainant and respondent with a copy of the applicable Board Section 504/ADA Policy and these administrative regulations;
4. Consider whether and which interim measures might be appropriate for an alleged victim and the respondent pending the outcome of the District's investigation;
5. Conduct an investigation of the factual basis of the complaint that is adequate, reliable, and impartial, including conducting interviews with individuals with information and review of documents relevant to the complaint;
6. Maintain confidentiality to the extent practicable throughout the investigative process in accordance with state and federal law;
7. Communicate the outcome of the investigation in writing to the complainant, and to the respondent (to the extent permitted by state and federal confidentiality requirements), within fifteen (15) school days from the date the complaint was received by the Section 504/ADA Coordinator or Superintendent. The written notice shall include a finding as to whether the complaint was substantiated and if so, shall identify how the District will remedy any identified violations of Section 504/ADA. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and the respondent shall be notified of any such extension;

8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint, and no later than fifteen (15) school days after the start of the following school year. The complainant and the respondent will receive notice if the investigation has been impeded by the summer recess, and interim measures may be implemented as necessary (see sub-paragraph 4);
9. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that measures to remedy the effects of the discrimination and prevent its recurrence are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination;
10. In the event the investigator concludes that there is no violation of Section 504/ADA, the District may attempt to resolve the complainant's ongoing concerns, if possible.

H. ~~If the complainant or respondent is not satisfied with the findings and conclusions of the Investigation, the appealing party may request review and reconsideration of the conclusion of the complaint within thirty (30) days of receipt of the written outcome. In requesting review, the appealing party must submit the complaint, the written outcome of the complaint, and explain why he/she believes the factual information relied upon by the investigator was incomplete, the analysis of the facts were incorrect, and/or the appropriate legal standard was not applied, and how the information would change the investigator's determination in the case. Failure to provide all such information may result in the denial of the review.~~

H. After receiving the written notice of the outcome, parties shall have ten (10) school days to submit a formal written statement of appeal, if they so choose, to the Superintendent of Schools challenging the outcome of the investigation and explaining the basis for appeal.

~~Upon review of a written request from the appealing party, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and other relevant witnesses, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the appealing party and other party of his/her decision within ten (10) school days following the receipt of the written request for review. When a written request for review is received during summer recess, the Superintendent conduct the review~~

~~as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the review, and no later than ten (10) school days after the start of the following school year. The Superintendent's decision shall be final.~~

Upon receipt of an appeal, the Superintendent shall appoint a decisionmaker(s) for the appeal, who may be the Superintendent or designee. The decisionmaker(s) for the appeal will provide the appealing party's written statement to the non-appealing party. The non-appealing party will then have ten (10) school days to submit to the decision-maker(s) for the appeal a written statement in support of, or challenging, the outcome of the investigation.

The decisionmaker(s) for the appeal shall review the evidence and the information presented by the parties and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator(s) and the parties, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the written outcome. Generally, a party's disagreement with the outcome of the investigation, alone, will not be basis for further action. The decisionmaker(s) for the appeal will attempt to issue written notice of the outcome of the appeal to the parties within thirty (30) school days of receipt of all written statements from the parties.

**III. The Section 504/ADA Coordinator for ~~this district~~ the District is:**

**Teresa Kavanagh**  
**Director of Human Resources**  
**25SunnyValleyRoad, Suite A**  
**New Milford, CT 06776**  
**Telephone Number: 860-210-2200**  
[kavanaght@newmilfordps.org](mailto:kavanaght@newmilfordps.org)

**IV. Complaints to Federal or State Agencies**

At any time, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8<sup>th</sup> Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (~~TELEPHONE NUMBER~~ **telephone number**: (617) 289-0111); <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506 (~~TELEPHONE NUMBER~~ **telephone number**: 800-669-4000), or the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (telephone number: 800-477-5737).

Regulation approved: August 15, 2023

**NEW MILFORD PUBLIC SCHOOLS  
SECTION 504/ADA DISCRIMINATION  
GRIEVANCE/COMPLAINT FORM FOR NON-STUDENT**

(This form is intended to be used if an individual has grievance/complaint under Section 504/ADA alleging discrimination on the basis of a disability).

1. Name of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

2. Contact Information for Complainant:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Home Tel. #)

\_\_\_\_\_  
(Cell # or Work #)

3. Name of Covered Individual: \_\_\_\_\_

4. Address of Covered Individual (if different from above):

\_\_\_\_\_  
\_\_\_\_\_

5. Relationship to School (e.g., position, visitor, parent) (if applicable):

\_\_\_\_\_

6. Please describe the nature of your complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Proposed resolution or corrective action you wish to see taken with regard to the stated issues:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_



**Note: State law requires boards of education to conduct employment history reviews before offering employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact. In conducting this review, boards of education are required to send an Educational Employer Verification form to an applicant’s previous employers. Among other information, the form requests an employer to disclose whether the applicant (1) has been the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated; (2) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or (3) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Public Act 24-41 amends this requirement and specifies that an applicants’ previous employers are not required to disclose information about a substantiated allegation of abuse or neglect or sexual misconduct if the substantiation was reversed as a result of an appeal to the Department of Children and Families (“DCF”). This policy has been revised in light of that change. Also, this policy has been revised to clarify a board of education’s responsibilities under the Fair Credit Reporting Act when deciding whether to take adverse actions against prospective employees.**

New language is highlighted in yellow.

<b>Series 4000</b>	<b>4112.5</b>
<b>Personnel</b>	<b>4212.5</b>

## **EMPLOYMENT AND STUDENT TEACHER BACKGROUND CHECKS**

As set forth below, each applicant for a position with the New Milford Public Schools (the “District”), and each student who is enrolled in a teacher preparation program with the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience in the District (collectively referred to as “applicants”), shall be asked to provide in writing: (1) whether the applicant has ever been convicted of a crime; (2) whether there are any criminal charges pending against the applicant at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”).

Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased. An employment application form that contains any question concerning the criminal history of the applicant shall contain the following notice, in clear and conspicuous language:

Pursuant to section 31-51i(d) of the Connecticut General Statutes, the applicant is hereby notified that (1) the applicant is not required to disclose the existence of any erased criminal history record information, (2) erased criminal history record information are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon or criminal records that are erased pursuant to statute or by other operation of law, and (3) any person with erased criminal history record information shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

In addition, the District shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

**“Sexual misconduct”** means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

**“Abuse or neglect”** means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

**“Former employer”** means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

#### I. Employment History Check Procedures

- A. The District shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the District:

1. Requiring the applicant:
  - a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years, if:
    - (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
    - (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children.
  - b. to submit a written authorization that
    - (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
    - (ii) consents to and authorizes disclosure by the Connecticut State Department of Education (the “Department”) of the information requested under paragraph I.A.3 of this policy and the release of related records by the Department, and
    - (iii) releases those employers and the Department from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
  - c. to submit a written statement of whether the applicant
    - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
    - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or

neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

- (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department, which shall request the following:

- a. the dates employment of the applicant, and
- b. a statement as to whether the employer has knowledge that the applicant:
  - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated, unless such substantiation was reversed as a result of an appeal to DCF;
  - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct, unless such substantiation was reversed as a result of an appeal to DCF; or
  - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under

investigation, or due to a substantiation of abuse or neglect or sexual misconduct, **unless such substantiation was reversed as a result of an appeal to DCF**. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the District receives a request for such information about an employee or former employee, the District shall respond with such information. The District may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (g), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department concerning:
  - a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
  - b. whether the Department has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
  - c. whether the Department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
- B. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, if the District receives information that an applicant for a position with or an employee of the District has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of such information.
- C. The District shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The District may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the District's review of information received under this section, provided:
  1. The applicant complied with paragraph I.A.1 of this policy;

2. The District has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the District; and
  3. The applicant affirms that the applicant is not disqualified from employment with the District.
- E. The District shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
  2. Affects the ability of the District to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
  3. Requires the District to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the District, unless, after investigation, such allegation is dismissed or found to be false.
- F. The District shall not offer employment to a person as a substitute teacher, unless such person and the District comply with the provisions of paragraph I.A.1 of this policy. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the District as a substitute teacher, as described in paragraph III.B.2 of this policy, provided the District does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or

sexual misconduct against such employee. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the District, either telephonically or through written communication. If the District receives such information, it shall determine whether such employee of the contractor may work in a position involving direct student contact at any school in the District. No determination by the District that any such employee of the contractor shall not work under any such contract in any such position shall constitute a breach of such contract.

- H. Any applicant/employee who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the District that may include:
  - 1. denial of employment, or
  - 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151, or
  - 3. termination of a non-certified employee in accordance with applicable law and/or any applicable collective bargaining agreement, contract or District policy.
- I. If the District provides information in accordance with paragraph I.A.2 or I.G of this policy, the District shall be immune from criminal and civil liability, provided the District did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (g) of Conn. Gen. Stat. § 31-51i, the District shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the District has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. Prior to offering employment to an applicant, the District shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or

regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant's employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant's fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

- L. The District shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

## II. DCF Registry Checks

Prior to hiring any person for a position with the District, and before a student who is enrolled in a teacher preparation program in the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience, the District shall require such applicant or student to submit to a records check of information maintained on the Registry concerning the applicant.

The District shall request information from the Registry promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF, with a copy to the Superintendent or the Superintendent's designee. Failure of the applicant to submit the signed form to DCF within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the



successful job applicant/employee, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.

- D. If notification is received by the Superintendent or the Superintendent's designee that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or the Superintendent's designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or the Superintendent's designee shall revoke the offer of employment and/or terminate the applicant's employment if the applicant has already commenced working for the District.

### III. Criminal Records Check Procedure

- A. Each person hired by the District shall be required to submit to state and national criminal records checks within thirty (30) calendar days from the date of employment. Each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, shall be required to submit to state and national criminal records checks within sixty (60) calendar days from the date such student begins to perform such student teaching experience. Record checks will be processed according to the following procedure:\*
- 1. No later than five (5) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the local police department of the CT State Department of Emergency Services and Public Protection. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal records checks. The Superintendent or the Superintendent's designee will also provide each applicant with the following notifications before the applicant obtains the applicant's fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.

2. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the local police department or the CT State Department of Emergency Services and Public Protection. Failure of the applicant to have the applicant's fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal records checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.
4. Upon receipt of a criminal records check indicating a previously undisclosed conviction, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal records check. The affected applicant/employee may notify the Superintendent or the Superintendent's designee in writing within five (5) calendar days that the affected applicant/employee will challenge such individual's criminal history records check. Upon written notification to the Superintendent or the Superintendent's designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or the Superintendent's designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or the Superintendent's designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.
6. Notwithstanding anything in paragraph III.A.5 of this policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be

made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this policy, above.

**B. Criminal Records Check for Substitute Teachers:**

A substitute teacher who is hired by the District must submit to state and national criminal history records checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history records checks for a substitute teacher have been completed within one year prior to the date the District hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history records checks to be forwarded to the Superintendent or the Superintendent's designee, then the substitute teacher will not be required to submit to another criminal history records check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history records checks upon being hired by the District, then the substitute teacher will not be required to submit to another criminal history records check so long as the substitute teacher is continuously employed by the District, that is, employed for at least one day of each school year, by the District, provided a substitute teacher is subjected to such checks at least once every five years.

**IV. Sex Offender Registry Checks**

District personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the District.

**V. Credit Checks**

The District may also ask a prospective employee for a credit report for employment for certain District positions, where the District's receipt of a credit report is substantially related to the employee's potential job. "Substantially related to the current or potential job" is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated because of the position." Prior to asking for a credit report, the District will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the District; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the District, including, but not limited to,

the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or District debit or credit card; or (5) involve access to the District's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the District will provide written notification to the prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the District may use the information in the consumer credit report to make decisions related to the individual's employment. The District will obtain written, signed consent before performing the credit or other background checks.

If the District intends to take an action adverse to a potential employee based on the results of a credit report, the District must provide the prospective employee with a copy of the report on which the District relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The District will give the potential employee a reasonable amount of time, i.e., at least five days, to dispute any of the information in the report prior to making any final employment decision.

If an adverse action is taken based on information from the report, the District will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the District's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

#### VI. Notice of Conviction

If, at any time, the District receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the District shall send such notice to the State Board of Education. In complying with this requirement, the District shall not disseminate the results of any national criminal history records check.

#### VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the District shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

#### VIII. Personal Online Accounts

For purposes of this policy, “personal online account” means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the District, including, but not limited to, electronic mail, social media and retail-based Internet web sites. “Personal online account” does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the District.

- A. During the course of an employment check, the District may not:
  - 1. request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing a personal online account;
  - 2. request or require that an applicant authenticate or access a personal online account in the presence of District personnel; or
  - 3. require that an applicant invite a supervisor employed by the District or accept an invitation from a supervisor employed by the District to join a group affiliated with any personal online account of the applicant.
- B. The District may request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing:
  - 1. any account or service provided by District or by virtue of the applicant’s employment relationship with the District or that the applicant uses for the District’s business purposes, or
  - 2. any electronic communications device supplied or paid for, in whole or in part, by the District.
- C. In accordance with applicable law, the District maintains the right to require an applicant to allow the District to access the applicant’s personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:
  - 1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant’s personal online account; or
  - 2. conducting an investigation based on the receipt of specific information about an applicant’s unauthorized transfer of the District’s proprietary

information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Certain Individuals

This policy shall not apply to:

- A. A student employed by the District who attends a District school.
- B. A person employed by the District as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for such position.

X. Falsification of Records

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References: Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act 24-41, “An Act Concerning Educator Certification, Teachers, Paraeducators and Mandated Reporter Requirements.”

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Approved: August 15, 2023  
Revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



## Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits the applicant's fingerprints and associated personal information.<sup>2</sup>
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Council.<sup>3</sup>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain the applicant's record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct the applicant's record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).



<p align="center"><b>Connecticut Records:</b>  <b>Department of Emergency Services and Public Protection</b>  <b>State Police Bureau of Identification (SPBI)</b>  <b>1111 Country Club Road</b>  <b>Middletown, CT 06457</b>  <b>860-685-8480</b></p>	<p align="center"><b>Out-of-State Records:</b>  <b>Agency of Record</b>  <b>OR</b>  <b>FBI CJIS Division-Summary Request</b>  <b>1000 Custer Hollow Road</b>  <b>Clarksburg, West Virginia 26306</b></p>
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## Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>4</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated person information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>5</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or updating of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>6</sup>

<sup>4</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>5</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>6</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

- If you need additional information or assistance, please contact:

<b>Connecticut Records:</b> <b>Department of Emergency Services and Public Protection</b> <b>State Police Bureau of Identification (SPBI)</b> <b>1111 Country Club Road</b> <b>Middletown, CT 06457</b> <b>860-685-8480</b>	<b>Out-of-State Records:</b> <b>Agency of Record</b> <b>OR</b> <b>FBI CJIS Division-Summary Request</b> <b>1000 Custer Hollow Road</b> <b>Clarksburg, West Virginia 26306</b>
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Federal Bureau of Investigation  
Privacy Act Statement

**This privacy act statement is located on the back of the FD-258 fingerprint card.**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 3/30/2018

**POLICY AND ADMINISTRATIVE REGULATIONS  
REGARDING SCHOOL SECURITY AND SAFETY**

The New Milford Board of Education (the “Board”) will develop and implement an all-hazards ~~district~~ security and safety plan with a school-specific annex for each school within the ~~district~~ New Public Schools (the “District”) or a school security and safety plan for each school within the ~~district~~ District (together, “School Security and Safety Plans”) to bolster ~~their~~ existing emergency preparedness, response capability, and school safety and security measures and to ~~best meet~~ address all-hazards threats.

School Security and ~~safety plans~~ Safety Plans will be based on the school security and safety plan standards developed by the Connecticut Department of Emergency Services and Public Protection ~~and will adhere to the~~ (“DESPP”), the Guidance to K-12 Public Schools Pertaining to Immigration Activities developed by the Connecticut State Department of Education (“CSDE”), and other applicable requirements ~~of state law~~.

For the school year commencing July 1, 2024, and each school year thereafter, each School Security and Safety Plan shall be updated to include protocols for interacting with a federal immigration authority who appears in person at a school in the District or otherwise contacts a school to request information. For purposes of this policy, a “federal immigration authority” means “any officer, employee or other person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement or any successor agency thereto or any division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the United States Department of Homeland Security or any successor agency thereto who is charged with enforcement of the civil provisions of the Immigration and Nationality Act.”

Such protocols shall be based on applicable law and the CSDE’s Guidance to K-12 Public Schools Pertaining to Immigration Activities”), or any subsequent applicable CSDE guidance, and shall include, at a minimum:

- A. the designation of at least one administrator at each school to serve as the individual responsible for interacting with the federal immigration authority;
- B. provisions that such administrator, or any other school employee, may:
  - 1. request and record a federal immigration authority’s identification, including the name, badge or identification number, telephone number and business card of such federal immigration authority;
  - 2. ask such federal immigration authority if the federal immigration authority is in possession of a judicial warrant to support the federal

immigration authority's request and, if so, to produce such judicial warrant;

3. review any warrant or other materials that the federal immigration authority produces to determine who issued such warrant and what the warrant or other material authorizes the federal immigration authority to do; and

4. consult with legal counsel for the Board, or guidance developed by such legal counsel, on how to interact with the federal immigration authority with regards to the nature of the request, whether a warrant is produced, the details of any such warrant, whether such warrant is a judicial warrant or an administrative warrant, whether the federal immigration authority is claiming exigent circumstances, and any other consideration identified by the Board's legal counsel; and

C. permission for other school personnel to direct such federal immigration authority who requests access to any records, information, the interior of the school building or other school personnel to communicate with the administrator designated to interact with the federal immigration authority.

The Board shall annually submit its School Security and Safety Plans to DESPP, in accordance with state law.

School Security and ~~safety plans~~Safety Plans should be kept securely and will only be provided to the Board, school staff and administration, members of the school security and safety committees, members of state and local law enforcement, first responders, local municipal officials, or other persons authorized by the Board or the Superintendent (e.g., consultants, contractors). Pursuant to Connecticut General Statutes § 1-210(b)(19), ~~the plan~~School Security and Safety Plans will not be available to the public.

#### Legal References:

##### State Law:

Conn. Gen. Stat. § 1-210(b)(19)

Conn. Gen. Stat. § ~~10-222k~~10-222m

Conn. Gen. Stat. § ~~10-222m~~10-222n

Conn. Gen. Stat. § ~~10-222n~~10-222aa

Conn. Gen. Stat. § 10-231

Conn. Gen. Stat. § 28-7

[Conn. Gen. Stat. § 54-192h](#)

[Public Act No. 25-1, “An Act Concerning Interactions Between School Personnel and Immigration Authorities, the Purchase and Operation of Certain Drones, Grants to Certain Nonprofit Organizations, and Student Athlete Compensation Through Endorsement Contracts and Revenue Sharing Agreements”](#)

State Standards:

Connecticut Department of Emergency Services and Public Protection,  
*School Security and Safety Plan Standards.*

[Connecticut State Department of Education, \*Guidance to K-12 Public Schools Pertaining to Immigration Activities\* \(January 28, 2025\).](#)

Federal Guidance:

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, ~~–~~ (June 2013).

Approved: September 19, 2023  
SCHOOLS  
Revised:

NEW MILFORD PUBLIC

New Milford, Connecticut

## SCHOOL SECURITY AND SAFETY ADMINISTRATIVE REGULATIONS

### I. Security and Safety Committee

The New Milford Board of Education (the “Board”), through the Superintendent of Schools (the “Superintendent”), shall establish a school security and safety committee at each school under the jurisdiction of the Board. ~~\* The school security and safety committee (the “Security and Safety Committee”).~~ The Security and Safety Committee is responsible for assisting in the development of the school’s security and safety plan (the “School Security and Safety Plan”) and in administering ~~the~~said plan.

The ~~school security and safety committee~~Security and Safety Committee shall include in its membership a local police officer, a local first responder, a teacher ~~employed at the school,~~ the administrator(s) designated by the Superintendent to serve as the individual(s) responsible for interacting with a federal immigration authority who appears in person at the location of the school or otherwise contacts the school to request information, a building administrator employed at the school, a mental health professional, a parent or guardian of a student at the school, and any other person the Board deems necessary [such as another building administrator, a special education department representative, custodian, property manager, local emergency management director, local public health director, information technology manager, transportation coordinator, or school nurse]. Subject matter experts, including but not limited to the local public works director, food services director, the Superintendent ~~of Schools~~, additional law enforcement members, or first responders and representatives of the municipality or others shall be invited to participate as needed.

~~*[\*NOTE: The school security and safety committee may be combined with an existing school committee, such as the Safe School Climate Committee, as long as the Safe School Climate Committee has the required members listed below.]*~~

The ~~committee~~Security and Safety Committee will meet at least annually to review and update the ~~school’s security and safety plan~~School Security and Safety Plan, as necessary. In determining whether the ~~security and safety plan~~School Security and Safety Plan requires updating, the ~~committee~~Security and Safety Committee will take into account the results of the security and vulnerability assessment of the school, as described in Section IV below. The ~~security and safety committee~~Security and Safety Committee shall also be notified of any instances of disturbing or threatening behavior that may not meet the definition of bullying ~~and shall report such information, as necessary, to the district safe school climate coordinator.~~

Any information provided under this regulation shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights and Privacy Act (“FERPA”) and the ~~district’s~~Board’s Confidentiality and Access to Student Information policy and accompanying regulations. Specifically, any parent/guardian serving as a member of the ~~school security and safety committee~~Security and Safety Committee shall not have access to

~~any information reported to the committee or participate in any activities which may compromise the confidentiality of any student.~~ Security and Safety Committee that would result in a violation of FERPA, and the access of other members of the Security and Safety Committee to personally identifiable student information shall be limited to those individuals on such committee who have a legitimate educational interest in such information.

## **II. School Security and Safety Plan**

Each ~~school security and safety plan~~ School Security and Safety Plan will be created using the format prescribed by the Connecticut ~~State~~ Department of Emergency Services and Public Protection/~~Division of Emergency Management and Homeland Security.~~ (“DESPP”).

For the school year commencing July 1, 2024, and each school year thereafter, each School Security and Safety Plan shall be updated to include protocols for interacting with a federal immigration authority who appears in person at a school in the New Milford Public Schools (the “District”) or otherwise contacts a school to request information. For purposes of these Administrative Regulations, a “federal immigration authority” means “any officer, employee or other person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement or any successor agency thereto or any division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the United States Department of Homeland Security or any successor agency thereto who is charged with enforcement of the civil provisions of the Immigration and Nationality Act.”

Such protocols shall be based on applicable law and the Guidance to K-12 Public Schools Pertaining to Immigration Activities developed by the Connecticut State Department of Education (“CSDE”), or any subsequent applicable CSDE guidance, and shall include, at a minimum:

- A. the designation of at least one administrator at each school to serve as the individual responsible for interacting with the federal immigration authority;
- B. provisions that such administrator, or any other school employee, may:
  - 1. request and record a federal immigration authority’s identification, including the name, badge or identification number, telephone number and business card of such federal immigration authority;
  - 2. ask such federal immigration authority if the federal immigration authority is in possession of a judicial warrant to support the federal immigration authority’s request and, if so, to produce such judicial warrant;
  - 3. review any warrant or other materials that the federal immigration authority produces to determine who issued such warrant and what the warrant or other material authorizes the federal immigration authority to do; and
  - 4. consult with legal counsel for the Board, or guidance developed by such legal counsel, on how to interact with the federal immigration authority with regards to the nature of the request, whether a warrant is produced, the



details of any such warrant, whether such warrant is a judicial warrant or an administrative warrant, whether the federal immigration authority is claiming exigent circumstances, and any other consideration identified by the Board's legal counsel; and

C. permission for other school personnel to direct such federal immigration authority who requests access to any records, information, the interior of the school building or other school personnel to communicate with the administrator designated to interact with the federal immigration authority.

[NOTE TO CLIENT: The following protocols are not required by state law, but they are included as recommendations in the CSDE's Guidance to K-12 Public Schools Pertaining to Immigration Activities, and may be included in the security and safety plan:

D. direction that staff maintain a calm and cooperative manner to avoid: 1) escalating the situation; 2) increasing anxiety among the staff and students; or 3) being perceived as obstructing or interfering with any lawful activities; and

E. direction that the designated administrator or other staff record details regarding the visit, any access the agents gained to information, records, areas, or individuals, whether that access was granted and, if so, who granted such access.]

The Board will submit the finalized ~~school security and safety plan~~ School Security and Safety Plan for each school to ~~the Department of Emergency Services and Public Protection/DESPP~~ via its Division of Emergency Management and Homeland Security ("DEHMS") Regional Coordinator. On or before November 1<sup>st</sup> of each school year, the Board will also submit to ~~the Department of Emergency Management and Homeland Security Regional Coordinators~~ one of the following: (1) those pages of the district's plans that been updated; (2) the form provided by the Department of Emergency Management and Homeland Security that the district's plans have not changed, along with an updated signature page; or (3) a revised plan if a current plan has undergone a major revision. its DESPP/DEMHS Regional Coordinator the results of the security and vulnerability assessment described in Section IV of these regulations. Additionally, each ~~plan~~ School Security and Safety Plan will be filed as an annex to the municipality's Local Emergency Operations Plan, filed annually with DESPP/DEMHS pursuant to Conn. Gen. Stat. § 28-7. A reference kit that meets the requirements of DESPP/DEMHS will be created in conjunction with the security and safety plan, which will be available to first responders in the event of a safety or security emergency.

### **III. Training and Orientation for School Employees**

Each school employee at the school shall receive an orientation on the ~~district security and safety plan~~ School Security and Safety Plan, including the school-specific annexes relevant to that employee, ~~or the school's security and safety plan~~. Additionally, each school employee at the school shall receive violence prevention training in a manner described in the ~~security and safety plan~~ School Security and Safety Plan. The training will be conducted in cooperation with the ~~school safety and security committee~~ Security and Safety Committee and may include other municipal or emergency officials and services. The goal of the orientation and training is

to provide the school community and municipal officials with an understanding of the need for unified planning, preparedness, and response.

#### IV. Assessments

At least every two years, the Board shall conduct a security and vulnerability assessment for each school in the ~~district~~District. Each school's ~~security and safety committee~~Security and Safety Committee shall be advised of the results of the assessment for the ~~committee's school~~Security and Safety Committee's school, and such results shall be considered by the ~~committee~~Security and Safety Committee in updating and revising the ~~security and safety plans~~School Security and Safety Plan.

Local law enforcement and other public safety officials, including the local emergency management director, fire marshal, building inspector and emergency medical services representative, shall each evaluate, score, and provide feedback on a representative sample of fire drills and crisis response drills at each school in the ~~district~~District. By July 1<sup>st</sup> of each year, the Board shall submit a report to the ~~Department of Emergency Management Homeland Security~~DEMHS Regional Coordinator regarding types, frequency, and feedback related to the fire drills and crisis response drills.

#### Legal References:

##### State Law:

Conn. Gen. Stat. § 1-210(b)(19)

Conn. Gen. Stat. § ~~10-222k~~10-222m

Conn. Gen. Stat. § ~~10-222m~~10-222n

Conn. Gen. Stat. § ~~10-222n~~10-222aa

Conn. Gen. Stat. § 10-231

Conn. Gen. Stat. § 28-7

Conn. Gen. Stat. § 54-192h

Public Act No. 25-1, "An Act Concerning Interactions Between School Personnel and Immigration Authorities, the Purchase and Operation of Certain Drones, Grants to Certain Nonprofit Organizations, and Student Athlete Compensation Through Endorsement Contracts and Revenue Sharing Agreements"

##### State Standards:

Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*.

[Connecticut State Department of Education, \*Guidance to K-12 Public Schools Pertaining to Immigration Activities\* \(January 28, 2025\).](#)

Federal Guidance:

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, ~~(June 2013)~~, [\(June 2013\)](#).

Regulation Approved: September 19, 2023

Regulation Revised:

## POLICY REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS

The ~~Board~~ New Milford Board of Education (the “Board”) encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school ~~Principal~~ principal or designee before being permitted to visit any school building. The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations.

The Board further desires to work collaboratively with parents with an educational nexus with the ~~district~~ New Milford Public Schools (the “District”), its educational programs, or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board’s schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board’s Guidelines for Independent Educational Evaluations.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors’ reception area of the school office, prominently displaying visitors’ badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access, refraining from engaging with students and/or staff except as permitted by the school officials and consistent with the purpose of the visit in question, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening or personal protective equipment (“PPE”) protocols.

In the event that a federal immigration authority appears in person at a school in the District or otherwise contacts a school to request information, in accordance with applicable law and pursuant to the Guidance to K-12 Public Schools Pertaining to Immigration Activities developed by the Connecticut State Department of Education (“CSDE”) or any subsequent applicable CSDE guidance, such authority shall be directed to communicate with the administrator designated for such interactions, who will follow the protocols outlined in the school’s Security and Safety Plan. For purposes of this policy, a “federal immigration authority” means “any officer, employee or other person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement or any successor agency thereto or any division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the United States Department of Homeland Security or any successor

agency thereto who is charged with enforcement of the civil provisions of the Immigration and Nationality Act.”

Legal References:

Conn. Gen. Stat. § 10-222m

Conn. Gen. Stat. § 54-192h

Public Act No. 25-1, “An Act Concerning Interactions Between School Personnel and Immigration Authorities, the Purchase and Operation of Certain Drones, Grants to Certain Nonprofit Organizations, and Student Athlete Compensation Through Endorsement Contracts and Revenue Sharing Agreements”

Connecticut State Department of Education, *Guidance to K-12 Public Schools Pertaining to Immigration Activities* (January 28, 2025).

“Connecticut State Department of Education, *Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations*,”  
~~Connecticut State Department of Education (Mar. (March~~ 28, 2018).

Approved:  
Revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS  
REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS**

1. Any person wishing to visit a school building in the New Milford Public Schools (the "District"), and/or observe any student program, must obtain prior approval from the building ~~Principal~~principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate operational or educational reason for the proposed visit and/or observation. Where the visitation involves direct contact with ~~district~~District students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the ~~district~~District, its educational programs, or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the ~~district's~~District's educational programs, as determined by school officials.
4. When a parent/guardian makes a request to observe an identified student or student program, the request will be reviewed with the student's parent/guardian to determine the purpose of the observation, specific questions being addressed, the location(s) of the observation, and the date, time and length of the observation.
5. When determining whether to approve a request to visit and/or observe individual students or student programs, the building ~~Principal~~principal or responsible administrator shall consider the following factors:
  - a. the frequency of visits;
  - b. the duration of the visit;
  - c. the number of visitors involved;
  - d. the effect of the visit on a particular class or activity;
  - e. the age of the students;
  - f. the nature of the class or program;
  - g. the potential for disclosure of confidential personally identifiable student information;

- h. whether the visitor/observer has a legitimate educational interest in visiting the school;
  - i. whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information;
  - j. any safety risk to students and school staff; and
  - k. compliance with the Board's Guidelines for Independent Educational Evaluations, if applicable.
6. The building ~~Principal~~principal or responsible administrator has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria. When a requested observation is refused, the building ~~Principal~~principal or responsible administrator will provide the parent/guardian with the reason for the decision and will work to develop alternative ways ~~for~~designed to permit the parent/guardian to obtain the information the parent/guardian seeks.
7. If a building ~~Principal~~principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. The length and scope of any visit shall be determined by the building ~~Principal~~principal or responsible administrator in accordance with these regulations and accompanying Board policy. The building ~~Principal~~principal or responsible administrator shall determine a reasonable amount of time for observations of individual students or student programs.
8. Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, refraining from engaging with students and/or staff except as permitted by the school officials and consistent with the purpose of the visit in question. and complying with directives of school officials at all times.
9. The ~~district~~District has an obligation to maintain the confidentiality of personally identifiable student information. All visitors and observers must restrict their visits and observations to the purpose identified in the request to visit or observe and are strictly prohibited from observing or collecting information on other students within the school. If the visitor/observer views, accesses, or otherwise obtains personally identifiable student information concerning another student, the visitor/observer must notify the building ~~Principal~~principal or responsible administrator as soon as possible.
10. All visitors and observers permitted inside school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening or personal protective equipment ("PPE") protocols.

11. A refusal to comply with any of the Board’s policy provisions and/or regulations concerning visitors shall constitute grounds for denial of the visitor’s or observer’s privileges, as determined appropriate by the building ~~Principal~~principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building ~~Principal~~principal or designee.
12. In the event that a federal immigration authority appears in person at a school in the District or otherwise contacts a school to request information, in accordance with applicable law and pursuant to the Guidance to K-12 Public Schools Pertaining to Immigration Activities developed by the Connecticut State Department of Education (“CSDE”) or any subsequent applicable CSDE guidance, such authority shall be directed to communicate with the administrator designated for such interactions, who will follow the protocols outlined in the school’s Security and Safety Plan. For purposes of these Administrative Regulations, a “federal immigration authority” means “any officer, employee or other person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement or any successor agency thereto or any division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the United States Department of Homeland Security or any successor agency thereto who is charged with enforcement of the civil provisions of the Immigration and Nationality Act.”

Legal References:

[Conn. Gen. Stat. § 10-222m](#)

[Conn. Gen. Stat. § 54-192h](#)

[Public Act No. 25-1, “An Act Concerning Interactions Between School Personnel and Immigration Authorities, the Purchase and Operation of Certain Drones, Grants to Certain Nonprofit Organizations, and Student Athlete Compensation Through Endorsement Contracts and Revenue Sharing Agreements”](#)

[Connecticut State Department of Education, \*Guidance to K-12 Public Schools Pertaining to Immigration Activities\* \(January 28, 2025\).](#)

[“Connecticut State Department of Education, \*Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School\* ~~In-School~~ Observations,” Connecticut State Department of Education \(Mar- \(March 28, 2018\).](#)

Regulation Approved: September 19, 2023

Revised:





## Office of the Superintendent

25 Sunny Valley Road, Suite A  
New Milford, Connecticut 06776  
(860) 355-8406

**DATE:** April 17, 2025

**TO:** New Milford Board of Education

**FROM:** Janet Parlato, Ed.D., Superintendent of Schools

**SUBJECT:** Item 10D on the April 22 Board of Education Meeting Agenda

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Policy 1340, Naming or Renaming School Buildings, Components of School Buildings and/or School Grounds, is on the agenda for a first read this evening. We do have some existing language in Policy 7000, Section G, Number 3, Naming a Facility/Renaming of School Buildings, Components of Buildings and/or School Grounds. Here is a comparison and contrast chart of these two policies for the Board's consideration:

Policy 1340 (New)	Policy 7000 (existing)
References Policy 9014 about how Board committees are formed;	-The Board of Education establishes the need and appropriateness for naming any school unit, including any indoor or outdoor facilities of the school;
Purpose of policy: Naming of a new building, renaming of a building, major portions of a building or school grounds	-Board appoints a committee chaired by the superintendent or designee.
Board shall seek the advice of the superintendent before establishing committee;	-Committee membership:
Committee is established and resolved through a Board vote;	-two citizens
Members of the committee appointed by the Board;	-one teacher
Committee members:	-one administrator
2-3 Board members	-one PTO member
1 building administrator	-two students from the school
Faculty	-one alumni
Parents/Guardians	-Committee presents a name or names to the superintendent who forwards the name to the Board
Community Members	-Board makes the final selection from the list provided by the committee;
Students, if appropriate	-Criteria for naming:
	-persons who have attained prominence locally and nationally, or in the fields of education, science, art, statesmanship, political science, or military achievement;
	-individuals who have by donation, caused



## Office of the Superintendent

25 Sunny Valley Road, Suite A

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The Board will establish the scope and schedule of the committee's work;

The committee shall follow the provisions of the Freedom of Information Act, as required by state law, including opportunities for public input;

The committee shall propose a list of not more than five names for the Board's consideration

Six specific criteria for naming (page below), including the need for a  $\frac{2}{3}$  vote to rename an aspect of the school building or grounds if the name is deemed to be no longer appropriate.

the erection of a school building or the creation of another facility may be nominated to be so honored;

-early pioneers of the community or the State of Connecticut;

-outstanding presidents of the United States of America; or

-geographical landmarks.



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It shall be the policy of the Board to consider the naming of the school facilities using the following criteria:

1. If any of the committee's recommendations reflect the name of an individual, such individual must be shown to have had a broad-based, long-term impact on the New Milford Public Schools (the "District") and its community. Individuals to be considered shall (A) have served in the continuous employ of the New Milford Board of Education for an extended period, usually in excess of ten years, with the name being submitted after the individual's separation from compensated service for a minimum period of one year, or (B) be a non-employee of the New Milford Board of Education who has made an exceptional contribution to the children of New Milford for an extended period or (C) after a historically significant figure.
2. It shall be the general policy to name schools and school facilities for persons who have attained prominence locally and nationally, or in the fields of education, science, art, statesmanship, political science, or military achievement; early pioneers of the community of the state of Connecticut; outstanding presidents of the United States of America; or geographical landmarks.
3. Where appropriate, the Board may consider naming portions of its facilities and other areas under its control for individuals and/or organizations that, through their significant endorsement, have made possible the construction of said facilities or other areas.
4. If the school is named after a person, preference shall be given to names of (deceased) persons who have made a significant contribution to education.
5. The Board retains the right to make the final determination in the naming of school buildings, major portions of buildings, or school grounds. This policy notwithstanding, it is the intent of the Board that the naming of major portions of buildings and school grounds occur infrequently and on a limited basis.
6. The Board will consider renaming a school building, major portions of a building, or school grounds only after determining that a current name is no longer appropriate, as indicated by 2/3 affirmative votes of the membership of the Board of Education.

**Note: This is a new policy to provide guidance when naming or renaming a school building, components of school buildings and/or school grounds.**

**When reviewing this policy, it would be helpful to also review Policy 7000-Concepts and Roles in Planning for Educational Facilities, page 7000(c), section G. Facilities, #3—Naming a Facility/Renaming of School Buildings, Components of School Buildings, and/or School Grounds.**

**Series 1000  
Community Relations**

**1340**

### **NAMING OR RENAMING OF SCHOOL BUILDINGS, COMPONENTES OF SCHOOL BUILDINGS, AND/OR SCHOOL GROUNDS**

The naming and/or renaming of school buildings, major portions of buildings (*e.g.*, media center, auditorium, gymnasium, etc.) and/or school grounds is the responsibility of the New Milford Board of Education (the “Board”). In fulfilling this responsibility, the Board will consider community preferences. The decision will be based upon the Board’s assessment of the special significance of a name or, in the case of an individual, exceptional service to the children of New Milford. Such recognition requires substantial support and comprehensive review.

The Board shall establish a committee, consistent with Board Policy 9014—Board Committees, to expedite and facilitate the Board’s decision regarding whether and how to name a new building or rename a building, major portions of a building, or school grounds. The Board shall seek the advice of the Superintendent before establishing or dissolving a committee. Such committee shall be established and dissolved by Board vote, and the members of the committee shall be appointed by the Board. The ad hoc committee shall be comprised of a minimum of two and a maximum of three Board members and shall include a building administrator, faculty, parents/guardians, community members, and if appropriate, students. The committee shall be appointed as soon as possible after there is a need to consider naming or renaming a building, major components of a building or school grounds and it shall be dissolved when the report has been accepted by the Board or at the next annual organizational meeting or upon a motion for dissolution passed by a majority vote, or upon completion of the assigned task whichever comes first.

The Board will establish the scope and schedule of the committee’s work, which shall include, but not be limited to, recommending potential names for consideration by the Board and any criteria the Board wishes to be considered in the process.

The general procedure for selecting a name will be as follows:

1. The ad-hoc committee will be responsible for receiving and screening school name suggestions.
2. The committee shall follow the provisions of the Freedom of Information Act as required by state law. In addition, opportunities for public input must be made available prior to the committee's recommendation to the Board.

3. The committee shall propose a list of not more than five (5) names to the Board for Board consideration. It shall present its recommendation to the Board in accordance with Board bylaws and policies.

It shall be the policy of the Board to consider the naming of the school facilities using the following criteria:

1. If any of the committee's recommendations reflect the name of an individual, such individual must be shown to have had a broad-based, long-term impact on the New Milford Public Schools (the "District") and its community. Individuals to be considered shall (A) have served in the continuous employ of the New Milford Board of Education for an extended period, usually in excess of ten years, with the name being submitted after the individual's separation from compensated service for a minimum period of one year, or (B) be a non-employee of the New Milford Board of Education who has made an exceptional contribution to the children of New Milford for an extended period or (C) after a historically significant figure.
2. It shall be the general policy to name schools and school facilities for persons who have attained prominence locally and nationally, or in the fields of education, science, art, statesmanship, political science, or military achievement; early pioneers of the community of the state of Connecticut; outstanding presidents of the United States of America; or geographical landmarks.
3. Where appropriate, the Board may consider naming portions of its facilities and other areas under its control for individuals and/or organizations that, through their significant endorsement, have made possible the construction of said facilities or other areas.
4. If the school is named after a person, preference shall be given to names of (deceased) persons who have made a significant contribution to education.
5. The Board retains the right to make the final determination in the naming of school buildings, major portions of buildings, or school grounds. This policy notwithstanding, it is the intent of the Board that the naming of major portions of buildings and school grounds occur infrequently and on a limited basis.
6. The Board will consider renaming a school building, major portions of a building, or school grounds only after determining that a current name is no longer appropriate, as indicated by 2/3 affirmative votes of the membership of the Board of Education.

Approved:  
Revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch Program

**FROM:** Shannon K. Yearwood, Bureau Chief *Shannon K. Yearwood*  
Bureau of Child Nutrition Programs

**DATE:** February 24, 2025

**SUBJECT:** Operational Memorandum No. 03-25  
Requirements for Submitting the Healthy Food Certification (HFC) Statement  
for School Year 2025-26

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that every year, local boards of education or governing authorities (BOE) for public schools participating in the National School Lunch Program (NSLP) must determine and certify whether all food items sold to students separately from reimbursable meals will or will not meet the [Connecticut Nutrition Standards](#) (CNS). These standards also apply to all foods offered in reimbursable snacks for the Afterschool Snack Program (ASP).

“Public schools” include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

This memo provides the required BOE motion language and step-by-step instructions for submitting the HFC application for school year (SY) 2025-26. Please review this Operational Memorandum carefully to ensure accurate and timely submission of the HFC Statement.

### **HFC Eligibility Requirements for BOEs opting to implement HFC**

To be eligible for HFC during SY 2025-26 (July 1, 2025, through June 30, 2026), the BOE must conduct the HFC votes by **July 1, 2025**. All votes must use the **exact motion language** provided in attachment 1.

All BOEs **must** vote on whether to participate in the healthy food option of HFC.

- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is **required**. The BOE may choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is **not** required. The BOE may choose to vote on whether to allow beverage exemptions.

Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, only [allowable beverages](#) can be sold to students on school premises at all times.

Refer to attachment 1 for the required motion language and a summary chart of the required votes.

### **HFC Application Process for SY 2025-26**

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2025**, for school year 2025-26.

1. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2025, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
2. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 3).
3. **May 2025:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. The CSDE will notify sponsors when the HFC application module and instructions are available.

For more information, visit the "[Annual HFC Application](#)" section of the CSDE's HFC webpage. Training on the HFC application process is available in the CSDE's video, [Completing the Application Process for Healthy Food Certification](#).

For HFC compliance resources, visit the "[Guidance and Resources](#)" section of the CSDE's HFC webpage. Training on the HFC requirements is available in the CSDE's training program, [Complying with Healthy Food Certification](#).

For questions or additional information, please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) or Teri Dandeneau at 860-807-2079 or [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

SKY:sff

Attachments: (1)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

## Attachment 1

### Required Motion Language for the Healthy Food Certification (HFC) Statement

#### School Year 2025-26

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 03-25: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2025-26* and provides the required motion language for:

- the board of education or governing authority's (BOE) votes; and
- the final BOE-approved minutes.

The HFC Statement and final BOE minutes are due to the CSDE by July 1, 2025.

Use the **exact motion language** on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable).

#### Summary of BOE Votes

##### Step 1: HFC Participation

All BOEs of public schools that participate in the National School Lunch Program (NSLP) must use the language in this attachment to conduct the required vote on participation in the healthy food option of HFC.

##### Step 2: Food and Beverage Exemptions

Conduct the votes on food and beverage exemptions using the required language in this attachment.

- If BOE votes **“yes”** to HFC, complete either one of the two requirements below.
  1. Conduct the required vote for food exemptions and the optional vote for beverage exemptions using the required language in this attachment.
  2. Conduct one vote for combined food and beverage exemptions using the required language in this attachment.
- If BOE votes **“no”** to HFC, conduct the optional vote for beverage exemptions using the required language in this attachment.



## Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

### Required Language for BOE Votes and Minutes for HFC

The required motion language for each BOE vote is below. All BOEs must use this **exact language** for each vote to be eligible for participation in HFC.

#### Vote 1: Required vote for participation in healthy food option of HFC

Pursuant to C.G.S. Section 10-215f, the (*insert name of board of education or governing authority*) certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2025, through June 30, 2026. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

#### Vote 2: Required vote for food exemptions for BOEs voting “yes” to the healthy food option of HFC

The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions.

The (*insert name of board of education or governing authority*) will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.

**Note:** If the BOE votes “no” to participation in the healthy food option, a vote on whether to allow food exemptions is **not** required.

## Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

### Required Language for BOE Vote and Minutes on Beverages

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC.

#### **Vote 3: Optional vote for beverage exemptions for all BOEs**

The (*insert name of board of education or governing authority*) will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

### Required Language for Option to Combine Food and Beverage Exemptions

BOEs that vote “yes” to participate in the healthy food option may choose to combine the two separate food and beverage exemptions into one motion. This combined option replaces votes 2 and 3 above.

#### **Required motion language for combined food and beverage exemptions:**

The (*insert name of board of education or governing authority*) will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

**NEW MILFORD PUBLIC SCHOOLS**  
**Office for Student Affairs**  
**25 Sunny Valley Road, Suite A**  
**NEW MILFORD, CONNECTICUT 06776**  
**(860) 354-2654 FAX (860) 210-2682**  
**MEMORANDUM**

To: Dr. Janet Parlato  
From: Laura Olson  
Date: 4/9/25  
RE: Out of District Transportation Bid Awards

Dr. Parlato:

Out-of-district transportation bids were opened by Jane Cornelis, Transportation Secretary, and Laura Olson, Director of Pupil Personnel and Special Services at 11:00 am on Thursday, April 3, 2025. Proposals were sent to the New Milford Public School District by 6 potential contractors who provided bids for the 2025-26, 2026-27, and 2027-28 school years. The bids were reviewed in detail. Listed below is a summary of the recommended awarded transportation contracts, along with the dollar amounts for three consecutive school years. The recommended awards shown below are based on individual student needs, student history and cost.

Thank you.

	2025-2026 Daily Rate		2026-2027 Daily Rate		2028-2028 Daily Rate	
	With aide	Without aide	With Aide	Without aide	With aide	Without aide
<b>ASPIRE (Aide Required)</b>						
<i>100 Prospect St, Naugatuck</i>	With	Without	With	Without	With	Without
<b>Coordinated Transport Sol.</b>	\$440	\$340	\$466	\$366	\$494	\$394
<b>BEAM (Aide Required)</b>						
<i>103 Miry Brook Rd, Danbury</i>	With	Without	With	Without	With	Without
EdAdvance	\$391.27	\$291.97	\$415.56	\$306.56	\$421.88	\$321.88
<b>BEN BRONZ</b>						
<i>11 Wampanoag Dr, West Hartford</i>	With	Without	With	Without	With	Without
Connect Kids	\$575	\$485	\$580	\$495	\$585	\$505
<b>CES (Aide Required)</b>						
<i>25/40 Oakview Dr, Trumbull</i>	With	Without	With	Without	With	Without
<b>CT Transportation Sol (WC)</b>	\$630	\$441	\$649	\$454	\$668	\$468

<b>CT Transportation Sol (Van)</b>	\$632	\$429	\$651	\$442	\$671	\$455
<b>Connecticut Junior Republic</b>						
<i>550 Goshen Rd. Litchfield</i>	With	Without	With	Without	With	Without
EdAdvance		\$383.32		\$402.48		\$422.61
<b>Gengras</b>						
<i>1678 Asylum Ave. West Harford</i>	With	Without	With	Without	With	Without
<b>Coordinated Trans Sol.</b>	\$466	\$366	\$494	\$394	\$522	\$422
<b>High Road - Norwalk</b>						
<i>17 North Ave., Norwalk</i>	With	Without	With	Without	With	Without
Ability Beyond		\$345		\$352		\$363
<b>Milestone (Aide Required)</b>						
339 Boston Post Rd, Orange						
<b>Connect Kids</b>	\$530	\$480	\$545	\$490	\$550	\$500
<b>Northwest Village</b>						
<i>91 Northwest Dr., Plainville</i>	With	Without	With	Without	With	Without
Hands to Heart Transportation	\$320	\$240	\$340	\$280	\$400	\$320
<b>Oak Hill (Aide Required)</b>						
<i>47 Upson Street, Bristol</i>	With	Without	With	Without	With	Without
CT Transportation Sol	\$623	\$485	\$642	\$504	\$661	\$523
<b>Workspace</b>						
<i>16 Trowbridge Dr., Bethel</i>	With	Without	With	Without	With	Without
EdAdvance		\$289.40		\$303.87		\$319.00

# **NEW MILFORD PUBLIC SCHOOLS**

**Facilities Department**

**386 Danbury Rd**

**New Milford, Connecticut 06776**

**(860) 354-6265 FAX (860) 210.2233**



## **MEMO: NMHS Gutter Repairs**

To: Dr Janet Parlato, Superintendent

Cc: Anthony Giovannone, Director of Fiscal Services and Operations

From: Matt Cunningham, Director of Facilities

Re: Bid Award- RFP E 2425-004 NMHS Gutter Repairs

Date: 4/11/25

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The bid packet for NMHS Gutter Repairs was posted on our website and also ran as a legal notice in the newspaper with a closing date of April 4, 2025.

On that date two (2) vendors submitted proposals for this project with pricing as follows:

New England Masonry & Roofing Company - \$39,387

Barrett Inc. - \$196,800

Based upon reference checks and the contractors' lowest bid amount, the recommendation for award is to New England Masonry & Roofing Company in the amount of \$39,387. The result of this work will be the repairs of gutter seams at New Milford High School.

# **NEW MILFORD PUBLIC SCHOOLS**

**Facilities Department**

**386 Danbury Rd**

**New Milford, Connecticut 06776**

**(860) 354-6265 FAX (860) 210.2233**



## **MEMO: HPS Canopy Roof**

To: Dr Janet Parlato, Superintendent

Cc: Anthony Giovannone, Director of Fiscal Services and Operations

From: Matt Cunningham, Director of Facilities

Re: Bid Award- RFP E 2425-008 HPS Canopy Roof

Date: 4/11/25

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The bid packet for HPS Canopy Roof Repairs was posted on our website and also ran as a legal notice in the newspaper with a closing date of April 4, 2025.

On that date two (2) vendors submitted proposals for this project with pricing as follows:

Eagle Rivet Roof Service Corporation - \$26,100

Barrett Inc. - \$38,000

Based upon reference checks and the contractors' lowest bid amount, the recommendation for award is to Eagle Rivet Roof Service Corporation in the amount of \$26,100. The result of this work will be the replacement of the EPDM canopy roofs at Hill and Plain School.



## **NEW MILFORD PUBLIC SCHOOLS**

**Director of Technology**

**25 Sunny Valley Road**

**New Milford, Connecticut 06776**

**860-210-2615**

**Jeffrey Turner**

**Director of Technology**

**To: Dr. Janet Parlato, Superintendent**

**From: Jeff Turner, IT Director**

**Date: 4/16/2025**

**RE: Bid Award RFP E-2425-009**

**Dr. Parlato,**

**The bid packet for the SNIS Multipurpose Room was posted on our website and had a closing date of April 11, 2025.**

**On April 11, 2025, five (5) vendors submitted proposals for this project with pricing as follows:**

<b>Firm</b>	<b>Amount</b>
Adel Technology	\$69,306.00
DNR	\$42,804.00
North Stream	\$51,989.90
RNB	\$52,294.00
Sound Stage System	\$55,900.00

**Based on reference checks and past work completed in New Milford Public Schools, the recommendation for the award of the RFP contract is to DNR in the amount of \$42,804.00. DNR's bid amount is the lowest bid and contains all needed hardware deemed necessary for this RFP.**

**The result of this work will be to have an updated multi-purpose room with Audio/Visual equipment at hand for the Sarah Noble Intermediate school and for New Milford community events that will allow the use of a professional sound system as well as a projector that will be available for use on the curved wall currently in the multi-purpose room.**



## Office of the Superintendent

25 Sunny Valley Road, Suite A  
New Milford, Connecticut 06776  
(860) 355-8406

**DATE:** April 17, 2025  
**TO:** New Milford Board of Education  
**FROM:** Janet Parlato, Ed.D., Superintendent of Schools  
**SUBJECT:** Item 10J on the April 22, 2025 Board of Education Agenda

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Ms. Megan Moore, Science teacher at Schaghticoke Middle School has requested a leave of absence for the 2025-26 school year.

The relevant sections of the current collective bargaining agreement between the Board and the teachers' association are as follows:

#### 4.06 Childrearing Leave

- A. Childrearing leave for teachers, without pay, may be granted by the Board of Education for the purpose of childrearing after the birth or adoption of a child.
- D. Childrearing leaves shall be scheduled and provide for a return at a breakpoint convenient to the district, i.e., the end of the school year, semester, marking period, or other agreed upon natural division. For childrearing leaves which begin in the second half of the school year, the teacher may, prior to May 1, request that the leave be extended for the following school year.

Procedurally, Ms. Moore would utilize her accumulated sick leave through her period of disability, and the remainder of the leave time would be unpaid. If Ms. Moore takes the district's insurance, she would be responsible for the premium cost during her unpaid leave period, if she so chooses.

We would post Ms. Moore's position as a one-year Science teaching position. Posting the position as a one year job signals to applicants that the position expires at the end of the 2025-26 school year.



## **New Construction**

### **Concepts and Roles in Planning for Educational Facilities**

It shall be the policy of the Board of Education to plan for educational facilities. A Long Range Plan shall be maintained as the instrument for determining the need for new facilities or for major facility improvements. The plan will incorporate local demographics, community use of educational facilities, projected enrollments, local educational philosophies and policies, existing and planned educational programs, existing facilities, and the ability of the local electorate to provide needed facilities.

The policy reflects the responsibility of the Board of Education to plan for education facilities and the local legislative body's responsibility to raise funding for and to construct needed educational facilities. This policy governs renovation and construction projects. The definition of a renovation or construction project is determined through budgetary process. Projects which are implemented by the local legislative body and are not maintenance oriented are governed by this policy.

#### **A. Goals and Objectives**

- (1) Identify an educational need for a new facility or renovation to an existing facility.
- (2) Plan for a new facility or renovation to an existing facility.
- (3) Gain public approval for the construction or renovation of a facility.
- (4) Construct or renovate a facility.

#### **B. Assumptions**

This policy assumes all educational programs will be housed in spaces that comply with all applicable building codes and regulations. Further, this policy assumes that spaces provided to educational programs shall not hinder the attainment of educational goals and objectives and that the goal of the Board of Education is to provide facilities with the best possible conditions for attaining educational goals.

#### **C. Community**

- (1) It is recognized that public educational facilities are constructed primarily for public educational activities, but are owned by the public and will be made available for public use wherever that use does not adversely effect educational activities. The design of educational facilities shall take into consideration public use and make accommodations for that use wherever practical. Some of the community uses which shall be considered include recreation, use of facilities for emergency shelters and by non-profit organizations.

## **New Construction**

### **Concepts and Roles in Planning for Educational Facilities**

#### **C. Community (continued)**

- (2) Community demographic information will be considered. Information to be considered shall include road maps with existing and planned sidewalks, maps and descriptions of existing and planned industrial and housing changes, population statistics and local and regional planning studies past, present, and future.

#### **D. Enrollment**

The projection of student enrollment is an essential element of the long range plan. The plan will be based on present and future enrollments. However, any projection is based upon assumptions and subject to inherent weaknesses. Projections will be considered the best estimate at a given point in time. Therefore, enrollment projections shall be updated annually or when new data becomes available or when assumptions change or prove untrue.

- (1) The methods that may be used to predict enrollment include cohort survival, students per dwelling unit and/or percentage of total population.
- (2) Some of the statistics concerning enrollment which will be maintained include the past 5 (five) year enrollment, 5 (five) year predictions, and enrollment summaries by school for past year, present year, and next year. Other statistics will include non-public school enrollment by grade level and students with identified learning disabilities by district and by grade for each school. Existing school districting maps and plans to redistrict will be included.

#### **E. Educational Philosophies and Policies**

To the extent that educational philosophies and policies effect facilities, they will be considered in the development of the district's five year plan.

#### **F. Educational Programs**

Educational facilities must be based on the activity to be housed. Facilities that do not conform fully hinder fulfillment of the goals and objectives of the programs housed as well as the philosophy and objective of the curriculum.

## New Construction

### Concepts and Roles in Planning for Educational Facilities (continued)

#### G. Facilities

The long range plan will consider the capacity of existing facilities and their adequacy to house existing educational programs.

- (1) The plan will consider individual building inventories consisting of construction dates, renovation dates, floor plans, legal capacity by space, type of construction, listing of educational spaces and handicap access information.

- (2) **Retirement of Buildings**

A building operated by the school district may be retired from use when the Board of Education determines that it is no longer useful to the district and/or is unsuitable to the current needs or projected needs of the district. The plan shall be one basis for considering the closing of a facility. Recognizing that the closure of a facility may well be an emotional one, the Board of Education will appoint a committee representing a cross-section of opinion in the school district as well as representing the people in the area served by the facility to study the issue and to recommend alternatives for the Board to consider, including retirement, alternative use, remodeling, continuation in use, or any other recommendations the committee might choose to make.

When a building is retired and determined to no longer serve an educational purpose it shall be returned to the Town and shall no longer be operated or maintained by the Board of Education.

- (3) **Naming a Facility/Renaming of School Buildings, Components of Buildings and/or School Grounds**

The Board of Education shall establish the need and appropriateness for naming any school unit, which includes all outdoor and indoor facilities of the school. When the need has been determined, the Board shall appoint a committee chaired by the Superintendent or designee and composed of two citizens from the immediate community or district served by the school, a representative from each of the following - teachers, administrators, PTO, two students from the school, and one alumni.

## **New Construction**

### **Concepts and Roles in Planning for Educational Facilities**

#### **G. Facilities (continued)**

The school-naming committee shall then present a name or names to the Superintendent who will forward them to the Board.

The Board shall then make the final selection of the name from the list of names submitted by the committee.

It shall be the general policy to name schools and school facilities for persons who have attained prominence locally and nationally, or in the fields of education, science, art, statesmanship, political science, or military achievement; individuals who have by donation, caused the erection of a school building or the creation of another facility may be nominated to be so honored; early pioneers of the community or the State of Connecticut; outstanding presidents of the United States of America; or geographical landmarks.

#### **H. Finance**

The Town has the responsibility of funding the construction of educational facilities. The Board of Education recognizes the need to plan new facilities within the Town's ability to pay. Therefore, liaison shall be established with the Town when a particular need is determined for new facilities or for improvement to existing facilities. After a project has been identified an estimate of the cost will be developed and given to the Town for consideration and inclusion in the Town's long-range Capital Improvement Plan.

All possible sources of funds that will help defray direct costs to the local taxpayers including, but not limited to, State Department of Education grants and Federal grants will be investigated.

#### **I. Conclusions**

From the plan, an annual list of facility inadequacy and/or future needs shall be developed and presented to the Board of Education for their consideration.



NEW MILFORD PUBLIC SCHOOLS

**EMPLOYMENT REPORT**

Regular Meeting of the Board of Education

New Milford, Connecticut

April 22, 2025 BOE Meeting

**CERTIFIED STAFF APPOINTMENTS**

None

**NON-CERTIFIED STAFF APPOINTMENTS**

**Jessica de Mello-Transfer\*\***

-.5 HR Secretary/ .5 Fiscal Service Secretary at CO transferring to Administrative Secretary to Assistant Superintendent

-Effective Date: April 21, 2025

-Salary \$22.14 per hour. Replacing M.Breton who resigned (Salary \$29.56 per hour).

**Sam Loranger\*\***

-1.0 Maintainer I- District wide, 2<sup>nd</sup> shift

-Effective Date: April 28, 2025

-Salary \$29.79 per hour. Replacing R.Peet who resigned (Salary \$29.79 per hour).

**CERTIFIED STAFF RESIGNATIONS**

**Laura Purohit**

-1.0 Math Teacher at NMHS

-Effective Date: June 10, 2025

-Salary \$59,674 (MA/Step 4) Currently on a Leave of Absence for the 2024-2025 school year and has decided not to return due to personal reasons.

**NON-CERTIFIED STAFF RETIREMENTS**

**Annetta Volinski**

-1.0 Head Cook at SMS

-Effective Date: June 12, 2025

-Salary \$24.19 per hour after 49 years in the district.

\*\* = Revision from the 4/8/2025 Operations Employment Report

\*\* = Revision from the 4/8/2025 Operations Employment Report



## New Milford Enrollment Matrix By School

April 1, 2025

NES	Actual 06/01/23	Proj 24-25	Actual 04/01/25	Variance from the Projection
PK	56	39	58	19
K	139	129	107	-22
1	134	129	133	4
2	128	137	139	2
Totals	457	434	437	3

HPS	Actual 06/01/23	Proj 24-25	Actual 04/01/25	Variance from the Projection
PK	48	39	57	18
K	117	121	92	-29
1	120	121	121	0
2	105	115	124	9
Totals	390	396	394	-2

PK - 2 TOTAL	Actual 06/01/23	Total Proj 24-25	Actual 04/01/25	Variance from the Projection
PK	104	78	115	37
K	256	250	199	-51
1	254	250	254	4
2	233	252	263	11
Totals	847	830	831	1

SNIS	Actual 06/01/23	Proj 24-25	Actual 04/01/25	Variance from the Projection
3	252	252	258	6
4	262	237	232	-5
5	250	258	259	1
Totals	764	747	749	2

SMS	Actual 06/01/23	Proj 24-25	Actual 04/01/25	Variance from the Projection
6	281	269	271	2
7	255	243	242	-1
8	286	277	281	4
Totals	822	789	794	5

NMHS	Actual 06/01/23	Proj 24-25	Actual 04/01/25	Variance from the Projection
9	293	267	248	-19
10	334	300	305	5
11	302	298	281	-17
12	308	324	316	-8
Totals	1237	1189	1150	-39

	Actual 06/01/23	Actual 04/01/24	Proj 24-25	Actual 04/01/25	24-25 Variance from the Projection
PK-2	847	855	830	831	1
SNIS	764	758	747	749	2
SMS	822	776	789	794	5
NMHS	1237	1209	1189	1150	-39
TOTALS	3670	3598	3555	3524	-31

**LHTC total = 17**



Office of Fiscal Services & Operations  
25 Sunny Valley Road, Suite A  
New Milford, Connecticut 06776

**Item of Information 4C  
Operations Sub-Committee**

**April 2025**

**TO: Dr. Janet Parlato, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: April 2, 2025**  
**RE: Excess Cost**

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The Special Education Excess Cost grant reimburses school districts for the reasonable costs of special education for a student who lives in the district that exceed 4.5 times the district's average per pupil expenditures for the preceding year.

The first of two payments was received during the month of March 2025 in the amount of \$1,314,255. The first of two payments usually constitutes roughly 75% of the total we receive in any given fiscal year. With that said, projected out to the end of the year, we anticipate to come short of the budget amount for the current 24/25 year for this item by approximately \$569,380.

**This would be cause for alarm if not for the additional money that the State has authorized.**

On March 5th the legislature passed H.B. 7163, which will provide an additional \$40 million of funding in the current fiscal year for the Special Education Excess Cost grant, State-wide, which contains an additional \$387,493 in funding for New Milford Public Schools. The additional amount of \$387,493 is what we could receive on qualified reimbursable expenditures.

This additional funding amount would reduce the projected gap in reimbursement that we are projecting at the moment, down from \$569,380 short, to only being short by \$181,887.

Typically the second and final payment for the current fiscal year is usually received during the first half of the month of May. The Connecticut Association of School Business Officials (CASBO) has reached out to the State and what we have been informed of so far is that the second payment will come through as normal and that we probably won't see the additional funds until the beginning of June. If that holds true then there will be three payments as opposed to two for this year. Once all payments have been received I will provide a revised memo at that time that captures the entire year of reimbursements related to Special Education Excess Cost.

*Sincerely,*  
*Anthony J. Giovannone*  
*Director of Fiscal Services and Operations*



# NEW MILFORD PUBLIC SCHOOLS



## Facilities Subcommittee Report

**April 8, 2025**

### **Items for Information and Discussion**

#### **A. NMHS RFP**

An RFP has been posted for the gutter seam repairs at New Milford High School. The bid opening for this was April 4, 2025.

#### **B. HPS RFP**

An RFP has been posted for the canopy roof repairs at Hill and Plain School. The bid opening for this was April 4, 2025.

#### **C. SMS UST**

Weston & Sampson has developed the scope for the eventual replacement of the underground storage tank at Schaghticoke Middle School. We reviewed their work and now they will provide drawings and bid documents for the construction phase of the project.

#### **D. NES Exterior Roof**

At a meeting with the Town on 3/31/25 we discussed the procedure for posting an RFP for hiring the architect who will develop the scope for the Northville roof replacement. Additionally, it was agreed upon that a joint Town/BOE group will recommend the awarding of the architect contract once these RFPs are reviewed.

Approved Field Trips April 2025

[illegible]

## APRIL 2025 FUNDRAISING REPORT

DEPT	EVENT	FUNDS USE
<b><u>NMHS</u></b>		
DECA	Sponsorship for ICDC (DECA) Competition	Fund ICDC Participants Fees
DECA	Sale of Double Good Popcorn	Fund ICDC Participants Fees
Key Club	Sale of Double Good Popcorn	Fund Scholarships/Field Trips/Event Fees
Class of 2028	Savers Fund Drive-Clothing/Housewares	Fund Future Prom
Class of 2027	Concession Sale @ Lacrosse Game	Fund Class of 2027 Events
Class of 2027	Dodgeball Tournament	Fund Class of 2027 Events
Class of 2027	Bagelman Percentage Sale	Fund Class of 2027 Events
Class of 2026	Concession Sale at Carshow	Fund Prom & Senior Activities
Class of 2026	Concession Sale at Junk in the Trunk	Fund Prom & Senior Activities
Class of 2026	Fascials Chocolate Fundraiser	Fund Prom & Senior Activities
Class of 2026	Sale of Krispy Kreme Donuts	Fund Prom & Senior Activities
DECA	Snapraise	Fund Competitions & Orlando Trip
Girls Lacrosse	Bake Sale on 4/5/25	Team Apparel, Senior Night/Banquet