

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

BOARD OF EDUCATION
MEETING NOTICE

DATE:	October 19, 2021
TIME:	7:00 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. RECOGNITION

A. NMPS Retirees: Kathleen Calabrese, Sandra Cipolla, Cindy Gallagher, Daisy Norlander, Kathleen Sanders

B. NMPS Stars of the Month: Christine Arias-Santos, Scott Hoffman, Carol Schroedel

3. 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.

4. PTO REPORT


5. STUDENT REPRESENTATIVES' REPORT

6. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
 - 1. Regular Meeting September 21, 2021
 - 2. Special Meeting September 23, 2021
 - 3. Special Meeting September 28, 2021
 - 4. Special Meeting October 12, 2021

7. SUPERINTENDENT'S REPORT

8. BOARD CHAIRMAN'S REPORT

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9. DISCUSSION AND POSSIBLE ACTION

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 19, 2021
- B. Monthly Reports
 - 1. Budget Position dated September 30, 2021
 - 2. Purchase Resolution: D-751
 - 3. Request for Budget Transfers
- C. Gifts & Donations
 - 1. PTO - Exhibit B
- D. Athletic Trainer
- E. NMHS Alarm System Upgrades
- F. Eversource Rebate

10. ITEMS FOR INFORMATION AND DISCUSSION

- A. Policy for Second Review:
 - 1. 1212 School Volunteers
- B. Policies for First Review:
 - 1. 3270 Disposition and Rental of Real Property
 - 2. 3280 Gifts to the School
 - 3. 3281 School Fundraisers
 - 4. 3313 Relations with Vendors
 - 5. 3313.1 Local Purchasing
 - 6. 6145.3 Development or Expansion of Athletic Programs
- C. BOE Annual Report 2020-21

11. DISCUSSION AND POSSIBLE ACTION

- A. Discussion and possible action concerning proposed collective bargaining agreement between the New Milford Board of Education and the New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. Executive session anticipated. The Board may take action when it returns to public session.

12. ADJOURN

ITEMS OF INFORMATION

Policy Subcommittee Meeting Minutes - October 5, 2021
Committee on Learning Meeting Minutes - October 5, 2021
Facilities Subcommittee Meeting Minutes - October 12, 2021
Operations Subcommittee Meeting Minutes - October 12, 2021

**New Milford Board of Education
Regular Meeting Minutes
September 21, 2021
Sarah Noble Intermediate School Library Media Center**

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Present:	Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Eric Hansell Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Olga I. Rella Mrs. Leslie Sarich
Absent:	Mrs. Eileen Monaghan

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Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Catherine Gabianelli, Human Resources Director Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Nestor Aparicio, Assistant Facilities Director Ms. Jamie Terry, Technology Director Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Mrs. Gwen Gallagher, Northville Elementary School Principal Dr. Christopher Longo, Schaghticoke Middle School Principal Mr. Raymond Manka, New Milford High School Principal Mr. Eric Williams, Hill and Plain Elementary School Principal Nicholas Carroccio, Student Representative Ishaani Pradeep, Student Representative
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1.	Call to Order	Call to Order
A.	Pledge of Allegiance	A. Pledge of Allegiance
	The regular meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	
2.	Recognition	Recognition
A.	NMPS Teacher of the Year for 2021-22: Mrs. Lisa Montemurro	A. NMPS Teacher of the Year for 2021-22: Mrs. Lisa Montemurro
	<ul style="list-style-type: none"> Ms. DiCorpo said she was honored to welcome 	

	<p>and congratulate Lisa Montemurro, New Milford's Teacher of the Year. Lisa will represent the district at the state level.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach congratulated Mrs. Montemurro on behalf of the Board. 	
3.	<p>Public Comment</p> <ul style="list-style-type: none"> • Mrs. Faulenbach requested that public comment follow the three minute limit per person. • Carolyn Hyde asked that the district reconsider and put closing alerts on the tv stations. She said there are too many parents and grandparents who rely on the television notices. • Brenda Vaughey said she thinks the \$215 parking fee charged to students at the high school is too high, especially in comparison to surrounding districts. She hopes it can be adjusted going forward. 	<p>Public Comment</p>
4.	<p>PTO Report</p> <ul style="list-style-type: none"> • Mrs. Pelletier, Townwide PTO President, said the staff breakfasts scheduled for all schools on 8/23 were cancelled due to the hurricane forecast. • Membership envelopes were sent home with students this year. This is the PTO's biggest fundraiser for the scholarship fund. They are also sharing on social media, so there is still a digital option again this year for those who prefer paying via Venmo. • NMHS provided a staff breakfast on 9/1. The PTO will be assisting with the decorating of the rotundas by class for Spirit Week. They will sell refreshments at the Homecoming Dance if the dance is allowed to take place this year on 10/2. The Penny Wars will be starting in October. On 10/5, a portion of each order at All Aboard Pizzeria will be donated to the Senior Class. Each month a different class will be featured. • SMS provided a staff breakfast on 8/24. The 	<p>PTO Report</p>

	<p>PTO provided welcome back sacks to all the students at SMS. The PTO will be hosting dances at The Maxx in conjunction with the Youth Agency. Dances are scheduled on 10/29 (6th grade) and 10/30 (7th and 8th grades). The SMS PTO President will work with the New Milford Health Director in completing the COVID Mitigation paperwork. They have one grant that needs to be approved for up to \$1,400.00 to provide each student with a grade level book for Summer Reading as well as prizes for next fall's Summer Reading Contest.</p> <ul style="list-style-type: none"> • SNIS provided a staff breakfast on 8/27. Picture Day is scheduled for 9/29. The PTO will host a Welcome Back Ice Cream Social this Friday, 9/24, with a rain date of 10/1. A Halloween event is planned for 10/29. • HPS provided a staff breakfast on 8/24. Picture Day is scheduled for 9/28. This PTO held their Fall Festival on 9/10 with a dunk tank, petting zoo, and mums sales. They will be hosting a pumpkin and costume contest on 10/30 in conjunction with their book fair. • NES provided a staff breakfast on 9/8. Picture Day is scheduled for 9/28. The PTO hosted an ice cream social on 9/8 to welcome students back to school. They will be doing a catalog fundraiser starting 10/4 through 10/15, so if you need wrapping paper or other miscellaneous gifts, find a NES student to order from. • Grad Party sold Class of 2022 apparel online to the senior class parents. The Grad Party will be hosting an Oktoberfest on October 5th at Housatonic River Brewing from 6-9 p.m. Tickets are available for purchase online for \$45 each. Tickets will not be sold at the door. 	
5.	<p>Student Representatives' Report</p> <ul style="list-style-type: none"> • Ms. DiCorpo welcomed Ishaani Pradeep and Nicholas Carroccio as new student representatives. Ms. DiCorpo said she met with 	Student Representatives' Report

	<p>the students via google meet this afternoon and requested that they work with the principals going forward to report on all schools.</p> <ul style="list-style-type: none"> • The students reported on the following high school events: 9/21 and 9/24 - Senior portrait retakes 9/25 - Band Home Show 9/27-10/1 - Spirit Week 10/6 - Underclass photo retakes 10/7 - National Honor Society induction 10/18 and 10/19 - Senior portrait retakes 10/20 - Concert 	
6.	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Regular Meeting Minutes August 17, 2021</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes August 17, 2021, seconded by Mr. McCauley.</p> <p>The motion passed 8-0-1, with Mrs. Faulenbach abstaining.</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Regular Meeting Minutes August 17, 2021</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes August 17, 2021.</p>
7.	<p>Superintendent's Report</p> <ul style="list-style-type: none"> • Ms. DiCorpo welcomed the new Board members and student representatives. • She said the Board members received a revised Exhibit A which includes the resignation of SMS Principal Longo. She thanked Dr. Longo for his service to NMPS. She said the district will be starting the process of finding an interim principal while posting for the permanent position. • The first Strategic Coherence Planning meeting was held with a group comprised of 	<p>Superintendent's Report</p>

	<p>approximately 25 community members, BOE members, teachers, administrators, and cabinet members. The meeting set the stage for the upcoming work and explained the what and the why behind the work. Community input will be solicited in the future.</p> <ul style="list-style-type: none"> • Contracts have been signed for the Community Based Health Clinics. Planning meetings are upcoming. Ms. DiCorpo is also reaching out to Representative Buckbee to advocate for state funding support. • We continue to make progress on obtaining vaccination status from our employees and our local contracted agencies in accordance with Executive Order 13G. • Smarter Balance letters will be going home to parents in the next few weeks with student reports. • The NMHS Band Home Show is Saturday. Board members have all received invitations. Ms. DiCorpo said she hopes they are able to attend. • There are no fundraisers to report this month. As a reminder, Ms. DiCorpo said she only reports the internal district fundraising efforts that we maintain. • Ms. DiCorpo said she attended regional meetings with other superintendents and with the health directors to receive updates and to discuss protocols and procedures related to COVID-19 and vaccinations. • Keith Lipinsky is looking for one additional BOE member to serve on the Turf Field Committee. Please contact him if you are interested. Athletic passes have been distributed to Board members. 	
8.	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> • Mrs. Faulenbach welcomed the new Board members who have been sworn in. Ms. DiCorpo and Mrs. Faulenbach have met with both new 	Board Chairman's Report

	<p>members and provided orientation materials. The Board members will fill the vacancies left for subcommittees. Mrs. Sarich will join Policy and Committee on Learning and Mr. Hansell will join Facilities and Operations. Mrs. Faulenbach encouraged them to email the subcommittee chairs with any questions and requested that they copy her.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said multiple negotiation sessions continue. Once collective bargaining agreements are finalized, they will be brought to the Board. 	
9.	<p>Discussion and Possible Action</p> <p>A. Policies for Approval</p> <ol style="list-style-type: none"> 1. 1325 Advertising and Promotion 2. 3240 Tuition Fees 3. 3260 Sales & Disposal of Books, Equipment & Supplies <p>Mrs. Rella moved to approve the following policies:</p> <ol style="list-style-type: none"> 1. 1325 Advertising and Promotion 2. 3240 Tuition Fees 3. 3260 Sales & Disposal of Books, Equipment & Supplies <p>Seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said these have been reviewed multiple times. <p>The motion passed unanimously.</p> <p>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311</p>	<p>Discussion and Possible Action</p> <p>A. Policies for Approval</p> <ol style="list-style-type: none"> 1. 1325 Advertising and Promotion 2. 3240 Tuition Fees 3. 3260 Sales & Disposal of Books, Equipment & Supplies <p>Motion made and passed unanimously to approve the following policies:</p> <ol style="list-style-type: none"> 1. 1325 Advertising and Promotion 2. 3240 Tuition Fees 3. 3260 Sales & Disposal of Books, Equipment & Supplies <p>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311</p>

	<ol style="list-style-type: none"> 1. 1900/4900/5900/6900 Wearing Masks and Face Coverings During the COVID-19 Pandemic 2. 4300 COVID-19 Staff Vaccination Policy (Revised) 3. 6141.6 Weighted Grading for Advanced High School Courses <p>Mrs. Rella moved to approve the following policies:</p> <ol style="list-style-type: none"> 1. 1900/4900/5900/6900 Wearing Masks and Face Coverings During the COVID-19 Pandemic 2. 4300 COVID-19 Staff Vaccination Policy (Revised) 3. 6141.6 Weighted Grading for Advanced High School Courses <p>Seconded by Mrs. McInerney.</p> <ul style="list-style-type: none"> Mrs. Rella asked if these are required mandates. Mrs. Faulenbach said they are, and that is why they are proposed for immediate action according to Board policy. <p>The motion passed unanimously.</p>	<ol style="list-style-type: none"> 1. 1900/4900/5900/6900 Wearing Masks and Face Coverings During the COVID-19 Pandemic 2. 4300 COVID-19 Staff Vaccination Policy (Revised) 3. 6141.6 Weighted Grading for Advanced High School Courses <p>Motion made and passed unanimously to approve the following policies:</p> <ol style="list-style-type: none"> 1. 1900/4900/5900/6900 Wearing Masks and Face Coverings During the COVID-19 Pandemic 2. 4300 COVID-19 Staff Vaccination Policy (Revised) 3. 6141.6 Weighted Grading for Advanced High School Courses
C. Five-Year Curriculum Plan (2021-2026)	<p>Mrs. Rella moved to approve the Five-Year Curriculum Plan (2021-2026), seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> Mrs. McInerney said it is impressive to see all the work and vetting that goes into the district's curriculum and plan. <p>The motion passed unanimously.</p>	<p>C. Five-Year Curriculum Plan (2021-2026)</p> <p>Motion made and passed unanimously to approve the Five-Year Curriculum Plan (2021-2026).</p>
D. SNIS Oil Tank Education Specs		<p>D. SNIS Oil Tank Education Specs</p> <p>Motion made and passed</p>

	<p>Mrs. Rella moved to approve the Educational Specifications for the SNIS oil tank as dated September 14, 2021, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this topic was discussed at the Facilities subcommittee. <p>The motion passed unanimously.</p> <p>E. Tuition Rates for 2021-2022</p> <p>Mrs. Rella moved to approve the Tuition Rates for 2021-2022 as follows:</p> <p>New Milford High School: \$13,562.00 Schaghticoke Middle School: \$11,703.00 Sarah Noble Intermediate School and Elementary Schools: \$11,663.00</p> <p>Seconded by Mrs. McInerney.</p> <ul style="list-style-type: none"> • Mrs. McInerney asked for confirmation that these rates do not apply to Sherman students. • Mrs. Faulenbach said that is correct. Sherman students are covered under a different contract and fee. <p>The motion passed unanimously.</p> <p>F. New Milford High School Graduation Date 2022</p> <p>Mrs. McInerney moved to approve the New Milford High School Graduation Date for 2022 for Saturday, June 11, 2022 at 2:00 p.m., seconded by Mrs. Rella.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this was discussed at the Operations subcommittee. • Mrs. Rella asked if the O'Neill Center is being held as a placeholder. • Ms. DiCorpo said it is the intention to hold the graduation ceremony at the O'Neill Center, unless COVID-19 restrictions prevent that. <p>The motion passed unanimously.</p>	<p>unanimously to approve the Educational Specifications for the SNIS oil tank as dated September 14, 2021.</p> <p>E. Tuition Rates for 2021-2022</p> <p>Motion made and passed unanimously to approve the Tuition Rates for 2021-2022 as follows:</p> <p>New Milford High School: \$13,562.00 Schaghticoke Middle School: \$11,703.00 Sarah Noble Intermediate School and Elementary Schools: \$11,663.00</p> <p>F. New Milford High School Graduation Date 2022</p> <p>Motion made and passed unanimously to approve the New Milford High School Graduation Date for 2022 for Saturday, June 11, 2022 at 2:00 p.m.</p>
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<p>G.</p>	<p>Twin Lakes Contract for PowerSchool Support</p> <p>Mrs. Rella moved to approve the Twin Lakes Contract for PowerSchool Support, seconded by Mrs. McInerney.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this was discussed at the Operations subcommittee. The contract is in the Board packet. There is no additional funding requested, it will be taken from a budgeted line. • Mrs. McInerney said she was glad to see this request on the agenda as it is crucial to the district. She thanked Ms. Terry for all her work in getting this far. <p>The motion passed unanimously.</p>	<p>G. Twin Lakes Contract for PowerSchool Support</p> <p>Motion made and passed unanimously to approve the Twin Lakes Contract for PowerSchool Support.</p>
<p>H.</p>	<p>Myke Foo Media Contract</p> <p>Mrs. Rella moved to approve the contract with Myke Foo Media, seconded by Mr. Helmus.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this contract is similar to last year. She hopes to utilize the company in other areas going forward as well. <p>The motion passed unanimously.</p>	<p>H. Myke Foo Media Contract</p> <p>Motion made and passed unanimously to approve the contract with Myke Foo Media.</p>
<p>10.</p>	<p>Items for Information and Discussion</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said Exhibit A and the Monthly Reports have been for information only over the summer months. Next month, they will be on for Board action. <p>A. Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of September 21, 2021</p> <ul style="list-style-type: none"> • Mr. Failla said the resignation of Ms. Schiesel is unfortunate as she is a high school teacher who makes a difference in students' lives. 	<p>Items for Information and Discussion</p> <p>A. Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of September 21, 2021</p>

	<ul style="list-style-type: none"> • Mrs. Rella said all resignations are losses. <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated August 31, 2021 2. Purchase Resolution: D-750 (Revised) 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mr. Giovannone said he followed up with the Town on the audit fee question asked at Operations. This is year 1 of 3 of the new agreement and the fee was reduced going forward. Last year there was an extension and the amount paid was \$48,000; this year the amount paid will be \$40,500. • Mr. Giovannone said the purchase resolution has been revised to include the dividers discussed at Operations. • Mrs. McInerney asked about the Board's 2019-20 contribution to the turf field account. Mr. Giovannone said there was no contribution made that year; all available funds went into the COVID account. The Board is doubling the contribution this year to make up for that. • Mrs. Faulenbach said the account total after final audit will be \$313,000. It is good for the public to see that the Board and Town are working towards the future of the fields. • Mrs. Faulenbach noted on the other hand that the capital reserve account is woefully low. • Mrs. Rella said that it doesn't include year end from last year. • Mrs. Faulenbach said that is correct since it is pending final audit. She said there have been collaborative discussions with the Town as to what would be done should an emergency expenditure occur. All parties want to avoid the need for a supplemental appropriation. • Mrs. McInerney said that once the final audit is approved, the Board will still need to request that the year end balance go to capital reserve. • Mrs. Faulenbach said this was already done and approved proactively in June. • Mrs. Rella asked why all the revenue lines were 	<p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated August 31, 2021 2. Purchase Resolution: D-750 (Revised) 3. Request for Budget Transfers
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	<p>negative at this time and if we are currently charging for student parking at the high school.</p> <ul style="list-style-type: none"> • Mr. Giovannone said revenues are posted quarterly so they do not show anything yet. He said we are charging for student parking. • Mr. Failla asked how many spaces are available at the high school and how many have been sold to students. He is opposed to this “tax” on students. Mr. Giovannone said he would check. • Mrs. Faulenbach noted the fee was waived last year during the pandemic. • Mrs. McInerney noted that Ms. DiCorpo said they are already in budget planning internally and she asked who the Board members should contact if they have suggestions. • Ms. DiCorpo said they should share any suggestions soon since she is working with Mr. Giovannone to expedite the budget process so that she has more time to publicize it out in the community. • Mrs. Rella asked if workshops would be held again like last year, because they were very helpful. • Ms. DiCorpo said workshops are being planned for enrollment, capital and perhaps other topics. • Mrs. Faulenbach said it will be important to invite Town leaders as well, as had been done in the past. 	
C.	Tuition Students <ul style="list-style-type: none"> • There were no comments. 	C. Tuition Students
D.	Policy for First Review <ol style="list-style-type: none"> 1. 1212 School Volunteers <ul style="list-style-type: none"> • Mrs. Faulenbach said vaccination of volunteers was discussed at the Policy subcommittee. This policy is up for first review and will go back to the Policy subcommittee in October for second review. • Mrs. McInerney said she is glad to see this suggested requirement. Her one concern is with 	D. Policy for First Review <ol style="list-style-type: none"> 1. 1212 School Volunteers

	<p>who will follow up regarding the testing out opportunity within 48 hours.</p> <ul style="list-style-type: none">• Ms. DiCorpo said right now, Human Resources in conjunction with the COVID Liaison will be doing staff monitoring. She envisions replicating that internal process for volunteers.• Mrs. McInerney asked about the volunteer coaches that the Board approves.• Ms. DiCorpo said in checking with legal, they are considered volunteers exempt from the executive order. This policy, if approved, would cover them.• Mrs. Rella asked if the change to this policy is due to executive order 13G.• Ms. DiCorpo said this is a result of a request from the Policy subcommittee.• Mrs. Faulenbach said we are not asking anything of volunteers that we are not asking of staff.• Mrs. Rella said she doesn't want to lose volunteers either.• Mr. Failla said he doesn't agree with this revision. We would be putting a higher burden on volunteers than the state does.• Mrs. Rella said some districts are not allowing volunteers at all.• Mrs. Gabianelli shared historical numbers regarding volunteers and said we currently have 30 athletic volunteers and 57 band volunteers this year.• Mr. Hansell disagrees with the suggested revisions which he says will have a negative impact on volunteers. He said the Board should not go above the executive order requirements.• Mr. McCauley disagreed. He said we are in a pandemic still and anyone working with students should be vaccinated like staff must be.• Mrs. Rella agreed.• Mrs. Sarich asked if parents need to show a vaccination card to come in for meetings with teachers or administrators.• Mrs. Gabianelli said parents are exempt, along with volunteers.	
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	<ul style="list-style-type: none"> • Mrs. McInerney noted that most parent meetings are still virtual. She thinks volunteers are extremely important but it is also important to keep students as safe as possible in close contact situations. • Mrs. Sarich asked if the 3 to 6 feet social distancing is still followed. • Ms. DiCorpo said yes, and mask wearing. • Mrs. Faulenbach said it is the same protocols as staff follow. • Mr. Helmus said the Board can't be hypocrites. If staff need to follow protocols, then all others with student contact should do the same. He feels these are general draconian measures by the Governor, but they can't be changed at the Board level. • Mrs. Faulenbach asked where the district stands with vendors. • Ms. DiCorpo said they have been sent the information regarding the requirements. • Mrs. Faulenbach said policy is very important and discussions are crucial for public understanding. These suggested changes will continue to be discussed in committee. • Mr. Hansell said he is a scientist specializing in statistics. He said the Board should be careful about the terminology used, such as "safety", without quantifying what that means. He said children aren't dying from COVID. 	
E. Field Trip Report	<ul style="list-style-type: none"> • Mrs. McInerney asked why some band trips are fully funded and others are not. Ms. Hollander said she would follow up. • Mr. McCauley asked why marching band trips are considered field trips and athletics are not counted the same way. • Ms. DiCorpo said she will need to investigate that question further. • Mrs. Faulenbach noted that there is a separate athletic transportation line in the budget. She 	E. Field Trip Report


	<p>asked if there is a separate line for band/music and that it be reported on at Operations.</p> <ul style="list-style-type: none">• Ms. DiCorpo said they are reviewing fundraising in general as it impacts the budget.• Mrs. Faulenbach noted that they should always be looking at fundraising versus what should be embedded in the operating budget.	
11.	<p>Adjourn</p> <p>Mr. McCauley moved to adjourn the meeting at 8:17 p.m., seconded by Mr. Failla.</p> <p>The motion passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:17 p.m.</p>

Respectfully submitted:



**Tammy McInerney
Assistant Secretary
New Milford Board of Education**

**New Milford Board of Education
Special Meeting Minutes
September 23, 2021
Lillis Administration Building, Room 2**

Present:	Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Eric Hansell Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Olga I. Rella Mayor Pete Bass, Ex Officio	 RECEIVED TOWN CLERK 2021 SEP 24 A 10:41
Absent:	Mrs. Eileen P. Monaghan Mrs. Leslie Sarich	

NEW MILFORD, CT

Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Catherine Gabianelli, Human Resources Director Ms. Lisa Morrissey, New Milford Health Department Director
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1.	Call to Order	Call to Order
A.	Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	A. Pledge of Allegiance
2.	Public Comment • There was none.	Public Comment
3.	Discussion and Possible Action	Discussion and Possible Action
A.	Discussion and possible action concerning proposed collective bargaining agreement between the New Milford Board of Education and the CEA-New Milford. Executive session anticipated. Mrs. Rella moved to enter into Executive Session to discuss the proposed successor collective	A. Discussion and possible action concerning proposed collective bargaining agreement between the New Milford Board of Education and the CEA-New Milford. Executive session anticipated. Motion made and passed unanimously to enter into

	<p>bargaining agreement between the New Milford Board of Education and the CEA-New Milford and to invite into the session Alisha DiCorpo, Cathy Gabianelli and Anthony Giovannone, seconded by Mr. McCauley and passed unanimously.</p> <p>The Board entered executive session at 7:04 p.m.</p> <p>The Board returned to public session at 7:37 p.m.</p> <p>Mr. McCauley moved that the Board ratify the proposed successor collective bargaining agreement between the New Milford Board of Education and the CEA-New Milford and authorize the Chairperson of the Board to sign the successor collective bargaining agreement on its behalf pending further legal review, seconded by Mrs. Rella and passed unanimously.</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach thanked the team for all their work on this project and others. She thanked Mr. Walter O'Connor, New Milford Board of Finance Chair, for his time and insight as an observer. ● Mrs. Rella thanked Mrs. Faulenbach and Mr. Helmus for the countless hours they have put into this work. <p>B. Receipt and consideration of attorney-client communication regarding employee COVID-19 testing requirement and Executive Order # 13G. Executive session anticipated.</p> <p>Mr. Helmus moved to enter into Executive Session for the purpose of review and consideration of attorney-client privileged communication regarding employee COVID-19 testing requirements and Executive Order # 13G and to invite into the session Alisha DiCorpo, Cathy Gabianelli and Lisa Morrissey, seconded by Mrs. Rella and passed unanimously.</p>	<p>Executive Session to discuss the proposed successor collective bargaining agreement between the New Milford Board of Education and the CEA-New Milford and to invite into the session Alisha DiCorpo, Cathy Gabianelli and Anthony Giovannone.</p> <p>Motion made and passed unanimously that the Board ratify the proposed successor collective bargaining agreement between the New Milford Board of Education and the CEA-New Milford and authorize the Chairperson of the Board to sign the successor collective bargaining agreement on its behalf pending further legal review.</p> <p>B. Receipt and consideration of attorney-client communication regarding employee COVID-19 testing requirement and Executive Order # 13G. Executive session anticipated.</p> <p>Motion made and passed unanimously to enter into Executive Session for the purpose of review and consideration of attorney-client privileged communication regarding employee COVID-19 testing requirements and Executive Order # 13G and to invite into the session Alisha</p>
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	The Board entered executive session at 7:38 p.m. Ms. Morrissey entered executive session at 7:54 p.m. The Board returned to public session at 8:36 p.m.	DiCorpo, Cathy Gabianelli and Lisa Morrissey.
4.	Adjourn Mr. Helmus moved to adjourn the meeting at 8:36 p.m., seconded by Mrs. Rella and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:36 p.m.

Respectfully submitted:



**Tammy McInerney
Assistant Secretary
New Milford Board of Education**

NEW MILFORD, CT

2021 SEP 29 P 1:17

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**New Milford Board of Education
Special Meeting Minutes
September 28, 2021
Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Wendy Faulenbach Mr. Eric Hansell Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Olga I. Rella Mrs. Leslie Sarich
Absent:	Mr. Joseph Failla Mrs. Eileen P. Monaghan

Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Catherine Gabianelli, Human Resources Director Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Ms. Jamie Terry, Technology Director
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1. A.	Call to Order Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	Call to Order A. Pledge of Allegiance
2.	Public Comment <ul style="list-style-type: none"> There was none. 	Public Comment
4.	Discussion and Possible Action <ul style="list-style-type: none"> With the Board's agreement, Mrs. Faulenbach moved item 4 up in the agenda in deference to the candidate to be interviewed. 	Discussion and Possible Action

<p>A.</p>	<p>Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 28, 2021</p> <p>Mrs. Rella moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of September 28, 2021, seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> <p>B. Interview and discuss possible appointment of candidate for the position of Interim SMS Principal. Executive session anticipated. The Board may take action when it returns to public session.</p> <p>Mrs. McInerney moved that the Board enter into Executive Session to interview and discuss possible appointment of candidate for the position of Interim Schaghticoke Middle School Principal, and invite into the session Alisha DiCorpo, Cathy Gabianelli and the candidate, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p> <p>The Board entered Executive Session at 6:33 p.m.</p> <p>The candidate entered at 6:50 p.m. The candidate left at 7:02 p.m.</p> <p>The Board returned to Public Session at 7:10 p.m.</p> <p>Mr. Helmus moved that the Board of Education approve the appointment of: Robert Tremaglio as Interim Schaghticoke Middle School Principal effective October 7, 2021; 2021-22 salary is per</p>	<p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 28, 2021</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of September 28, 2021.</p> <p>B. Interview and discuss possible appointment of candidate for the position of Interim SMS Principal. Executive session anticipated. The Board may take action when it returns to public session.</p> <p>Motion made and passed unanimously that the Board enter into Executive Session to interview and discuss possible appointment of candidate for the position of Interim Schaghticoke Middle School Principal, and invite into the session Alisha DiCorpo, Cathy Gabianelli and the candidate.</p> <p>Motion made and passed unanimously that the Board of Education approve the appointment of: Robert Tremaglio as Interim Schaghticoke Middle</p>
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	<p>diem @ \$620.93 per day, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p>	<p>School Principal effective October 7, 2021; 2021-22 salary is per diem @ \$620.93 per day.</p>
3.	<p>Presentations</p> <p>A. Enrollment Study</p> <ul style="list-style-type: none"> • Meghan McGaffin of SLR Consulting and Gregory Smolley of Drummey Rosane Anderson, Inc. (DRA) presented the Ten-Year Enrollment Projection & School Facility Utilization Study for New Milford Public Schools to the Board. The presentation is attached to these minutes. • Ms. McGaffin focused on the enrollment piece and provided scenarios for redistricting if desired. • Mr. Smolley focused on the facility utilization piece. He said all buildings were in fair to very good condition with no immediate needs to address. In terms of deficiencies, he said the kindergarten classrooms are on the small side and the bathrooms there are too small. Regarding the question as to whether or not district offices could fit into SNIS, Mr. Smolley said there is sufficient room. • Following the presentation, Mrs. Faulenbach asked for comments and/or questions. • Mr. Giovannone said the report provides helpful information in three important areas: 10 year enrollment, building utilization, and redistricting. • Mrs. McInerney said she is concerned about inequity in the possibility of adding more students to NES because she said the specials teachers there already have bigger loads than the specials teachers at HPS. This could result in the need for more hires. • Ms. DiCorpo said there is equity now through the managing of the schedules of specials teachers at each school. PowerSchool will help with this in the future too as it allows the 	<p>Presentations</p> <p>A. Enrollment Study</p>

	<p>schedule to be built while budgeting decisions are being made. She said redistricting would help with space utilization and equity.</p> <ul style="list-style-type: none"> • Mrs. McInerney said the study's suggestion of changing the intermediate school building into the middle school is interesting and the Board may want to look at this further. She never understood why it wasn't reassigned to the middle school when it was repurposed from the old high school. • Mr. McCauley asked if there should be a concern that elementary schools are projected to be at 95-97% capacity some years. Ms. McGaffin said no as that is under the target capacity of what the building can support. • Mr. Smolley said in actual numbers, the fluctuation is a handful of students who can be spread out in the building. • Ms. DiCorpo said the space numbers in the study do affirm the struggles the district has had with social distancing since space is already well utilized. • Mrs. Faulenbach asked Board members to submit any follow up questions for the consultants to the Superintendent's Office so that they can share answers with all Board members equally. 	
B.	<p>Feasibility Study</p> <ul style="list-style-type: none"> • Dean Petrucelli of Silver Petrucelli & Associates Inc. presented the New Milford Public Schools BOE Offices Relocation Study. The study is attached to these minutes. • Mr. Petrucelli said the study was to determine the feasibility of the relocation to SNIS in terms of space and to look at infrastructure needs and potential costs. This preliminary feasibility study shows that there is sufficient space. The estimated cost for the relocation and any necessary modifications is over \$4 million of which approximately \$700,000 should be 	B. Feasibility Study

	<p>eligible for state reimbursement. Mr. Petrucelli said these are preliminary estimates and further design and planning will be needed should the project go forward.</p> <ul style="list-style-type: none">• Ms. DiCorpo said there could be additional savings through the NV5 project.• Mrs. Faulenbach said it is helpful to see this report in conjunction with the enrollment study presented tonight. She said relocation conversation has been ongoing for years, since the substantial issues of the East Street building are well known. There have been numerous meetings with the Town, including building walkthroughs. The data shows that any move is not simple. It was considered important to have professional data for decision making. This study provides that.• Mrs. Rella asked about savings realized by vacating the East Street building.• Mr. Giovannone said there was a memo to the Board in December 2019 that outlined an “abandon ship” plan if a crisis move was needed to vacate East Street. It was a line item shift and the estimate in operating savings was \$120,355. In addition, there were several capital projects for East Street detailed that would represent \$1,095,000 in potential avoidance.• Mrs. Faulenbach said that is an important differentiation. The 2019 memo was based on an immediate need for a move to continue operations, not a permanent solution.• Mr. McCauley said this has been a long journey. It’s been talked about for the six years he’s been on the Board. It is something that needs to be done. There are facilities and environmental concerns with East Street.• Ms. DiCorpo said there are also ADA compliance concerns and a study had been conducted previously on the East Street building.	
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	<ul style="list-style-type: none">● Mr. Giovannone said there was a study in 2017 by KG&D which reviewed compliance and other issues for East Street. The cost estimate then was \$5,464,000.● Mrs. Faulenbach said either option entails substantial cost.● Mr. Hansell asked about the project schedule and what happens if there is a major repair needed at East Street while construction is ongoing.● Mrs. Faulenbach said that it would have to be resolved through some kind of capital planning in conjunction with the Town. The operating budget could not support it.● Ms. DiCorpo said they are in the process of a copier bid in conjunction with the Town and she asked that it include an analysis for both East Street and any SNIS relocation. In addition, SNIS would be able to provide the true security that the East Street building lacks. Any cameras for East Street that may be approved through the security grant would be repurposed for a SNIS move.● Ms. DiCorpo noted that the conference room referenced in the SNIS relocation would be set up for live streaming of BOE meetings which may result in additional cost savings.● Mrs. Faulenbach asked what the estimate for execution of the move is if the Town and BOE can figure out a way to move forward.● Mr. Petrucelli estimates the project will take at least a year total.● Mr. Helmus asked what the next steps are.● Mrs. Faulenbach said both the Board and Town have capital reserve monies. This conversation is no surprise to anyone. Copies of the reports will be shared with the Town and they will pick up the conversation again. Ultimately the data shows that one of these buildings will cost millions of dollars. The large numbers will require collaboration.	
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**New Milford Board of Education
Special Meeting Minutes
September 28, 2021
Sarah Noble Intermediate School Library Media Center**

Page 7

	<ul style="list-style-type: none">• Mr. McCauley suggested the conversations happen soon. The East Street boiler was a problem last year; he doesn't envision that it has gotten any better this year.	
5.	Adjourn Mrs. Rella moved to adjourn the meeting at 8:45 p.m., seconded by Mr. McCauley and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:45 p.m.

Respectfully submitted:



**Tammy McInerney
Assistant Secretary
New Milford Board of Education**



New Milford Public Schools

Ten-Year Enrollment Projection & School Facility Utilization Study

Board of Education Presentation

September 28, 2021



Contents

- Introduction
- Projection Comparison
- Demographics
- Enrollment History
- Enrollment Projections Update
- Elementary Equity
- Facilities Overview
- School Utilization
- Scenario Options



Introduction

- SLR International Corporation, formerly known as Milone and MacBroom
- Drummey, Rosane, Anderson, Inc (DRA)
- Ten Year Enrollment Projection & School Facility Utilization Study
- Last study done by Milone and MacBroom in 2013
- This study analyzes data through the 2020-21 school year, looking ahead to 2030-31



Projection Comparison

Year		K	1	2	3	4	5	6	7	8	9	10	11	12	K-12 Total
2014-15	Actual	262	274	309	314	339	341	346	367	316	408	332	329	352	4,289
	Projected	262	274	309	314	337	342	345	367	315	409	328	325	333	4,332
	Difference	0.0%	0.0%	0.0%	0.0%	0.6%	-0.3%	0.3%	0.0%	0.3%	-0.2%	1.2%	1.2%	5.4%	-1.0%
2015-16	Actual	242	269	277	315	309	335	338	338	358	360	361	331	325	4,158
	Projected	226	264	273	310	316	340	346	341	369	338	377	324	304	4,208
	Difference	6.6%	1.9%	1.3%	1.5%	-2.3%	-1.4%	-2.5%	-1.0%	-3.2%	6.2%	-4.3%	2.2%	6.5%	-1.2%
2016-17	Actual	273	242	271	279	308	317	344	342	342	366	342	362	323	4,111
	Projected	256	228	263	274	312	319	344	343	344	396	311	372	303	4,144
	Difference	6.4%	5.9%	2.8%	1.6%	-1.4%	-0.5%	0.0%	-0.2%	-0.5%	-8.2%	9.1%	-2.7%	6.3%	-0.8%
2017-18	Actual	232	275	253	273	291	315	325	340	343	360	353	320	349	4,029
	Projected	224	257	227	264	276	315	323	340	345	368	365	307	347	4,040
	Difference	3.4%	6.4%	10.2%	3.2%	5.0%	0.1%	0.7%	-0.1%	-0.6%	-2.3%	-3.3%	4.1%	0.4%	-0.3%
2018-19	Actual	242	234	270	260	268	290	323	323	346	348	349	349	300	3,902
	Projected	237	226	257	228	266	278	319	319	343	370	339	360	287	3,908
	Difference	2.3%	3.5%	4.9%	12.3%	0.7%	4.0%	1.3%	1.1%	1.0%	-6.3%	2.8%	-3.1%	4.4%	-0.2%
2019-20	Actual	271	256	232	271	266	267	294	323	324	358	331	333	328	3,854
	Projected	249	238	225	258	230	268	282	315	321	367	340	335	336	3,846
	Difference	8.1%	6.9%	2.9%	4.9%	13.7%	-0.5%	4.1%	2.3%	0.8%	-2.6%	-2.9%	-0.6%	-2.6%	0.2%
2020-21	Actual	223	238	248	219	258	258	266	283	320	323	342	336	293	3,607
	Projected	247	251	238	226	260	231	272	279	318	345	338	336	313	3,732
	Difference	-10.5%	-5.4%	4.2%	-3.3%	-0.6%	10.3%	-2.1%	1.4%	0.8%	-6.7%	1.1%	-0.1%	-6.8%	-3.5%

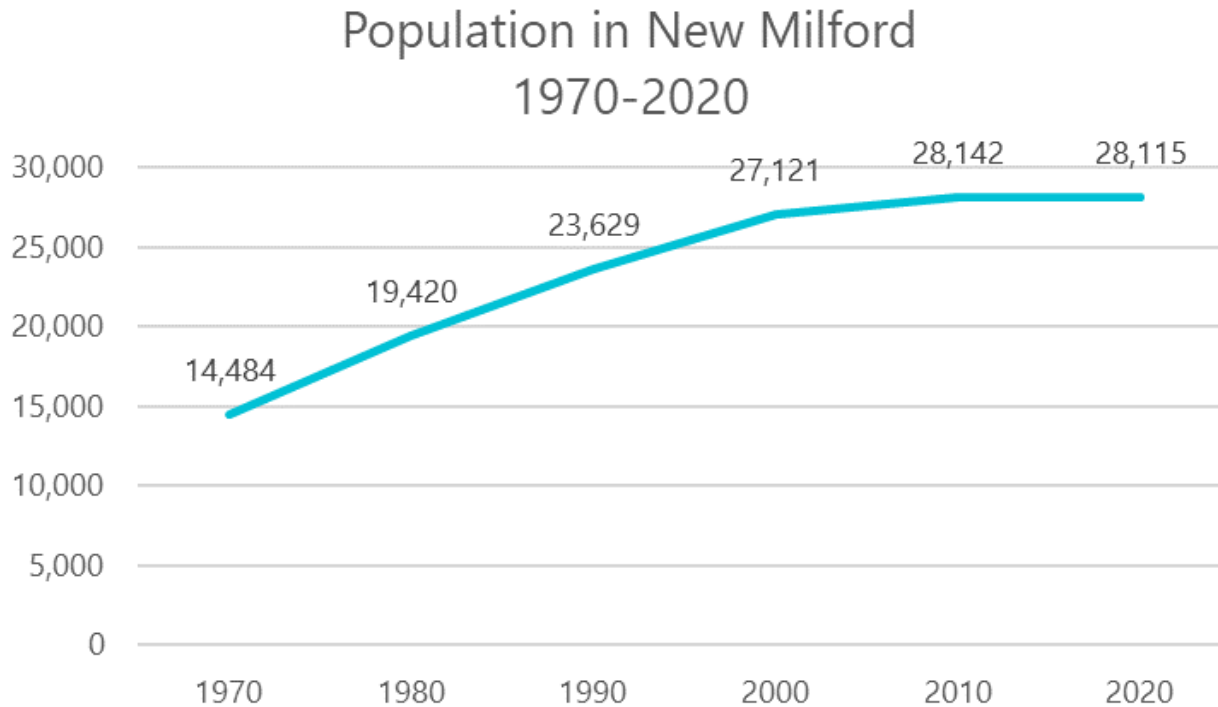
- Districtwide totals were within 1% of the last projections, except for 2020-21, likely due to the decline in enrollment because of the pandemic.



Demographics, Employment & Housing



Total Population



Source: US Census

- 2020 Census data shows that population in New Milford has held stable with a change of only 27 residents since 2010



Employment

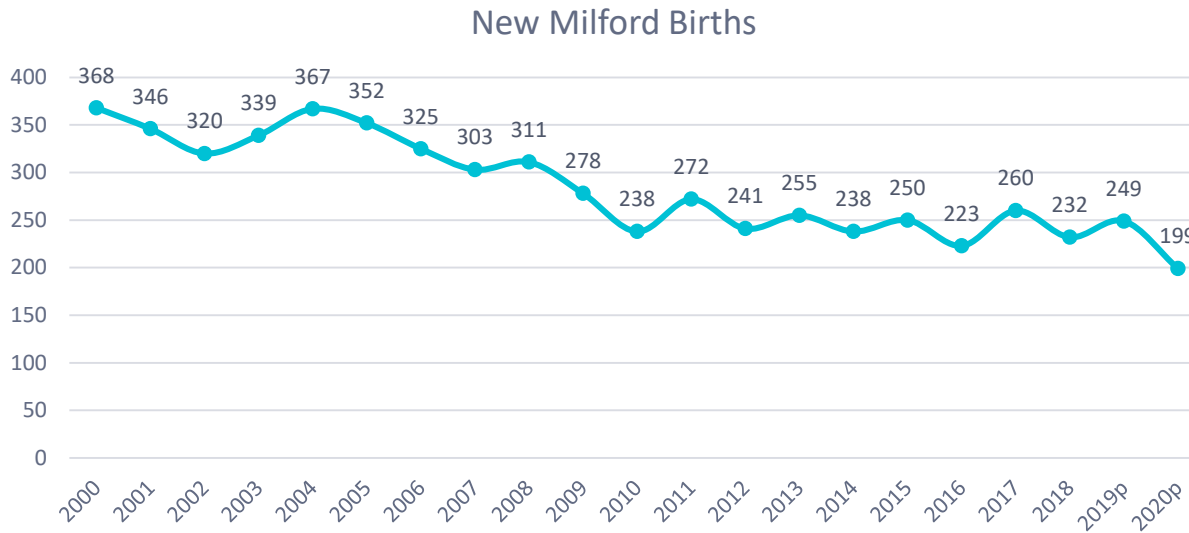


Source: Connecticut Department of Labor – Local Area Unemployment Statistics

- Significant increase in unemployment due to COVID-19 pandemic with a peak of 9.5% in June 2020.
- New Milford's unemployment rate has historically remained just below rate for Litchfield County
 - 2020 was the first year in recent history where town unemployment is higher than the county



New Milford Resident Births

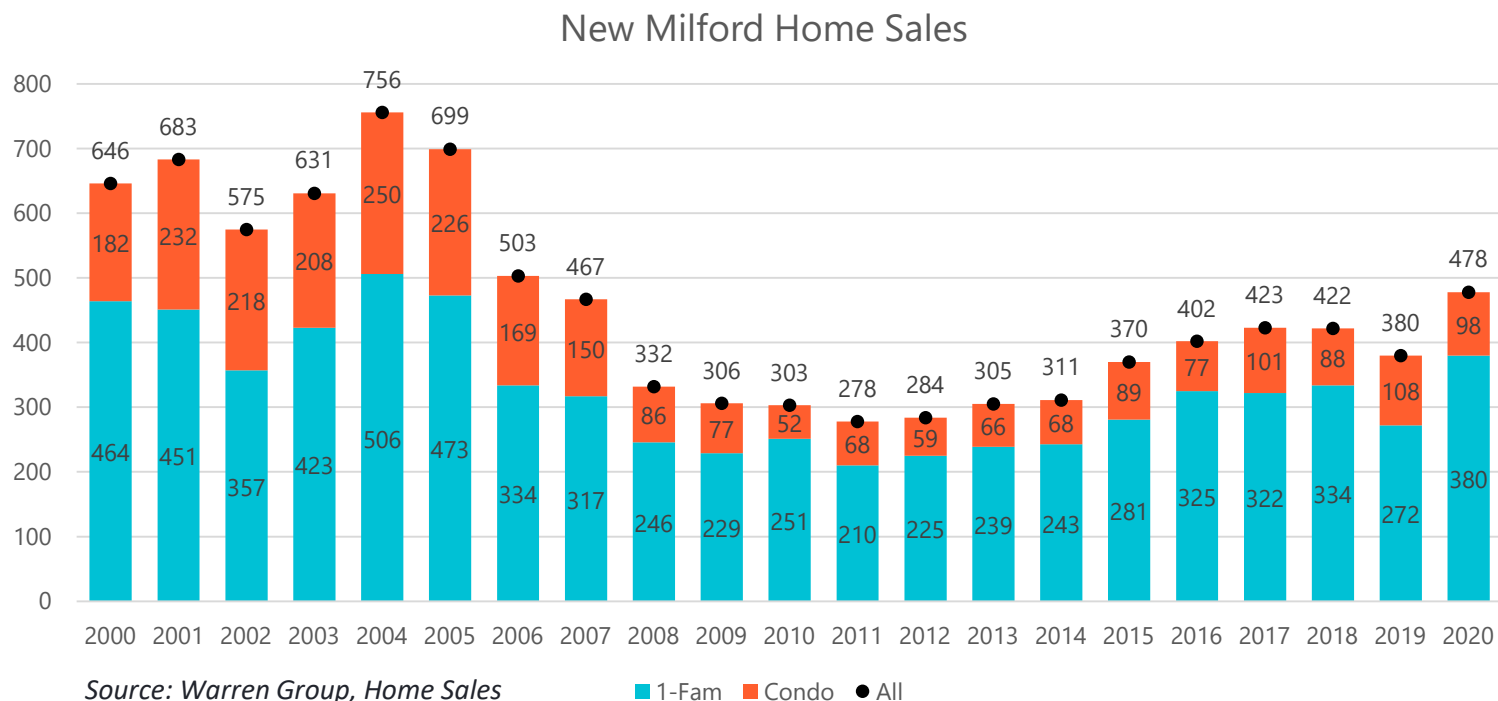


Source: CT Department of Public Health, p indicates provisional data

- New Milford births declined from 367 births in 2004 to 238 births in 2010
- From 2015 to 2019, births have stabilized and averaged 243 per year
- Births in 2020 fell to 199, a historic low



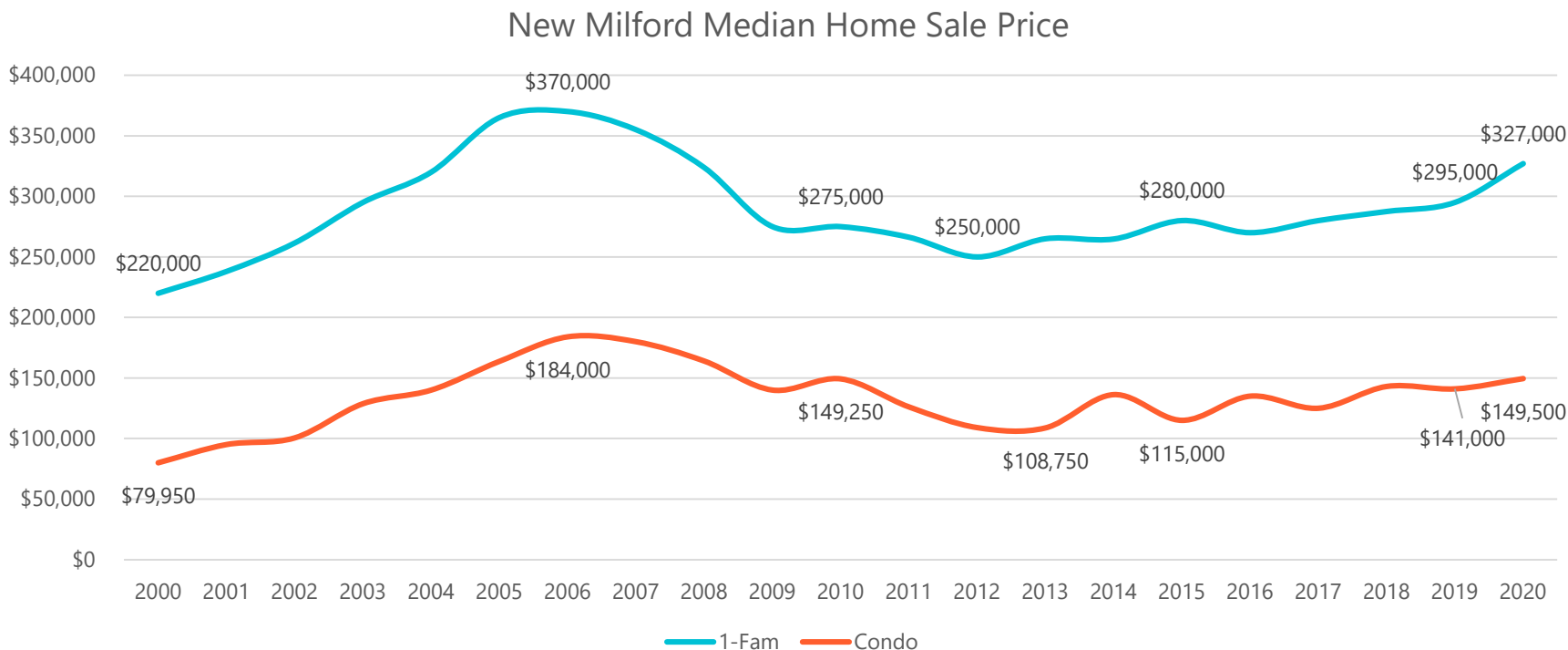
Home Sales



- Overall, single-family home sales have rebounded since the Recession, growing from a low of 210 sales in 2011 to a recent peak of 478 in 2020
- The increase in single family housing sales activity in 2020 is likely tied to the trends observed throughout Connecticut .
- Condominium sales for 2020 was 98, which is slightly above the five-year average



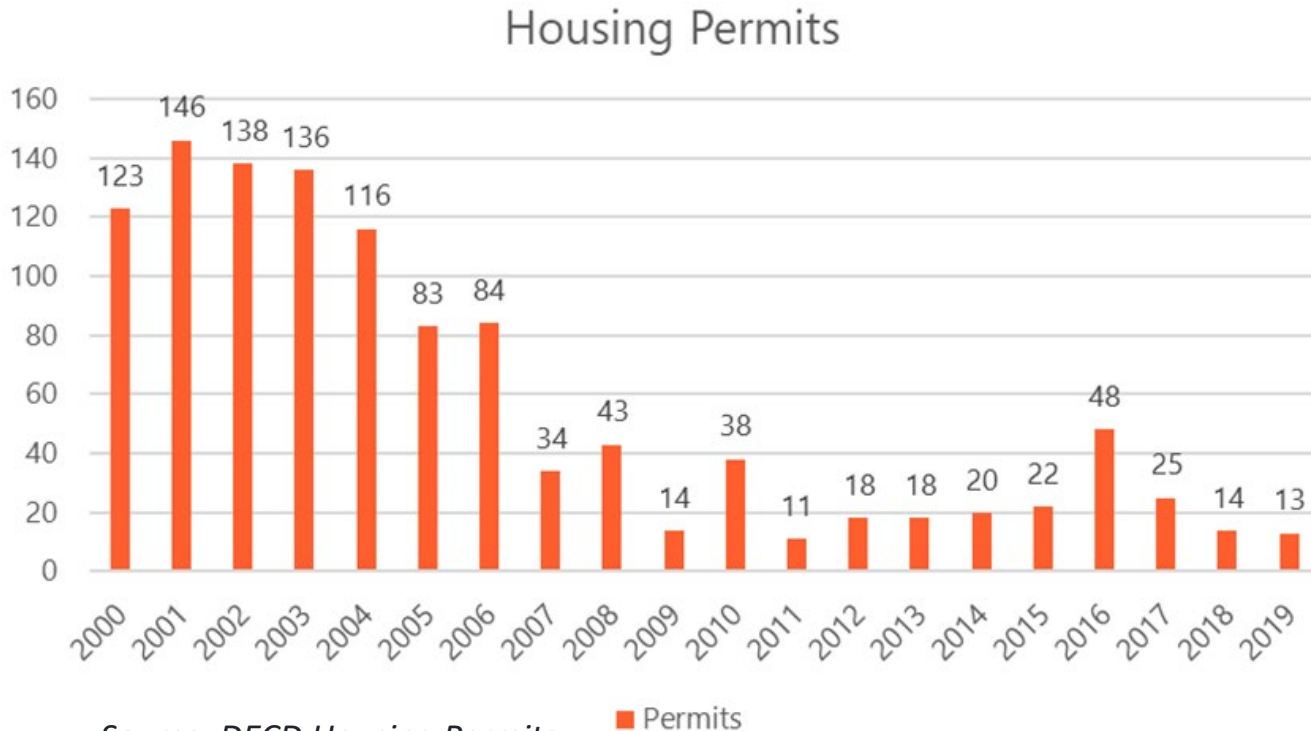
Home Sales Median Price



- Significant increase in median sale price for single family homes (11%) and condominiums (6%) from 2020 to 2019
- The COVID-19 pandemic has contributed to higher sale prices in New Milford and throughout the state
- Prices have not recovered to the pre-Recession peak



Housing Permits



- Between 2015 and 2019, New Milford averaged approximately 24 housing permits annually. However, the number of permits has been steadily declining, only 13 permits were issued in 2019
- New Milford has available land for the construction of new single-family homes, so this may be a driver of enrollment if new construction market strengthens



Future Housing Development

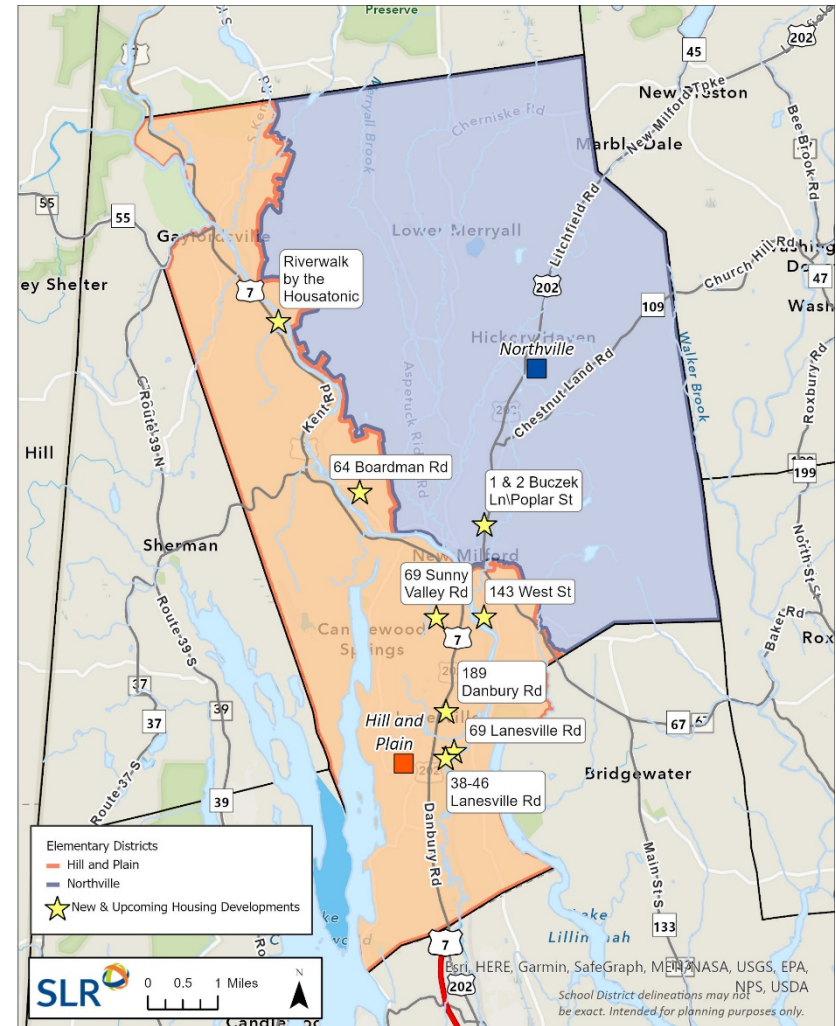
Name	District	Units	Type	Status
Riverwalk by the Housatonic	Hill and Plain	33	Affordable Housing Subdivision	Under construction
69 Lanesville Rd	Hill and Plain	30	2 Bedroom Multi-family	Permits recently issued
189 Danbury Rd	Hill and Plain	150	1, 2, & 3 Bedroom Multi-family mixed use	Approved
143 West St	Hill and Plain	109	1 & 2 Bedroom Multi-family	Approved
1 & 2 Buczek Ln / Poplar St	Northville	32	2 Bedroom Multi-family	Approved
38-46 Lanesville Rd	Hill and Plain	23	3 Bedroom Multi-family	Approved
64 Boardman Rd	Hill and Plain	12	1 Bedroom Multi-family	Approved
69 Sunny Valley Rd	Hill and Plain	6	Affordable Housing Subdivision	Approved
Total		395		

- 1 & 2 bedroom rental units do not typically generate students
- New Milford should not expect a significant increase in new students from currently planned/approved housing developments
- New students generated from housing are built into projections



Upcoming Developments

- Over the next few years, 395 new housing units are anticipated to come online.
- Approximately 99% are multi-family developments of varying sizes, with two developments constituting 259 new units in the Hill and Plain attendance zone

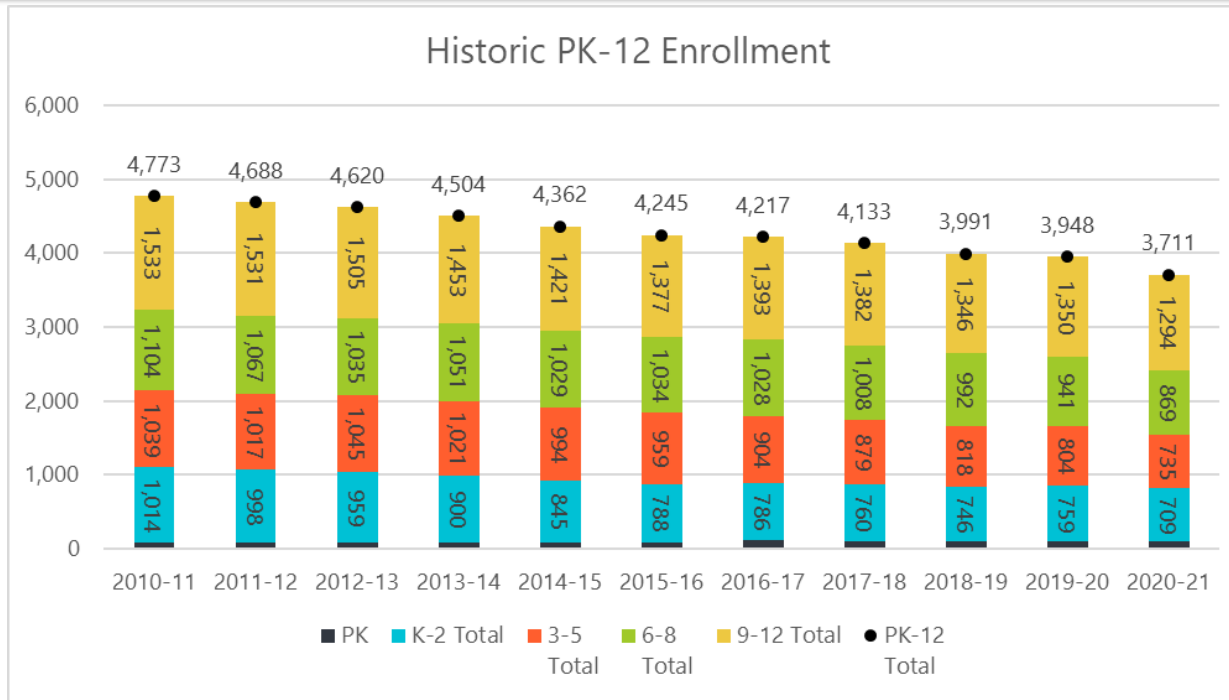




Enrollment Trends



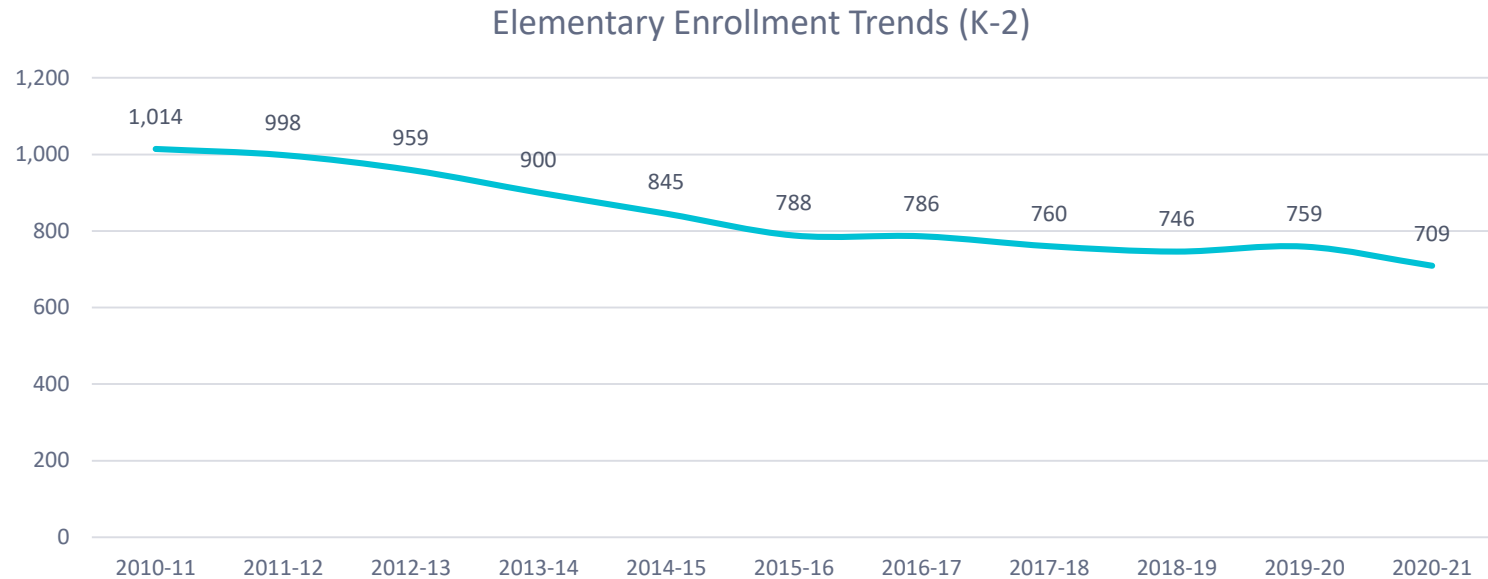
Enrollment Trends: District



- Overall, NMPS enrollment has declined 22% over the last decade
- In the last year, there was a large drop across all grade groupings, which can be attributed to the COVID-19 pandemic
- Since 2015-16, elementary enrollment has remained generally stable except for 2020-21
- Enrollment at the intermediate, middle, and high school grade levels have decreased consistently over the last 5 years



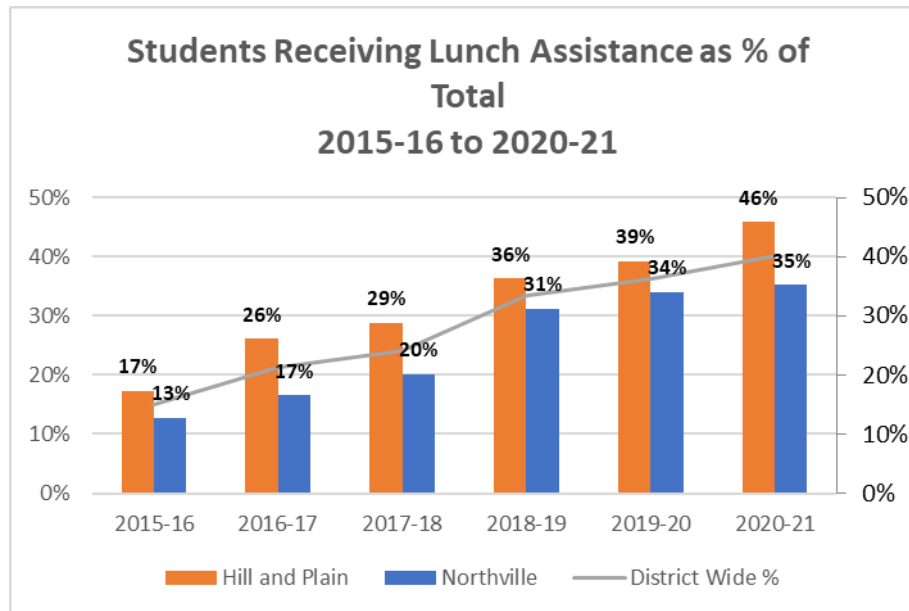
Enrollment Trends: Elementary (K-2)



- Elementary (K-2) enrollment appears to have been slowly declining before the 2020-21 pandemic dip
- Enrollment from 2015-16 to 2019-20 remained stable ranging by about 42 students over the five-year period
- Kindergarten enrollment in 2020-21 dropped by about 48 students, which is consistent with trends seen throughout the State.



Lunch Assistance

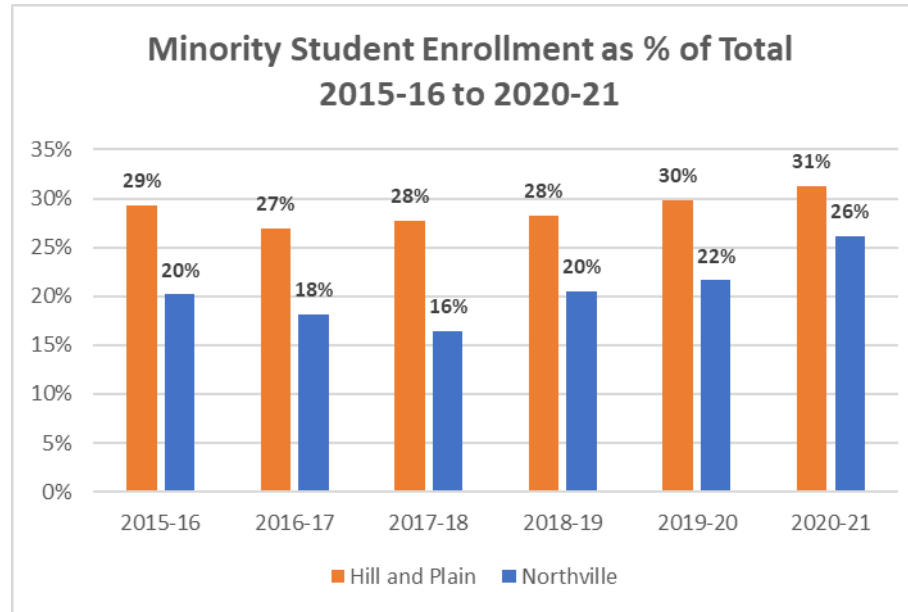


Source: EdSight

- The percentage of students receiving lunch assistance has increased steadily
- The need at Hill & Plain has increased more rapidly than at Northville, resulting in an 11% disparity between schools
- In 2020-21 40% of New Milford elementary students received lunch assistance, enabling the district to qualify for Title 1 funding eligibility



Elementary Diversity

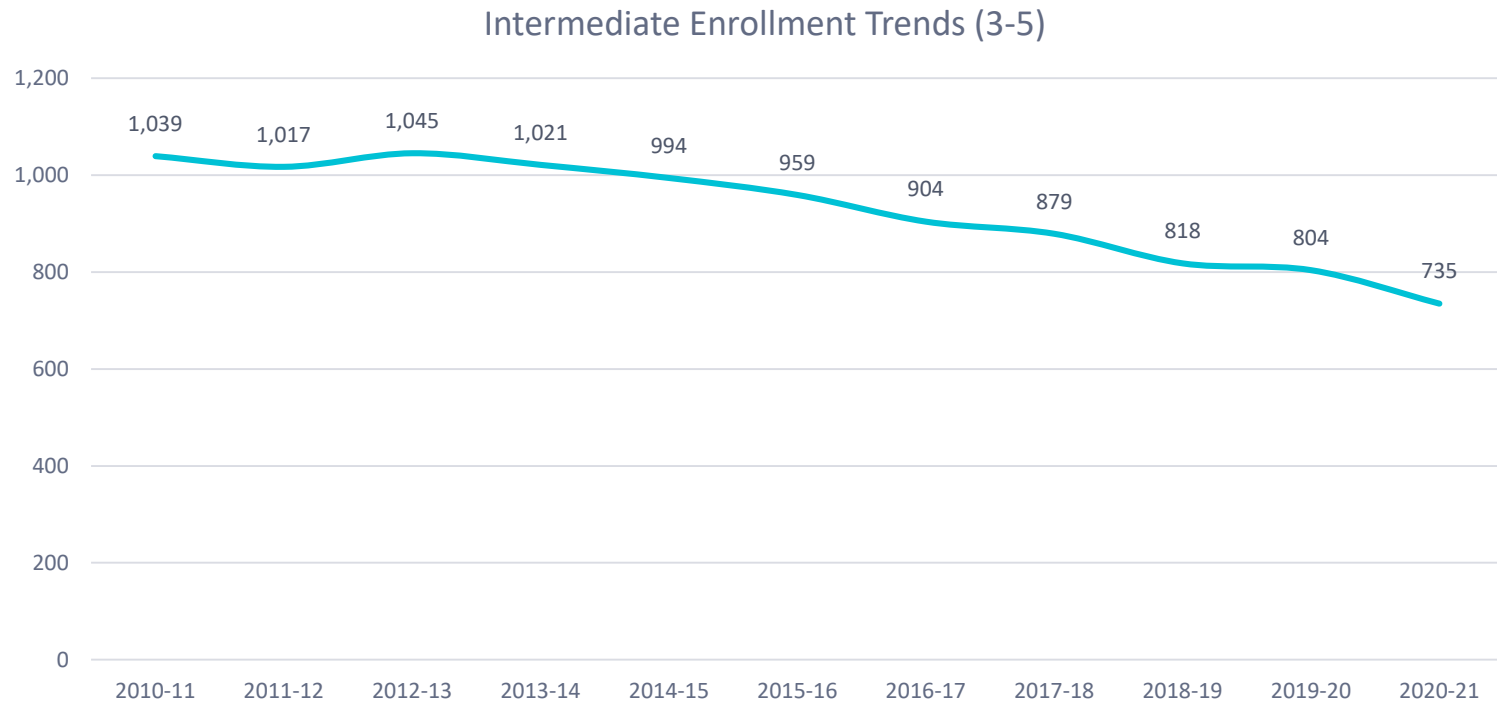


Source: EdSight

- Racial diversity has been inching upward over the last 5 years
- The minority population of the PK-2 cohort is currently 28%
- The diversity gap between the two schools has steadily shrunk and there is now a 5% disparity between schools



Enrollment Trends: Inter. School (3-5)



- Intermediate (3-5) enrollment appears to have been slowly declining before the 2020-21 pandemic dip, beginning in 2012-13
- Over the last 5 years Intermediate enrollment has decreased 18.7%



Enrollment Trends Summary

- Overall enrollment is trending downward
- All cohorts have seen declines in enrollment
- Trends started declining in 8-9 years ago and have tapered slowly or held stable over the past 5 years



Enrollment Projections



Projections Building Blocks

Starting Data

Critical to the overall accuracy of the projections, as each year builds upon the last.

District Projections

**Town of
New Milford
Births**

*Obtained from CT
DPH*

**Historic
Enrollment
Trends**

*Obtained from NMPS
and EdSight*

Individual School Projections

**Town of New
Milford
Births**

Obtained from CT DPH

**Geolocated
Enrollment
Data**

*Obtained from NMPS
and address matched*

Projection Assumptions

Several projection models are developed by applying different persistency ratios to building blocks

**5-Year
Average**

**3-Year
Average**

**3-Year
Weighted**

Blended

Demographic and Housing Data

Used to inform model selection

**Unemployment
(Town, Region)**

**Housing Permit
Activity**

**Home Sales
(1-family,
condos)**

**Women of Child-
Bearing Age +
Fertility Rates**

**Population
Projections &
Development
Capacity**



Projections Primer

Cohort Survival Method

- Based on Cohort Survival Methodology - Standard method for enrollment projections
- Methodology accepted by CSDE School Construction Projects (CGS 10-283)
- The Cohort Survival Methodology relies on **observed data from the recent past in order to predict the near future**
- Methodology works well for stable populations, including communities that are growing or declining at a steady rate



Projections Primer

Persistency Ratios

- Persistency ratios are calculated from historic enrollment data to determine growth or loss in a class as it progresses through school system.
- Persistency ratios account for the various external factors affecting enrollments, including housing characteristics, residential development, economic conditions, student transfers in and out of the system, and student mobility.
- Housing construction is accounted for in the persistency ratios.
- Persistency Ratio of 1.0 means cohort size remains the same; 1.05 means the cohort size increases by 5%, or a cohort of 100 grows to 105 the following year.
- Changes in population, housing stock and tenure, and economic conditions help explain persistency ratios.



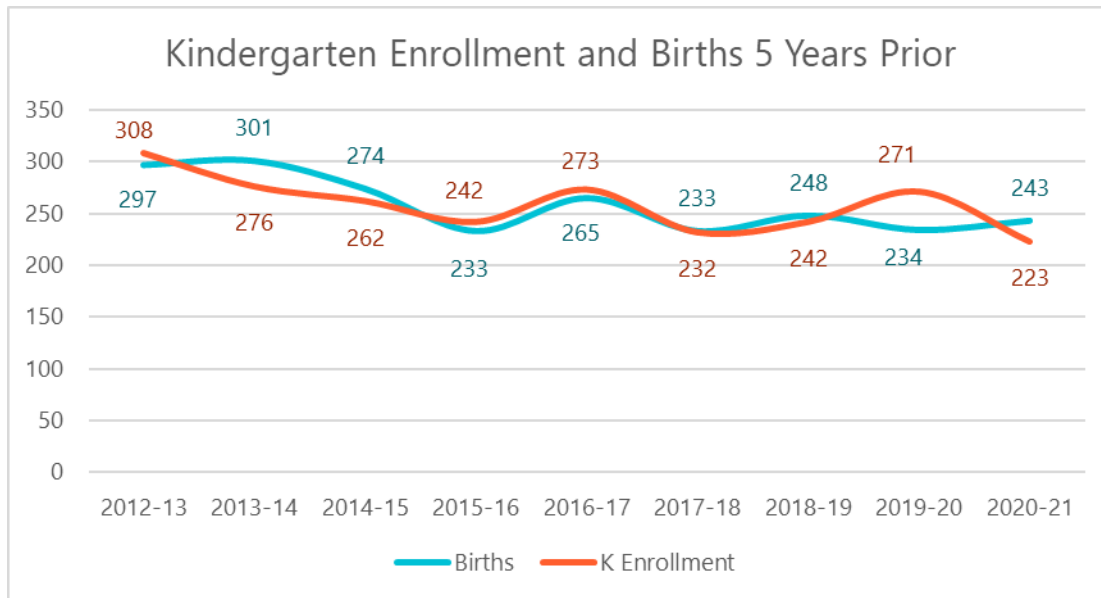
Persistency Ratios

Year	K-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	Elem Migration (K-5 to 1-6)
2008-09	1.044	0.984	0.984	0.975	0.989	1.000	1.000	1.015	1.098	0.907	0.951	0.909	-0.42%
2009-10	1.036	1.017	0.965	0.987	0.994	1.031	1.013	1.013	1.012	0.925	0.992	0.971	0.53%
2010-11	1.040	1.003	1.003	1.017	0.987	0.997	0.984	0.995	1.047	0.924	0.987	0.948	0.68%
2011-12	1.073	0.985	0.994	0.986	1.013	0.997	0.989	0.986	1.033	0.933	1.018	0.946	0.73%
2012-13	0.984	0.980	0.985	1.017	1.008	1.019	0.995	1.017	1.048	0.941	1.021	0.964	-0.10%
2013-14	1.029	1.000	0.988	1.015	0.986	1.027	1.000	0.992	1.031	0.919	0.969	0.990	0.75%
2014-15	0.993	0.975	1.023	0.997	1.018	1.000	0.981	0.997	1.133	0.907	0.968	0.951	0.10%
2015-16	1.027	1.011	1.019	0.984	0.988	0.991	0.977	0.975	1.139	0.885	0.997	0.988	0.22%
2016-17	1.000	1.007	1.007	0.978	1.026	1.027	1.012	1.012	1.022	0.950	1.003	0.976	0.80%
2017-18	1.007	1.045	1.007	1.043	1.023	1.025	0.988	1.003	1.053	0.964	0.936	0.964	2.49%
2018-19	1.009	0.982	1.028	0.982	0.997	1.025	0.994	1.018	1.015	0.969	0.989	0.938	0.37%
2019-20	1.058	0.991	1.004	1.023	0.996	1.014	1.000	1.003	1.035	0.951	0.954	0.940	1.41%
2020-21	0.878	0.969	0.944	0.952	0.970	0.996	0.963	0.991	0.997	0.955	1.015	0.880	-4.86%

- Estimate of migration tracks changes in grades K-5 one year compared to grades 1-6 the following year
 - First year of negative elementary migration 2012-13
- Impact of pandemic noticeable
 - Elementary out-migration experienced for the first time in recent history
 - Lower persistency ratios across all grade, except for 10-11



Birth-K Persistency Ratios

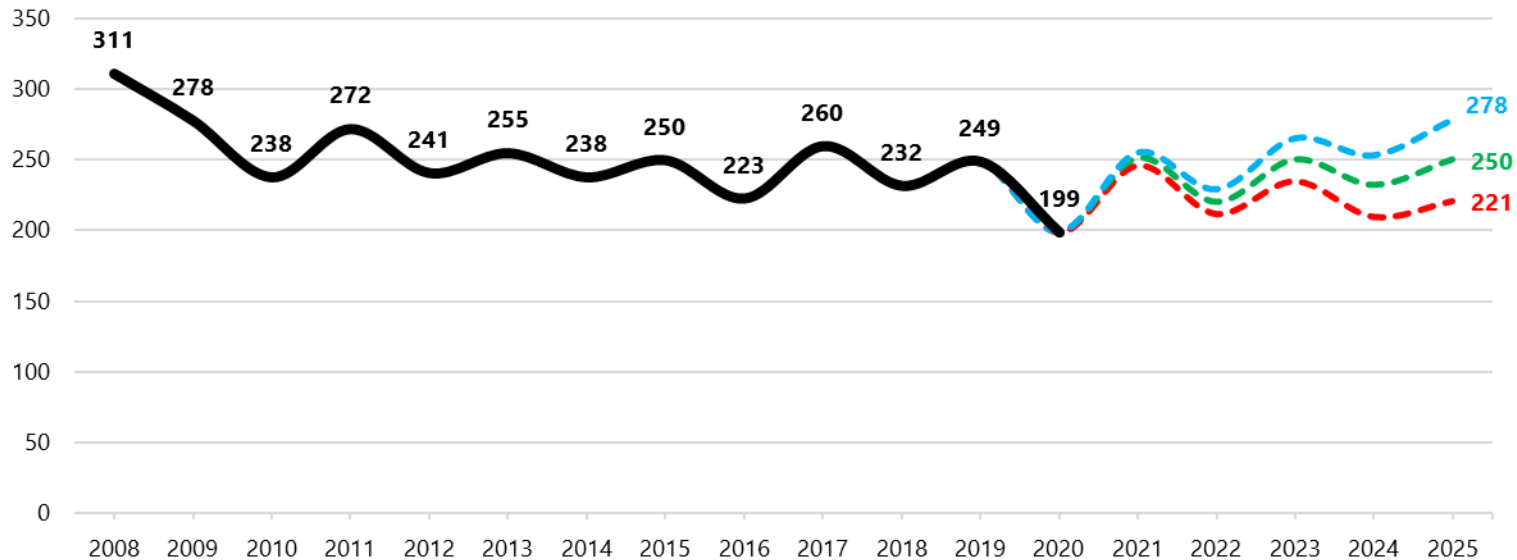


- Over the past five-years, **Birth-K persistency ratios have averaged 1.02** – or 102 kindergarteners for every 100 births 5-years prior
- **Birth-K persistency decreased to 0.92 in 2020-21, lower than last several years**
- Decrease in Kindergarteners this school year is similar to trends observed across the state. Homeschool, private kindergarten, and delayed entry all impacting this year's kindergarten class



Resident Birth Projections

New Milford Actual and Projected Births: 2008 to 2025



- Births projected from 2021 through 2025 corresponding with projected kindergarten classes for 2026-27 through 2030-31
- Absent of Cohort level 2020 Census information, linear trends were used to project births from 2021 through 2025, ranging from 210 to 278 per year through 2025



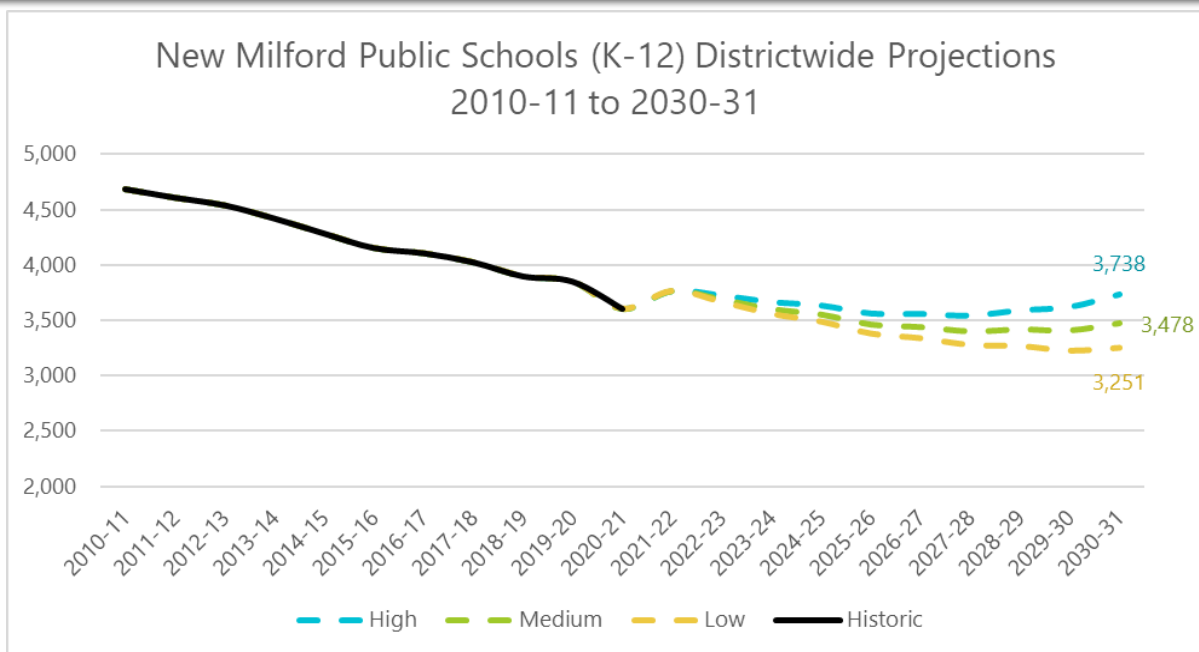
Housing Multipliers

Address	Total Units	Elementary District	Estimated Students Generated at Full Occupancy
189 Danbury Rd	150	Hill and Plain	33
143 West St	109	Hill and Plain	24
Total	259		57

- Housing multipliers were added for the developments with over 100 units
 - These units are not expected to have occupants until 2024-25. Occupancy rates are assumed to increase over time
 - Students generated were calculated using ESI Residential Demographic Multipliers
- Smaller developments are assumed in the base projection based on continued rate of construction



Districtwide Projections (Low, Med, High)



Medium projections model most closely aligns with underlying demographic, housing, and economic trends

- Medium model (recommended) assumes a moderate rate of recovery. High model would assume a more rapid recovery, while the low model assumes a prolonged recovery
- Recent changes to enrollment drivers from the pandemic bear watching. Should the current active housing market conditions continue, the High Projection Model may prove more accurate
- **Under the medium model, enrollment is projected to continue declining to about 3,478 students by 2030-31**



Districtwide Projections (Medium)

Enrollment Projections, by Grade: 2020-21 to 2030-31

School Year	K	1	2	3	4	5	6	7	8	9	10	12	PK	K-2 Total	3-5 Total	6-8 Total	9-12 Total	K-12 Total	PK-12 Total
2020-21	223	238	248	219	258	258	266	283	320	323	342	293	104	709	735	869	1,294	3,607	3,711
2021-22	268	271	257	248	219	269	284	290	320	334	345	332	117	796	736	894	1,342	3,768	3,885
2022-23	271	273	273	260	251	219	274	283	292	331	321	313	117	817	730	849	1,296	3,692	3,809
2023-24	242	276	275	277	263	251	223	273	285	302	318	313	117	793	791	781	1,241	3,606	3,723
2024-25	261	248	279	280	282	264	257	223	276	296	291	293	117	788	826	756	1,186	3,556	3,673
2025-26	213	266	250	283	284	282	269	256	225	285	284	290	117	729	849	750	1,138	3,466	3,583
2026-27	264	218	269	254	288	285	289	269	259	234	275	265	117	751	827	817	1,048	3,443	3,560
2027-28	231	269	220	272	257	288	291	288	271	268	225	260	117	720	817	850	1,017	3,404	3,521
2028-29	265	238	272	225	278	258	296	292	291	281	259	250	117	775	761	879	1,007	3,422	3,539
2029-30	246	270	239	276	228	277	264	295	293	301	270	205	117	755	781	852	1,025	3,413	3,530
2030-31	266	252	272	244	281	228	284	264	297	304	290	236	117	790	753	845	1,090	3,478	3,595

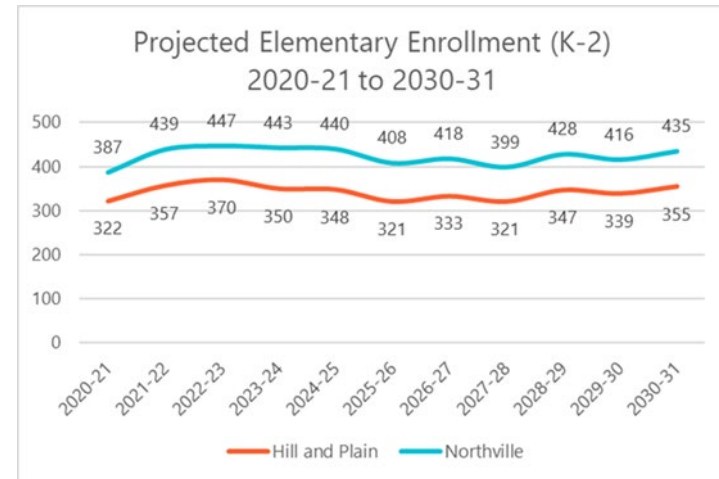
Source: SLR Projections based on variable Birth-K PRs and 4 year PRs for grades 1 through 12

- Overall total enrollment is expected to rebound in the short term and then decline over time



Elementary Projections (Medium)

Northville					
	K	1	2	Total	Utilization
2020-21	115	135	137	387	81%
2021-22	148	141	150	439	92%
2022-23	149	152	146	447	93%
2023-24	134	153	156	443	92%
2024-25	144	138	158	440	92%
2025-26	117	148	143	408	85%
2026-27	145	120	153	418	87%
2027-28	126	149	124	399	83%
2028-29	144	130	154	428	89%
2029-30	134	148	134	416	87%
2030-31	144	138	153	435	91%



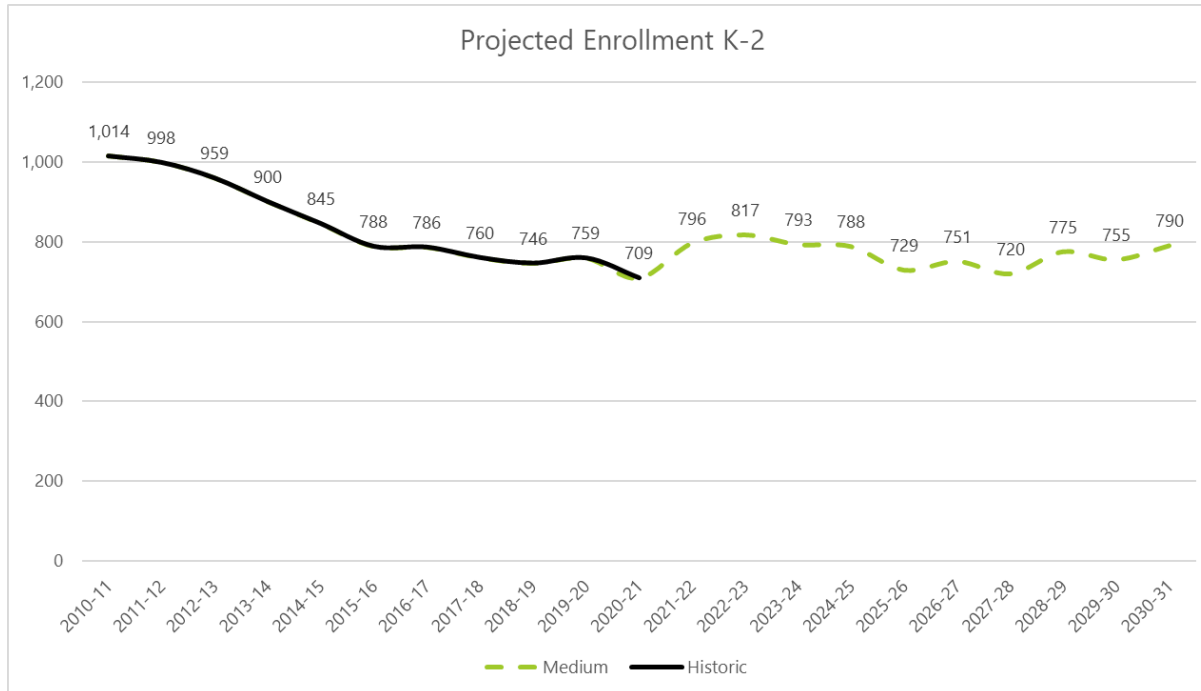
Source: SLR Projections

Hill and Plain					
	K	1	2	Total	Utilization
2020-21	109	101	112	322	90%
2021-22	120	130	107	357	99%
2022-23	122	121	127	370	103%
2023-24	108	123	119	350	97%
2024-25	117	110	121	348	97%
2025-26	96	118	107	321	89%
2026-27	119	98	116	333	93%
2027-28	105	120	96	321	89%
2028-29	121	108	118	347	97%
2029-30	112	122	105	339	94%
2030-31	122	114	119	355	99%

- Northville averages about 55% of total K-2 student share, Hill and Plain with remaining 45%
- Northville reaches peak enrollment of 447 students in 2022-23
- Hill and Plain reaches peak enrollment in 2022-23 with 370 students, and exceeds capacity
- By the end of the projection horizon, enrollment at Hill and Plain is projected to increase by 10.2%, and at Northville enrollment is projected to grow by 10.2%



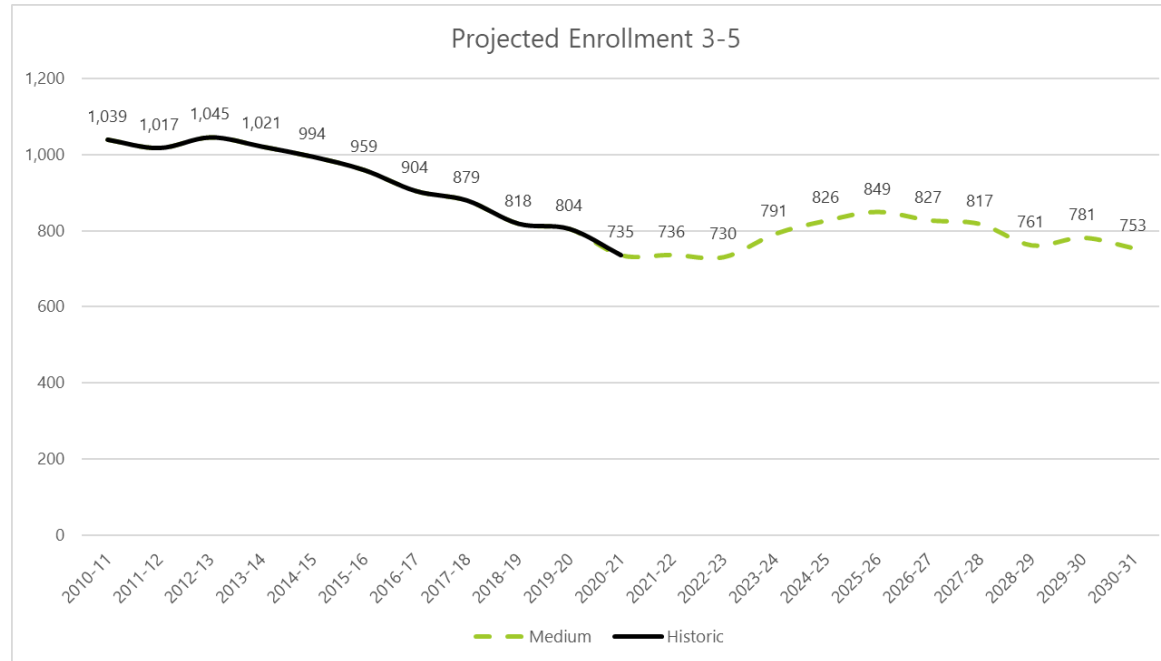
Elementary Projections (Medium)



- **Enrollments projected to rebound next year as homeschool students, delayed entry students, and private school students return to NMPS**
- Projections show a peak at 817 students in 2022-23 and relative stability in the first 5 years, similar to enrollment levels around 5 years ago
- Elementary enrollment is projected to fall in 2025-26 before gradually increasing to 790 in 2030-31



Intermediate School Projections (Medium)



- **Intermediate School enrollment projected to increase over the next ten years, reaching 753 students by 2030-31**
- Larger K-2 classes matriculating upward
- Intermediate enrollments are projected to peak in 2025-26 with 849 students
- Larger K-2 classes matriculating upward in the short term



School Facilities Overview, Capacity & Utilization



Space Recommendations

Guidance for student space allocations come from:

- Office of School Construction Grant Review (OSCGR) for funding future construction
- Professional organizations: National Science Teachers Association, US Centers for Disease Control, US Dept. of Education, American Institute of Architects Committee for Architecture in Education
- Guidance is not regulatory
- Best practices evolve and change over time



Enrollment Planning Guidelines

For capacity planning purposes we assume:

- Hill and Plain
 - 6 sections per grade at 21 students per class = 378
- Northville
 - 8 sections per grade at 21 students per class = 504
- Planning targets are 95% of functional capacity to allow for future flexibility
- Actual sections used in 2020-21 school year:
 - Hill and Plain 6 per grade
 - Northville 8 for K, 1st and 7 for 2nd

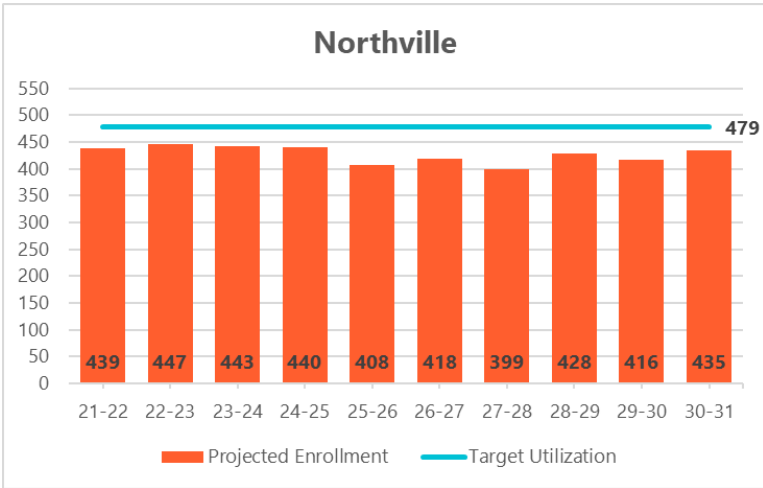
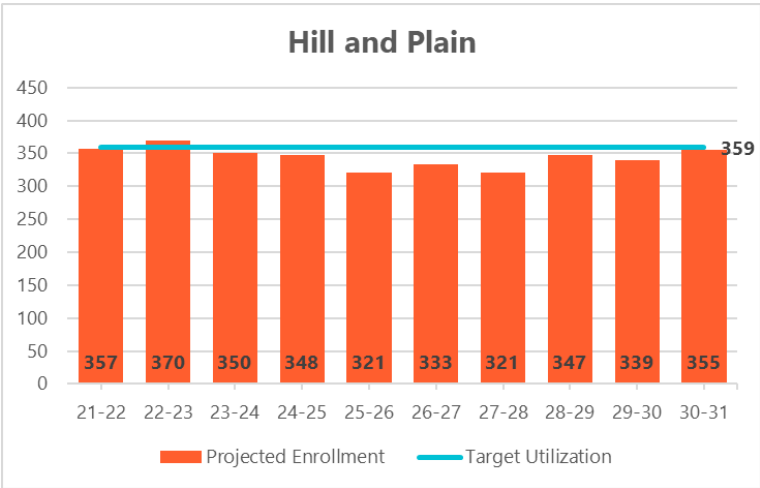
School	Class Size	Sections per grade	Functional Capacity (K2)	Planning Target (95%)
Hill & Plain	21	6	378	359
Northville	21	8	504	479
Total K-2			882	838

Enrollment Projections by Building & Grade

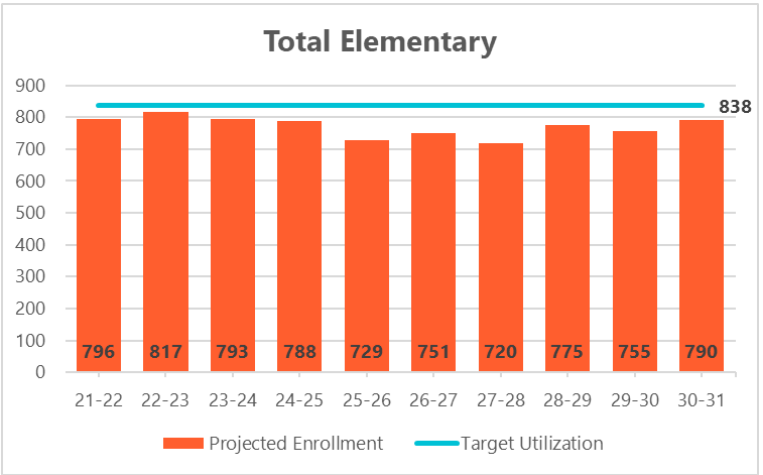
		Grade					
		PK	K	1	2	TOTAL	
HILL & PLAIN	March 1, 2020	63	117	115	104	399	HILL & PLAIN
	FY 21-22 Projected	64	115	117	115	411	
	Enrollment Change	1	-2	2	11	12	
	# of Teachers	2.5 (5 sec)	6	6	6		
	Current Class Size	12.6	19.5	23.0	20.8		
	New Class Size	12.8	19.2	19.5	19.2		
	Class Size Change	0.2	-0.3	-3.5	-1.6		
NORTHVILLE	Grade					NORTHVILLE	NORTHVILLE
		PK	K	1	2	TOTAL	
	March 1, 2020	52	154	142	128	476	
	FY 21-22 Projected	53	153	154	142	502	
	Enrollment Change	1	-1	12	14	26	
	# of Teachers	2.5 (5 sec)	8	8	7		
	Current Class Size	10.4	22.0	17.8	18.3		
	New Class Size	10.6	19.1	19.3	20.3		
	Class Size Change	0.2	-2.9	1.5	2.0		



Elem. Capacity & Utilization

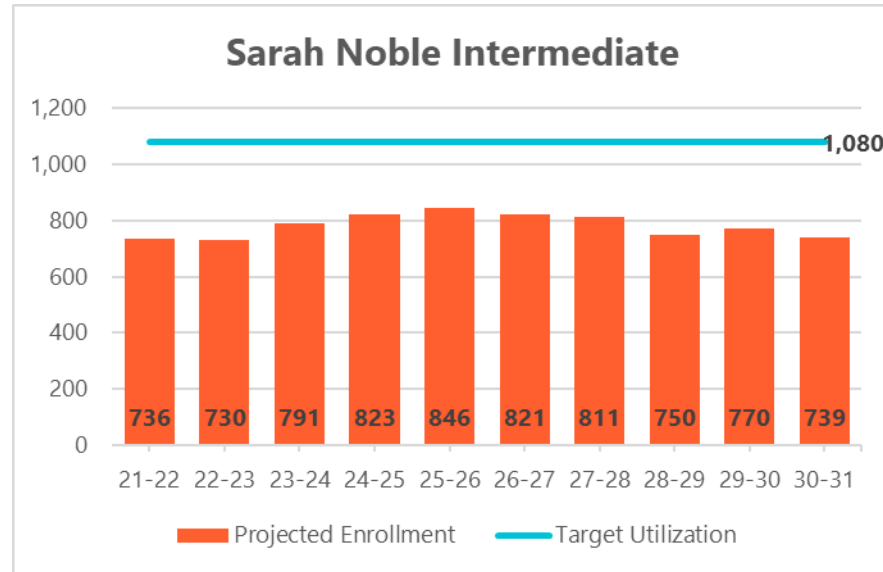


Assumes loading level of 21 students for Full-size CRs





Sarah Noble Intermediate Utilization

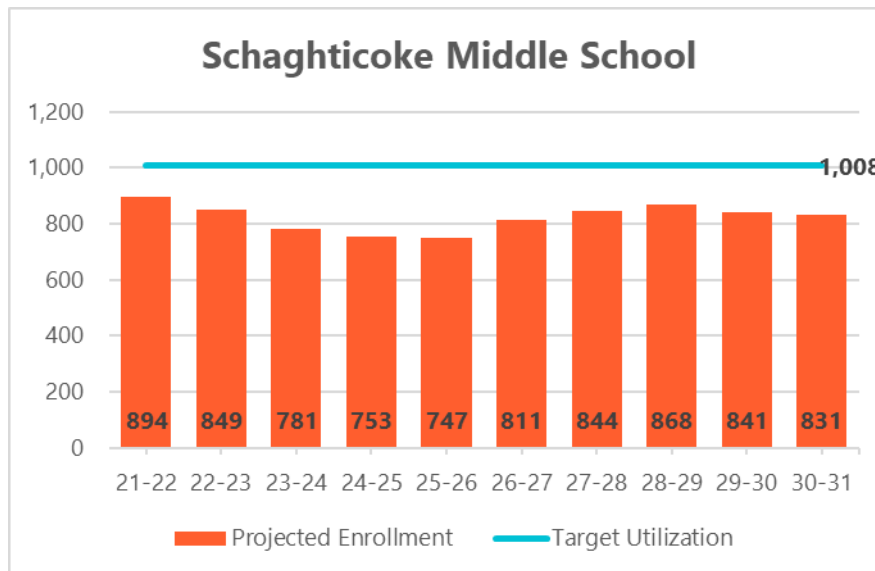


- Sarah Noble is well utilized and will not exceed capacity.

Assumes loading level of 24 students for
Full-size CRs



Schaghticoke Middle School Utilization

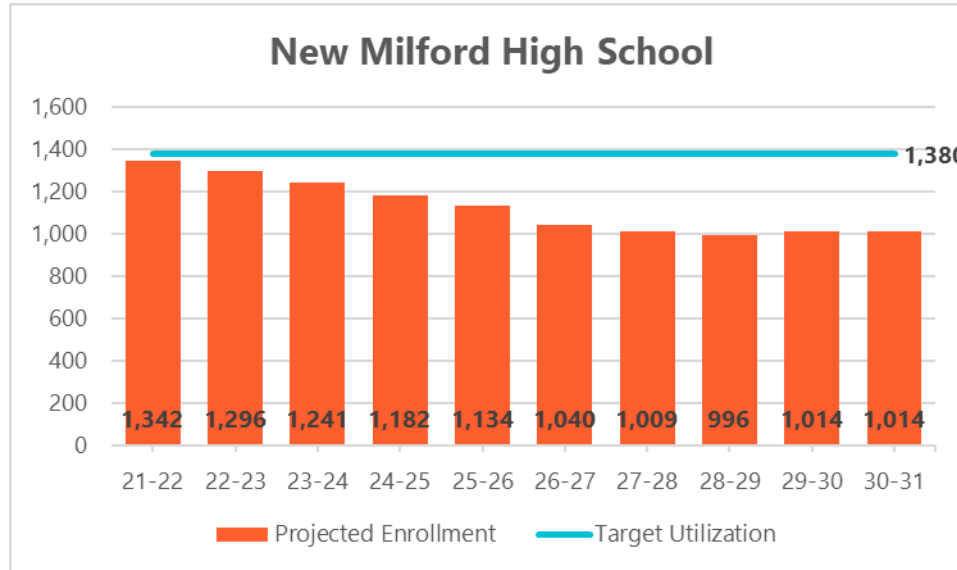


- Schaghticoke is well utilized and will not exceed capacity.

Assumes loading level of 24 students for
Full-size CRs



New Milford High School Utilization



- While New Milford High School is near capacity, enrollment is projected to fall, freeing up more space.

Capacity based on OSCGR calculation of
GSF



Building Assessments

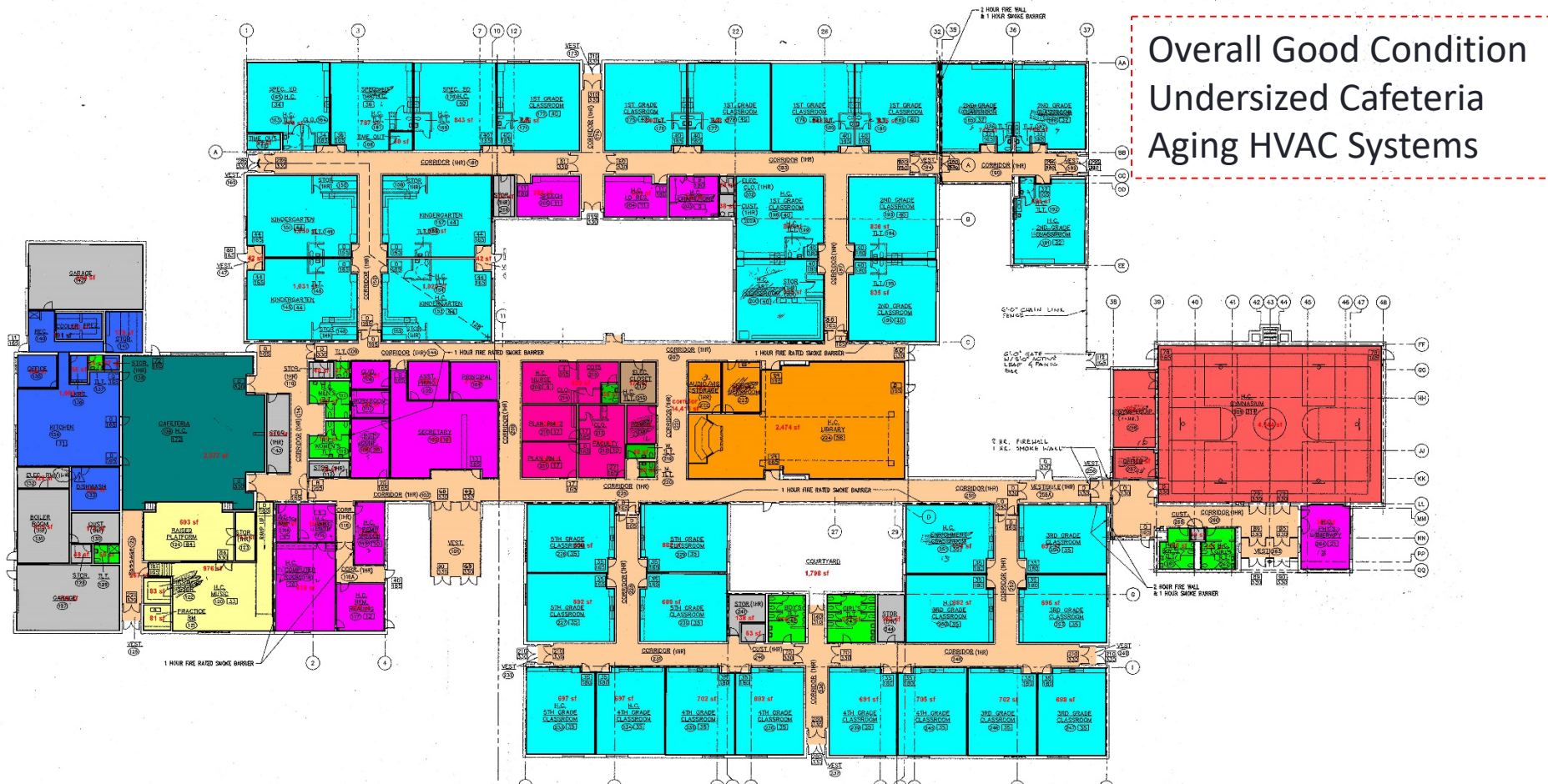
Northville Elementary School – Space Use Analysis





Building Assessments

Northville Elementary School – Conditions Analysis

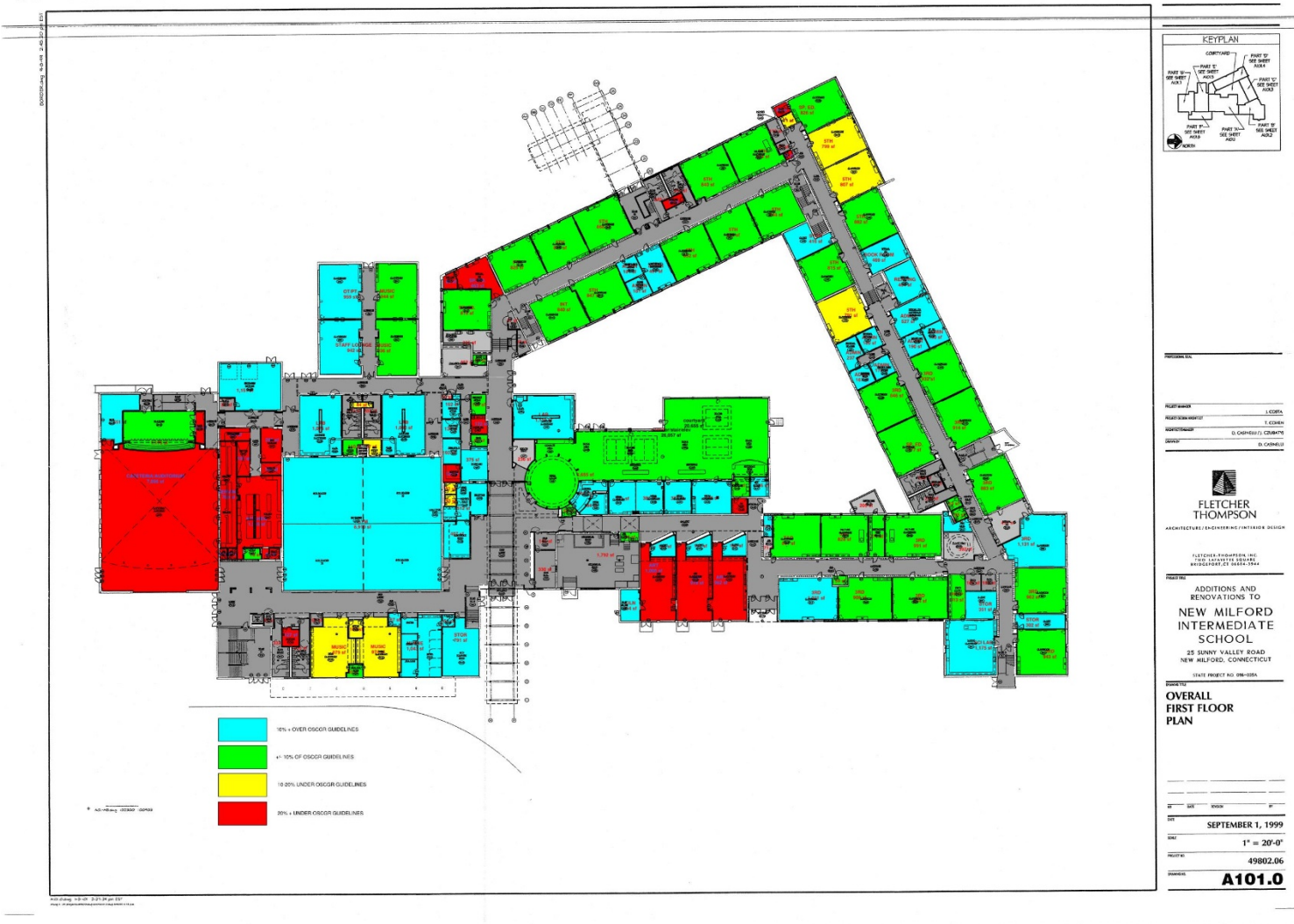


Overall Good Condition
Undersized Cafeteria
Aging HVAC Systems



Building Assessments (DRAFT)

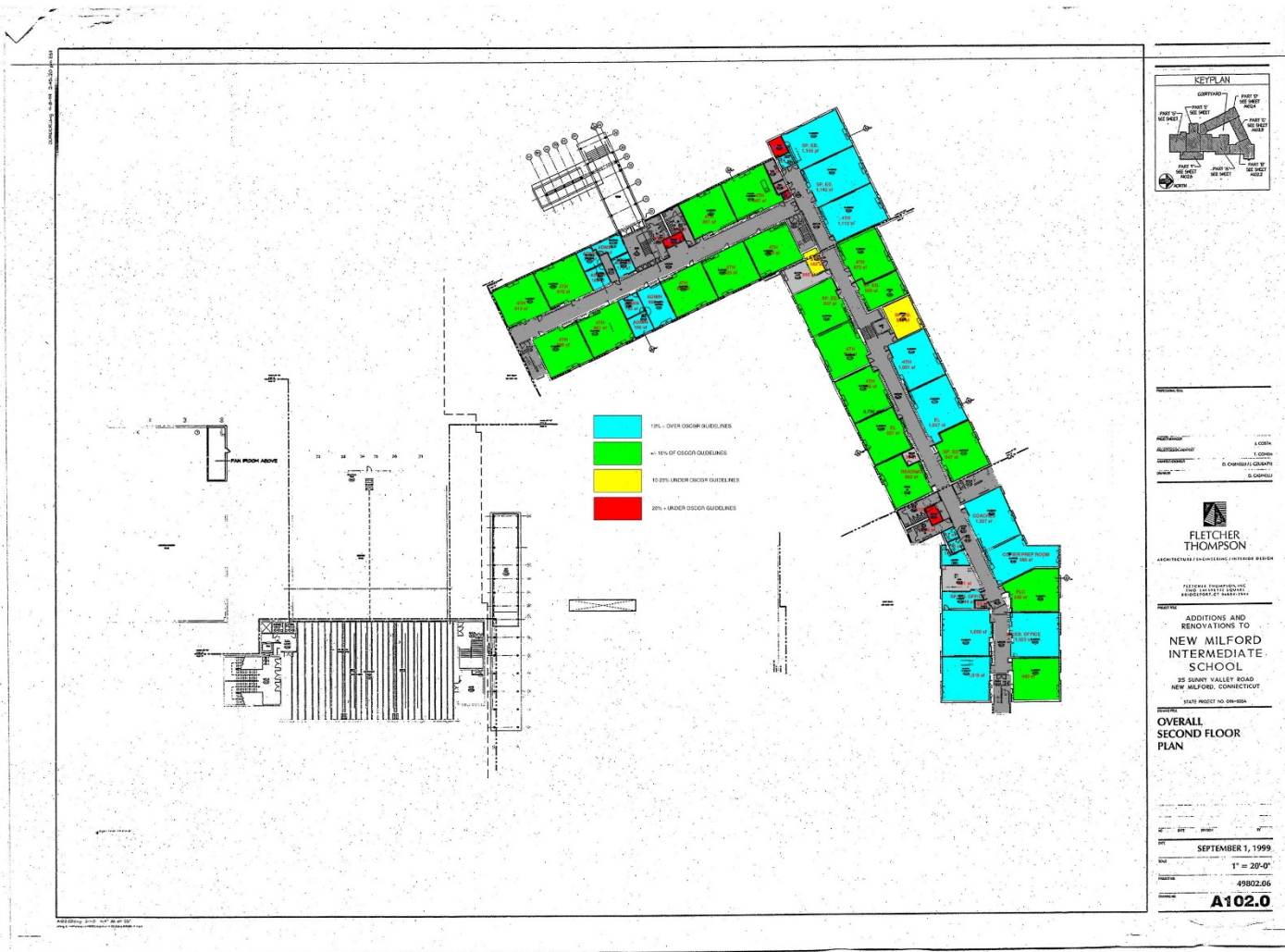
New Milford Intermediate School – Space Size Analysis – 1st floor





Building Assessments (DRAFT)

New Milford Intermediate School – Space Size Analysis – 2nd floor





Facility Recap

- Per current state construction guidelines both elementary schools have space deficiencies
- Kindergarten classes and their lavatory facilities show the greatest deficiency for instructional space
- A 21 student-to-teacher ratio exceeds space guidelines for some instructional classrooms
- Some space deficiencies can be resolved by lowering the student-teacher ratio
 - There are 12 classrooms at Hill & Plain where a 20-student load would meet state guidelines for 1st and 2nd grade
 - There are 18 classrooms at Northville where a 19-student load would meet state guidelines for 1st and 2nd grade
- Sarah Noble, originally built as a high school may serve a better purpose as a middle school



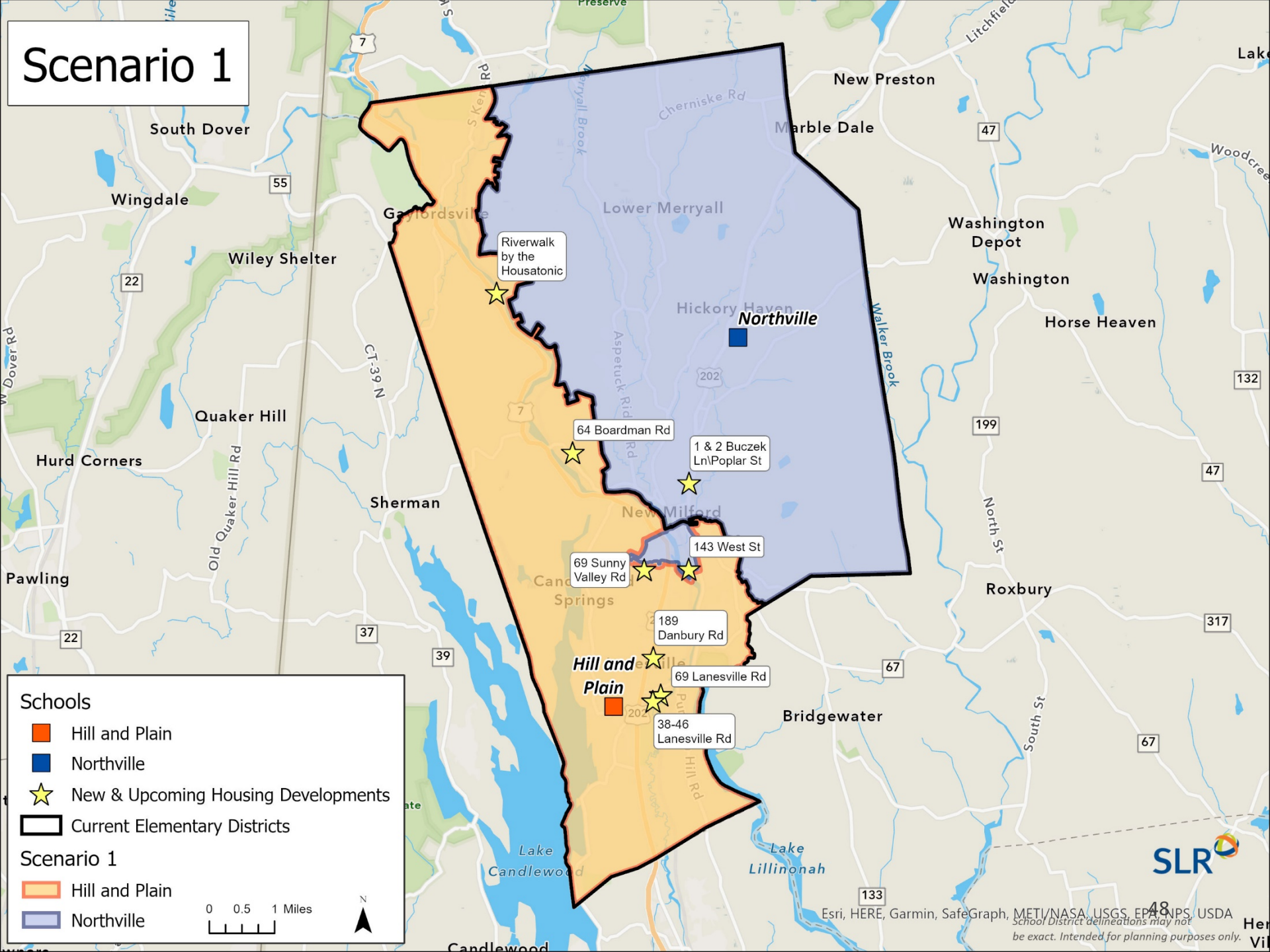
Elementary District Options



Redistricting Guiding Criteria

- Efficiency and Parity - Align enrollment with Planning Targets to better balance utilization and class sizes
- Future-oriented – Major planned or approved housing developments are taken into consideration
- Equity – improve balance of socioeconomics and diversity across elementary schools (+/- 5%)
- Minimize disruption to families and neighborhoods
- Strive for geographic proximity and natural boundaries, where possible

Scenario 1



Schools

- Hill and Plain
- Northville
- ★ New & Upcoming Housing Developments
- ▭ Current Elementary Districts

Scenario 1

- Hill and Plain
- Northville

0 0.5 1 Miles





Scenario 1 Equity

2020-2021 Enrollment Scenario 1

	Hill and Plain					Northville					K-2 Total				
Grade	Total	Minority	% Minority	Lunch	% Lunch	Total	Minority	% Minority	Lunch	% Lunch	Total	Minority	% Minority	Lunch	% Lunch
PK	42	11	26%	11	26%	60	19	32%	8	13%	102	30	29%	19	19%
K	88	20	23%	29	33%	136	44	32%	59	43%	224	64	29%	88	39%
1	83	19	23%	44	53%	153	42	27%	65	42%	236	61	26%	109	46%
2	97	31	32%	40	41%	152	45	30%	69	45%	249	76	31%	109	44%
Total	310	81	26%	124	40%	501	150	30%	201	40%	811	231	28%	325	40%

- In this scenario free and reduced lunch need is balanced equally at both schools, at 40% (totals are rounded)
- Minority enrollment is equitable, with both schools within 2% of the district average of 28% (totals are rounded)

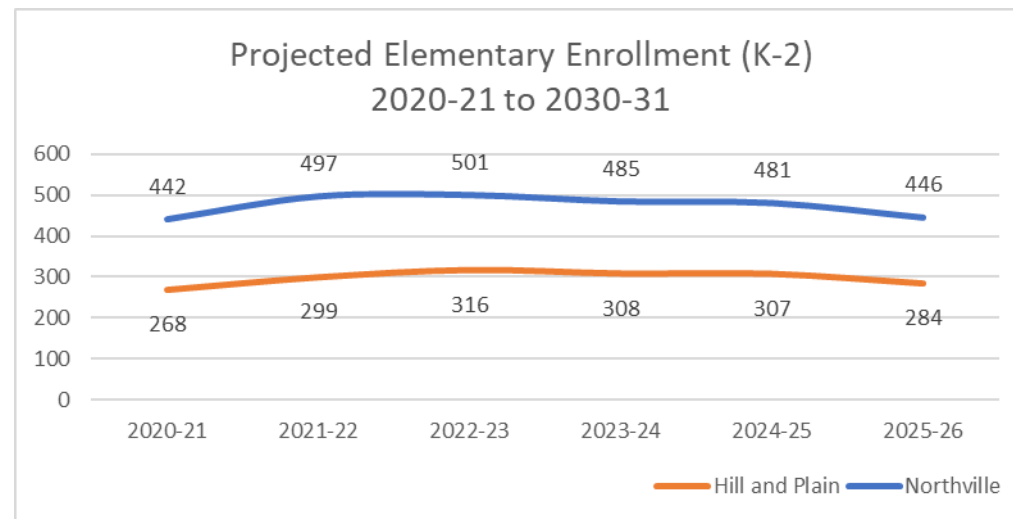


Scenario 1 Projections

- The **functional capacity** of Hill and Plain is **378** students and Northville is **504**.
- For planning purposes, our **target capacity** is **95%** of functional capacity. That equals **359** students for Hill and Plain and **479** for Northville
- In Scenario 1, we exceed our planning target at Northville but not the functional capacity of either school.

Scenario 1 Hill and Plain 5-yr Projected Enrollment					
	K	1	2	Total	Utilization
2020-21	88	83	97	268	75%
2021-22	106	105	88	299	83%
2022-23	107	106	102	316	88%
2023-24	96	108	104	308	86%
2024-25	104	96	107	307	86%
2025-26	84	103	96	284	79%

Scenario 1 Northville 5-yr Projected Enrollment					
	K	1	2	Total	Utilization
2020-21	136	153	153	442	92%
2021-22	162	166	169	497	104%
2022-23	164	167	171	501	105%
2023-24	146	168	171	485	101%
2024-25	157	152	173	481	100%
2025-26	129	163	155	446	93%





Scenario 1 Avg. Class Size

- Using a model of 6 sections per grade at Hill and Plain and 8 sections per grade at Northville we can estimate average class sizes
- In Scenario 1 average class sizes are not equitable, most notably for next year's second grade class.
- Space allocations for 1st and 2nd grade could meet state guidelines at Hill and Plain, but not at Northville.

Scenario 1 Hill and Plain Avg. Class Size			
	K	1	2
2020-21	14.7	13.8	16.2
2021-22	17.7	17.5	14.6
2022-23	17.9	17.7	17.1
2023-24	16.0	17.9	17.4
2024-25	17.4	16.1	17.8
2025-26	14.0	17.2	16.1

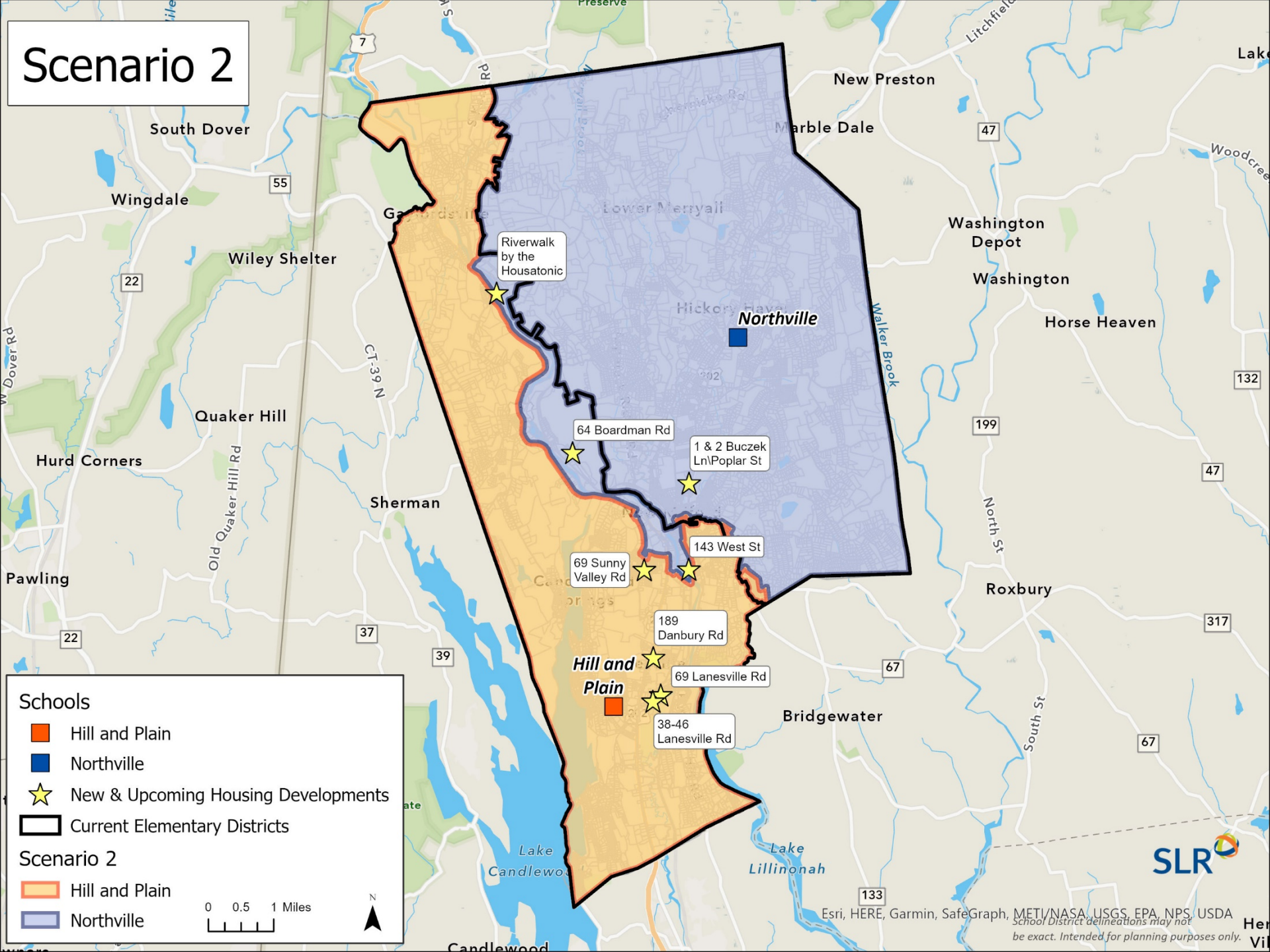
Scenario 1 Northville Avg. Class Size			
	K	1	2
2020-21	17.0	19.1	19.0
2021-22	20.2	20.8	21.2
2022-23	20.4	20.8	21.3
2023-24	18.3	21.0	21.3
2024-25	19.6	19.0	21.6
2025-26	16.1	20.3	19.3



Scenario 1 Summary

- Scenario 1 performs very well in balancing socio-economics and diversity
- Assigns 109 future multi-family units from Hill and Plain to Northville
- This scenario affects approximately current 50 K-2 students
- Scenario 1 does not provide balanced utilization

Scenario 2





Scenario 2 Equity

2020-2021 Enrollment Scenario 2

Grade	Hill and Plain					Northville					K-2 Total				
	Total	Minority	% Minority	Lunch	% Lunch	Total	Minority	% Minority	Lunch	% Lunch	Total	Minority	% Minority	Lunch	% Lunch
PK	43	11	26%	13	30%	59	19	32%	6	10%	102	30	29%	19	19%
K	98	26	27%	35	36%	126	38	30%	53	42%	224	64	29%	88	39%
1	96	24	25%	52	54%	140	37	26%	57	41%	236	61	26%	109	46%
2	112	37	33%	51	46%	137	39	28%	58	42%	249	76	31%	109	44%
Total	349	98	28%	151	43%	462	133	29%	174	38%	811	231	28%	325	40%

- In this scenario free and reduced lunch need is balanced equitably, with each school within 5% of each other (totals are rounded)
- Minority enrollment is equitable, with both schools meeting the district average of 28% (totals are rounded)

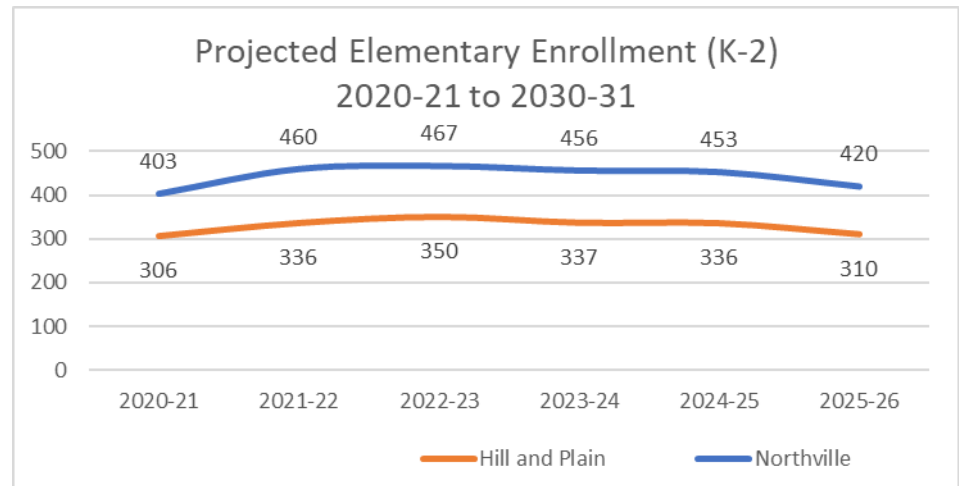


Scenario 2 Projections

- The **functional capacity** of Hill and Plain is **378** students and Northville is **504**.
- For planning purposes, our **target capacity** is **95%** of functional capacity. That equals **359** students for Hill and Plain and **479** for Northville
- In Scenario 2 utilization is balanced, with each school with 1-2% of the other.

Scenario 2 Hill and Plain 5-yr Projected Enrollment					
	K	1	2	Total	Utilization
2020-21	98	96	112	306	85%
2021-22	114	119	103	336	94%
2022-23	115	117	118	350	98%
2023-24	103	118	116	337	94%
2024-25	112	106	118	336	93%
2025-26	90	113	107	310	86%

Scenario 2 Northville 5-yr Projected Enrollment					
	K	1	2	Total	Utilization
2020-21	126	140	137	403	84%
2021-22	154	152	154	460	96%
2022-23	156	156	155	467	97%
2023-24	139	158	159	456	95%
2024-25	149	142	161	453	95%
2025-26	123	153	144	420	88%





Scenario 2 Avg. Class Sizes

- Using a model of 6 sections per grade at Hill and Plain and 8 sections per grade at Northville we can estimate average class sizes
- In Scenario 2 average class sizes are equitable with a slight imbalance in the 2021-22 second grade class
- These estimated class loads allow for 1st and 2nd grade classrooms at both schools to meet state guidelines for space allocation.

Scenario 2 Hill and Plain Avg. Class Size			
	K	1	2
2020-21	16.3	16.0	18.7
2021-22	19.0	19.8	17.2
2022-23	19.2	19.4	19.7
2023-24	17.2	19.7	19.3
2024-25	18.6	17.6	19.7
2025-26	15.0	18.9	17.8

Scenario 2 Northville Avg. Class Size			
	K	1	2
2020-21	15.8	17.5	17.1
2021-22	19.3	19.0	19.2
2022-23	19.5	19.5	19.3
2023-24	17.4	19.8	19.9
2024-25	18.7	17.8	20.1
2025-26	15.4	19.1	18.0



Scenario 2 Summary

- 154 future housing units moved from Hill & Plain to Northville
- This scenario moves approximately current 38 K-2 students.
- Balance is achieved for minority students
- Free and reduced lunch is within equitable targets (+/- 5%)
- School utilization is balanced throughout the 5-year planning horizon



Thank You

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New Milford Public Schools

Sarah Noble Intermediate School

25 Sunny Valley Road, New Milford, CT 06776

BOE Offices Relocation Study

June 30, 2021

Silver Petrucelli & Associates, Inc.
Architects / Engineers / Interior Designers

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SECTION I

Introduction

This report is the result of a study commissioned by New Milford Public Schools to evaluate a portion of the existing Sarah Noble Intermediate School, Northeast Portion “Part B” located at 24 Sunny Valley Road, New Milford, Connecticut to be repurposed for use as the Board of Education administrative staff offices, conference, and storage space. This study will coincide with a demographic study prepared by MMI/ SLR to determine enrollment projections for the school and the resultant excess space of approximately 15,145 square feet that can be repurposed for the administrative functions for the long term.

Per the service request, the objectives of the project were as follows:

- Create separate entrance and exit points to the wing that negate any entry to the school facility.
- Reorganize space to include several offices, storage, and conference rooms, as well as toilet rooms, a staff break room, copy room, and dedicated reception area.
- Make the space compatible for intended use (additional electrical, phone and/or plumbing requirements).

This report was prepared by Silver/Petrucelli + Associates, Inc. (SP+A) of Hamden, Connecticut; an architecture, engineering and interior design firm specializing in municipal town planning, historic restoration, master planning and design.

The information contained in this report was gathered by SP+A via programming meetings, staff interviews and questionnaires, email correspondence, and visual observation of the existing facilities. The collected data was organized and appears in sections of this report in the form of meeting minutes, questionnaires, existing and proposed floor plans, photographs, projected schedule and estimates.

SECTION II - FACILITY ASSESSMENT

Existing Conditions - Architectural

The existing partial wing “Area B” is located on first and second floor of the two-story building.

- The floor material throughout is mostly vinyl composition tile (VCT) and resilient base except for a science classroom with welded sheet vinyl and a special education room with broadloom carpet.
- All existing door hardware is ADA compliant, and most doors have the required widths and push pull clearances; except for (3) doors on the first floor. They will be corrected on the proposed floor plan.
- Existing casework throughout the classrooms is in good condition but no longer needed for the BOE program. They are proposed to be removed along with associated plumbing fixtures, piping, and any electrical devices.
- Existing walls are in good condition; minor patch & repair from removal of equipment or casework may be needed. Existing combination whiteboards, tack boards, and chalkboard are to be removed. Each classroom currently has (2) teaching walls that consist of these combo units and an overhead light fixture. These are no longer needed for the BOE program.
- All existing classrooms and corridors have 2’x4’ acoustical ceiling tiles and metal grid with 2x4’ light fixtures. Ceilings are in marginal condition. Due to the reconfiguration of space and the need for improved acoustics, it would be recommended to replace the ceiling in the existing classrooms. Corridor ceiling are in similar condition and to keep it consistent, would be replaced with new. Alternatively, if cost is an issue, existing ceiling could remain in corridor. Refer to the electrical narrative for more information regarding light fixtures.
- The entire building is sprinklered.
- The corridors contain metal lockers, which will need to either be demolished or salvaged and relocated within the academic portion of the school. If to be demolished, the existing concrete step can remain and the niche repurposed with built-in bench seating or display opportunities.
- The existing ramp at the proposed BOE entrance at Stair #1 appears to be ADA compliant. The dimensions provide a minimum 60” diameter turning radius. Railings and handrails appear to be ADA compliant as well.

- An elevator exists with access on both the first and second floor off the corridor of “Part C” of the building. With proposed BOE solution, elevator is down the corridor within the school space.
- Windows are in good condition and proposed to remain.
- No new roof work is required.

Existing Conditions - Mechanical

The existing mechanical systems for this section of the building are Unit Ventilators at the perimeter designed for tempering the incoming ventilation to the classroom/area it serves. The units are somewhat dated, tend to be louder than other less antiquated options of heating and cooling, and are typically troublesome to control, operate and maintain. Areas are centrally exhausted based on the school’s schedule of operations, which may not necessarily coincide with proposed space use configurations, via corridor ductwork above the ceilings. Fresh air intake quantities will be reduced from the classroom occupancy to office/conference occupancy.

Perimeter finned-tube radiation is evident in several spaces, mostly on the first-floor perimeter, but it is not located consistent throughout the scope of proposed work areas. Where it is located, it is in good condition and was assumedly put in service to offset areas where additional heating was required to offset lack of capacity in the Unit Ventilators serving the space.

Existing Condition - Plumbing

Throughout several of the classrooms there is minor Science Lab related plumbing including gas, water and science-related faucets and molded science-classroom sinks integral to the cabinetry. All of the classrooms are equipped with stainless steel, classroom sinks as well.

Based on the use of corrosion-resistant, molded sinks in the science rooms, it is assumed that specialty chemical waste piping and venting may still be present within the walls.

No existing Toilet Facilities are within the proposed scope area.

Existing Conditions - Fire Protection

The entire area within the proposed scope area is fully sprinklered with an NFPA 13 approved, light hazard sprinkler system.

SECTION III - RECOMMENDATIONS

Silver Petrucelli looked at several options for converting the classroom wing into BOE administrative staff offices and storage; from utilizing most of the academic space available to more consolidated plan options. After reviewing and vetting these options, the final option; as described below, was determined to be in the best interest of the School and Board of Education.

Proposed Design Solution

- Security/Building Separation
 - The construction work would entail providing a fire separation between each building use; (E) Education and (B) Business. This requires the new wall along the corridor both first and second floors to have a 2-hour rated wall assembly.
 - The new doors at the first and second floor corridors that would separate the school and BOE offices would be locked. In the event of an emergency, fail-safe operation would allow free access upon activation of the fire alarm or power failure. The wall assembly would be fire rated.
- Existing Education Area impacted
 - Approx. 92 student lockers (+/-)
 - 12 Large Classrooms (including 1 Science Lab), 2 Smaller Support Classrooms, and 2 Storage rooms are proposed to be acquired for the relocation of the BOE offices.
- Proposed Plan (Scope of work)
 - Corridors:
 - ❖ Student lockers will need to be removed and/or salvaged for reuse elsewhere. Existing concrete step in select areas to be repurposed by constructing bench seating and/ or opportunities for a recessed display. The remaining recess to be infilled with CMU block wall to match adjacent walls.
 - ❖ Where new door openings are punching through to the corridor, a portion of the concrete step will have to be removed and materials patched as required.
 - ❖ Replace existing flooring, base, and ACT/ grid with new.
 - ❖ Signage to be replaced with new.

- ❖ Remove tack strips.
- ❖ Patch, repair and prep walls as required from signage and/or tack strips removal; paint walls.
- ❖ ACT/ Grid is proposed to be replaced with new throughout the BOE area. If cost saving options are needed, the grid can remain and only the tiles replaced. Additionally, areas can be identified where the system in its entirety is retained and only high visibility areas replaced.
- ❖ Proposed plan shows keeping some existing doors/ door frames. New hardware would be required for all.
- Classrooms/ Storage:
 - ❖ Remove existing casework (base, upper and tall cabinets) along with associated countertops, back/ side splashes including any elec. Devices, undercabinet lights, and sinks. Refer to Elec. And Plumbing narratives.
 - ❖ Remove teaching walls consisting of any projection screens, white, tack, chalk and smartboards and return to owner. Repair walls from removal. Wall mounted lights above boards to be removed - see elec. Narrative.
 - ❖ Replace existing flooring, base, and ACT/grid with new.
 - ❖ Salvage any wall mounted paper towel, soap dispensers, flags/ holders, phone, etc. and return to owner.
 - ❖ Select demolition of wall partitions; along with doors, frames, and any associated elec. Devices, mech. grilles. Etc. Refer to MEP narratives.
 - ❖ New gyp. board wall partitions with metal studs and acoustic batt insulation as well as new door assemblies to meet program requirements of new offices, conference, file, break, toilet rooms and reception.
 - ❖ Provide (4) single use toilet rooms - (2) on each floor.
 - Includes new plumbing fixtures and toilet accessories.
 - Proposed finishes include porcelain floor tile with cove base, ceramic wall tile at wet wall and painted at others, new ACT/ grid.

- ❖ Break Room - to be used as a shared space for the BOE staff. New casework - base and upper cabinets along with a solid surface countertop and back splash. It should be equipped with a microwave, refrigerator/freezer and coffee maker.
- ❖ Existing ACT/ grid proposed to be replaced with new due to the reconfiguration of the existing classrooms in addition to increased privacy and acoustics.

Mechanical

Based on the proposed layout, the use of Unit Ventilators as the primary source of HVAC in these new “sub-divided” classrooms converted to office spaces. Use of these, although they are considered to be in fair condition, could not be turned-down to the reduced airflows necessary for serving the smaller rooms they are, in and based on the motor capabilities do not have the ability to be ducted at their inlet or outlet to other spaces. As mentioned before, there are many drawbacks to Unit Ventilators, but they are best utilized in spaces that require high quantities of outside air while the space they serve is occupied - therefore they are tailor-made for the needs of a classroom and have been a staple in that application for decades.

Therefore, the most appropriate system for retro-fitting these reconfigured, existing spaces would be the Variable Refrigerant Flow (VRF) system, known commonly as ductless- or mini-split systems. In this scenario, each space would be served by its own heating/cooling fan coil unit which can be configured to be wall-, floor, ceiling or ceiling-recessed. Each room would be given its own thermostat for individual control. The benefit of these systems is that they could provide heating and cooling at the same time, using onboard system free-energy exchange for very high-efficiency operation. The ventilation ductwork necessary to support these units is much smaller than traditional HVAC air systems, and the heating/cooling is brought to each of these fan coils by two small, flexible pipes usually under an inch in diameter each. Roof- or on grade-mounted condensing units serve multiple, if not all in this case, fan coils. These systems are among the most efficient in the industry and afford the end-user more individual comfort control and fewer complaints. They also have the innate capability of having their own intrinsic control system which can operate on a standalone basis or can be monitored/controlled by a BACnet compatible control system as well.

Additional exhaust fans, ERV's or a connection to the existing exhaust system will be utilized for exhausting the proposed Toiler Rooms and act as general area exhaust. An ERV, or Energy Recovery Ventilator, is most recommended due to its ability to reclaim energy for a 50% to 70% savings in energy being exhausted for the tempering of incoming ventilation - a large source of energy consumption in any HVAC system - and has the added effect of reducing the size and up-front cost of other equipment as a result.

Plumbing

Demolition of the existing plumbing systems will be required. In there place, the following will be provided:

- Four (4) proposed Toilet Rooms are being added to meet plumbing code count code requirements. Each adjacent pair of Male and Female Toilet rooms will be stacked on top of each other for consolidation of all plumbing services required.
- Break Room piping to include a sink and plumbing for coffee maker and water at refrigerator/ freezer is anticipated.
- Condensate removal piping will be added for the fan coil units.

Fire Protection

The existing spaces are fully sprinklered in accordance with NFPA 13, light hazard coverage. The same hazard level will be required for the proposed space occupancy. Sprinkler heads will be relocated as required to satisfy the spacing requirements of NFPA 13, and any additional heads that result will be tied into the existing sprinkler main with new piping. All relocated sprinkler heads will be provided as new; no reuse of sprinkler heads will be acceptable.

Electrical

- Existing fluorescent light fixtures in the First and Second Floor areas of renovation will be removed and replaced with energy efficient LED light fixtures. The new fixtures will be set in the new ceiling grid in all the spaces.
- Existing light switches and wiring in the First and Second Floor areas of renovation will be removed and replaced with wall or ceiling mounted occupancy sensors. Occupancy sensors will reduce the light when the room is not in use and turn them off after a period of no activity.

- Existing outlet circuits will be removed back to the source or relocated in the First and Second Floor areas of renovation. New outlets will be installed as required in the new areas.
- Existing data outlets and wiring will be removed back to the source or relocated in the First and Second Floor areas of renovation. New data outlets will be installed as required in the new areas and new data cable will be run from the data racks to each data outlet.
- Addition of Exit and Emergency Lighting as required by local codes and as dictated by the new floor plan.
- Addition of new fire alarm devices as required by local codes and as dictated by the new floor plan.

Conclusion

Silver Petrucelli + Associates reviewed the current building conditions and assessed the required space program. This report documents that information to date along with the impact of the reduction in existing classrooms/ support rooms and student lockers. This report will coordinate our architectural and engineering evaluation services with MMI/ SLR that is determining the enrollment projections for the school and the resultant excess space that can be repurposed for the administrative functions for a long term. As well a proposed floor plan, estimate, and approximate project schedule is included.

SECTION IV - MEETING MINUTES



SILVER / PETRUCELLI + ASSOCIATES

Architects / Engineers / Interior Designers

MEMORANDUM OF MEETING

PROJECT: BOE Office Relocation to Sarah Noble Intermediate School

CLIENT: New Milford Public Schools – Interim Superintendent of Schools

MEETING PLACE: Zoom meeting

DATE AND TIME: June 18, 2021 @ 1:00pm

ATTENDEES:

Alisha DiCorpo	Interim Superintendent - NMPS
Amanda Cleveland	Principal Designer – SP+A

Purpose: Initial meeting to review BOE departments, staff and space needs.

The Following departments were identified for relocation to Sarah Noble Intermediate School. Each department listed includes required offices, stations and support spaces.

Office of the Superintendent:

- (1) private office for the superintendent with visual connection to their secretary station outside; no conference table in office.
- (1) private office for the assistant superintendent with visual connection to their secretary station outside. Include small conference table in office for 6-8 people.
- (1) Future director's office.
- (2) administrative assistant stations.
- (1) shared conference room to seat between 6-8 people: access from waiting area and door into superintendent's office.
- Area for file storage adjacent to conference room but easily accessed by administrative assistants. Files should be fireproof and lockable.
- Copy area for bulk printing; adjacent to the conference room.
- Superintendent and admin. Assistant should have personal printers for confidential documents.
- Waiting area to seat 5 people.

Business Office:

- (1) Private office for the Business Director
- (1) Admin. Assistant immediately adjacent to director's office. Assistant is also insurance and benefits.
- (5) additional stations for grounds and transportation, accounts payable, payroll, grants & state reporting.
- Area for file storage; files should be fireproof and lockable.
- Copy area for bulk printing.

Special Education Office:

- (1) private office for director (Director of Pupil Personnel and Special Services)
- (3) secretary stations sharing same office space.
- File storage easily accessible for active files of current students. Archive storage; currently offsite, should be relocated. Contains archives files for students up to 7 years. All files should be lockable and fireproof.
- Large conference room for a minimum of (10) people.
- Waiting area for at least 5 people.

Facilities Office:

- (1) private office for director. Small conference table in the office for staff meetings. Access to another conference room should larger meetings be needed.
- (1) private office for the assistant director.
- (1) workstation for secretary
- Small waiting area for 2-3 people.
- Small file requirement for their immediate space. Additional file storage in farmhouse on HS property.

Human Resources:

- (1) private office for the director
- (2) workstations for secretaries; (1) being a future growth position.
- Conference room with seating for (8) people; access through directors' office as well as waiting area.
- Large file capacity in a separate room; locking and fireproof.
- Finger printing needs its own room with secured access.
- Area in reception with (2) computers for online applications/ paperwork.
- Waiting area for (5) people.

Technology:

- (1) private office for director.
- (3) workstations together for Network Specialist, Technician and a secretary.
- (1) added space for district level technician. Need room to receive large deliveries and run diagnostics before deploying equipment to the schools.

Staff Break Room (shared by all departments):

- Full size refrigerator, coffee maker, microwave, etc.

- Sink, cabinets and area for snacks.
- Seating for at least (10) people.
- Wants to be a place where all departments can come together and collaborate.

Follow-up email notes:

6.18.2021 - The previous superintendent of schools was looking for a room where the Board of Education could hold their meetings and live stream from their own space and also for the district offices to have a receptionist placed in one location in the building who would let everyone in instead of having separate buzzing in systems.

7.2.2021 - Asst Supt and the Supt to have separate conference rooms, if it is possible, as we hold so many meetings and it may be very difficult to share a space.

Next Steps:

- SP+A will obtain existing building drawings.
- SP+A will visit the site to review existing conditions and confirm plan accuracy. File counts will be needed to right-size storage in new space.
- Upon confirmation of the program components, first pass layouts will be generated along and a draft feasibility report.

Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.

Distribution: A. DiCorpo, SP+A, file.

SECTION V – SPACE PROGRAM

New Milford BOE Offices
SPACE PROGRAM

30-Jun-21

Room #	SPACE COMPONENT	APPROX. SQUARE FOOTAGE NEEDS			PROPOSED SQUARE FOOTAGE		
		No.	NSF	Total NSF	No.	NSF	Total NSF
	Superintendent's Office						
	Superintendent's Office	1	220	220	1	248	248
	Waiting/ Open Office - Administrative Assistant	1	230	230	1	360	360
	Communication Specialist	1	120	120	1	113	113
	Conference Room	1	220	220	1	266	266
	File Room	1	100	100	1	189	189
	Subtotal			890			1,176
	Assistant Superintendent's Office						
	Assistant Superintendent's Office	1	180	180	1	229	229
	Waiting/ Open Office - Administrative Assistant	1	200	200	1	272	272
	Closet	1	40	40	1	43	43
	Conference Room	1	220	220	1	239	239
	File Room	1	100	100	1	83	83
	Subtotal			740			866
	Business Director's Office						
	Business Director's Office	1	180	180	1	291	291
	Open Office - Administrative Assistant, Fiscal Services, and Accounting	6	150	900	1	940	940
	File Room	1	150	150	1	171	171
	File Room	1	250	250	1	268	268
	Subtotal			1,480			1,670
	Special Education						
	Director's Office	1	180	180	1	248	248
	Waiting/ Open Office - Administrative Assistants	4	150	600	1	609	609
	File Room	1	250	250	1	277	277
	File Room	1	250	250	1	249	249
	Conference Room	1	300	300	1	320	320
	Subtotal			1,580			1,703
	Facilities Office						
	Director's Office	1	180	180	1	300	300
	Assistant Director's Office	1	150	150	1	250	250
	Waiting/ Open Office - Administrative Assistants	1	150	150	1	325	325
	File Room	1	100	100	1	175	175
	Conference Room	1	350	350	1	212	212
	Subtotal			930			1,262

New Milford BOE Offices
SPACE PROGRAM

30-Jun-21

Room #	SPACE COMPONENT	APPROX. SQUARE FOOTAGE NEEDS			PROPOSED SQUARE FOOTAGE		
		No.	NSF	Total NSF	No.	NSF	Total NSF
	Human Resources						
	Director's Office	1	180	180	1	219	219
	Waiting/ Open Office - Administrative Assistant	1	175	175	1	408	408
	HR Secretary Office	1	125	125	1	232	232
	Conference Room	1	200	200	1	291	291
	File Room	1	250	250	1	278	278
	File Room	1	250	250	1	325	325
	Subtotal			1,180			1,753
	Technology						
	Director's Office	1	200	200	1	218	218
	Open Office - Administrative Assistant	2	150	300	1	458	458
	Closet	1	40	40	1	50	50
	Technology Office II	1	125	125	1	138	138
	Subtotal			665			864
	Staff Support Areas						
	Toilet Rooms	4	50	200	4	66	264
	Break Room	1	500	500	1	590	590
	Reception Area	1	250	250	1	373	373
	Mail Room	1	120	120	1	115	115
	Conference Rooms	1	600	120	1	735	735
	Subtotal			1,190			2,077
	Total Area			8,655			11,371
	Circulation and Structure		30%	2,597		30%	3,411
	Total Net square footage			11,252			14,782

SILVER / PETRUCELLI + ASSOCIATES

Architects / Engineers / Interior Designers

3190 Whitney Avenue, Hamden, CT 06518-2340

Tel: 203 230 9007 Fax: 203 230 8247

silverpetrucelli.com



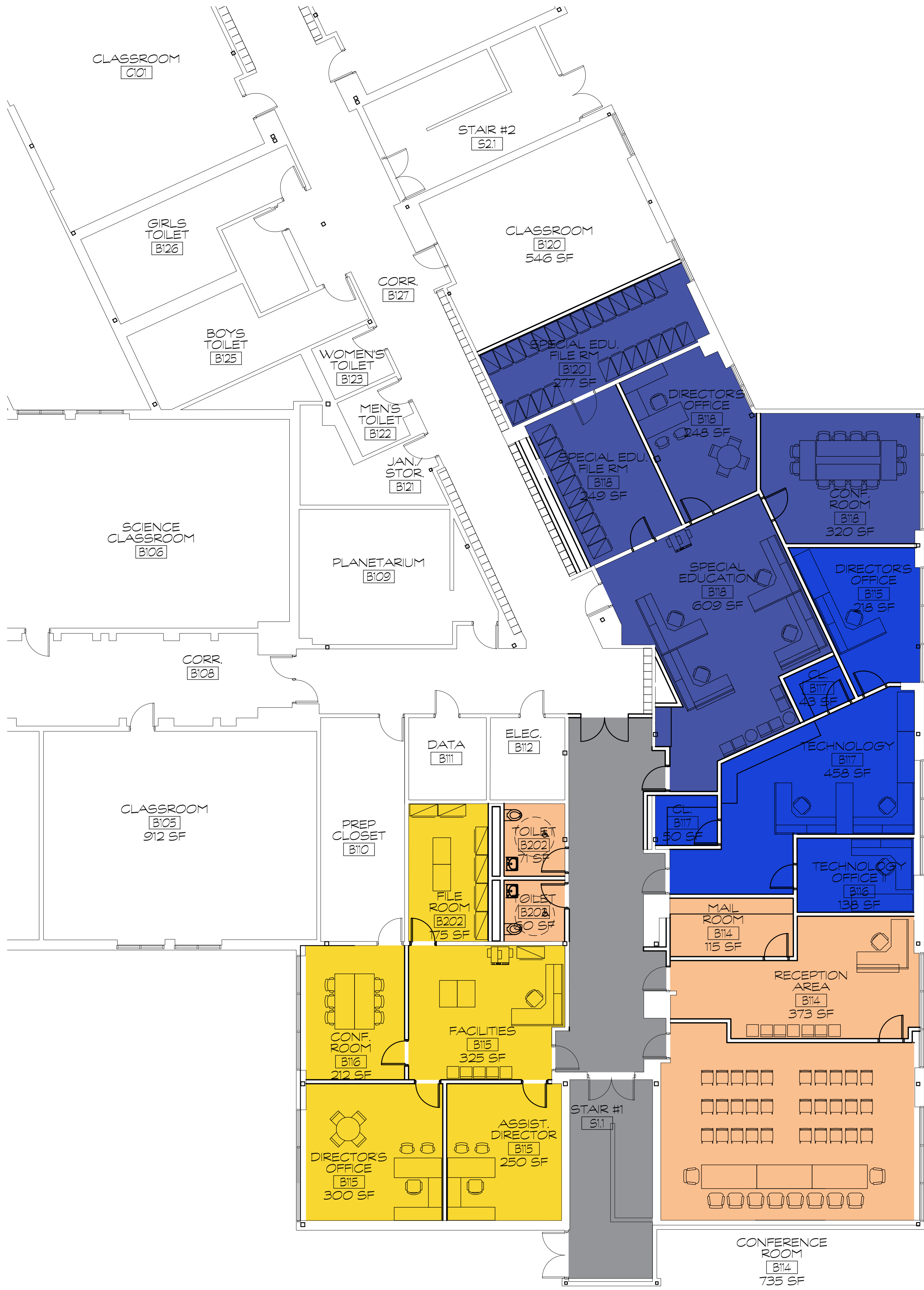
SECTION VI - FLOOR PLAN, ESTIMATES, SCHEDULE, & PHOTOGRAPHS

Legend:

- Superintendent's Office
- Business Director's Office
- Special Education Office
- Facilities Office
- Human Resources
- Technology
- Support Spaces
- Circulation



Hatching indicates
area of work and impacted
rooms.
Classrooms- Qty: 6
Storage - Qty: 2
Lockers - Approx. Qty: 54



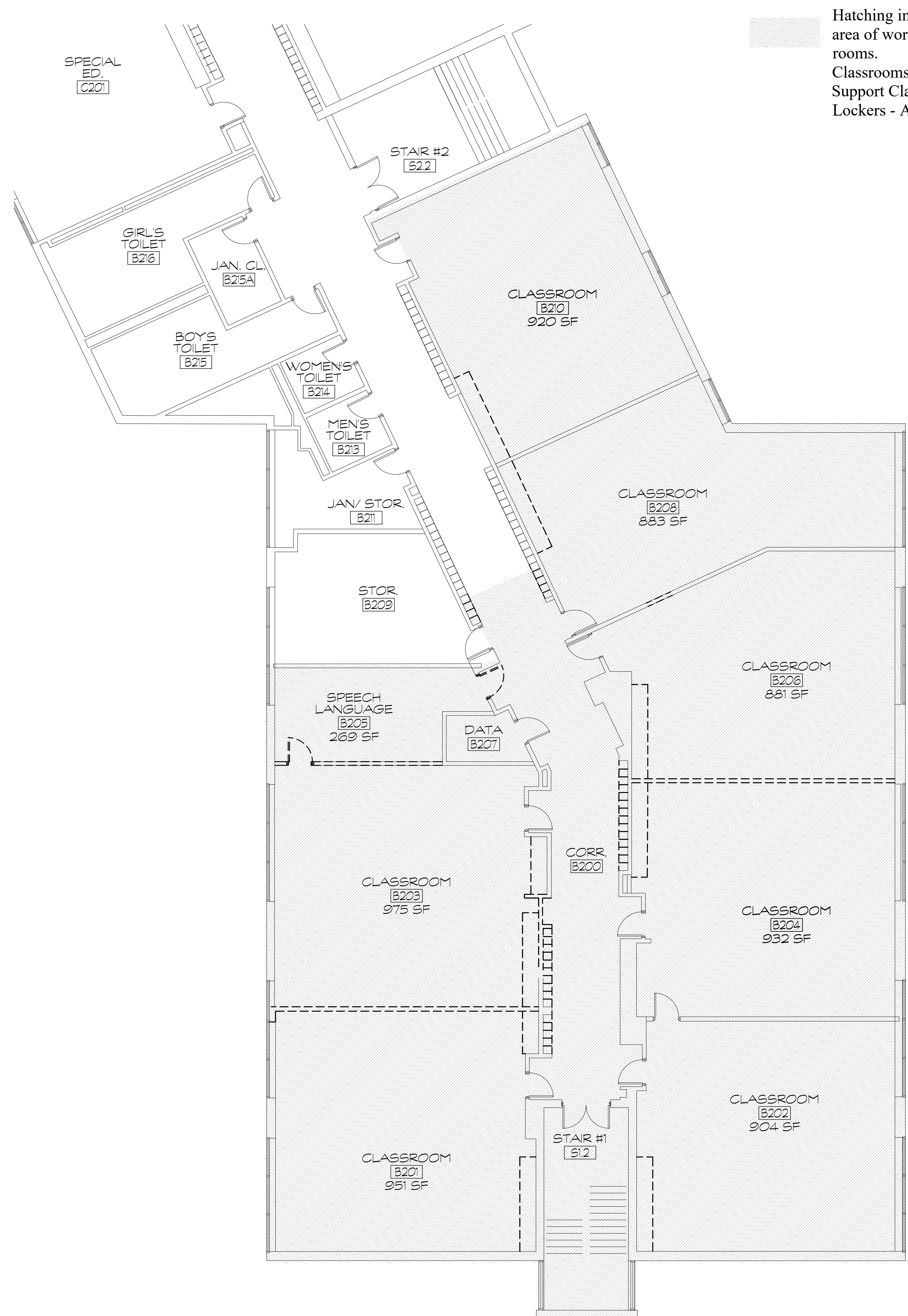
TOTAL GROSS SF:
6,691 SF

1 PARTIAL FIRST FLOOR - DEMO PLAN
1/8" = 1'-0"

2 PARTIAL FIRST FLOOR - PROPOSED NEW
1/8" = 1'-0"

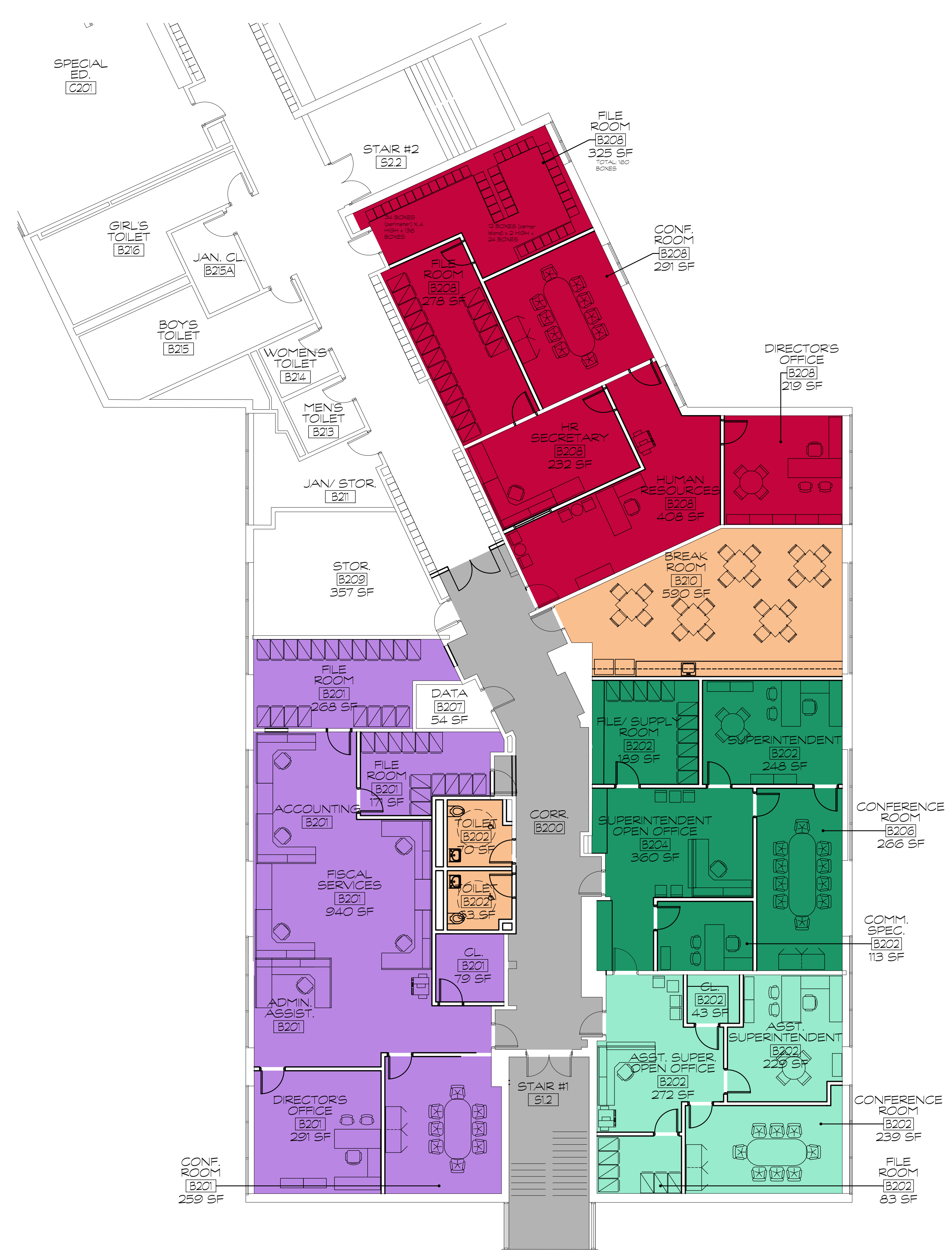


Revision	Description	Date	Revised By



Hatching indicates area of work and impacted rooms.
 Classrooms- Qty: 7
 Support Classrooms- Qty: 1
 Lockers - Approx. Qty: 38

1 PARTIAL SECOND FLOOR - DEMO PLAN
 1/8"=1'-0"



- Legend:**
- Superintendent's Office
 - Asst. Superintendent's Office
 - Business Director's Office
 - Special Education Office
 - Facilities Office
 - Human Resources
 - Technology
 - Support Spaces
 - Circulation

TOTAL GROSS SF:
 8,454 SF

2 PARTIAL SECOND FLOOR - PROPOSED NEW
 1/8"=1'-0"

Feasibility Study for New Milford BOE Offices at Sarah Noble Intermediate School

Issued Jun 30, 2021

25 Sunny Valley Road, New Milford, CT

Owner: New Milford Public Schools

OPINION OF PROBABLE CONSTRUCTION COST

Phase: Feasibility Study

Project type: Renovation

TOTAL RENOVATED SPACE 15,145 SQUARE FEET

SECTION NUMBER	WORK CATEGORIES	QTY.	UNIT	MATERIAL COST		ALLOWANCE	TOTAL \$
				UNIT \$	TOTAL		
	DIVISION ONE - General Requirements						
	STATE PERMITS (2%)			\$10,418	\$10,418		\$10,418
	100% PAYMENT & PERFORMANCE BOND (1.5%)			\$7,813	\$7,813		\$7,813
	LIABILITY INSURANCE (1.5%)			\$7,813	\$7,813		\$7,813
	DAILY FINAL CLEANING	15,145	SF	\$0.30	\$4,544		\$4,544
				OTHER SUB-TOTAL		\$30,588	
	DIVISION TWO - TWELVE						
	GENERAL DEMOLITION & CONSTRUCTION	15,145	SF	\$ 100.00	\$ 1,514,500.00		\$1,514,500.00
	ENVIRONMENTAL			\$ -	\$ -		\$0.00
				DIVISION THREE SUB-TOTAL		\$1,514,500	
	DIVISION TWENTY-ONE - Fire Protection						
	MOBILIZATION AND DEMOBILIZE	1	LS	\$2,500.00	\$2,500		\$2,500
	NEW	1	LS	\$68,400.00	\$68,400		\$68,400
				DIVISION TWENTY-ONE SUB-TOTAL		\$70,900	
	DIVISION TWENTY-TWO - Plumbing						
	MOBILIZATION AND DEMOBILIZE	1	LS	\$7,500.00	\$ 7,500.00		\$7,500
	DEMO	1	LS	\$20,000.00	\$ 20,000.00		\$20,000
	NEW	1	LS	\$50,000.00	\$ 50,000.00		\$50,000
				DIVISION TWENTY-TWO SUB-TOTAL		\$77,500	
	DIVISION TWENTY-THREE - HVAC						
	MOBILIZATION AND DEMOBILIZE	1	LS	\$10,000.00	\$ 10,000.00		\$10,000
	DEMO	1	LS	\$25,000.00	\$ 25,000.00		\$25,000
	NEW VRF HTG/COOLING	40	Tons	\$7,500.00	\$ 300,000.00		\$300,000
	FANS / ERVS	1	LS	\$50,000.00	\$ 50,000.00		\$50,000
				DIVISION TWENTY-THREE SUB-TOTAL		\$385,000	
	DIVISION TWENTY-SIX - Electrical						
	DEMO	15,145	SF	\$5.00		\$75,725.00	\$75,725
	NEW LIGHTING	15,145	SF	\$6.00		\$90,870.00	\$90,870
	NEW POWER	15,145	SF	\$10.00		\$151,450.00	\$151,450
	DATA	15,145	SF	\$15.00		\$227,175.00	\$227,175
				DIVISION TWENTY-SIX SUB-TOTAL		\$545,220	

CONSTRUCTION SF TOTAL: \$190.57

SUBTOTAL (INCLUDING O&P): \$2,623,708

GENERAL CONDITIONS: 10% \$262,371

CONSTRUCTION TOTAL: \$2,886,117

SOFT COSTS

CONSTRUCTION CONTINGENCY 10% \$288,612

DESIGN CONTINGENCY 10% \$288,612

A&E FEES \$230,889

FF&E \$312,000

PRINTING \$500

SOFT COSTS TOTAL: \$1,120,613

TOTAL PROJECT COST: \$4,006,730

STATE FUNDING (% of Construction Total+ A&E Fees Only) 23.00% \$716,911

TOWN FUNDING 77.00% \$3,289,818



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Hamden, CT 06518

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silverpetrucelli.com

As Requested ☐

For Review ☐

Please Comment ☐

For Your File ☐

Memorandum

To: Alisha DiCorpo, Matt Cunningham, Nestor Aparicio

From: K. Delinski

Email:

Date: 6/30/2021

Phone:

Re: New Milford BOE relocation to Sarah Noble Intermediate School project timeline and SCG possible reimbursement rates

New Milford BOE Relocation

State of Connecticut School Construction Grant (SCG)

Reimbursement will typically cover 50% of general construction for BOE facilities. Your current rate for New Milford is 46.07% and it is possible that they will cover 23.035% of this cost. This cost includes the construction total and A&E fees only. Some line items, for example the contingencies, are non-reimbursable costs.

Schedule

State of CT Construction grant process to run concurrently at all phases.

- Present to Building Committee, BOE in September 2021 – Study
- Approval to Proceed with A/E design (approx. by beginning of October 2021) and start process for SCG funding.
 - Schematic Design – 2 months: December 2021
 - Design Development into Construction Documents – 2 months: February 2022
- State and local review of construction documents (by AHJ and CT DAS SCG&R), Committee/ BOE approval, specs & estimates for bidding– 1 month: March 2022
 - Project out to bid and Contract award – 1 month: April 2022
 - Construction to begin – 6 month duration: October 2022

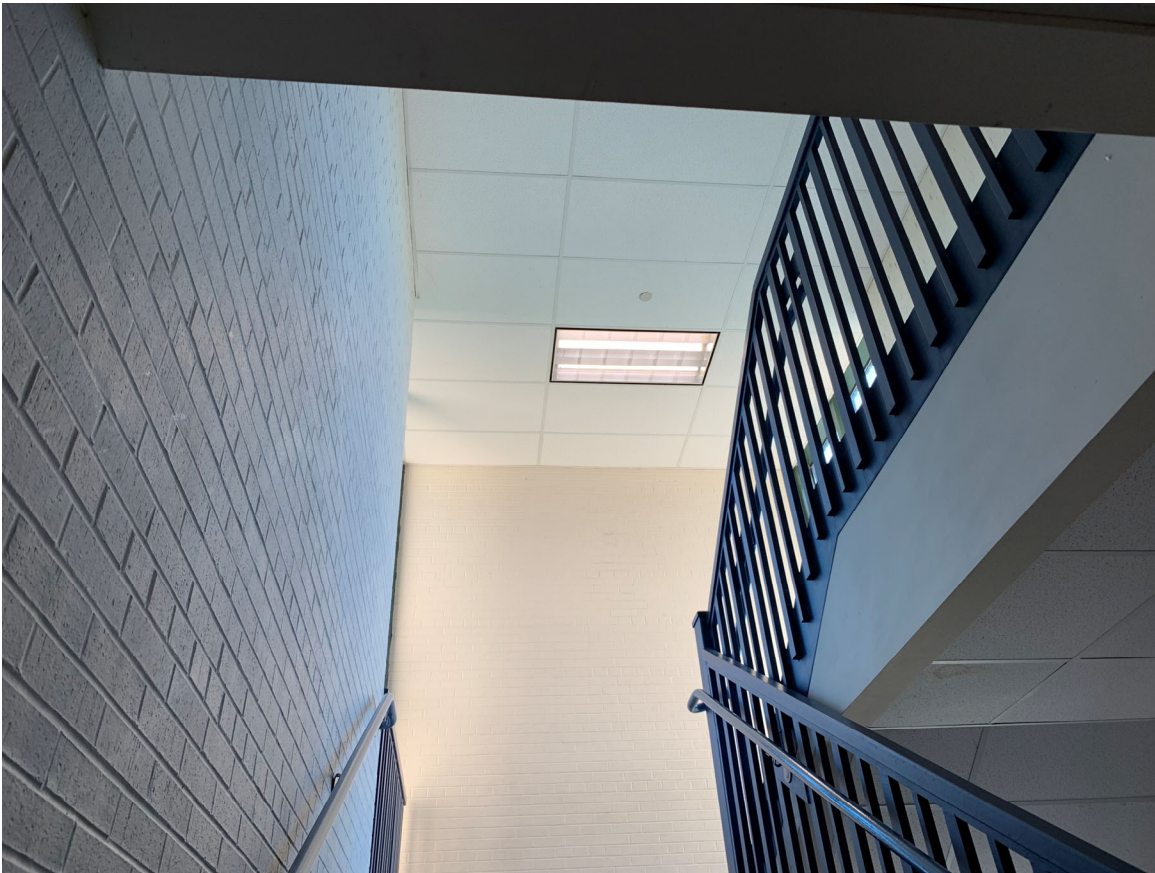
Photographs

Corridor/ Stairwell:









Classroom/ Storage:











*silver***petrucelli**.com

**New Milford Board of Education
Special Meeting Minutes
October 12, 2021
Sarah Noble Intermediate School Library Media Center**

Present:	Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Eric Hansell Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McNerney Mrs. Eileen P. Monaghan Mrs. Olga I. Rella Mrs. Leslie Sarich
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RECEIVED
TOWN CLERK

2021 OCT 14 A 8:12

NEW MILFORD, CT

Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Catherine Gabianelli, Human Resources Director
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1.	Call to Order	Call to Order
A.	Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 6:00 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	A. Pledge of Allegiance
2.	Public Comment • There was none.	Public Comment
3.	Discussion and Possible Action	Discussion and Possible Action
A.	Review documents and discuss matters related to the settlement and/or strategy of collective bargaining matters with the New Milford Board of Education's Nurse Union. Executive session anticipated. The Board may take action when it returns to public session.	A. Review documents and discuss matters related to the settlement and/or strategy of collective bargaining matters with the New Milford Board of Education's Nurse Union. Executive session anticipated. The Board may take action when it returns to public session.

	<p>Mrs. Rella moved that the Board enter into Executive Session in order to review documents and discuss matters relating to strategy and/or settlement concerning collective bargaining matters pursuant to Connecticut General Statutes Section 1-200(6)(E) and 1-210(b)(9), and to invite into the session Superintendent Alisha DiCorpo, Fiscal Services Director Anthony Giovannone and Human Resources Director Cathy Gabianelli, seconded by Mrs. McInerney and passed unanimously.</p> <p>The Board entered executive session at 6:02 p.m.</p> <p>Mr. Failla left executive session and the meeting at 6:42 p.m.</p> <p>The Board returned to public session at 6:49 p.m.</p>	<p>Motion made and passed unanimously that the Board enter into Executive Session in order to review documents and discuss matters relating to strategy and/or settlement concerning collective bargaining matters pursuant to Connecticut General Statutes Section 1-200(6)(E) and 1-210(b)(9), and to invite into the session Superintendent Alisha DiCorpo, Fiscal Services Director Anthony Giovannone, and Human Resources Director Cathy Gabianelli.</p>
4.	<p>Adjourn</p> <p>Mrs. McInerney moved to adjourn the meeting at 6:49 p.m., seconded by Mrs. Rella and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 6:49 p.m.</p>

Respectfully submitted:



Tammy McInerney
Assistant Secretary
New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
New Milford, Connecticut
October 19, 2021
**as of October 15, 2021

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. ****Mrs. Danette Lambiase**, School Counselor, New Milford High School effective January 1, 2022.

Retirement

2. CERTIFIED STAFF

b. NON-RENEWALS

1. None

3. CERTIFIED STAFF

c. APPOINTMENTS

1. ****Ms. Kathleen McNeiece**, Technology Integration Specialist, New Milford High School effective October 25, 2021.
2021-2022 Salary – \$70,154 (Step 8 Masters +30), pro-rated to start date

Education History:
BA: Iona College
Major: Mass Communications
MA: Sacred Heart University
Major: Teaching
MA: Fairfield University
Major: Educational Technology

Work Experience:
7 yrs. Hamden
13 yrs. Private school

Covid/Esser Funds

2. ****Mrs. Kimberly Shapiro**, Part time (.50) School Counselor, Sarah Noble Intermediate School effective October 25, 2021.
2021-2022 Salary – \$32,959 (50% of \$65,919) (Step 8 Masters +30), pro-rated to start date

Education History:
BS: SUNY, Oneonta
Major: Psychology
MS: Marywood University
Major: Counselor Education

Work Experience:
7 yrs. Newtown Schools
2 yrs. Greenwich private school

Rep: M. Roberts

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

1. None

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

1. None

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. **Mrs. Maria Blocker**, Paraeducator, Hill and Plain School effective October 16, 2021.
2. **Mr. Kenneth O'Neil**, Custodian, Schaghticoke Middle School effective January 1, 2022.

Personal Reasons

Retirement

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. ****Mrs. Jodie Abramson**, Assistant to Head Cook, Sarah Noble Intermediate School effective October 25, 2021.
2. **Ms. Jennifer Bean**, Custodian, New Milford High School effective October 25, 2021.
3. **Ms. Stacey Caprilozzi**, Custodian, Northville Elementary School effective November 8, 2021.
4. **Ms. Liza Helmig**, Secretary to Assistant Principal, Schaghticoke Middle School effective October 25, 2021.
5. ****Ms. Thalia Hernandez**, General Worker, New Milford High School effective November 15, 2021.

\$15.21 per hour - Hire Rate
6 hours per day/5 days per week

Rep. D. Osborne

\$24.12 per hour

Rep. M. Lichaj

\$24.12 per hour

Rep. V. Ceric

\$18.46 per hour, Step 2, Class IIA
Calendar Year Secretary

Replacing: N. Benvenuti

\$13.11 per hour - Hire Rate
4 hours per day/5 days per week

Rep. J. Schweitzer

8. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

10. BAND STAFF

a. RESIGNATIONS

1. None

11. BAND STAFF

b. APPOINTMENTS

1. None

12. COACHING STAFF

a. RESIGNATIONS

- | | |
|---|------------------|
| 1. Mr. Louis Alhage , Assistant Wrestling Coach, New Milford High School effective September 22, 2021. | Personal Reasons |
| 2. Mr. Jason Arnauckas , Varsity Girls' Tennis Coach, New Milford High School effective June 9, 2021. | Personal Reasons |
| 3. Mr. Mark Grant , Freshman Girls' Basketball Coach, New Milford High School effective September 22, 2021. | Personal Reasons |
| 4. Mr. Michael Nahom , Assistant Boys' Cross Country Coach, New Milford High School effective October 1, 2021. | Personal Reasons |
| 5. Mr. Michael Nahom , Assistant Indoor Track Coach, New Milford High School effective October 1, 2021. | Personal Reasons |
| 6. Mr. Michael Nahom , Volunteer Girls' Track and Field Coach, New Milford High School effective October 1, 2021. | Personal Reasons |
| 7. Mr. Ryan Rebstock , Head Girls' and Boys' Indoor Track Coach, New Milford High School effective September 22, 2021. | Personal Reasons |
| 8. Mr. Tyler Timan , Assistant Indoor Track Coach, New Milford High School effective October 6, 2021. | Personal Reasons |
| 9. Mr. Tyler Timan , Assistant Outdoor Track Coach, New Milford High School effective October 6, 2021. | Personal Reasons |
| 10. Mr. Giles Vaughan , JV Girls' Basketball Coach, New Milford High School effective September 28, 2021. | Personal Reasons |

13. COACHING STAFF

b. APPOINTMENTS

- | | |
|---|---------------------------|
| 1. **Ms. Tricia Blood , Intramural Girls' Basketball Coach, Schaghticoke Middle School effective December 1, 2021. | 2021-2022 Stipend: \$992 |
| 2. **Ms. Tricia Blood , Interscholastic Boys' Basketball Coach, Schaghticoke Middle School effective December 1, 2021. | 2021-2022 Stipend: \$1895 |
| 3. **Mr. Rob Hibbard , Intramural Boys' Basketball Coach, Schaghticoke Middle School effective December 1, 2021. | 2021-2022 Stipend: \$992 |

4. **Mr. Rob Hibbard , Interscholastic Girls' Basketball Coach, Schaghticoke Middle School effective December 1, 2021.	2021-2022 Stipend: \$1895
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5. Mr. Thomas LaPorte , Girls' Varsity Basketball Coach, New Milford High School effective October 25, 2021.	2021-2022 Stipend: \$5894
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14. LEAVES OF ABSENCE

1. **Ms. Jobi Bieluch , School Nurse, Hill and Plain School requests an unpaid personal leave of absence from November 1, 2021 through November 26, 2021.	Unpaid
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2. Mrs. Grace Rossell , Paraeducator, Hill and Plain School requests an unpaid personal leave of absence from October 25, 2021 through January 1, 2022.	Unpaid
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RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	30,341,363	75,500	30,416,863	4,026,065	25,331,605	1,059,193	96.52%
100'S	SALARIES - NON CERTIFIED	9,589,390	0	9,589,390	1,524,493	5,225,470	2,839,427	70.39%
200'S	BENEFITS	10,810,557	8,500	10,819,057	4,506,334	4,959,397	1,353,326	87.49%
300'S	PROFESSIONAL SERVICES	3,948,255	-83,000	3,865,255	1,020,314	1,971,751	873,190	77.41%
400'S	PROPERTY SERVICES	925,069	0	925,069	219,730	449,715	255,624	72.37%
500'S	OTHER SERVICES	9,082,593	0	9,082,593	1,384,920	6,504,968	1,192,705	86.87%
600'S	SUPPLIES	2,588,172	-1,000	2,587,172	381,667	1,596,845	608,660	76.47%
700'S	CAPITAL	14,404	0	14,404	0	2,066	12,338	14.34%
800'S	DUES AND FEES	95,928	0	95,928	54,284	5,003	36,641	61.80%
900'S	REVENUE	-1,549,707	0	-1,549,707	-34,709	0	-1,514,998	2.24%
GRAND TOTAL		65,846,024	0	65,846,024	13,083,099	46,046,820	6,716,106	89.80%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	518,875	0	518,875	4,003	0	514,873	0.77%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,099,881	0	2,099,881	263,584	1,594,561	241,736	88.49%
51202	SALARIES - NON CERT - SUBSTITUTES	925,202	0	925,202	52,659	0	872,543	5.69%
51210	SALARIES - NON CERT - SECRETARY	1,919,636	0	1,919,636	394,330	1,457,001	68,305	96.44%
51225	SALARIES - NON CERT - TUTORS	275,695	0	275,695	9,079	0	266,616	3.29%
51240	SALARIES - NON CERT - CUSTODIAL	1,939,639	0	1,939,639	438,191	1,225,954	275,494	85.80%
51250	SALARIES - NON CERT - MAINTENANCE	936,257	0	936,257	190,036	588,694	157,527	83.17%
51285	SALARIES - NON CERT - TECHNOLOGY	493,540	0	493,540	98,604	281,030	113,906	76.92%
51336	SALARIES - NON CERT - NURSES	480,665	0	480,665	74,007	78,231	328,428	31.67%
TOTAL		9,589,390	0	9,589,390	1,524,493	5,225,470	2,839,427	70.39%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	618,237	0	618,237	108,635	0	509,602	17.57%
52201	BENEFITS - MEDICARE	528,854	0	528,854	81,177	0	447,677	15.35%
52300	BENEFITS - PENSION	918,524	0	918,524	918,524	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	33,000	0	33,000	2,666	12,334	18,000	45.45%
52810	BENEFITS - HEALTH INSURANCE	8,050,300	8,500	8,058,800	3,145,711	4,540,042	373,047	95.37%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	24,857	100,143	0	100.00%
52830	BENEFITS - LIFE INSURANCE	126,000	0	126,000	25,985	95,015	5,000	96.03%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	410,642	0	410,642	198,779	211,864	0	100.00%
TOTAL		10,810,557	8,500	10,819,057	4,506,334	4,959,397	1,353,326	87.49%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	30,341,363	75,500	30,416,863	4,026,065	25,331,605	1,059,193	96.52%
51200	NON-CERTIFIED SALARIES	9,589,390	0	9,589,390	1,524,493	5,225,470	2,839,427	70.39%
52000	BENEFITS	10,810,557	8,500	10,819,057	4,506,334	4,959,397	1,353,326	87.49%
53010	LEGAL SERVICES	224,553	0	224,553	192,823	1,950	29,780	86.74%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	6,486	5,085	63,429	15.43%
53200	PROFESSIONAL SERVICES	2,201,248	-83,000	2,118,248	540,569	1,384,175	193,504	90.86%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	0	0	30,500	0.00%
53210	TIME & ATTENDANCE SOFTWARE	11,800	0	11,800	56	0	11,744	0.48%
53220	IN SERVICE	117,150	0	117,150	45,438	225	71,487	38.98%
53230	PUPIL SERVICES	622,224	0	622,224	57,366	378,037	186,820	69.98%
53300	OTHER PROF/ TECH SERVICES	59,800	0	59,800	2,520	3,009	54,271	9.25%
53310	AUDIT/ACCOUNTING	40,500	0	40,500	40,500	0	0	100.00%
53500	TECHNICAL SERVICES	233,708	0	233,708	109,305	6,153	118,250	49.40%
53530	SECURITY SERVICES	218,672	0	218,672	8,677	193,116	16,879	92.28%
53540	SPORTS OFFICIALS SERVICES	113,100	0	113,100	16,574	0	96,526	14.65%
54101	CONTRACTUAL TRASH PICK UP	96,748	0	96,748	20,132	48,328	28,288	70.76%
54301	REPAIRS & MAINTENANCE	475,487	0	475,487	140,146	206,126	129,215	72.82%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	0	1,074	1,426	42.96%
54303	GROUND MAINTENANCE	12,700	0	12,700	810	5,690	6,200	51.18%
54310	GENERAL REPAIRS	43,970	0	43,970	793	4,363	38,814	11.73%
54320	TECHNOLOGY RELATED REPAIRS	29,847	0	29,847	4,145	527	25,175	15.65%
54411	WATER	68,195	0	68,195	5,948	62,247	0	100.00%
54412	SEWER	15,559	0	15,559	6,581	6,581	2,397	84.60%
54420	LEASE/RENTAL EQUIP/VEH	180,063	0	180,063	41,174	114,779	24,110	86.61%
55100	PUPIL TRANSPORTATION - OTHER	116,250	0	116,250	14,156	28,808	73,286	36.96%
55101	PUPIL TRANS - FIELD TRIP	22,750	0	22,750	0	0	22,750	0.00%
55110	STUDENT TRANSPORTATION	4,996,291	0	4,996,291	608,990	4,278,878	108,423	97.83%
55200	GENERAL INSURANCE	296,763	0	296,763	280,224	16,539	0	100.00%
55300	COMMUNICATIONS	50,240	0	50,240	12,153	37,943	144	99.71%
55301	POSTAGE	32,750	0	32,750	1,252	31,498	0	100.00%
55302	TELEPHONE	80,069	0	80,069	37,682	42,387	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	105	0	7,895	1.32%
55505	PRINTING	33,010	0	33,010	270	10,363	22,377	32.21%
55600	TUITION - TRAINING	35,000	0	35,000	0	0	35,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	1,002,397	0	1,002,397	183,359	429,183	389,856	61.11%
55630	TUITION - PRIVATE PLACEMENTS	2,362,209	0	2,362,209	245,519	1,623,564	493,125	79.12%
55800	TRAVEL	46,864	0	46,864	1,211	5,805	39,849	14.97%
56100	GENERAL INSTRUCTIONAL SUPPLIES	167,207	0	167,207	28,516	23,480	115,211	31.10%
56110	INSTRUCTIONAL SUPPLIES	430,051	-1,000	429,051	88,505	83,648	256,898	40.12%
56120	ADMIN SUPPLIES	32,678	0	32,678	4,829	3,063	24,786	24.15%
56210	NATURAL GAS	188,000	0	188,000	15,147	172,853	0	100.00%
56220	ELECTRICITY	990,569	0	990,569	156,694	833,815	60	99.99%
56230	PROPANE	3,900	0	3,900	0	3,870	30	99.23%
56240	OIL	211,068	0	211,068	0	206,584	4,484	97.88%
56260	GASOLINE	27,186	0	27,186	992	19,104	7,090	73.92%
56290	FACILITIES SUPPLIES	317,042	0	317,042	64,318	185,805	66,919	78.89%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	1,118	3,082	12,275	25.49%
56292	UNIFORMS/ CONTRACTUAL	13,100	0	13,100	0	3,500	9,600	26.72%
56293	GROUNDKEEPING SUPPLIES	22,585	0	22,585	1,339	12,161	9,085	59.77%
56410	TEXTBOOKS	26,127	0	26,127	230	0	25,897	0.88%
56411	CONSUMABLE TEXTS	32,455	0	32,455	9,441	11,210	11,804	63.63%
56420	LIBRARY BOOKS	51,928	0	51,928	5,282	16,619	30,027	42.18%
56430	PERIODICALS	16,162	0	16,162	2,947	10,285	2,930	81.87%
56460	WORKBOOKS	2,535	0	2,535	0	380	2,156	14.97%
56500	SUPPLIES - TECH RELATED	39,104	0	39,104	2,309	7,387	29,408	24.79%
57345	INSTRUCTIONAL EQUIPMENT	4,500	0	4,500	0	0	4,500	0.00%
57400	GENERAL EQUIPMENT	6,127	0	6,127	0	0	6,127	0.00%
57500	FURNITURE & FIXTURES	3,777	0	3,777	0	2,066	1,711	54.69%
58100	DUES & FEES	95,928	0	95,928	54,284	5,003	36,641	61.80%
EXPENDITURE TOTAL		67,395,731	0	67,395,731	13,117,808	46,046,820	8,231,104	87.79%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,089,825	0	-1,089,825	0	0	-1,089,825	0.00%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-7,489	0	-53,018	12.38%
44105	FOI & FINGERPRINTING FEES	-1,900	0	-1,900	0	0	-1,900	0.00%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	-7,000	0	-48,000	12.73%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-5,220	0	-22,731	18.68%
44800	REGULAR ED TUITION	-114,400	0	-114,400	-15,000	0	-99,400	13.11%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	0	0	-29,900	0.00%
49103	DCF TUITION	-85,000	0	-85,000	0	0	-85,000	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	0	0	-25,400	0.00%
44861	PARKING PERMIT FEES	-59,824	0	-59,824	0	0	-59,824	0.00%
REVENUE TOTAL		-1,549,707	0	-1,549,707	-34,709	0	-1,514,998	2.24%

GRAND TOTAL	65,846,024	0	65,846,024	13,083,099	46,046,820	6,716,106	89.80%
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BOE Capital Reserve Acct #43020000-10101	
Total as of 7/1/21	268,260
Contribution Towards NMHS Roof Replacement	-250,000
Total as of 9/30/21	18,260*
* Does not include approved but pending final audit contribution from the BOE 20/21 fiscal year end balance in the amount of \$2,583,083 (estimated)	

Turf Field Replacement Acct #43020000-10130	
CONTRIBUTION - FROM BOE 17.18 FYE BALANCE	50,000
CONTRIBUTION - FROM BOE 18.19 FYE BALANCE	50,000
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S & BANNER SALES	10,225
CONTRIBUTION - FROM TOWN DATED 6/4/20	50,000
CONTRIBUTION - FROM TOWN DATED 6/16/21	50,000
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 6/23/21	3,765
Total as of 9/30/21	213,990**
** Does not include approved but pending final audit contribution from the BOE fiscal year end balance in the amount of \$100,000	



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 Code
GENERAL	NMHS	VARSITY BRANDS HOLDING CO	21/22 YEARLY - SPORTS EQUIPMENT	\$30,000.00	56100
GENERAL	DISTRICT	JTR TRANSPORTATION	21/22 YEARLY - TRANSPORTATION FOR ATHLETICS	\$25,000.00	55100
GENERAL	TECHNOLOGY	SHI INTERNATIONAL	SOPHOS SUBSCRIPTION, LICENSE, SERVICES	\$23,709.80	53500
GENERAL	DISTRICT	TELESERV	21/22 YEARLY - ANNUAL MAINTENANCE COVERAGE - PHONE SYSTEM	\$22,890.00	55302
GENERAL	NMHS	TOWN OF NEW MILFORD	21/22 YEARLY - POLICE SUPERVISION - FOOTBALL, BASKETBALL, HOCKEY	\$20,500.00	53540
GENERAL	DOI	IXL LEARNING INC	IXL SITE LICENSES K-6	\$16,400.00	53200
GENERAL	FACILITIES	PEN MAR BOILER CLEANING	21/22 YEARLY - BOILER CLEANING	\$14,800.00	54301
GENERAL	SPED	ALL-STAR TRANSPORTATION	21/22 YEARLY - CHEVY MIDBUS	\$11,158.32	54420
GENERAL	FACILITIES	TRANE COMPANY	REPAIR WORK ON MULTIPLE ROOFTOP UNITS AT SNIS	\$5,681.66	54301
GENERAL	FACILITIES	WILLCO SALES & SERV	SAFETY STRAPS - NMHS GYM	\$5,164.60	54301
GENERAL	TECHNOLOGY	NETSCOUT SYSTEMS	MASTERCARE SUPPORT FOR NETWORK ANALYSIS	\$5,094.00	53500
GENERAL	DOI	CONNECTICUT SCIENCE CENTER	CURRICULUM COACHING SESSIONS	\$5,085.00	53050
GENERAL	SPED	SEAGULL VENTURES	21/22 YEARLY - SPEECH & BILINGUAL SUPPORT	\$5,000.00	53230

GRANT EXPENDITURES ARE PRESENTED IN BOLD AND ITALICIZED FONT IN THE ABOVE LISTING



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
OCTOBER 2021 MEETING

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

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

New Milford PTO
Parent Teacher Organization
PO Box 1343
New Milford, CT 06776

September 27, 2021

Ms. Alisha DiCorpo
Superintendent
50 East Street
New Milford, CT 06776

Dear Ms. DiCorpo:

The New Milford PTO is pleased to present the following gifts to the Board of Education for approval. Please arrange for this gift to be placed on the agenda at the next Board of Education meeting.

Schaghticoke Middle School:

\$1,400.00 for the Summer Reading Program. Each student will receive a grade level book to read over the summer. The cost for all the books will be no more than \$1,200.00. The balance of \$200.00 will be used to purchase Summer Reading prizes for the fall of 2022.

\$1,400.00 Grand Total

Sincerely,
Nannette Pelletier
NMPTO President



TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: October 5, 2021
RE: Athletic Trainer

Select Physical Therapy has provided the district with Athletic Trainers via contracted services for many years but is unable to provide us one this year due to staffing shortages. This is not unique to New Milford. This role has been subject to new certifications and other districts are also having a hard time fulfilling this role via contracted services. The budgeted amount within Athletics to Select Physical Therapy for their contracted service in this fiscal year was in the amount of \$30,500.

Pages #3, #4 and #5 attached to this memo outline the scope of services and coverage areas that Select Physical Therapy had been able to provide in the past. Mr. Lipinsky has been able to fulfill this role this year by utilizing another Athletic Trainer who is contracted with another district in a substitute role as available independently. This is not sustainable however.

There are three possible avenues ahead:

1. Select Physical Therapy has engaged New Milford Public Schools with an addendum to provide services *"upon the availability of Contractor's Certified Athletic Trainer"*. This has already been sent to and reviewed by legal who advised us not to sign the addendum because it would still keep us locked into the current agreement with this vendor. This vendor is currently not abiding by the original contract as they are not able to staff us properly and the addendum would just allow the agreement to continue; with no guarantee of having an Athletic Trainer.
2. There is another vendor, Athletic Trainer Solutions, who contacted Mr. Lipinsky and myself with an agreement to recruit a candidate to fulfill the role of the Athletic Trainer that we would then hire ourselves and have to negotiate salary and benefits with said candidate. The fee associated with this service would be 15% of the new hire's first year salary paid to Athletic Trainer Solutions. Mr. Lipinsky and I spoke with Athletic Trainer Solutions and they hinted that they may have candidates in the pipeline but none of them would be interested in a pro-rated agreement for just this year.



3. The district could move to post and directly hire this position for New Milford Public Schools thereby forgoing the contracted services delivery model for this position all together. This would require approval of the position by the Board of Education along with consideration to yearly annual salary and benefits. Pages #6, #7 and #8 of this memo outlines the proposed Job Description for this position that Mr. Lipinsky was able to gather from other sample districts. One does not already exist as NMPS has never directly hired this position in the past. A competitive salary range for this position would have to be offered in order to obtain a direct hire with the proper Athletic Trainer certification. Preliminary research indicates that this would be at a \$50,000-\$55,000 a year position plus benefits. Posting of this position both to the CIAC and to services like Indeed have been recommended by Mr. Lipinsky to the Human Resources Department if the Board would like to pursue this option.

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

EXHIBIT A

1. Contractor will supply one (1) Certified Athletic Trainer(s) employed or retained by Select Physical Therapy or an affiliate or subsidiary thereof to provide the Services to the School at the times and during the events set forth on Exhibit B. The Services will be limited to (i) the evaluation and treatment of minor injuries; (ii) the application of first aid and other medical assistance as is reasonable and possible under the circumstances pending the arrival of ambulance services in the case of major injuries; (iii) preventative taping and strapping of athletes, as needed; (iv) providing nutritional information to student athletes; (v) providing basic educational information to student trainers and managers in the course of performing the Services; and, (vi) providing recommendations for exercise or other physical measures for minor injuries under the directions, supervision and review of a physician.
2. All Services will be provided on the School's premises with the exception of sports events at other schools where the School's athletes are the "visiting" team if Exhibit B requires such coverage, or if services require equipment or therapeutic modalities unavailable at School.
3. Contractor will provide the School with accurate records of treatment rendered for all athletic injuries for which Contractor renders treatment and of all rehabilitation procedures provided by Contractor.
4. In cooperation with the Athletic Director, Contractor will develop a list of locations of emergency phones and emergency phone numbers and emergency procedures to be distributed to student athletes and coaches.
5. Contractor will request from the School the equipment and supplies required to render the Services in sufficient time to permit the School to obtain such equipment and supplies when required by Contractor.
6. Contractor will facilitate communication among an injured athlete, the Athletic Director, parent/guardian and the team or family physician.
7. Contractor will provide consultation on equipment and program design when reasonably requested by the School.
8. Contractor's Certified Athletic Trainer(s) will be responsible for the Athletic Training Room while in attendance there, including opening and closing. Contractor will also advise the School on inventory status, requisitioning of supplies, and/or facility management.
9. Contractor will inspect and take an inventory of all team medical kits prior to the beginning of each season.

10. Contractor's Certified Athletic Trainer(s) is immediately responsible to the Athletic Director or his/her designee.
11. Contractor's Certified Athletic Trainer(s) will serve as speaker for educational programs in the School, provided that sufficient advance notice is provided to Contractor.
12. Contractor reserves the right to substitute an equally qualified Certified Athletic Trainer(s) if the need should arise. The Athletic Director will be notified in advance if any substitutions are to be made.
13. If for any reason a Certified Athletic Trainer(s) needs to be absent, Contractor will do whatever possible to provide a suitable replacement for that coverage time.
14. All changes in practice times and games must be made available to the Certified Athletic Trainer(s) within twenty-four (24) hours for those events to be covered properly.
15. Contractor shall provide and manage baseline tests at the School's computer lab on predetermined groups of athletes, provide follow-up testing on athletes who have sustained a concussion, and oversee return to play.

EXHIBIT B

I. TOTAL COVERAGE

One (1) Certified Athletic Trainer will be available for a maximum of Thirty-Two (32) hours per week, six (6) days per week, at the discretion of the Athletic Director. During this time, practice and home event coverage will be provided.

II. ATHLETIC TRAINING ROOM COVERAGE

A. Coverage Requirements

1. Contractor shall provide coverage for the Athletic Training Room at a maximum of Thirty-Two (32) hours per week, which includes operating an on-campus training room in the afternoon and coverage of home games.
2. Contractor shall not be required to provide Athletic Training Room coverage when Contractor is required to attend an event under Section III of this Exhibit B.

III. EVENT COVERAGE (to include pre-season and post-season)

A. Fall Sports Coverage

1. Football, Soccer, Field Hockey, Cross-Country, Tennis, Golf, Cheerleading, Volleyball, and/or any other sports played during this season.

B. Winter Sports Coverage

1. Wrestling, Basketball, Swimming, Cheerleading, Winter Track, and/or any other sports played during this season.

C. Spring Sports Coverage

1. Girls and Boys Lacrosse, Baseball, Softball, Track and Field, Tennis, and/or any other sports played during this season.

D. Summer Conditioned Coverage

1. Contractor's Certified Athletic Trainer will provide up to 16 hours per week over 6 weeks during the summer for School's summer conditioning program to School's student athletes.

Draft of Sample Athletic Trainer Job Description

Summary of Basic Functions & Responsibilities

Under general supervision, administers preventive and rehabilitative treatment to students and athletes involved in various sports and physical education activities in accordance with instruction from coaches, staff, or physicians. The duties of the Athletic Trainer include, but are not limited to, the prevention of athletic injuries; recognition, evaluation, and the immediate care of athletic injuries. The Athletic Trainer shall serve as a liaison of physical health support to and between athletes, coaches of the athletes, Athletic Directors, physicians, and parents. The Athletic Trainer shall enact and use reasonable efforts and professionalism to ensure that players participate in interscholastic activities and events only when physically able and that any instructions provided by their attending physician are understood and followed. Safety and health of the athlete comes first. The Athletic Trainers will coordinate with the Athletic Director to provide athletic training services at interscholastic events and practices deemed necessary by the Principal or their designee. They must work effectively with people representing diverse cultures, perspectives and needs, including all genders.

Essential Duties:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Advise athletes on the proper use of equipment.
- Assess and report the progress of recovering athletes to coaches and physicians.
- Provide support and guidance for students interested in entering athletic training programs at different institutions.
- Conduct an initial assessment of an athlete's illness or injury in order to provide emergency or determine whether an athlete should be referred to physician(s) for definitive diagnosis and treatment.
- Apply preventative adhesive taping.
- Provide basic First Aid supplies to control bleeding, perform CPR, and provide basic splinting for fracture/dislocation immobilization to injured athletes, cheerleaders, dance members, color guard, and coaches as events happen.
- Attends team practices and contests, as deemed necessary.
- Maintain a professional, organized, sanitary high school training room/facility.
- Follow physicians' orders to implement comprehensive rehabilitation program(s) for athletic injuries.
- Confer with coaches in order to select protective equipment.
- Inspect playing fields/areas in order to locate any items that could injure players and make sure cleanliness and disinfection of equipment is in place.
- Plan and implement comprehensive athletic injury and illness prevention programs.
- Participate in the development of the after school hours Emergency Plan Response for their school.
- Consult with site coaches on athletic injury prevention, basic first aid, and follow-up injury treatment and rehabilitation.
- Inventory, budget, and help order supplies with the cooperation of the Athletic Department budgets.
- Keep daily log of treatments provided to athletes.
- Keep records of injury evaluations and First Aid provided to an athlete.
- Discuss with athletes' parents/guardians their child's injury as a result of participation in Athletic Program activities.

- Initiate Emergency Medical System (EMS) by contacting 911 or directing someone to do so when deemed necessary.
- Provide First Aid and emergency care to the visiting team athletes if notified to do so by game officials, site officials or the visiting team coach.
- Provide advice to athletes, coaches, and parents to the care and prevention of athletic injuries, recommended protection, and safety ideals to an injury.
- Perform other duties as assigned

Minimum Qualifications: Knowledge and Skills:

- Basic principles of anatomy, physiology, kinesiology, health education and nutrition.
- Diagnostic signs and symptoms and related treatment of various physical injuries.
- Basic principles, techniques and procedures used in the prevention, care and rehabilitation of athletic injuries.
- Various types of therapeutic treatments, equipment and conditioning programs.
- First aid medical procedures, including CPR.
- Safety guidelines and regulations in athletic and therapeutic activities.
- Basic record-keeping and report preparation techniques.
- Safety and protective equipment used in sports.
- Sports injury record keeping, and the privacy laws.
- Taping, bandaging and therapeutic techniques.
- Understanding physical fitness, hygiene, disinfectant techniques and safety procedures
- Skill on a variety of computer applications, including word processing, database, spreadsheet and communication software.
- Effective oral communication skills.
- Effective written communication skills.

Ability to:

- Operate a variety of first aid and adaptive equipment.
- Administer first aid and athletic therapy.
- Identify when referrals to physicians, health services, hospitals and other health professionals are necessary.
- Attend off-campus sporting events as needed.
- Operate athletic rehabilitation and weight equipment.
- Develop and implement individualized rehabilitation and reconditioning for injured students.
- Establish and maintain cooperative and effective working relationships with others.
- Tape, wrap, and bandage athletes to prevent injury or re-injury.
- Administer care for fractures, dislocations, sprains, strains, concussion, contusions, cuts, and abrasions.
- Communicate effectively with students, parents, coaches and faculty regarding physical injuries.
- Interact appropriately with students, staff, faculty and the public.
- Learn and apply district policies and procedures.
- Maintain records and prepare reports.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy

Education and Experience: Required: • BA or BS Degree in Anatomy, Kinesiology, Physiology, Nutrition or similar field

- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed in Sports Medicine or similar field
- ATC/ BOC Certification

Licenses & Certificates:

- First Aid certification is required
- CPR/AED certification is required
- Fingerprint clearance and background check is required



TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: October 5, 2021
RE: NMHS Alarm System Upgrades

The item of information to be shared at the Facilities Subcommittee on 10/12/21 concerning the NMHS Alarm System Upgrades has an associated cost of \$11,975 including labor and materials.

- The project does not have to be bid as this is a propriety system specific to Siemens.
- The funding for this project is not within the Board of Education's Operating Budget for the current year.
- In order to complete this much needed safety upgrade we should look to the Capital Reserve Account.
- The current balance in the Capital Reserve Account as of September 30, 2021 is in the amount of \$18,260.
- Even though that balance is low, the Capital Reserve Account could fund this much needed project.

The pages following this memo comprise the quote obtained by the Facilities Director from Siemens to complete this work.

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

PROPOSAL

NEW MILFORD HS BEAMS

PREPARED BY

Siemens Industry, Inc.

PREPARED FOR

NEW MILFORD PUBLIC SCHOOLS

DELIVERED ON

September 24, 2021



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Contact Information

Proposal #:	6273626
Date:	September 24, 2021

Sales Executive:	Jennifer Rossi
Branch Address:	104 Sebethe Drive Cromwell, Connecticut 06416
Telephone:	
Email Address:	jennifer.rossi@siemens.com

Customer Contact:	
Customer:	NEW MILFORD PUBLIC SCHOOLS
Address:	50 EAST ST
	NEW MILFORD CT 06776-3030
Services shall be provided at:	NEW MILFORD PUBLIC SCHOOLS
	50 EAST ST NEW MILFORD CT 06776-3030

Scope of Work

Siemens will replace existing beam detectors with (2) new FIRE RAY beam detectors. Parts, Labor, Installation and Project Management is included.

(2) Fire Ray Beam Detectors

(1) Electrical Subcontractor

Pricing Breakout

Top Level Costs	Sell Price
Total	\$7,784.66

Area 1	Sell Price
Total	\$4,190.34

Sell Price

Total Quote Price	\$11,975.00
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Terms & Conditions Link(s)

Terms and Conditions (Click to download)
Terms & Conditions (Projects) (http://go.siemens.net/15156302)
Terms & Conditions (Products Only) (http://go.siemens.net/15492770)

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

Attachment A

Riders (Click on rider below to download)
SI Fire Life Safety Rider (www.siemens.com/download?A6V10946164)
SI Mass Notification Rider (www.siemens.com/download?A6V10946167)
SI Monitoring Rider (www.siemens.com/download?A6V10946171)
SI Software License Warranty (www.siemens.com/download?A6V10946180)
SI Consulting Rider (www.siemens.com/download?A6V10946838)

Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Jennifer Rossi

Name

6273626

Proposal #

\$11,975.00

Proposal Amount

September 24, 2021

Date

Accepted by:

NEW MILFORD PUBLIC SCHOOLS

Company

Name (Printed)

Signature

Title

Date

Purchase Order #



TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: October 13, 2021
RE: Eversource Rebate

The Business Office is in receipt of a rebate check from Eversource in the amount of \$6,250. This rebate is associated with the MUNIS capital project #000500 for the SNIS Roof Top Cooling Unit #1 replacement that was funded via the Board of Education's (BOE's) Capital Reserve account during the 2020-2021 Fiscal Year.

- The total amount of the project funded via the BOE's Capital Reserve account was in the amount of \$66,000.
- This project was paid in full and closed in MUNIS at the end of this fiscal year (June 30, 2021).
- The rebate check should now flow back to the BOE's Capital Reserve account for use in funding future projects.
- Adding to or withdrawing funds from the BOE's Capital Reserve account requires approval by both the Town of New Milford's Town Council and Board of Finance.

It is my recommendation that this **deposit (+\$6,250) into** the BOE's Capital Reserve account join the request for the NMHS Alarm Project to **withdraw (-\$11,975) from** the BOE's Capital Reserve account as two separate motions at the next available Town Council meeting following the Board of Education's regular October meeting scheduled for Tuesday, October 19, 2021.

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

FOR SECOND REVIEW

COMMENTARY: On August 19, 2021, Governor Lamont issued Executive Order #13D which mandated that all Connecticut school employers implement a policy that requires that non-exempt school employees receive at least their first COVID-19 vaccination shot by September 27, 2021. On September 10, 2021, Executive Order #13D was repealed and replaced by Executive Order #13G which imposes the same vaccination requirement but provides that existing school employees can elect to undergo weekly COVID-19 testing in-lieu of vaccination.

Executive Order #13G does not impose any vaccination or testing requirements on school volunteers. The Board therefore has discretion to impose such requirements if it so chooses. The text added below would impose a vaccination or weekly testing option. The Board could opt for a testing only approach for volunteers rather than vaccination if it so chooses.

1212(a)

Community Relations

School Volunteers

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender," as defined by Connecticut General Statutes §54-250, "Registration of Sexual Offenders" shall be used.

Only persons who have been fully vaccinated against COVID-19 or produce proof of negative COVID-19 test results in connection with a COVID-19 test undertaken no longer than 48 hours prior to the commencement of the volunteer assignment shall be eligible to serve as volunteers in the New Milford Public Schools.

Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

Community Relations

School Volunteers

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. **Persons Not Allowed to Serve as Volunteers.** No person who has a criminal record of any felony conviction may serve as a volunteer. Criminal background checks shall be required of all prospective volunteers. Every time a new list of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list. **In addition, persons who are not fully vaccinated against COVID-19 or who fail to submit negative COVID-19 test results as set forth in this policy shall not be permitted to serve as volunteers.**
3. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.
6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon; the volunteer may proceed to the assigned activity.
A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.
7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Community Relations

School Volunteers

COVID-19 Vaccination or Negative Testing Option

All New Milford Public Schools' volunteers must be fully vaccinated against COVID-19 or produce proof of negative COVID-19 test results in connection with a COVID-19 test undertaken no longer than 48 hours prior to the commencement of the volunteer assignment. For purposes of this policy, "fully vaccinated" means that at least 14 days have elapsed since a person has received the final dose of a vaccine approved for use against COVID-19 by the U.S. Food and Drug Administration, or as otherwise defined by the Centers for Disease Control.

Prospective volunteers may demonstrate proof of vaccination by providing one of the following to the **[FILL IN APPROPRIATE OFFICE/CONTACT PERSON]**:

1. A CDC COVID-19 Vaccination Record Card or photo of the Vaccination Record Card;
2. Documentation from a health care provider or electronic health care records; or
3. State Immunization Information Record, or
4. Other documentation prescribed by the Connecticut Commissioner of Public Health.

Personal attestation will not be accepted as an acceptable form of proof of a COVID vaccination.

Otherwise eligible individuals who are not fully vaccinated against COVID-19 may be permitted to serve as volunteers within the New Milford Public Schools if they provide proof of negative COVID-19 test results in connection with a COVID-19 test undertaken no longer than 48 hours prior to the commencement of the volunteer assignment. For purposes of this policy Molecular/PCR or Antigen COVID-19 test results will be accepted but only so long as such tests are verifiable through a third party (i.e. rapid Antigen home testing results are not acceptable).

Approved volunteers who are not fully vaccinated must undergo and provide proof of negative COVID-19 testing results on a weekly basis for any volunteer assignment that is longer than a week in duration.

All volunteer and prospective volunteer testing information should be submitted in hard copy form to **[FILL IN APPROPRIATE OFFICE/CONTACT PERSON]**. Absent extraordinary circumstances the District shall not reimburse a volunteer or prospective volunteer for the cost of COVID-19 testing.

Community Relations

School Volunteers

Legal Reference: Connecticut General Statutes
10-4g Programs to encourage participation in the educational process
10-28b School Volunteers
10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

Policy adopted: May 7, 2001
Policy revised: June 9, 2009
Policy reviewed: October 15, 2013
Policy reviewed: November 6, 2018

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

Information Form

Name: _____
Last First Middle Telephone

Address: _____
Street City Zip Code

Personal physician: _____ Phone _____

Emergency adult contact: _____ Phone _____

Are you now or have you ever been a school volunteer? _____

At which school? _____ Year? _____

The name of any child or ward attending this school: _____

Criminal Conviction Information

Are you a sex offender? _____

Have you ever been convicted of a felony? _____

If you answered YES, list all offenses

Offense(s): _____

Date(s): _____

Place(s): _____

If requested, are you willing to consent to a criminal background investigation? _____

COVID-19 Vaccination Status

Are you fully vaccinated against COVID-19? _____

If so, please attach a photocopy of one of the following to this form:

1. A CDC COVID-19 Vaccination Record Card or photo of the Vaccination Record Card;
2. Documentation from a health care provider or electronic health care records;
3. State Immunization Information Record, or

4. Other documentation prescribed by the Connecticut Commissioner of Public Health.

If you are not fully vaccinated against COVID-19 please provide a copy of negative COVID-19 test results in connection with a COVID-19 test undertaken no longer than 48 hours prior to the commencement of the volunteer assignment.

Waiver of Liability

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore, the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

By my signature below:

1. I acknowledge that the School District does not provide insurance coverage for me for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
2. I agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of my supervised or unsupervised service to the School District. agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.
3. I authorize the New Milford Public Schools to make an independent review of only criminal or police records for the purpose of approving my request to volunteer to work with students in the district. I understand that there will be no cost for the background review and that the personal information required to conduct the background review (social security number and birth date) as well as the results of the review will not be retained by the school district.

Date: _____ Signature of Volunteer: _____
Printed Name of Volunteer _____

For School Use Only

General description of assignment(s):

- supervising students as needed by a teacher
 - supervising students during a regularly scheduled activity
 - assisting with academic programs
 - assisting at the resource center or main office
- other _____

Name of supervising staff member: _____

“Sex offender list” checked by _____ on _____ (mandatory).

The date on which the criminal background check was received and reviewed. _____

Reviewed by: _____

Signature Date

FOR FIRST REVIEW

COMMENTARY: This policy is not mandated by law and is not a policy commonly found in school districts across the state. The rental portion of this policy is not particularly useful since it really just refers to policy 1330 which addresses community use of school facilities.

Legal recommends deleting this policy in its entirety.

3270

Business/Non-Instructional Operations

Disposition and Rental of Real Property

Disposition

When real property will no longer be used for school purposes, the Board of Education shall vote to transfer such property to the Town.

Rentals

Rentals of school system property with fees set by the Board of Education shall be administered in conformity with the policy and administrative regulations 1330 of this manual.

(cf. 1330 – Use of School Facilities)

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR FIRST REVIEW

COMMENTARY: Connecticut boards of education have discretion in determining the criteria for acceptance of gifts to their district. The below changes are recommended for clarity and to harmonize this policy with recommended changes to the Board's fundraising policies. In addition, the new language regarding donation of teaching services is added to better align with Connecticut General Statutes § 10-21c which provides that a board of education may accept the donation of teaching services only in identified areas with workforce shortages of certified teachers.

3280(a)

Business/Non-Instructional Operations

Gifts to the School

Because all gifts and/or donations to the school system become the property and responsibility of the school district, the Board shall have knowledge of and recognize gifts received.

The New Milford Board of Education is grateful for gifts and donations given to the school system, whether such gifts and donations ~~are solicited or unsolicited and whether they are made~~ be in the form of money, services, programs, equipment or other items of value. The Superintendent of Schools shall be authorized to accept, on behalf of the Board, gifts to the ~~school system~~ District of up to a cumulative value from one source ~~or fundraising campaign~~ of one thousand dollars (\$1,000), and shall notify the Board of such gifts at the next regular Board meeting. The Board shall ~~authorize the acceptance of all gifts to the District~~ approve gift/gifts ~~from one source or fundraising campaign~~ valued at one thousand dollars (\$1,000) or more; as well as gifts that shall likely involve future cost to the ~~school system~~ District regardless of value.

When gifts and donations are accepted, the Board of Education shall have care and custody of such items, and they shall be expended or used at its discretion; however, should the donor restrict the use of a gift or donation, the ~~board~~ Board shall honor the restriction or return the property to the donor.

The following rules shall apply to all gifts or donations:

1. Individuals, groups, or corporations wishing to give a gift or donation to the New Milford Schools shall direct their offer in writing or in person to the Office of the Superintendent. ~~This rule shall not apply to traditional or online fundraising campaigns (i.e. crowdfunding) as long as the campaign complies with the Board's fundraising policies.~~
2. Receipt of gifts and donations by the Superintendent shall be acknowledged in writing by the Superintendent's secretary; receipt of gifts and donations by the Board of Education shall be acknowledged in writing by the Board Secretary or Assistant Secretary.

Business/Non-Instructional Operations

Gifts to the School

3. The New Milford school system shall not be inappropriately influenced or constrained due to gifts and/or donations from an individual, group or corporate donor.

Donation of Teaching Services

~~Any donation of teaching services by private sector specialists shall be in compliance with Connecticut General Statutes § 10-21c and applicable collective bargaining agreements.~~

In accordance with Connecticut General Statutes § 10-21c, the Board may solicit and accept teaching services donated by business firms for qualified private sector specialists to teach in areas with a demonstrated shortage of certified teachers in those fields, as identified by either the State Board of Education or by the Labor Commissioner in accordance with Connecticut General Statutes § 4-124w. A private sector specialist shall neither be permitted to work more than one-half of the maximum classroom hours of a full-time certified teacher, nor will a private sector specialist have sole responsibility for a classroom. No certified teacher may be terminated, transferred, or reassigned due to the utilization of any private sector specialist. The Board shall annually review the need for private sector specialists. The Board's acceptance of any donated teaching services will be subject to applicable collective bargaining agreements.

Donation of Technology

If a donation of technology includes new computers or used computers that are ~~not more~~ **less** than two years old at the time of the donation, the Board of Education may accept such donation in accordance with Connecticut General ~~Laws~~ **Statutes** § 10-228b.

Legal Reference: Connecticut General Statutes
 10-21c. Donation of teaching services by private sector specialists
 10-76c. Receipt and use of money and personal property
 10-228b. Tax credits for donation of computers to schools
 10-237 School activity funds

(cf. 1324 – Fundraising in and For the Schools)

(cf. 3821 – School Fundraisers)

Policy adopted: June 11, 2002
 Policy revised: June 10, 2008
 Policy revised: March 8, 2011
 Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut

Business/Non-Instructional Operations**School Fund Raisers**

It is the responsibility of the Board to control fund-raising activities which involve the students in the New Milford school system.

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fund-raising activity, must have prior approval from the school Principal or the Superintendent or his or her designee.

The following guidelines shall apply when a school Principal and the Superintendent or his or her designee considers a fund-raising activity for approval:

- The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.
- The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, nor the Board's responsibility for educational funding.
- The mechanics and procedures for fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.
- Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.
- The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.
- Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form (1324) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of request forms to the Office of the Superintendent for final approval.
- Students in grades K-5 shall not be asked to solicit outside of their home.
- The activity shall be appropriate for the students involved and consistent with the interests of the school system as determined by the school Principal and the Superintendent or his or her designee.

(cf. 1324 – Fund Raising In and For the Schools)

Policy adopted: March 12, 2002
Policy revised: June 10, 2008
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR FIRST REVIEW

COMMENTARY: The Board's existing fundraising policy does not address "crowdfunding" campaigns and is in need of general language clean-up. Use of "crowdfunding" websites (i.e. GoFundMe, AdoptAClassroom, etc.) by district employees raises a number of important issues that this policy seeks to address including control and ownership of funds, use of FERPA-protected images/student records, adherence to crowdfunding website terms of use agreements, etc. As a result, Legal recommends that the Board replace its existing fundraising policy entirely with this policy in order to address crowdfunding issues as well as general fundraising issues. Legal would also recommend that the administration use a new crowdfunding request form in connection with this policy.

3281(a)

Business/Non-Instructional Operations

School Fundraisers

Fundraising

While the Board of Education is committed to securing and allocating sufficient resources to ensure that all New Milford Public School students receive appropriate school programming, the Board recognizes that fundraising activities and campaigns allow teachers and organizations to procure supplemental funding for specific projects and programs that may greatly enhance the educational experiences of New Milford Public School students. Accordingly, the Board of Education permits District employees and District-affiliated organizations to participate in fundraising activities on behalf of District students so long as the rules and procedures set forth in this policy and its accompanying administrative regulations are strictly adhered to.

Definitions

Campaign: A fundraising effort designed to raise funds to meet an advertised goal or need.

Crowdfunding: The practice of funding or supplying a project through monetary or personal property donations, typically via the Internet, for a particular purpose or cause. Examples of crowdfunding websites include Donors Choose, GoFundMe, AdoptAClassroom, ClassWish, EdBacker, GoFundMe, Indiegogo, Kickstrater, PledgeCents and YouCaring.

Eligible Organizations: School-sponsored student organizations that have been formally recognized and/or approved by the Board of Education and granted permission to engage in fundraising activities on behalf of the District, subject to the requirements of this policy. Parent-sponsored organizations are not subject to the requirements of this policy.

Business/Non-Instructional Operations

School Fundraisers

Board Property

All money and items received in connection with traditional or crowdfunding fundraising campaigns shall become the property of the New Milford Public Schools unless explicitly disclaimed by the Board of Education. All money and items generated as a result of approved campaigns are subject to the same controls and regulations as other District monies and property except as otherwise provided for under state and federal law or Board of Education policy. In no event, shall any money or property received by the Board of Education pursuant to a traditional or crowdfunding campaign be distributed for any use inconsistent with the mission of the New Milford Board of Education.

Fundraising Campaign Requests

Written Request Requirements

District employees and eligible organizations wishing to initiate either a traditional or crowdfunding fundraising campaign for the benefit of the District must first obtain written permission to do so by submitting a campaign request form, consistent with the requirements of this policy, to the applicable building principal, or in the case of District employees not assigned to a specific District school, to a designated Central Office administrator. District employees and eligible organizations must receive written permission to engage in a fundraising campaign by a designated administrator before launching a fundraising campaign for the benefit of District students and programs.

Fundraising campaign request forms shall be available in school offices and/or on the District's website. Fundraising campaign requests that are incomplete, not submitted in writing, and/or that do not meet the requirements of this policy shall not be considered for approval.

Fundraising campaign request forms must include the following:

1. The name, job title, school and email address of the requester, or, if the applicant is an eligible organization, the name and contact information of a representative of the eligible organization who shall be responsible for overseeing the fundraising campaign;
2. The monetary fundraising target and/or a listing of the specific items/supplies being requested for donation;
3. The classroom(s), program(s) and/or activity or activities to be benefited; and

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School Fundraisers

4. The start and projected end dates of the campaign;

In addition to the foregoing, crowdfunding requests shall also include the following information:

1. The name and website address of the crowdfunding website to be used;
2. The exact language to be used in the online narrative advertising the crowdfunding campaign;
3. A copy of the proposed crowdfunding website's terms and conditions of use; and
4. A signed acknowledgement that the requesting District employee, or a designated representative of an eligible organization, has read and reviewed the crowdfunding site's terms and conditions of use and that such terms and conditions do not conflict with this policy.

Review of Fundraising Campaign Requests by Designated Administrators

Fundraising campaign requests shall not be approved by a designated administrator unless such administrator determines the following:

1. The proposed fundraising campaign has a purpose that is consistent with the mission and goals of the New Milford Public Schools and will not be inappropriate or harmful to the best interests of students;
2. The proposed fundraising campaign meets the requirements set forth in this policy and its accompanying administrative regulations;
3. The proposed fundraising campaign's request narrative and/or supporting advertisements explicitly state that donated monies and items shall become the property of the New Milford Board of Education;
4. The proposed fundraising campaign will not imply endorsement of any business or product;
5. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will be used in a manner consistent with District-approved curriculum;

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6. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will not result in undesirable or hidden costs to the District;
7. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will not restrict future District action;
8. Where fundraising proceeds are in the form of monetary funds, such funds must be sent to the Superintendent or the Director of Finance, either of whom shall ensure that appropriate accounting procedures are utilized and that such funds are held until such time as they are spent for their stated purpose;
9. Where the proposed fundraising campaign seeks items or supplies the proposal appropriately establishes that the requested items or supplies:
 - a. Can be safely utilized by District students and staff;
 - b. Will be fully compatible with existing equipment, programs and/or materials;
 - c. Will not require the District to dedicate significant amounts of money or time for installation or maintenance; and
 - d. May be appropriately incorporated into District-approved curriculum;
10. Where the proposed fundraising campaign seeks technology related items the proposal appropriately establishes that the District's Director of Information Technology has confirmed that the requested technology is appropriately compatible with the District's technology infrastructure;
11. The proposed fundraising campaign has a specific, pre-determined beginning and ending date;
12. The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity;
13. The mechanics and procedures of the fundraising activity shall not pose an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds;
14. Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser;

Business/Non-Instructional Operations

School Fundraisers

15. The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment;
16. Students in grades K-5 shall not be asked to solicit funds or sell merchandise outside of their home;
17. The proposed fundraising campaign will not be in conflict with state or federal law or Board of Education policy.

Prohibited Fundraising Campaign Activity

If a District employee or eligible organization's fundraising request is approved, the employee or organization must comply with all provisions contained in the approved proposal request form. Notwithstanding a building administrator's prior approval of a fundraising campaign, the Superintendent and Board of Education reserve the right to deny fundraising campaign requests or to direct District employees or eligible organizations to suspend or discontinue active fundraising campaigns, if the Superintendent or Board of Education determines that a particular campaign conflicts with the mission, goals or objectives of the New Milford Public Schools.

Approved fundraising campaigns must not:

1. Disparage the New Milford Board of Education, the New Milford Public Schools or any of its buildings, programs, students, or employees or paint the District or any of its buildings, programs, students, or employees in a negative light;
2. Include pictures of current or former District students on any website except with the prior written permission of the student's parent or guardian, or the student or former student, if the student or former student is 18 years of age or older;
3. Include the personally identifiable information of any District student or former student on any website;
4. Be used for personal gain or for any other purpose other than those expressly stated in the campaign's purpose;
5. Result in funds and/or items being directly provided or delivered to the District employee who requested the funds and/or items;

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6. Solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
7. Violate Title IX or any other applicable state or federal law;
8. Be contingent on additional District spending or require “matching” funds from the District or another organization;
9. Request food items that do not meet the “smart snacks” standards of the USDA regulations for school nutrition; or
10. Contain language that suggests or states that an item or items for which the donations are being sought are required for or otherwise integral to a student’s special education program, necessary for a student to achieve his/her IEP goals, or necessary to ensure participation of a student or students with disabilities in school or any program offered by the District.

Notwithstanding a building administrator’s prior approval of a fundraising campaign, the Superintendent and Board of Education reserve the right to deny fundraising campaign requests or to direct District employees or eligible organizations to suspend or discontinue active fundraising campaigns, if the Superintendent or Board of Education determines that a particular campaign conflicts with the mission, goals or objectives of the New Milford Public Schools.

Employee Requirements

District employees, including coaches, may not engage in fundraising campaigns related to their roles or duties as a District employee or otherwise benefiting the District, including District programs, initiatives, students or staff, without first receiving prior written approval from a designated administrator. Likewise, only eligible organizations that have received prior written approval by a designated administrator pursuant to this policy are permitted to utilize fundraising campaigns for District purposes or programs. Groups, clubs and/or organizations that have not been granted formal recognition or approval by the Board may not be granted permission to engage in fundraising campaigns on behalf of the District.

District employees and eligible organizations that have not obtained prior written approval to engage in fundraising activity pursuant to this policy may not solicit funds or items on behalf of the District; give the appearance of soliciting funds or items on behalf of the District on a crowdfunding or other website; use the District’s name, logo, mascot, or other identifying information on a crowdfunding or other website; or link to or reference any of the District’s

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websites, social media sites, or any other online platforms on a crowdfunding or other fundraising website.

Absent prior written approval by a designated administrator pursuant to this policy, District employees are prohibited from identifying on a crowdfunding site that they are an employee of the District. Employees may not utilize their District email address for any crowdfunding campaigns, unless the campaign has been approved by the District.

District employees shall not use their positions to compel or coerce students, parents, guardians or community members to donate or otherwise participate in any fundraising campaigns. District employees shall likewise not take any adverse action against or withhold any benefit from any students, parents, guardians or community members who elect not to donate or otherwise participate in any fundraising campaign.

Approved Campaigns

Approved fundraising campaigns must operate in accordance with all applicable laws, Board of Education policies and administrative regulations. If a District employee or eligible organization's fundraising request is approved, the employee or eligible organization shall be responsible for maintaining all materials and information relating to the campaign and keeping District administration apprised of the status of the campaign. It shall be the continuing responsibility of the individual whose fundraising campaign is approved to ensure that all applicable laws and rules, including rules and requirements established by any crowdfunding site, if applicable, are followed.

Each Principal shall develop and maintain a list of all approved fundraising activities operating within his or her school and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

The Superintendent will furnish the Board of Education with an up-to-date listing of all fundraising activities being conducted in the schools during the Superintendent's Report portion of all regularly scheduled Board meetings.

Crowdfunding Campaigns

Crowdfunding campaigns may only be permitted to take place via crowdfunding websites that have been approved by the Superintendent or his or her designee. In order to be approved a proposed crowdfunding site must meet the following requirements:

Business/Non-Instructional Operations

School Fundraisers

1. The site must be operated by a legitimate corporation or limited liability company with no history of fraud, unlawful activity, financial mismanagement or other misconduct; and
2. The site must have a policy that requires funds and/or items donated to a crowdfunding campaign go directly to the applicable school or district and not the individual who launched the crowdfunding campaign.

The Superintendent or his or her designee shall maintain a list of approved crowdfunding sites. District employees or eligible organizations that want to use a crowdfunding site in connection with a campaign that has yet to be approved by the Superintendent or his or her designee may request that the proposed crowdfunding site be reviewed for approval.

When a crowdfunding campaign request lists multiple possible crowdfunding sites, those crowdfunding sites designed for crowdfunding by schools and/or educators shall be given preference, so long as they meet the requirements of this section.

If a District employee or eligible organization's approved crowdfunding campaign is not fully funded within the time period identified in the employee or organization's request form, then donations will be returned to donors in the form of "account credits." Likewise if an approved crowdfunding campaign cannot be completed (e.g., the requesting employee has left the District) then donations shall be returned to donors in the form of account credits.

Receipt of Donated Funds and/or Items and Supplies

Where a fundraising campaign requires the electronic transfer of funds, the Director of Finance shall ensure that such transfer is made properly and in accordance with acceptable standards of practice. Where such transfer cannot be properly achieved, the campaign should not be approved. The Director of Finance shall be promptly notified of any unused funds and determine the appropriate way to expend or return the unused funds.

The District reserves the right to refuse funds that have been raised through an approved fundraising campaign if it discovers that the project violated this policy or was in violation of a crowdfunding site's requirements, policies and/or regulations. The District likewise reserves the right to terminate any pre-approved fundraising campaign for any reason or withhold approval for any fundraising campaign project for any reason. Items obtained through fundraising must fulfill the purpose of the approved fundraising campaign.

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School Fundraisers

All items/materials obtained through District-approved fundraising campaigns are the property of the District. While preference shall be given for the items/materials to be used and maintained by the employee who originally obtained them through initiating the fundraising campaign (where applicable), the District reserves the right to transfer such items/materials to another classroom and/or teacher, where necessary. Items received in response to a fundraising campaign must be delivered directly to the building administration of the building in which they will be used, if applicable.

A summary list of all approved fundraising campaigns and the funds and/or items/supplies received from each will be reported to the Board of Education by the Superintendent or his or her designee on an annual basis.

Sale of Merchandise

The sale of merchandise in connection with District-approved fundraisers must be conducted in accordance with all applicable state and federal taxing requirements. Generally only merchandise that is exempt from sales tax requirements will be permitted to be sold in connection with District-approved fundraisers. The District will not approve the sale of any merchandise that requires the District to collect and remit sales tax except without the prior approval of the Superintendent and the Director of Finance.

Delegation of Responsibility

The Superintendent shall adopt and implement all necessary administrative regulations to implement this policy. The Superintendent or his or her designee shall disseminate and explain information to building administration and post information on the District website. Building administration will be responsible for forwarding all information to staff and eligible organizations.

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. §§ 1232g et seq.

34 CFR 99.1-99.67

Connecticut General Statutes

§ 7-479 Conflicts of Interest

Regulations of Conn. State Agencies

Business/Non-Instructional Operations

School Fundraisers

§ 10-145d-400a Code of Professional Responsibility for Teachers

§ 10-145d-400b Code of Professional Responsibility for Administrators

(cf. 1324 – Fundraising In and For the Schools)

Policy adopted: March 12, 2002
Policy revised: June 10, 2008
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut 06776
REVISED 7/24/03
FUNDRAISING ACTIVITY FOLLOW-UP FORM #1
REF. BOE POLICIES 1324 & 3281

REQUESTER: _____ **JOB TITLE:** _____

EMAIL ADDRESS: _____

SCHOOL: _____ **DATE:** _____

ORGANIZATION: _____

ACTIVITY ADVISOR: _____

FUNDRAISING ACTIVITY: (PLEASE CHECK ONE)

GIFT/DONATION: _____ **SOLICITATION:** _____

SALE OF GOODS: _____ **SALE OF SERVICES:** _____

NOTE* RAFFLES OR GAMES OF CHANCE ARE NOT PERMITTED

DETAILS OF PROPOSED FUNDRAISING ACTIVITY:

PURPOSE OF FUNDRAISER – DETAIL INTENDED USE(S) OF FUNDS:

PROPOSED START AND END DATE OF FUNDRAISER: _____

FUNDRAISING TARGET \$ _____

IF FUNDRAISER INVOLVES THE SALE OF GOODS OR SERVICES, INDICATE RE-SALE OR RANGE OF RE-SALE PRICES \$ _____

NOTE* THE MAXIMUM ALLOWABLE RE-SALE PRICE IS \$20.00 PER UNIT.

ESTIMATED TOTAL GROSS REVENUE FROM FUNDRAISER \$ _____

SIGNATURE ACTIVITY ADVISOR: _____ **DATE:** _____

BUILDING PRINCIPAL AUTHORIZATION: _____ **DATE:** _____

BUSINESS OFFICE AUTHORIZATION: _____ **DATE:** _____

SUPERINTENDENT AUTHORIZATION: _____ **DATE:** _____

FUNDRAISER ID# (ASSIGNED BY BUSINESS OFFICE) _____

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut 06776
REVISED 4/7/04
FUNDRAISING ACTIVITY FOLLOW-UP FORM #2
REF. BOE POLICIES 1324 & 3281

NAME OR DESCRIPTION OF ACTIVITY _____

FUNDRAISER ID # ASSIGNED BY C/O FROM ACTIVITY APPROVAL FORM #1 _____

SCHOOL: _____ DATE: _____

ORGANIZATION: _____

ACTIVITY ADVISOR: _____

HAS THE AUTHORIZED FUNDRAISING EVENT TAKEN PLACE: YES _____, NO _____

DID THE EVENT TAKE PLACE ON THE PROPOSED DATE: YES _____, NO _____

IF NO, ON WHAT DATE DID IT OCCUR: _____

A) ACTUAL GROSS RECEIPTS FROM EVENT: \$ _____

NOTE THIS VALUE MUST EQUAL THE TOTAL OF DEPOSITS TO THE RELEVANT ACTIVITY ACCOUNT (PLEASE INDICATE FUNDRAISER ID# ON DEPOSIT VOUCHERS)*

EXPENSES (If Any) INCURRED TO RUN EVENT:

NOTE ANY & ALL EXPENSES RELATED TO THE FUNDRAISER MUST BE PAID DIRECTLY FROM THE RELEVANT ACTIVITY ACCOUNT BY CHECK. (PLEASE INDICATE FUNDRAISER ID# ON ALL DISBURSEMENT REQUESTS) IF ANY PREPARATION EXPENSES WERE INCURRED PRIOR TO THE ACTUAL EVENT PLEASE INCLUDE BELOW WITH CORRESPONDING ACTIVITY CHECK#.*

(Please Describe & Itemize)

1)	_____
2)	_____
3)	_____
4)	_____
5)	_____
6)	_____

B) TOTAL EXPENSES: \$ _____

A) - B) = NET PROCEEDS TO ORGANIZATION \$ _____

SIGNATURE OF ADVISOR: _____

RECEIVED BY BUILDING PRINCIPAL: _____ DATE: _____

RECEIVED BY BUSINESS OFFICE: _____ DATE: _____

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut 06776
REVISED 7/24/03
FUNDRAISING ACTIVITY FOLLOW-UP FORM #3
REF. BOE POLICIES 1324 & 3281

NEW MILFORD PUBLIC SCHOOLS
Crowdfunding Campaign Request Form

Please return signed and completed form to your designated administrator. Approval must be received from the designated administrator prior to the launch of any crowdfunding campaign.

Please Note: If requesting technology or donations to purchase technology, documentation from the technology department confirming support must accompany this request.

Requesting Employee/Eligible Organization

Individual Employee Request

Name: _____

Building: _____

Job Title: _____

Email: _____

Phone: _____

Eligible Organization Request

Organization Name: _____

Member #1 Name: _____

Member #1 Email: _____

Member #1 Phone: _____

Member #2 Name: _____

Member #2 Email: _____

Member #2 Phone: _____

Crowdfunding Campaign Proposal

Please describe the purpose of the proposed crowdfunding campaign (use additional pages if necessary):

Crowdfunding site (or sites) to be used if request is approved (please reference District's list of proposed crowdfunding websites):

Social media site(s) to be used for promotion (if applicable):

Monetary target for crowdfunding campaign (if applicable):

If goal is not reached, what will occur with donated funds:

Items/supplies being sought through crowdfunding campaign:

If technology related items are being sought through crowdfunding campaign has the District's Director of Information Technology determined that the requested technology is appropriately compatible with the District's technology infrastructure:

Classroom(s), program(s) and/or activity or activities to be benefited via crowdfunding effort:

EXACT narrative to be posted online if request is approved (use additional pages as necessary):

Anticipated start date for crowdfunding campaign: _____ End date: _____

Employee Acknowledgement

By signing this form you acknowledge that you have read and reviewed the proposed crowdfunding site(s) terms and conditions of use and that such terms and conditions do not conflict with Board policy 3281.

Individual Employee Request

Signature: _____

Date: _____

Eligible Organization Request

Member Signature: _____

Date: _____

Designated Administrator Review

Approved ☐

Denied ☐

More Information Needed:

Explanation: _____

Administrator's Signature: _____

Date: _____

NEW MILFORD PUBLIC SCHOOLS
Crowdfunding Campaign Review Checklist

This form should be used by designated administrators to review crowdfunding campaign requests made by District employees and eligible organizations. Please review campaign request to determine if applicable requirements of the Board's fundraising campaign policy – Policy 3281 have been met.

1. Proposed crowdfunding campaign has a purpose that is consistent with the mission and goals of the New Milford Public School System and will not be inappropriate or harmful to the best education of students:

Yes____No ____

2. Proposed crowdfunding campaign meets the requirements set forth in Board Policy 3281 and its accompanying administrative regulations:

Yes____No ____

3. Proposed crowdfunding campaign's request narrative and/or supporting advertisements explicitly state that donated monies and items shall become the property of the New Milford Board of Education:

Yes____No ____

4. Proposed crowdfunding campaign will not imply endorsement of any business or product:

Yes____No ____

5. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will be used in a manner consistent with District-approved curriculum:

Yes____No ____

6. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will not result in undesirable or hidden costs to the District:

Yes____No ____

7. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will not restrict future District action:

Yes_____No _____
 8. Proposed crowdfunding campaign has a specific, pre-determined beginning and ending date;

Yes_____No _____
 9. Proposed crowdfunding campaign will not be in conflict with state or federal law or Board of Education policy.

Yes_____No _____
-

Specific Considerations for Crowdfunding Campaigns Seeking Items/Supplies

1. Requested items/supplies can be safely utilized by District students and staff:

Yes_____No _____
2. Requested items/supplies will be fully compatible with existing equipment, programs and/or materials;

Yes_____No _____
3. Requested items/supplies will not require the District to dedicate significant amounts of money or time for installation or maintenance:

Yes_____No _____
4. Requested items/supplies may be appropriately incorporated into District-approved curriculum:

Yes_____No _____

Crowdfunding Request for Technology Related Items

The designated administrator should review all crowdfunding requests with the District's Director of Information Technology to determine whether the requested technology is appropriately compatible with the District's technology infrastructure.

Requested technology is appropriately compatible with the District's technology infrastructure:

Yes _____ No _____

Designated Administrator Review

Approved ☐

Denied ☐

More Information Needed:

Explanation: _____

Administrator's Signature: _____ Date: _____

FOR FIRST REVIEW

COMMENTARY: This policy is not legally mandated but may be useful for providing guidance in dealing with vendors. The suggested revisions on the first page are for clarity. On the second page, the reference to affirmative action contracting obligations has been replaced by a Non-Discrimination section. This change is recommended because Connecticut General Statutes § 4a-60 and 4a-60a only directly apply to “municipal works projects” and the Board ordinarily would not enter into such contracts since items like school construction and remediation projects are typically governed by school construction committees which are deemed town rather than board of education bodies. The added section on Non-Discrimination achieves the same objective and reflects state and federal non-discrimination statutes.

3313(a)

Business/Non-Instructional Operations

Relations with Vendors

The Board wishes to maintain good working relations with vendors who supply materials, supplies, and services to the ~~school system~~ **District**.

Constructive efforts by the administration to seek advice and counsel of vendors on how to improve such relationships are encouraged.

The **New Milford Public Schools** ~~schools~~ shall not extend favoritism to any vendors. Each order **placed with a vendor** shall be based on quality, price, and delivery **of services**, with **history of** past service being a factor if all other considerations are equal.

~~Representatives of sales entities shall limit their visits to administrative personnel at or above the level of business administrator, or if requested to do so, to other groups as determined by the above.~~

District staff below the rank of Director of Finance shall not meet with vendor sales representatives for the purpose of discussing District business except where expressly authorized to do so by the Superintendent.

In order to avoid the appearance of conflicts of interest:

1. No purchase of goods individually and/or collectively exceeding \$20 will be made from an employee of the school district nor from any enterprise in which he/she holds an interest or is employed unless the bid process has been followed.
2. No purchase of goods or services will be made from a member of the Board, nor from any enterprise in which he/she holds an interest or by which he is employed, except for public utilities or a company whose stocks are listed on **a** recognized stock exchange.

Business/Non-Instructional Operations

Relations with Vendors

3. The provisions of sections 1 and 2 shall also be observed when an employee or board member is involved in a purchase in a capacity such as a sales representative where he/she would profit financially as a direct result of the purchase. [The Board of Education may waive the provisions of sections 1 and 2 if the member's or employee's interest or employment relationship is fully disclosed and the Board of Education determines that the purchase is in the best interests of the school system.]
4. No employee or Board of Education member shall endorse for individual profit any product of any type or kind in such a manner as will identify him/her in any way as a Board member or an employee of the school district.

The provisions of this policy are subject to any more restrictive Town ethics rules applicable to school district employees or Board of Education members.

~~Affirmative Action~~

~~The school district shall require contractors to agree and warrant that they will not unlawfully discriminate or permit discrimination against any person or groups of persons on the basis of race, color, national origin, ancestry, sex, marital status, age, disability, religion, sexual orientation, gender identity or expression, veteran status, genetic information or any other status protected by law either in employment practices or in the provision of benefits or services to students or employees. The vendor or contractor will affirm that it adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statute 4a-60(a)1) and section 4a-60a(a)(1), as amended.~~

Non-Discrimination

The District shall not contract with any vendor that it knows or has reason to believe discriminates against any person on account of such person's religion, national origin, alienage, color, race, sex, gender identity or expression, sexual orientation, blindness, mental disability, physical disability or status as a veteran.

Definitions

A "bid" is a formal procedure which indicates written specifications, a newspaper notice to advertisers, and a fixed date and time at which the vendors' returned sealed bids will be opened and publicly read.

Business/Non-Instructional Operations

Relations with Vendors

Legal Reference: Connecticut General Statutes

~~4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities~~

~~4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation~~

46a-58 through 46a-81 re discriminatory practices

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 11, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR FIRST REVIEW

COMMENTARY: This policy is totally optional. To provide more leeway, the Board may wish to modify the policy slightly to provide for local purchasing when the listed factors are “substantially equal,” but such a change is a matter of Board discretion.

3313.1

Business/Non-Instructional Operations

Local Purchasing

Local purchasing will be favored whenever the following factors are **substantially** equal between local and nonlocal vendor:

1. Quality of product
2. Suitability of product
3. Price
4. Conformance to specifications
5. Convenience of delivery
6. General reputation of business firms
7. Past services to school district
8. Responsiveness and customer service
9. Any other factor bearing on the best interests of the school system.

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: May 13, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR FIRST REVIEW

COMMENTARY: This is an optional policy that sets out a structured procedure for the consideration and approval of new proposed sports programs. If the Board wanted, this framework, or an alternate framework, could be expanded more broadly to apply to all proposed extracurricular activities. The October 1st date cited below is more or less an arbitrary date that could be moved as the Board deems fit. The procedures set forth below are also subject to adjustment as may be appropriate.

6145.3(a)

Development or Expansion of Athletic Programs

New Program Implementation

The Board of Education recognizes that the needs and interests of students may foster support for new athletic activities. Students, staff, parents or community members may recommend the development or expansion of a new athletic program not currently available by submitting a written proposal to the Athletic Director or the Superintendent. All proposals must include a proposed faculty advisor/coach, list the details of the proposed activity and provide an analysis of the factors listed below. Proposals for such new or expanded programs must be received by October 1st each year for consideration in the following year's budget.

The Athletic Director shall review and present such proposals to the Board along with his or her recommendation with respect to the proposal in light of the factors identified below. The Superintendent and applicable building principal shall also give their recommendations with respect to the proposed new athletic activity to the Board. Recommendation for the implementation of a new or expanded athletic activity may be carried out through the annual budget process before the Board.

All new sports programs will be designated to begin as either a freshman or junior varsity sports activity. A new sports program must first be conducted for at least one sports season (as an intramural or club program) before it is eligible to become a regular athletic activity. At the conclusion of an initial season for a new sports program

The Athletic Director, Superintendent and applicable building principal shall prepare a written evaluation of any new sports programs at the conclusion of its initial season and forward such evaluation along with a recommendation for the continued offering of the program to the Board for action in the context of the next budget cycle.

Development or Expansion of Athletic Programs

New Program Implementation

The Board, Athletic Director, Superintendent and applicable building principal shall consider the following factors below in considering whether to approve a new sport or athletic activity or to expand the scope of any existing sport or athletic activity:

- Demonstrated interest in the new or existing sport or program;
- Availability of local, same-level competition;
- Sustainability of student participation over time;
- Availability of practice and game facilities and space;
- Availability of staff, including quality coaches and trainers;
- Availability of adequate administrative supervision;
- Anticipated costs for coaches, equipment, uniforms, possible travel, competitions, etc.
- Liability and safety risks and projected insurance costs;
- Compliance with Title IX and other applicable state and federal laws

Legal Reference:	20 U.S.C. § 1681, et seq. Title IX of the Education Amendments of 1972
	34 CFR Section 106 Regulations implementing Title IX
Connecticut General Statutes:	10-149d Athletic directors. Definitions. Qualifications and hiring. Duties

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

NEW MILFORD BOARD OF EDUCATION



ANNUAL REPORT **2020 – 2021**

NEW MILFORD PUBLIC SCHOOLS
50 East Street
New Milford, Connecticut 06776

NEW MILFORD BOARD OF EDUCATION

Mrs. Wendy Faulenbach, Chairperson

Mr. Joseph Failla, Vice Chairperson

Mrs. Cynthia Nabozny, Secretary

Mrs. Tammy McInerney, Assistant Secretary

Mrs. Angela C. Chastain

Mr. Pete Helmus

Mr. Brian McCauley

Mrs. Eileen P. Monaghan

Mrs. Olga I. Rella

Board of Education Annual Report 2020 – 2021

The New Milford Public Schools served 3,905 students in PreK through grade 12 during the 2020-21 academic year with a staff of 359 teachers, 17.6 building administrators, and 254.5 support staff (non-certified staff). The operating budget for the New Milford Public Schools for 2020-21 totaled \$64,464,776.

July 2020

- The Board held a special meeting on July 2, where they agreed to waive the ninety-day notice requirement for the Superintendent's unilateral termination, effective July 31, of the current Contract of Employment between the Board and Superintendent Kerry Parker. At the meeting, the Board authorized the Board Chair to form an Ad Hoc Search Committee for the purpose of considering possible candidates for the Interim Superintendent position.
- On July 14 and 21, the Board held special meetings to interview and discuss candidates for the position of Interim Superintendent of Schools.
- At its Regular Meeting of July 21, the Board awarded the bid for the Student Information System to PowerSchool for services for a period of three years; approved the 2019-20 Capital Projects as recommended; approved COVID-19 Related Expenses as proposed; and approved the NMPS Path to Reopening 2020-21 Draft.
- On July 28, the Board held a special meeting to appoint Dr. Paul Smotas as Interim Superintendent of New Milford Public Schools.

August 2020

- At a special meeting on August 6, the Board approve the proposed New Milford Public Schools 2020-21 School Calendar as presented, with a student start date of September 8, 2020. Dr. Smotas said it was his intention to open schools under the Hybrid Model of instruction.
- At its Regular Meeting of August 18, the Board approved policies 6141.321-4118.4-4218.4 Responsible Use of Technology, Social Media, District Network Systems, 4118.113/4218.113 Title IX Sexual Harassment, and 5145.7 Title IX Sexual Harassment of Students. The Board authorized signatories on school district accounts and approved flexible spending account amendments. The Board suspended the NMHS Student Parking Fee for the first semester of the 2020-21 school year.
- At the August 18 meeting, the Board approved COVID-19 related materials requested not to exceed \$200,000. The Board also approved COVID-19 related staffing requests not to exceed \$750,000.
- The Board held an executive session on August 18 to discuss security strategy, as well as the deployment of security personnel, and/or devices affecting security, as well as emergency plans in the New Milford Public Schools. New Milford Police Chief Spencer Cerruto, Lieutenant Wheeler and Captain Wilcoxson attended. Following the executive session, the Board approved the MOU regarding School Safety and Security Initiatives Jointly Enacted by the New Milford Board of Education and the New Milford Police Department.

September 2020

- At a Special Meeting on September 15, the Board discussed Restorative Practices and approved the Title IV grant which will be used to fund the program.
- At its Regular Meeting on September 15, the Board congratulated **Mrs. Susan Brofford**, New Milford's Teacher of the Year for 2020-21. The Board recognized retiring paraeducators Mrs. Merete Bonacci, Mrs. Nancy Mowrey and Mrs. Christianne Urbanowski and thanked them for their many years of service.
- Building principals gave reports regarding reopening of schools.
- The Board approved policies 9320 Meetings of the Board and 9325 Meeting Conduct and the Computer Science curriculum for Schaghticoke Middle School. The Board also approved the Teacher Evaluation Flexibility Waiver. A substitute differential for retired teachers was also approved.
- On September 15, the Board held an executive session to discuss a possible agreement with CEA-New Milford and extracurricular stipends.
- At a Special Meeting on September 23, the Board ratified the proposed successor collective bargaining agreement between the New Milford Board of Education and CEA-New Milford, pending CEA-New Milford ratification.
- On September 29, at a Special Meeting, the Board held an executive session to discuss the superintendent search.

October 2020

- On October 7, at a Special Meeting, the Board held an executive session to review the superintendent's performance.
- On October 20, at a Special Meeting, the Board held an executive session to discuss the superintendent search.
- At its regular meeting on October 20, the Board recognized:
 - NMPS Retirees Mary Maloney and Ellamae Baldelli
- The Board discussed the NMPS Continuum for Learning and the continued use of the Hybrid model.
- Interim Superintendent Smotas provided an enrollment report.
- The Board accepted the following donations of masks:
 - Love Woolies in the amount of \$4,500.00
 - FEMA in the amount of \$9,000.00
 - Mask America's Kids in the amount of \$7,452.80
- The Board approved the Authorized Signatures Change Form for ED-099 Agreement for Child Nutrition Programs.
- New policy 1900/4900/5900/6900 Wearing Masks and Face Coverings During the COVID-19 Pandemic and revised policy 6159 Special Education were approved.
- Tuition Rates for 2020-21 were set as follows:
 - New Milford High School: \$13,404.00
 - Schaghticoke Middle School: \$11,565.00
 - Sarah Noble Intermediate School and Elementary Schools: \$11,519.00
- The New Milford High School Graduation Date for the Class of 2021 was approved for Saturday, June 19, 2021 at 2:00 p.m.

- The Board approved a part-time hourly COVID Liaison position and a proposed Administrator Evaluation Contracted Service.
- The Board reviews the BOE Annual Report for 2019-20.
- The East Street Roof/Cupola issues were discussed.
- The Board met in executive session to discuss an MOU regarding the Human Resources Reorganization.
- At a Special Meeting on October 22, the Board met in executive session to discuss interim superintendent candidates.
- On October 26, the Board held a Special Meeting discuss the Interim Superintendent search; the Board was appointed in its entirety as the Interim Superintendent Search Committee.
- At a Special Meeting on October 29, Ms. Alisha DiCorpo was appointed as Interim Superintendent of New Milford Public Schools and the Board authorized the Board Chair and/or the Board's legal counsel to negotiate the contract on behalf of the Board.

November 2020

- At a Special Meeting on November 4, the Board discussed potential learning models for the time frame of November 25, 2020 through January 3, 2021. Interim Superintendent Alisha DiCorpo said it is her intention to switch to remote learning for the district for the week of November 30-December 4 so as to allow for COVID testing results following the Thanksgiving holiday. At the meeting, the Board also approved the Interim Superintendent Contract as discussed in executive session.
- On November 16, the Board held a Special Meeting to interview and discuss candidates for the position of Human Resources Director.
- At its Regular Meeting of November 17, the Board recognized retiring paraeducator Patricia Shanahan.
- The Board approved the appointment of Mrs. Catherine Gabianelli as Director of Human Resources.
- A request by Camella's Cupboard regarding the East Street Gym was approved.
- NMHS Activities Stipends were approved as recommended to run.
- The Board approved an additional part time COVID Liaison.
- A reimbursement to the Food Service fund in the amount of \$295,172 from the 2019-20 Year End Balance was approved.
- The Board reviewed and discussed the current Five Year Plan.

December 2020

- At a Special Meeting on December 3, the Board approved appointing the Board of Education in its entirety as the Superintendent Search Committee.
- At Special Meetings on December 8, the Board approved a proposed memorandum of understanding between the Board and the New Milford School Administrators Association and authorized the Chair to sign the memorandum pending further legal review; the Board appointed **Catherine Calabrese** as Interim Assistant Superintendent of Schools and authorized the Board Chair and/or Board's legal counsel to negotiate the contract; the Board held a workshop on the 2021-22 budget topics of enrollment projections and COVID budget.

- The Board held a second budget workshop on December 15 regarding the topics of ODP placements/excess cost and a capital update.
- The Board held its Annual meeting on December 15, and elected the following officers:
 - Chairperson – **Mrs. Wendy Faulenbach**
 - Vice Chairperson – **Mr. Joseph Failla**
 - Secretary – **Mrs. Wendy Faulenbach**
 - Assistant Secretary – **Mrs. Eileen P. Monaghan**
- At its regular meeting, the Board recognized: NMPS Retirees **Marshia King, Irene Miller and Diane Taylor**
- The Board recognized NMPS Stars of the Month: **Sarah E. Herring, Dianne Johnson, Yvonne Lynch, Henry Marshall, Keith Nold and Jennifer Titus**
- The Board approved the following grants:
 - No Kid Hungry grant in the amount of \$70,200.00
 - Perkins grant in the amount of \$35,604.00
- The Board approved the Educational Specifications for the NMHS Roof Project and the SNIS Oil Tank Project.
- The Board discussed the temporary suspension of the waiver request process for substitutes without a Bachelor's Degree.
- The Board discussed the status of the Lillis Building and a possible relocation of administrative offices.

January 2021

- The Board of Education conducted three evenings of hearings and adopted a budget on the fourth night for the 2020-2021 school year in the amount of \$65,846,024.

February 2021

- At a special meeting on February 10, the Board elected **Alisha DiCorpo** as Superintendent of New Milford Public Schools.
- At its regular meeting on February 23, the Board recognized NMPS Stars of the Month: **Carol Couch, Stacey Haleks, Donna Molinaro, Daisy Norlander, Adam Radday, Candice Schiesel and Stephanie Wilson**
- The Board of Education accepted the following Gifts:
 - New Milford PTO in the amount of \$4,799.95
 - Scholastic Books in the amount of \$4,900.00
 - Anonymous Donor in the amount of \$1,000.00
- The Board approved a revision to Policy 4118.112/4218.112 Sexual and Other Unlawful Harassment.
- The Board approved the following curricula:
 - English III CP & Honors
 - Journalism I CP
 - Journalism II CP
 - Grade 6 Social Studies
 - Grade 7 Social Studies
 - Grade 8 Social Studies
 - Spanish III CP & Honors
 - French III CP & Honors

- The Board approved a Staff Laptop COVID-19 Equipment Request in the amount of \$225,186.00 and a COVID-19 Related Materials Request in the amount of \$15,868.00.
- The Board approved a Human Resources Support Proposal in the amount of \$16,500.00
- The Board approved funding in the amount of \$6,500.00 for a Relocation Feasibility Study to explore moving administrative offices to Sarah Noble Intermediate School.
- Under items of information, the Board reviewed regulation revisions, previewed textbooks, discussed the Town of New Milford Audit Report dated June 30, 2020, the NMPS 2021-2022 School Calendar, and ESSER II Funding.
- The Board approved the proposed draft contract of employment for the Superintendent of Schools, authorized the Board counsel to finalize the contract and for the Board Chair to sign the contract on behalf of the Board.

March 2021

- At a Special Meeting on March 9, the Board approved the appointment of Michael Rafferty as Interim Schaghticoke Middle School Principal.
- At its regular meeting on March 16, the Board recognized NMPS Stars of the Month: **Cindy Cotter, Todd Miltimore, Jennifer Morrison, Nicole Orletski and Giles Vaughan**
- In honor of Board Appreciation Month, Superintendent DiCorpo thanked the Board for their countless hours, tireless effort and commitment to help the district achieve goals, align funding in the local budget to support the schools and adopt policies in support of the district.
- According to policy 3300, the Board authorized up to \$12,000 for NMHS tennis court repairs.
- The Board of Education accepted the following Gifts:
 - New Milford PTO in the amount of \$8,939.40
- Superintendent Alisha DiCorpo was approved as an authorized signatory on district accounts.
- The Board approved the following curricula:
 - Introduction to Video Productions
 - Kindergarten General Music
 - Grade 1 General Music
 - Grade 2 General Music
 - Grade 3 General Music
 - Health Grade 1
 - Health Grade 2
 - Health Grade 3
 - Health Grade 4
 - Health Grade 5
- The Board approved COVID-19 Related Materials and Staffing Requests in the amount of \$160,894.20
- Textbooks Ways of the World and Updated Myers' Psychology for the AP Course were approved by the Board.
- The Board certified the NMHS Roof Replacement Project for bidding.
- The Board authorized its legal counsel to take the appropriate steps discussed in Executive Session, up to and including litigation, to seek reimbursement of tuition paid to

a subsequently closed, out-of-district educational program; and to further move that the Board authorize its Chair, Superintendent DiCorpo, and its legal counsel to negotiate and otherwise amend the terms and conditions of the Agriscience agreement currently in place with Regional School District No. 12 as discussed in Executive Session, with the understanding that any final agreement will be subject to Board approval.

- On March 23, the Board held a Special Meeting to approve the proposed Director of Information Technology temporary staffing agreement and to authorize the Board Chair to sign the agreement on its behalf.

April 2021

- On April 6, the Board held a Special Meeting to approve the MOU between the New Milford Board of Education and the New Milford School Administrators Association and authorize the Board Chair to sign it on its behalf; and to approve the appointment of Nestor Aparicio as Interim Facilities Director.
- At its Regular Meeting on April 27, the Board recognized NMPS Stars of the Month: **Alessandro Amenta, Donna Difabbio, Amy D'Orio, Danielle Kiser, Tammy Siegle, and Christine Zona**
- The Board of Education accepted the following Gifts:
 - New Milford PTO in the amount of \$6,452.00
 - Anonymous Donor in the amount of \$1,000.00
 - Kimberly Clark in the amount of \$7,477.00
- The Board approved Adult Education ED-244 in the amount of \$147,436.00
- The Board approved the annual Healthy Food Certification Statement, Food Certification Exemptions for School Fundraisers and Beverage Certification Exemptions.
- Maxx Facilities Upgrades not to exceed \$25,000.00 were approved by the Board.
- The Board approved \$45,229.00 to replace the NMHS electronic sign.
- Following executive session, the Board approved the Superintendent's request regarding her employment contract's carryover provision; approved the appointment of James Matranga as Interim Schaghticoke Middle School/Northville Elementary School Assistant Principal; and approved the Agreement between the New Milford Board of Education and the Sherman Board of Education and authorized the Board Chair to sign the Agreement on its behalf.

May 2021

- At its Regular Meeting on May 18, the Board recognized NMPS Stars of the Month: **Tori Backer, Toni Bentley, Ashley Kivela, Jennifer LaCava and Karen Matthews**
- The Board of Education accepted the following Gifts:
 - New Milford PTO in the amount of \$4,000.00
- The Board approved the following grants:
 - Adult Education PEP Grant in the amount of \$40,000.00
 - IDEA Section 611 grant in the amount of \$923,834.00 and the IDEA Section 619 grant in the amount of \$33,714.00.
- The Board awarded the following bids:
 - Boiler Cleaning: to Penn Marr Boiler Cleaning for a period of one year
 - Septic Cleaning: to New Milford Septic for a period of one year

- The Board approved the following policies:
 - 3000 Concept and Roles in Business and Non-Instructional Operations
 - 3110 Budget Planning
 - 3160 Budget and Transfer of Funds
 - 3230 Federal Funds
 - 3231 Medical Reimbursement for Special Education Students
 - 6200 Adult Education
- The Board approved the New Milford Fire Facility Usage Agreement and authorized the Board Chair to sign on its behalf.

June 2021

- At a Special Meeting on June 2, 2021, the Board heard a presentation from Energy Systems Group (ESG) regarding a town-wide plan for energy efficiencies.
- At a Special Meeting on June 10, 2021, the Board heard a presentation on School-Based Health Centers.
- At a Special Meeting on June 14, 2021, the Board heard a presentation on Strategic Coherence Planning and then moved into executive session for discussion and evaluation of Board members' roles and performance.
- At its Regular Meeting on June 15, 2021, the Board approved the appointment of **Raymond Manka** as NMHS Principal.
- The Board of Education accepted the following Gifts:
 - New Milford PTO in the amount of \$6,959.30
- The Board awarded the following bid:
 - NMHS Electronic Sign to Herkimer Industries in the amount of \$45,829.00
- The Board approved the following policies:
 - 3152 Spending Public Funds for Advocacy
 - 3300 Purchasing
- The Board approved the following new courses:
 - Sports Literature
 - Graphic Novels
 - World History
 - Modern World History
 - African American/Black and Puerto Rican/Latino Course of Studies
- The Board approved ten curricula:
 - Instrumental Music - Grades 6 and 7
 - Instrumental Music - Grade 8
 - Public Speaking
 - English I College Prep
 - English I Honors
 - English II College Prep
 - English II Honors
 - Grade 4 Social Studies
 - Grade 5 Social Studies
 - Forensic Science

- The Board approved the Memorandum of Understanding by and between the Town of New Milford and the New Milford Board of Education Pertaining to Energy Conservation Services and authorized the Board Chair to sign on its behalf.
- The Board approved the Architecture and Engineering Services Proposal from Silver/Petrucelli and Associates in the amount of \$6,600.00.
- The Board approved the MBC's recommendation to disconnect the SNIS boiler and generator from the UST and remove the existing UST.
- The Board approved \$200,000.00 from NMHS Roof Replacement from the roof insurance account and end of year balance.
- The Board agreed to make a request to the Town Council and Board of Finance to allocate the end of year balance for 2020-21 (subject to final audit) to the following: \$200,000.00 to the already established COVID account; \$100,000.00 to the Turf Field Replacement account; and the remaining balance to the Capital Reserve account.
- The Board approved the local COVID budget for fiscal year 2021/22 totaling \$280,107.00 from the already established COVID account.
- The Board agreed to make a request to the Town Council and Board of Finance to remove \$282,889.73 from the Capital Reserve account to fund the following projects:
 - NMHS Electronic Sign - \$45,829.00
 - NMHS Gym Floor Dry Scrub and Resurface - \$8,675.00
 - Architecture and Engineering Services Proposal from Silver/Petrucelli and Associates - \$6,600.00
 - Local portion of funding required for the forthcoming State of CT Security Grant - \$201,785.73
 - Maxx renovations - \$20,000.00
- The Board approved the appointment of the Assistant Superintendent, and in his/her absence, the Director of Human Resources, as the Designee for the Superintendent of Schools from July 1, 2021 through June 30, 2022.
- The Board approved authorization for the Superintendent to accept resignations and make appointments, excluding administrative appointments, from June 16, 2021 through September 21, 2021.
- The Board approved authorization for the Superintendent to purchase budgeted instructional materials, COVID-19 related materials, and other supplies, equipment and services from June 16, 2021 through September 21, 2021.
- The Board approved the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Technology, Director of Food Services, Systems Analyst, Account Data Specialist, Network Administrator, Accounting Manager, Facilities Director, Assistant Facilities Director, Administrative Assistant to the Superintendent, Adult Education Facilitator, Board Certified Behavior Analyst, and Substance Abuse Counselor as discussed in executive session.
- The Board approved the Superintendent of Schools' evaluation protocols, the Superintendent's new, three-year contract of employment and authorized the Board Chair to sign the contract on behalf of the Board.
- The Board approved the appointment of **Holly Hollander** as Assistant Superintendent.
- The Board received the following annual reports:
 - Annual Emergency Preparedness Report

- Annual Wellness Report
- Annual Report of the John J. McCarthy Observatory

**New Milford Board of Education
Policy Sub-Committee Meeting Minutes
October 5, 2021
Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Wendy Faulenbach, Alternate Mr. Joseph Failla Mrs. Tammy McInerney Mrs. Leslie Sarich
Absent:	Mrs. Olga Rella, Chairperson
Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mr. Matthew Cunningham, Facilities Director Mr. Keith Lipinsky, New Milford High School Athletic Director

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2021 OCT -7 A 9:45

NEW MILFORD, CT

1.	Call to Order The special meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Faulenbach in the absence of Mrs. Rella.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> Megan Byrd said she has been very involved as a PTO volunteer for many years. While it can be difficult to get volunteers, she is 100% in favor of the vaccination requirement being considered for volunteers. 	Public Comment
3.	Discussion and Possible Action A. Policy for Second Review: 1. 1212 School Volunteers <ul style="list-style-type: none"> Mrs. Faulenbach said this policy is on for second review after discussion at the Board. It will go back to the Board after this meeting for their second review then for approval in November. Mr. Failla said he is a true believer in vaccination but his problem with this revision is that it imposes a greater mandate than the state 	Discussion and Possible Action A. Policy for Second Review: 1. 1212 School Volunteers

	<p>does. He thinks the policy should stay as is, without any vaccination mandate.</p> <ul style="list-style-type: none"> • Mrs. Sarich said she agrees with Mr. Failla that the policy should stay as is. • Mrs. McInerney said she wants to continue discussion of the revisions with the full Board. She said vaccine mandates should be across the board, including volunteers. She said anything that can be done to protect students and keep them in school should be done. • Mrs. Faulenbach said some districts have halted volunteers completely rather than deal with this issue. We want volunteers to be part of our schools. She said she is concerned with asking something of staff that other individuals don't have to do. She thinks the revisions should go to the Board for further discussion. 	
B.	<p>Policies for First Review:</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said these policies are all on for first review. She invited discussion on each. <p>1. 3270 Disposition and Rental of Real Property</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the recommendation from legal is to delete this non-mandated policy. <p>2. 3280 Gifts to the School</p> <ul style="list-style-type: none"> • Mrs. McInerney asked if there is anything referenced in this policy about not surplanting the budget with gifts to the school. • Mr. Giovannone said that is covered in the next policy, 3281 School Fundraisers. • Mrs. Faulenbach noted that the \$1,000 threshold for Board approval has not changed. • Mrs. Faulenbach noted that the teaching services piece on 3280(b) is new. • Ms. DiCorpo said this applies to shortage areas only and is complicated by the fact that certain courses require both teacher certification and specialty certification. She said it may be helpful in some instances. Ms. DiCorpo gave 	<p>B. Policies for First Review:</p> <ol style="list-style-type: none"> 1. 3270 Disposition and Rental of Real Property 2. 3280 Gifts to the School 3. 3281 School Fundraisers 4. 3313 Relations with Vendors 5. 3313.1 Local Purchasing 6. 6145.3 Development or Expansion of Athletic Programs

the EMT class as an example of when two types of certification are necessary. She noted that the voluntary teacher as defined in policy would require teaching support for the course to run regardless.

- Mr. Failla said he thinks it is unfortunate that the state has so many mandates regarding certification. Mr. Failla asked if vocational schools require certification.
- Ms. DiCorpo said they do and they also have concerns with shortage areas.

3. 3281 School Fundraisers

- Mr. Giovannone said the revisions and forms in this policy mirror those in policy 1324 already approved by the Board.
- Mrs. McNerney said a question came up at a recent fundraising workshop regarding raffles. She asked for clarification.
- Mr. Giovannone said this applies to student fundraising and is not allowed by state mandate. Parent organizations running raffles without student involvement are allowed.
- Mrs. Faulenbach noted that the suggested revision is very lengthy and would completely replace the existing policy.

4. 3313 Relations with Vendors

- Mrs. McNerney noted that this policy is not mandatory and asked if there was any reason to keep it.
- Ms. DiCorpo said it is designed to provide clarity in dealing with vendors. The policy was reviewed by the Cabinet and the group feels the \$20 threshold referenced on 3313(a) is low, especially in shortage areas, and difficult to track unless it is brought to the district's attention.
- Mr. Giovannone said he is reaching out to other districts to see what threshold they use and hopes to have more information prior to the Board meeting.

	<ul style="list-style-type: none">● Mr. Failla said he would like wording clarified to make it clear that vendors may approach school staff first before involving the Business Office, since the expertise is at that level. He gave Athletics as an example. <p>5. 3313.1 Local Purchasing</p> <ul style="list-style-type: none">● Mr. Giovannone said this non-mandated policy was discussed with the Cabinet as well and it was discussed that the word “substantially” is still open to interpretation. The consensus was that if the Board chooses to keep this policy, the group would like to see the list of nine items whittled down to two or three.● Ms. DiCorpo said she feels this is already covered in policy 3313.● Mrs. Faulenbach said that if this is already embedded in another policy then this discretionary policy is probably not needed and could be deleted.● Mrs. McInerney said she supports deletion. <p>6. 6145.3 Development or Expansion of Athletic Programs</p> <ul style="list-style-type: none">● Ms. DiCorpo said she approached legal regarding this optional policy when Mr. Lipinsky approached her about possibly adding a boys’ volleyball team. She said they used it for that process and found it helpful in gauging interest and assisting in any future budgetary considerations. It can be used for extracurricular activities too if desired.● Mr. Lipinsky agreed and said he thinks it will be helpful with any future requests.● Mrs. Faulenbach asked about the use of a hard October 1 deadline.● Ms. DiCorpo said that is to align with budget planning. It is similar to the deadline used for new course proposals. She feels that as long as it is well publicized there shouldn’t be any issues.● Mrs. McInerney asked what the current practice is for approving new extracurricular activities.	
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	<ul style="list-style-type: none"> Ms. DiCorpo said she will research and report back to the Board. <p>Mrs. McInerney moved to bring policies:</p> <ol style="list-style-type: none"> 3270 Disposition and Rental of Real Property 3280 Gifts to the School 3281 School Fundraisers 3313 Relations with Vendors 3313.1 Local Purchasing 6145.3 Development or Expansion of Athletic Programs <p>to the full Board for first review, seconded by Mr. Failla.</p> <p>The motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring policies:</p> <ol style="list-style-type: none"> 3270 Disposition and Rental of Real Property 3280 Gifts to the School 3281 School Fundraisers 3313 Relations with Vendors 3313.1 Local Purchasing 6145.3 Development or Expansion of Athletic Programs <p>to the full Board for first review.</p>
4.	<p>Items of Information</p> <p>A. Regulations for Review:</p> <ol style="list-style-type: none"> 3280 Gifts to the School 3281 School Fundraisers <ul style="list-style-type: none"> There was no discussion on these items of information due to time constraints. 	<p>Items of Information</p> <p>A. Regulations for Review:</p> <ol style="list-style-type: none"> 3280 Gifts to the School 3281 School Fundraisers
5.	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	<p>Public Comment</p>
6.	<p>Adjourn</p> <p>Mrs. McInerney moved to adjourn the meeting at 7:32 p.m. seconded by Mr. Failla and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:32 p.m.</p>

Respectfully submitted:

Wendy Faulesbach

Chairperson
New Milford Board of Education

**New Milford Board of Education
Committee on Learning Meeting Minutes
October 5, 2021
Sarah Noble Intermediate School Library Media Center**

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CLERK
2021 OCT - 7 A 9:45

NEW MILFORD, CT

Present:	Mrs. Tammy McInerney, Chairperson Mr. Joseph Failla Mr. Brian McCauley Mrs. Leslie Sarich
Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Ms. Karen Bosco, Data Coach

1.	Call to Order The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:34 p.m. by Mrs. McInerney.	Call to Order
2.	Public Comment • There was none.	Public Comment
3.	Presentation • Mrs. McInerney welcomed Mrs. Sarich to her first meeting of the committee. A. 2020-2021 School Year Reflections: Growth and Opportunities • Assistant Superintendent Holly Hollander and Ms. Karen Bosco, Data Coach, presented the New Milford Public Schools 2020-21 Assessment Results. The presentation is attached to these minutes. • Ms. Hollander said data reflects the challenges presented by learning in the pandemic. Due to the variety of learning models: in-person, hybrid, remote, comparisons are made to District Reference Group D districts that most consistently identified as a hybrid learning model which is the model New Milford used. The trend in district over time is also reviewed. • Ms. Hollander discussed the many different assessments students have which include	Presentation A. 2020-2021 School Year Reflections: Growth and Opportunities

	<p>universal screeners, state assessments, and classroom assessments. The goal is to use all the data to draw conclusions about student learning and instruction.</p> <ul style="list-style-type: none">● Ms. Bosco said that the Smarter Balanced assessment was not given in 2020 but was given in 2021 so there are no growth levels to review due to the lack of available comparison. There was a decrease throughout the state which was expected somewhat due to stresses of the pandemic. New Milford ranks 1.3% below state average in ELA Meeting or Exceeding and 4.4% below state average in Math.● Mr. Failla asked why Math was so much lower.● Mrs. Sarich suggested that Math support is especially difficult for remote/hybrid students.● Ms. Bosco agreed that it may be hard to be supported during remote/hybrid because today's math is very different from how parents learned.● Ms. DiCorpo said 2018/19 showed significant growth. We were on a path of growth before the pandemic, now we just need to get back there. Added interventionists and coordinators will lend support.● Ms. Hollander said they are reviewing curriculum and instruction as well.● Mrs. Sarich noted the low math scores at the middle school level. She asked if it is reflective of the SMS teachers.● Ms. DiCorpo said curriculum is the focus. The teachers, coaches, and administrative team have been working to align the core standards with each course moving away from a focus on a program that had been used in the past. The group also recognizes that this is the first time students can experiment with different levels of math and have been reviewing prerequisite skills. All teachers have had access to coaches and receive support via explicit feedback from their administrators through the evaluation process which is focused on growth and support.	
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- Mr. Failla asked about assessment for math beyond grade 8 since Smarter Balanced stops at grade 8.
- Ms. DiCorpo said they are investigating continuity of testing and that may come up at budget time. The PSAT is used as a measure now.
- Mr. Failla is concerned with any impact to STEM and other studies.
- Ms. Hollander said the data coach is meeting with the high school department chair to focus on this.
- Ms. Bosco said she is meeting with all administrators and coordinators to inform them of the data. They are establishing data teams for further review.
- Science results were reviewed. Ms. DiCorpo said they are reviewing the amount of time spent on science as well as Social Studies at the lower levels, as well as what they are covering and when.
- Mr. Failla said his takeaway is that science scores are okay but math is out of balance.
- Mr. McCauley suggested that anything we are looking at from last year should be taken with a grain of salt due to the pandemic.
- Regarding the SAT, Mr. Failla said he believes there is a nationwide move away from the test in relation to college admissions.
- Ms. DiCorpo said that CT requires it be given during the day and that counselors discuss specific college admission requirements with students.
- Mr. Failla said he thinks we over test students and that there is too much teaching to the test versus teaching to learn.
- Ms. DiCorpo said we are teaching to standards not to tests in these assessments.
- Mrs. Sarich asked if SBAC is mandated.
- Ms. DiCorpo said yes, as well as Science and SAT.
- Mrs. Sarich asked what happens if they are not done. Does the district lose funding?
- Ms. DiCorpo said she doesn't know if it is tied to funding but there is a required district

	<p>participation rate. There is no unilateral opt out for the district.</p> <ul style="list-style-type: none">• Ms. DiCorpo said almost all districts in CT have a universal screener. It helps determine how much growth is possible and makes goals attainable.• Ms. Bosco says the assessment is used to drive instruction and provides very valuable data.• Regarding Advanced Placement, district participation is up showing students have more access.• Mrs. McInerney asked if it was true that students must take the test to get AP credit and Ms. DiCorpo said that is correct.• Mrs. McInerney said some students are just not good test takers and doing poorly is not necessarily a reflection of what they learned/know.• Mrs. Sarich said there is value in taking AP classes prior to college.• Ms. Hollander discussed next steps to assist with student instruction and to provide actionable feedback to students.	
4.	<p>Public Comment</p> <ul style="list-style-type: none">• There was none.	<p>Public Comment</p>
5.	<p>Adjourn</p> <p>Mr. McCauley moved to adjourn the meeting at 8:45 p.m. seconded by Mrs. Sarich and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:45 p.m.</p>

Respectfully submitted:



Tammy McInerney, Chairperson
Committee on Learning

Assessment Results

2020-2021



NEW MILFORD PUBLIC SCHOOLS
New Milford Board of Education Workshop
October 2021
PRESENTED BY:
Holly Hollander, Assistant Superintendent
and
Karen Bosco, Data Coach

Setting the Stage



The 2020-21 school year presented challenges, unlike any other year as students spent a significant part of the year learning remotely. The state collected data from each district to better understand the variety of learning models. The findings demonstrate that:

- *Nearly one-quarter of students were fully/mostly in-person*
- *Nearly half of students were hybrid learners*
- *Nearly one-quarter of students were fully/mostly remote*

In addition to the variety of learning models, there were also varied testing models, findings suggest:

- Nearly 82 percent of Grade 3-8 students tested in-person
- 11.5 percent of students tested remotely.
- In-person test participation was strongest for students who learned fully/mostly in-person (97%) or in hybrid (95%) models.

➤ As of Sept 2021, the state recognizes some discrepancies with the released data.

Continued...



Learning model and assessment model for New Milford

- Hybrid learning, in person testing (most common)
 - Return to school in April
- In person learning, in person testing (high risk students)
- Hybrid learning, remote testing
- Full remote learning, remote testing
- Full remote learning, in person testing

Results were displayed to show growth over time in past, however, for the reasons mentioned prior, this year's data is being looked at as a new baseline

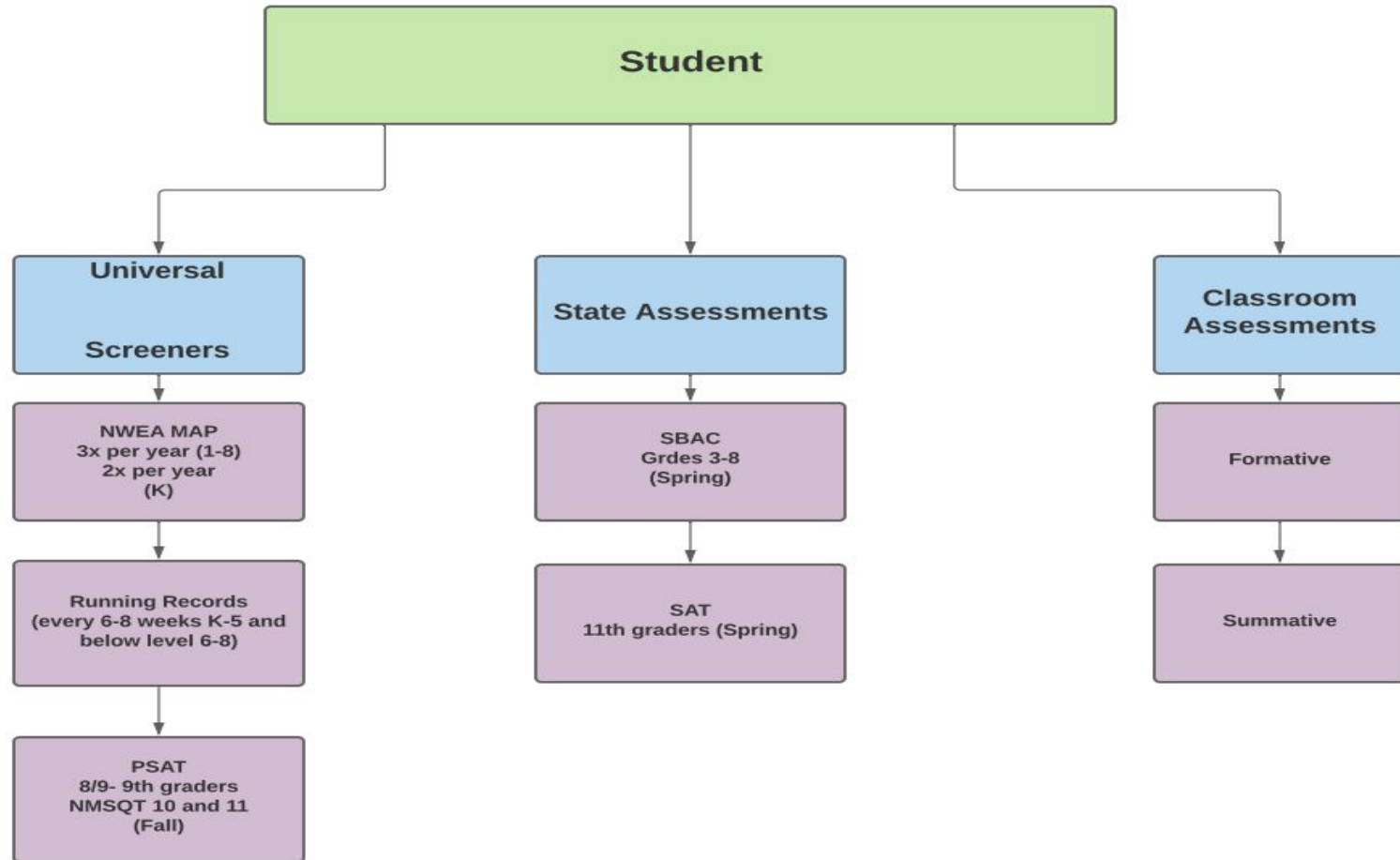
- Other new baselines in the past (CMT-SBAC)
- There was no presentation last year (Covid)
 - Any comparisons are made from the 2019 school year.

District Reporting and Comparisons



- There are 24 districts included in District Reference Group D. Of the 24 districts:
 - Six districts (including New Milford) most consistently identified as a hybrid learning model.
 - As a result of the variety of models and testing, for comparison sake, we have decided for consistency to:
 - Compare our district to the state hybrid scores
 - Look at the trend of our district over time

Assessment Flowchart

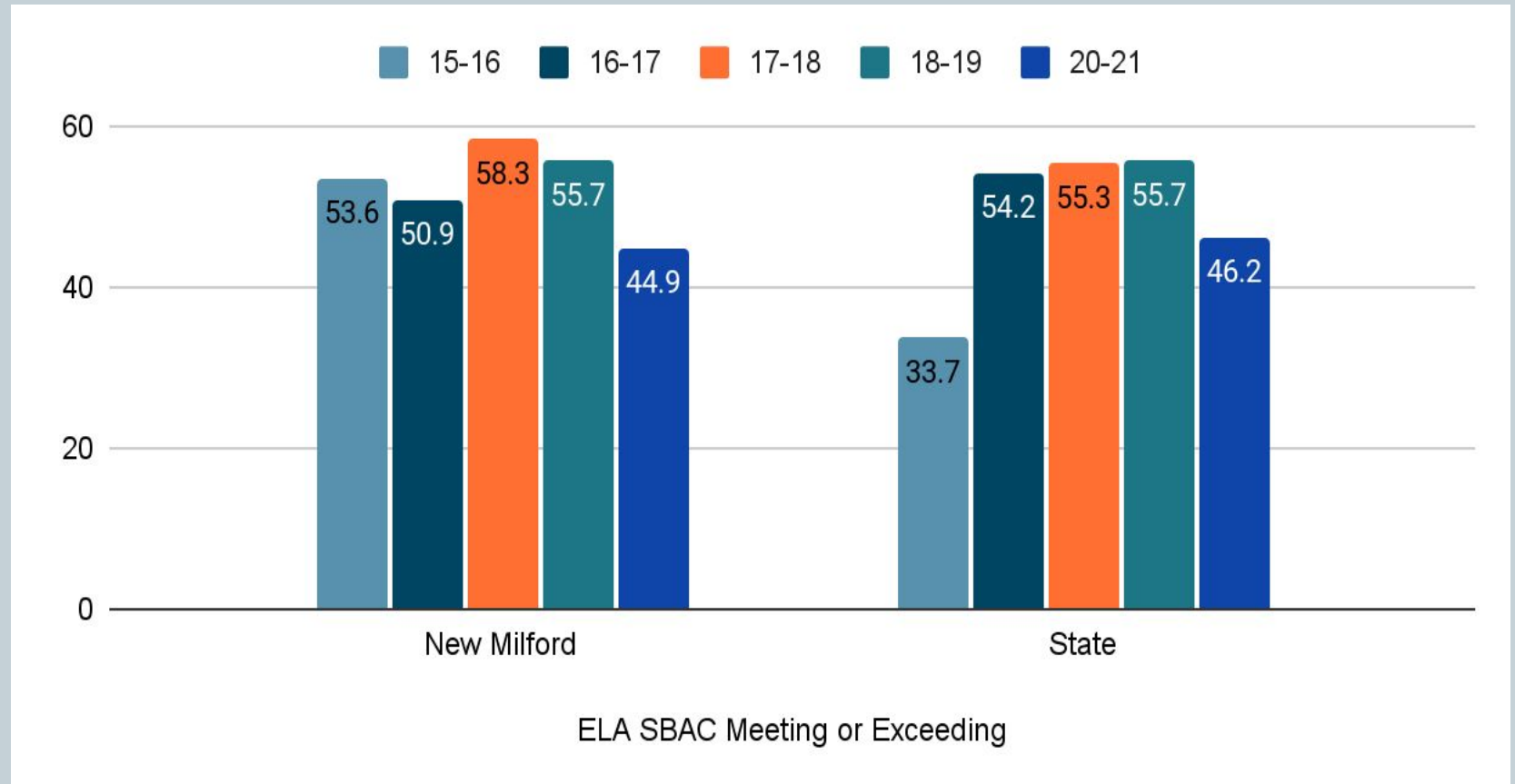


Smarter Balanced Assessment

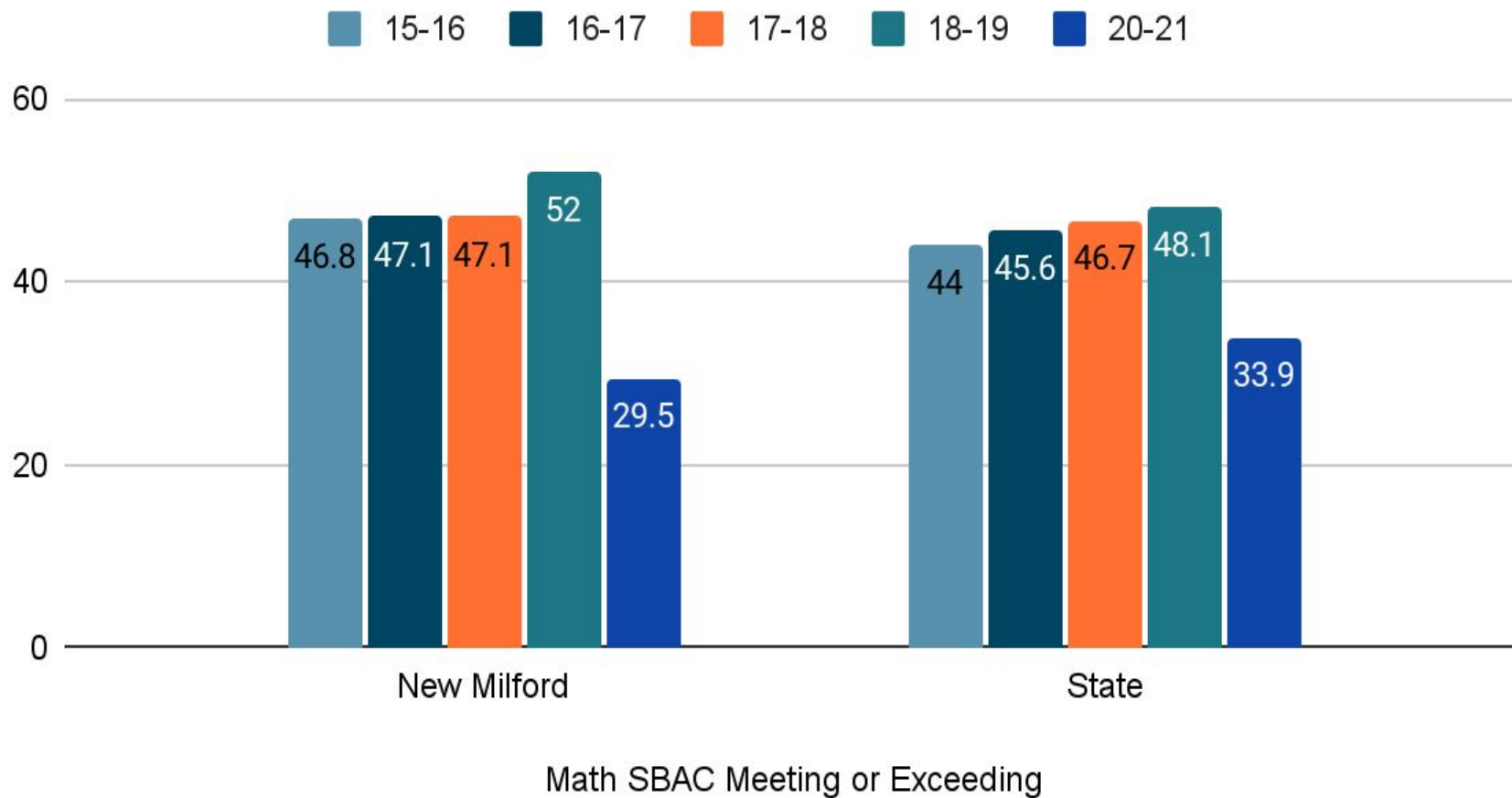


- The Smarter Balanced assessment is aligned to the Connecticut Core Standards for English Language Arts and Mathematics, for grades 3-8.
- The Smarter Balanced assessment replaced the CMT and CAPT.
- Administered in the Spring of 2021
- Adaptive Assessment that includes performance tasks (math only).
- 4 achievement levels (1 – 4) with levels 3 and 4 considered meeting and exceeding goal.

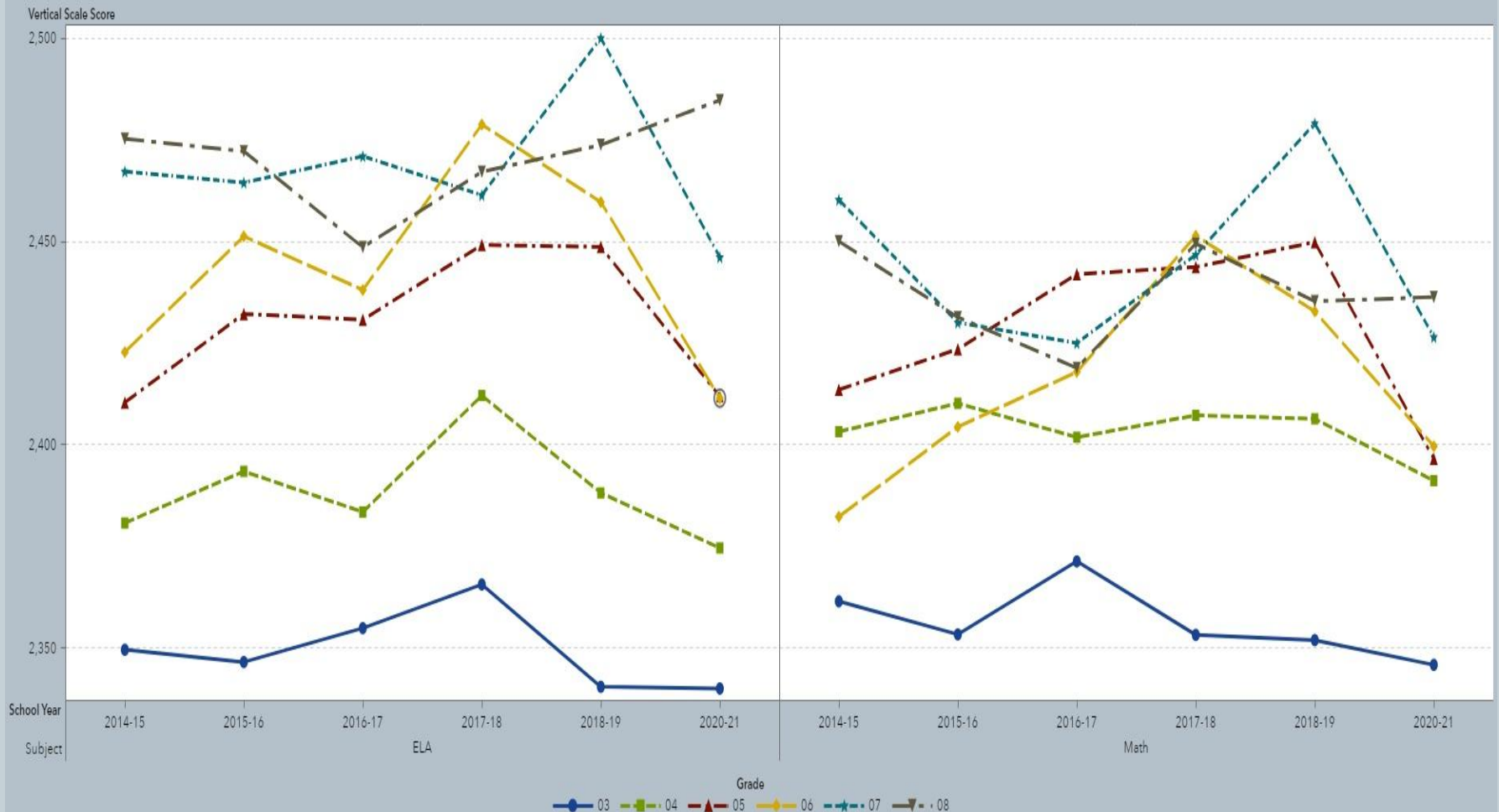
Smarter Balanced ELA Results Historical Performance



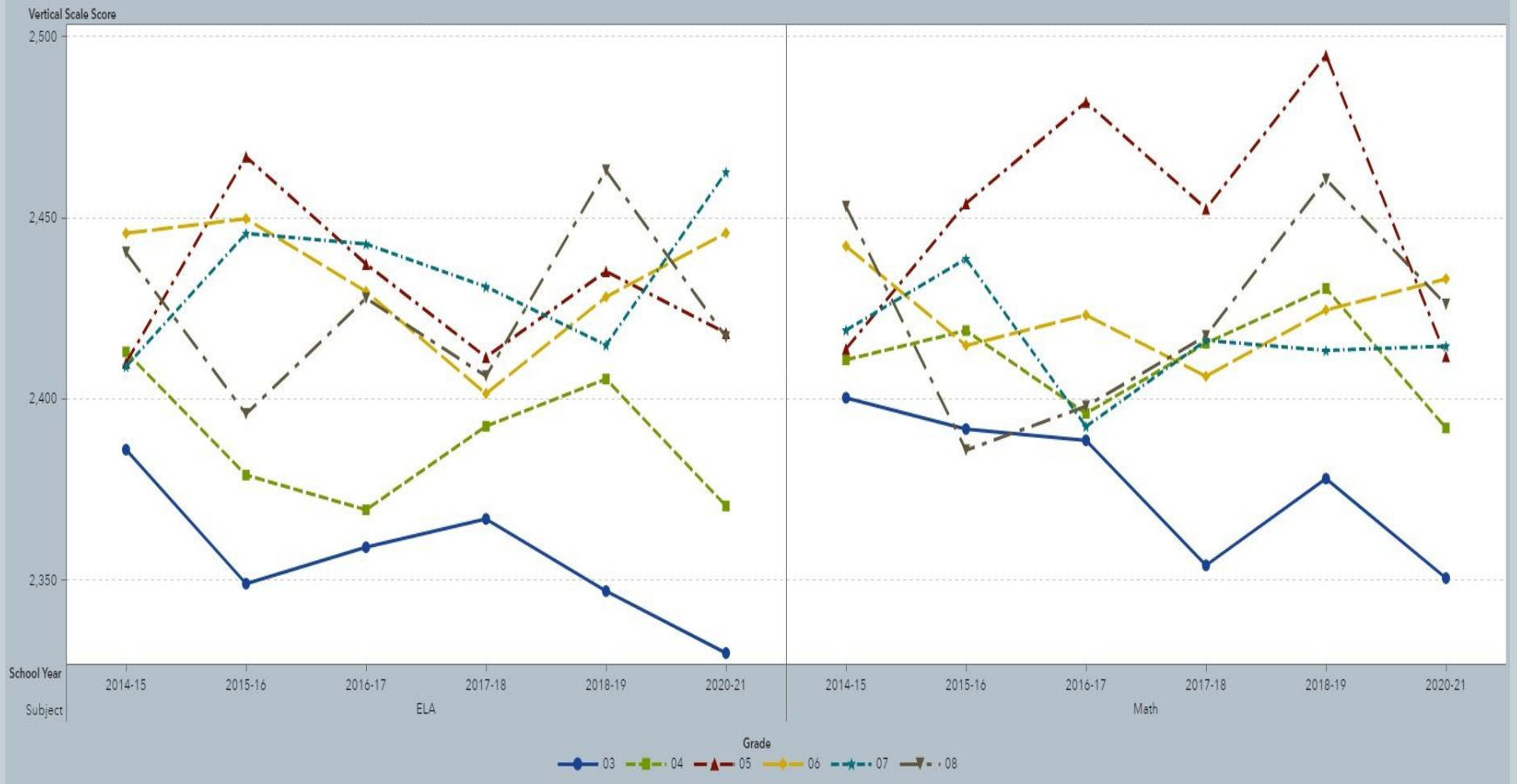
Smarter Balanced Math Results Historical Performance



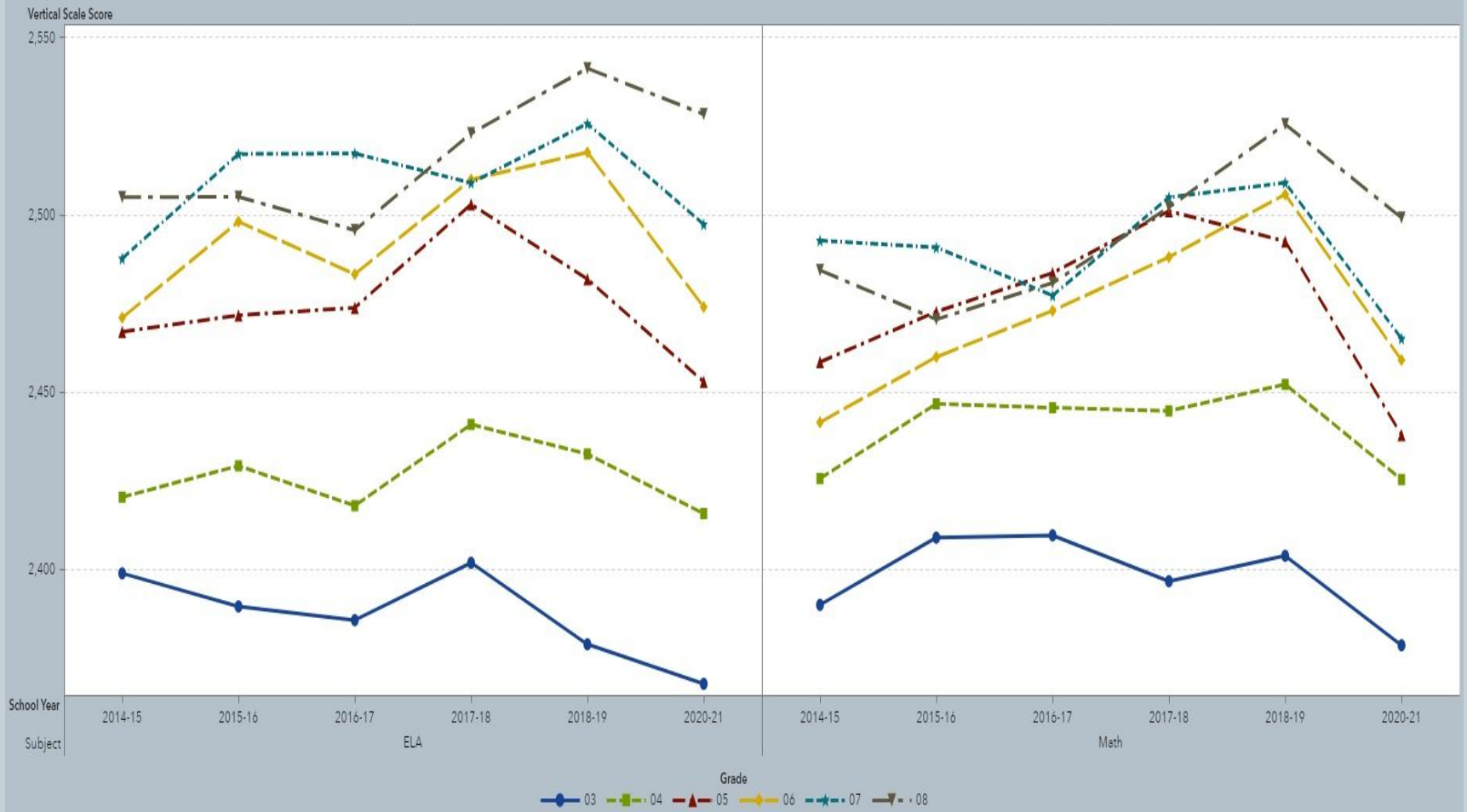
Special Education Trend



ELL Trend



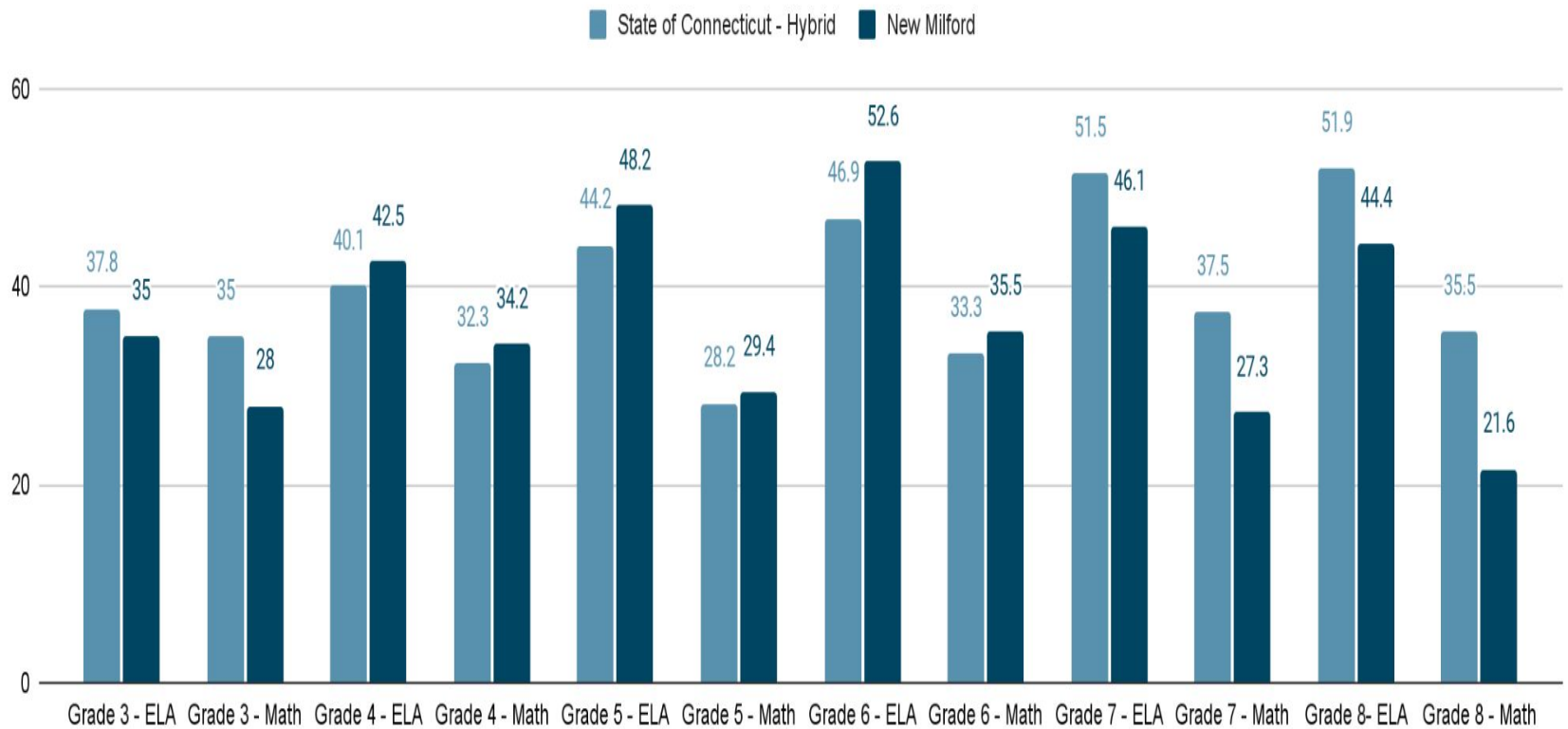
High Needs Trend



Smarter Balanced Results 2021



State of Connecticut - Hybrid and New Milford



Smarter Balanced Summary



ELA

- 44.9% of New Milford students reached state level benchmarks in grades 3rd-8th
- State had an average decrease of 17%, New Milford had an average decrease of 19% from the 2019 assessment.
- Grades 4,5, and 6 performed above the state average. Grades 3,7, and 8 performed below the state average.

Math

- 29.5% of New Milford students reached state level benchmarks in grades 3rd-8th
- State had an average decrease of 30%, New Milford had an average decrease of 43 % from the 2019 assessment.
- Grades 4,5, and 6 performed above the state average. Grades 3,7, and 8 performed below the state average.

Science Assessment (Next Generation Science Standards)

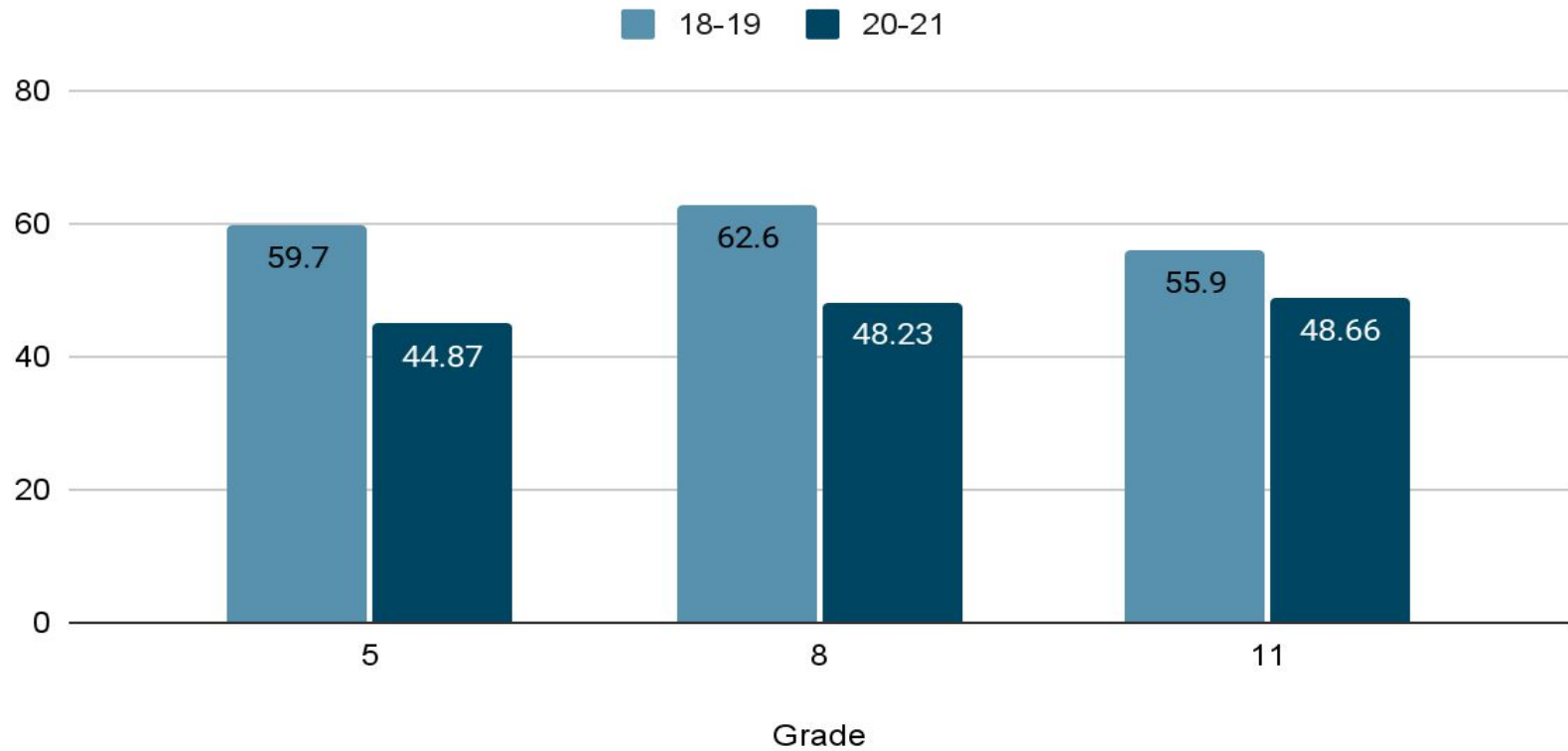


- 2018 was the Pilot year for the NGSS Science assessment in grades 5, 8 and 11.
- 2019 was the first year the NGSS Science assessment in grades 5,8,11 was formally collected.
- 2021 was the second year of administration of the NGSS
 - Due to Covid, the implementation of the NGSS had to be adjusted (social distancing, sharing of materials, virtual labs)

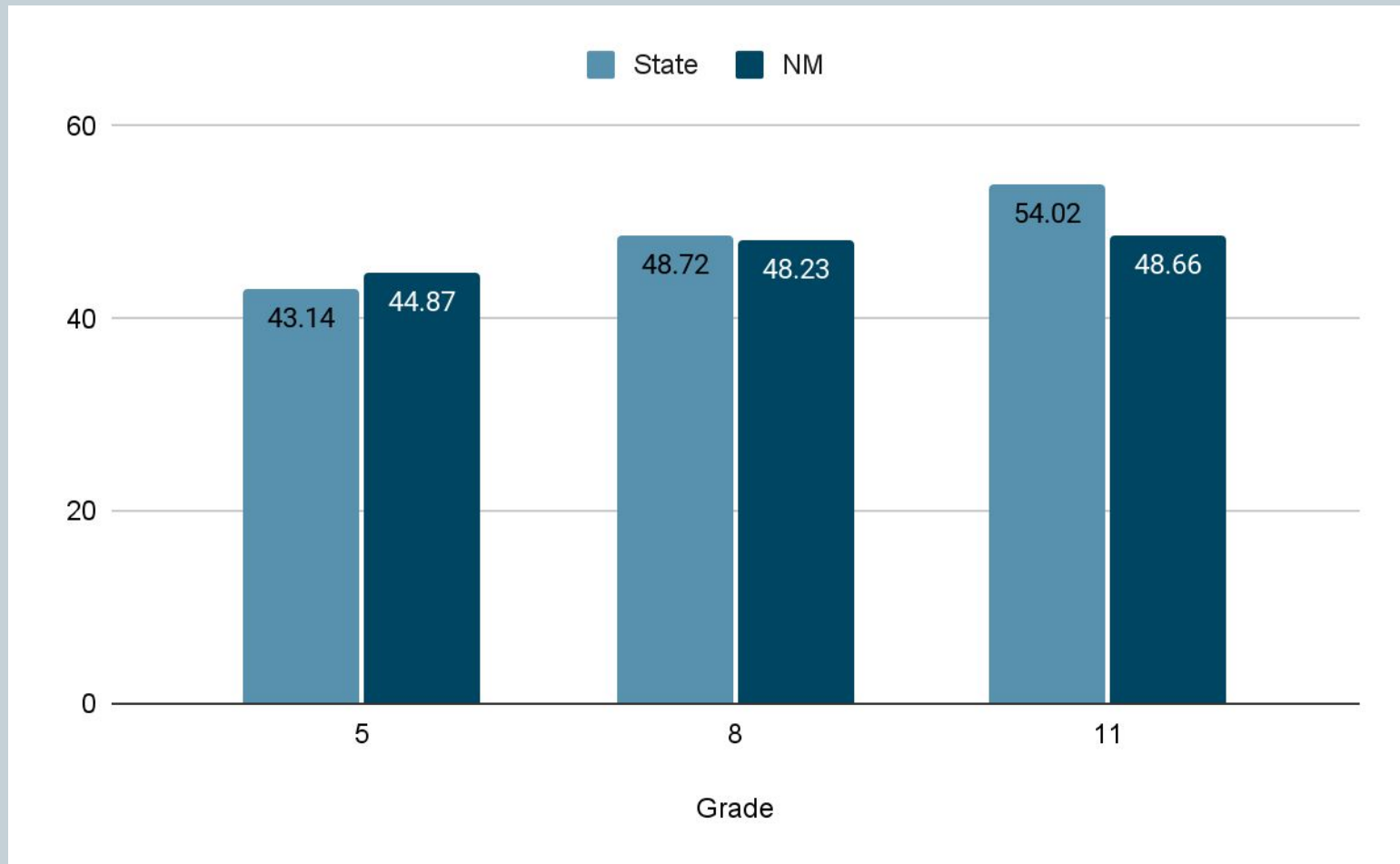
NGSS Science Summary



NGSS



NGSS District to State

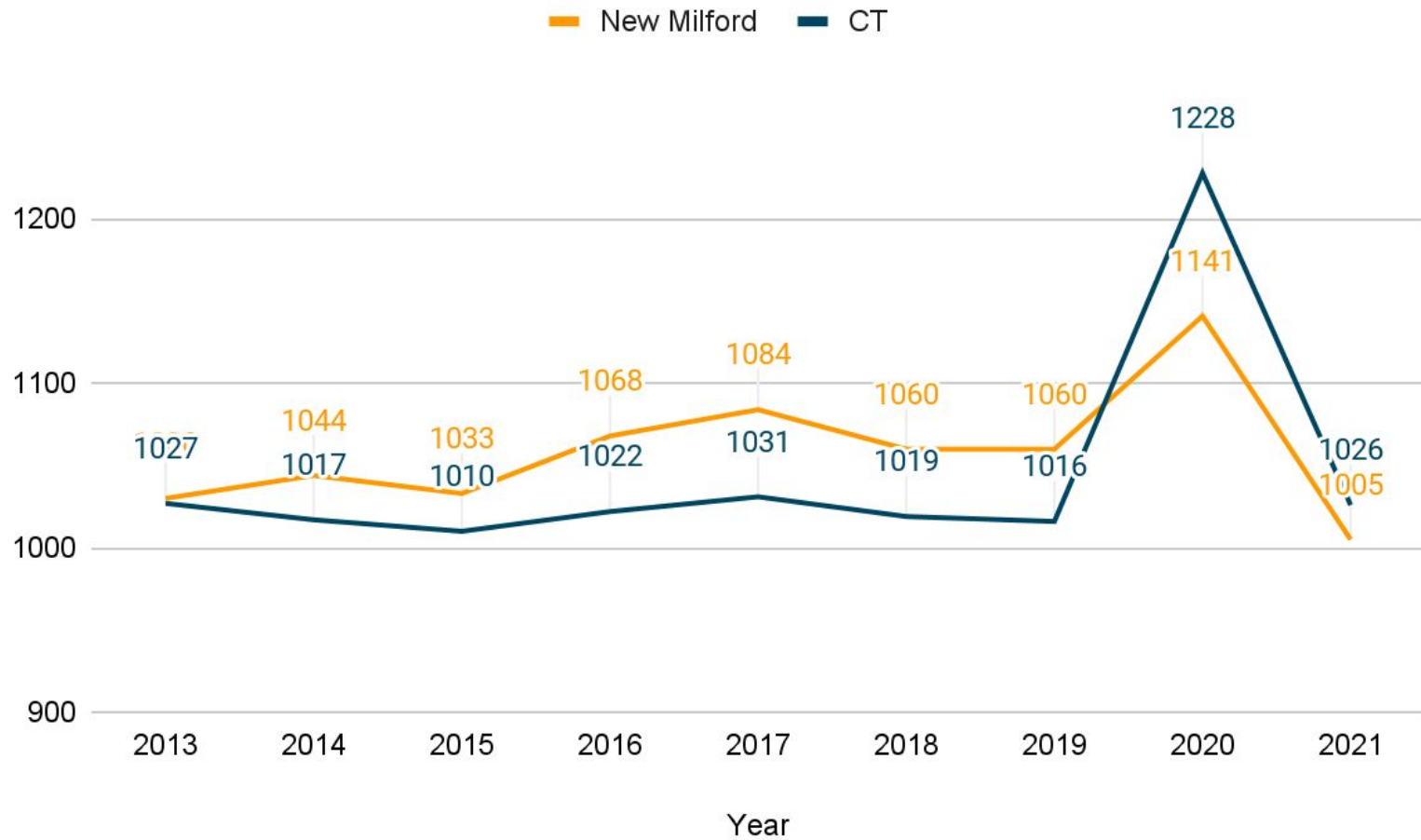


SAT



- The SAT is designed to assess academic readiness for college
- These exams provide a path to opportunities, financial support, and scholarships
- The SAT test keeps pace with what colleges are looking for today, measuring the skills required for success in the 21st century
- State mandated assessment for 11th graders
- 12th graders took the 2020 assessment in September 2020, 11th graders took the assessment in April 2021

SAT Performance 2021: Overall Score



PSAT 2021



ELA

Math

Grade	% of Students meeting benchmark: New Milford	% of Students meeting benchmark Connecticut	Grade	% of Students meeting benchmark: New Milford	% of Students meeting benchmark Connecticut
PSAT 8/9	76	65	9	51	39
PSAT 10	83	69	10	46	40
NMSQT 11	82	67	11	42	39

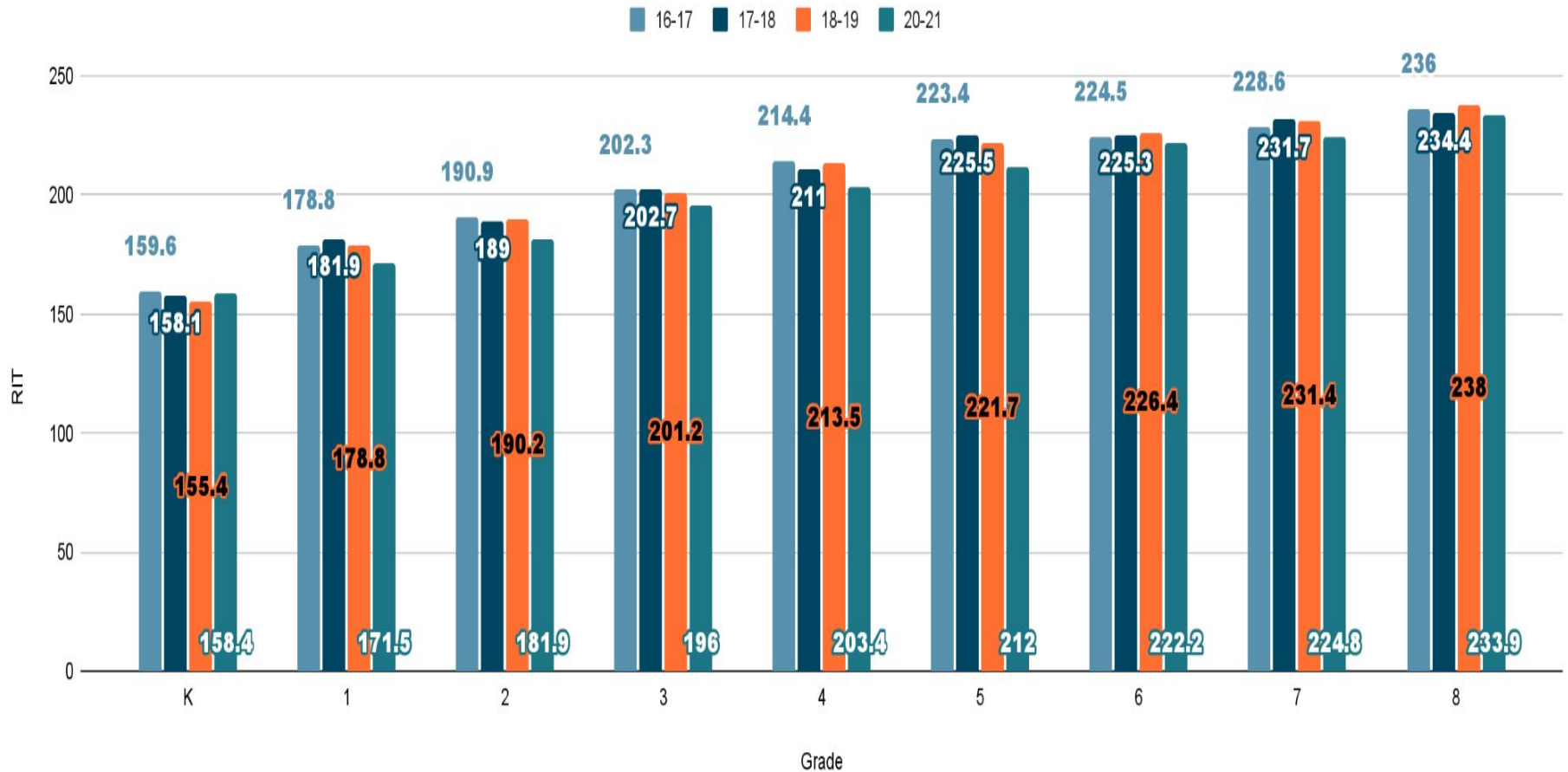
Universal Screener



NWEA Assessment

- **Accurately measures what students know, regardless of their grade level (RIT).**
- **Norms based**
- **Growth over time**
- **Computer Adaptive**
- **Data is used to form instructional groupings, identify strengths and weaknesses in curriculum.**

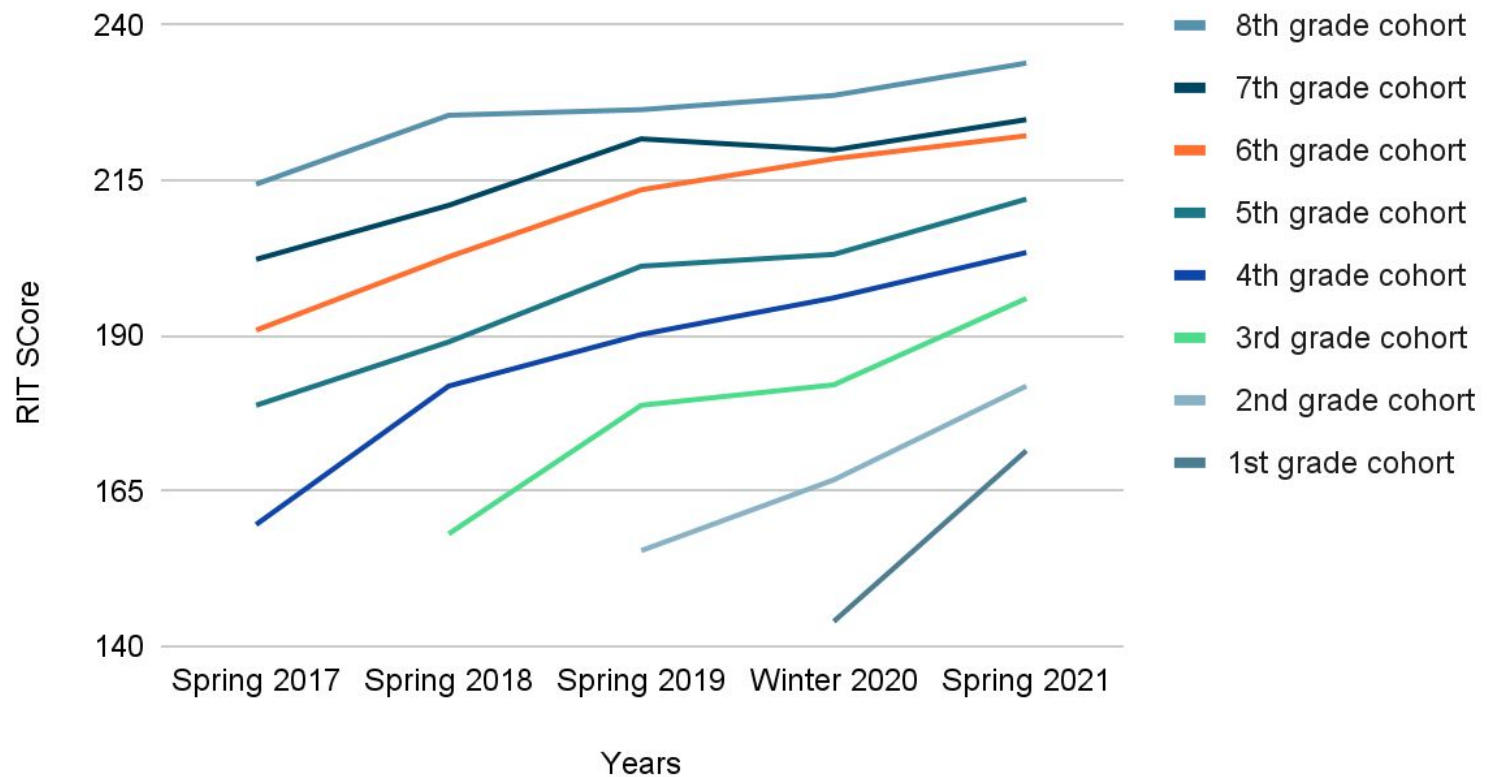
NWEA: RIT Math Trend by Grade Level



NWEA Math Cohort



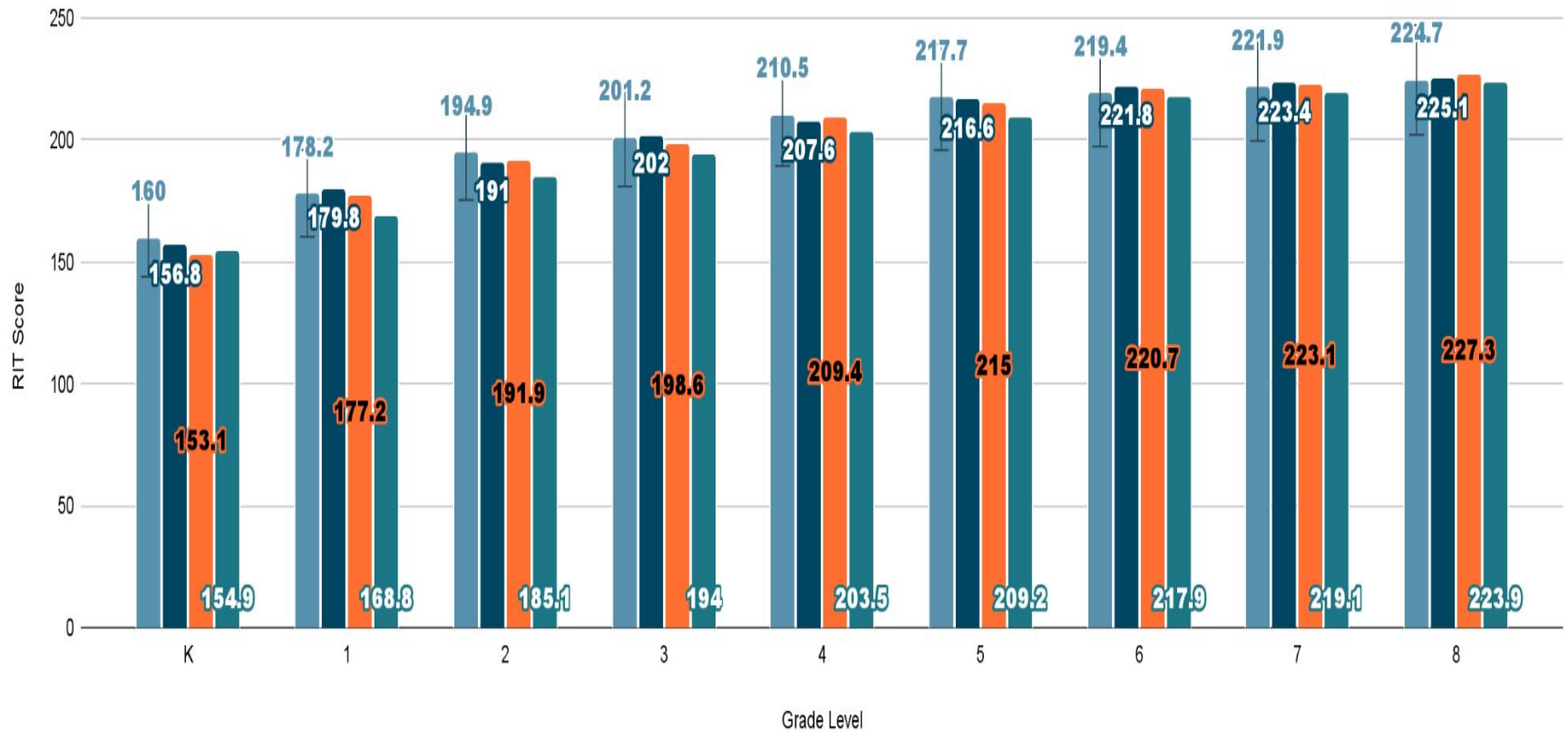
NWEA Math (Same group of students over the years)



NWEA: RIT ELA Trend by Grade Level



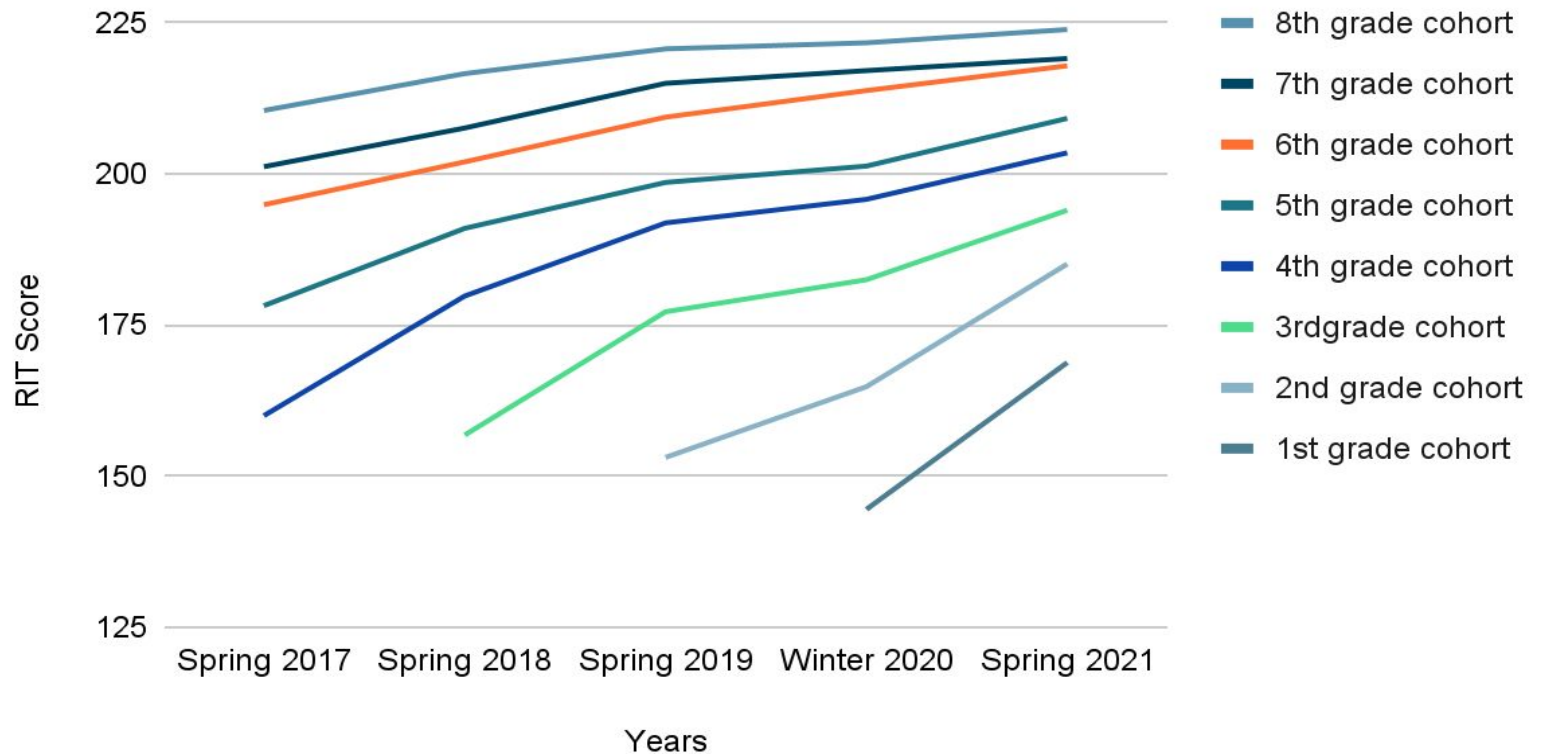
■ 16-17 ■ 17-18 ■ 18-19 ■ 20-21



NWEA ELA Cohorts



NWEA ELA (Same group of students over the years)



Universal Screener Summary



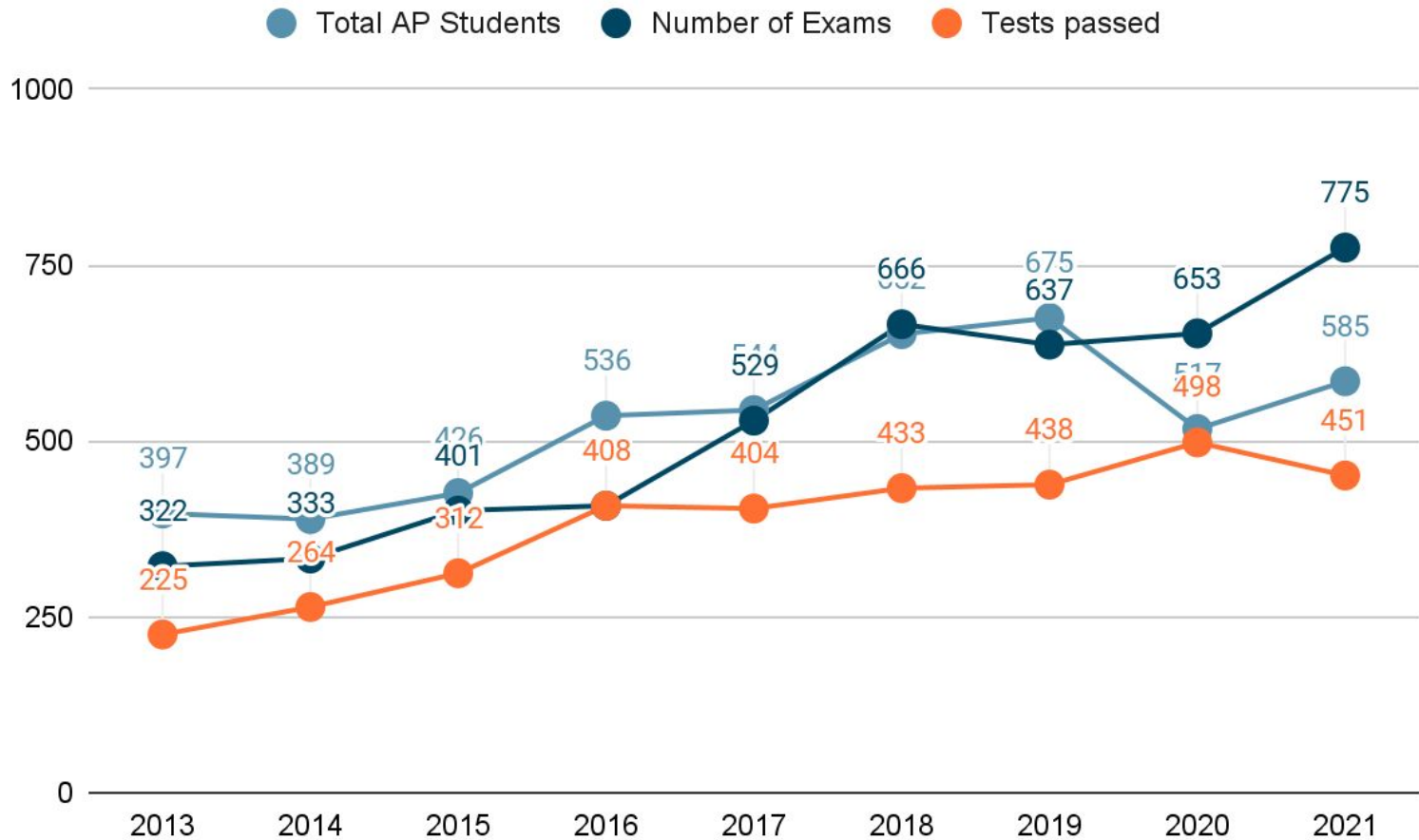
- 2021 scores will be used as a baseline to view growth over time
- Data will be utilized to address student needs, determine and implement effective instructional strategies, and guide curricular decisions
- RIT score is being used as a more reliable indicator than percentile this past year as a result to the normed population not being affected by Covid
- Looking at student growth through multiple data points helps teachers better meet the instructional needs of students

Advanced Placement



- AP gives students the chance to tackle college-level work while they're still in high school.
- Test measures how well you have mastered the content and skills of a specific AP Class.

Advanced Placement Enrollment, Participation, and Passing



Next Steps K-12



Vertical teams developed to review vertical alignment of the curriculum

- Curriculum coordinators
- K-12 teacher representation
- Coaches
- Review data to determine internal gaps in curriculum that need to be addressed
- Identify areas of strength and areas of weakness
- Craft a plan for improvement/continuity
- Review curriculum and programs

Added Heggerty program to address phonemic awareness in addition to continued implementation of phonics curriculum.

Partnership with the Mandell Academy to assist teachers in the implementation of NGSS aligned Curriculum

Partnership with Columbia University as well as continuing to coach into Reading and Writing Units of Study K-8

Continue to help students think like Mathematicians as we implement a math workshop model and update our Math curriculum to best address the major works of each grade level

Next Steps K-12 (cont.)



Develop our capacity as a district to use data to inform teaching and learning.

- District, building, instructional level data teams (4x per year)

Provide high quality feedback about instruction based on student outcomes.


Continue to support teacher efforts to provide quality learning experiences for all students.

Questions?



**New Milford Board of Education
Facilities Sub-Committee Minutes
October 12, 2021
Sarah Noble Intermediate School Library Media Center**

Present:	Mr. Brian McCauley, Chairperson Mr. Eric Hansell Mrs. Eileen P. Monaghan Mrs. Olga I. Rella
Also Present:	Ms. Alisha DiCorpo, Superintendent Mr. Matthew Cunningham, Facilities Director Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Catherine Gabianelli, Human Resources Director

1.	Call to Order The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:50 p.m. by Mr. McCauley.	Call to Order
2.	Public Comment • There was none.	Public Comment
3.	Items for Information and Discussion A. NMHS Roof Project Update <ul style="list-style-type: none"> Mr. Cunningham said he is pleased to report that there are enough metal roof standing seam materials available to start phase one of the project. He is meeting with the vendor to discuss drop off of supplies and project timeline. Mr. McCauley asked about the condition of the roof in progress. Mr. Cunningham said it is not compromised. Mrs. Monaghan asked about a finish date and whether work will take place during the winter. Mr. Cunningham said they are in the preliminary phase so any finish date is just a projection. He said winter work will be 	Items for Information and Discussion A. NMHS Roof Project Update <div style="text-align: right;">  RECEIVED TOWN CLERK 2021 OCT 14 A 8:09 </div>

NEW MILFORD, CT

Sarah Noble Intermediate School Library Media Center

	<p>determined by the weather and worker safety concerns.</p>	
B.	<p>School Based Health Centers Update</p> <ul style="list-style-type: none"> • Mr. Cunningham said he attended a virtual meeting on September 29 to review physical needs for the medical health aspect of the centers and they are looking into what modifications will be necessary to create program spaces at NES and SMS. • Ms. DiCorpo said Ms. Bonjour has been meeting with Ms. Hollander and Ms. Olson regarding space and hiring. We are reviewing needs with all principals to see if the behavioral health aspect of the program can begin at SMS and NMHS. • Mrs. Rella asked about the projected start date. Ms. DiCorpo said she anticipates mid-November for the behavioral health portion, including promotion of the program to parents. • Ms. DiCorpo said she has reached out to state representatives and senators to request that they look for additional funding for program support. 	<p>B. School Based Health Centers Update</p>
C.	<p>SNIS Oil Tank Update</p> <ul style="list-style-type: none"> • Mr. Cunningham said he attended a virtual meeting with the Department of Administrative Services to review documentation needed for the grant reimbursement. He expects it will take several weeks once the data is entered in the portal for a commitment and project number from the state. Bidding will probably take place after the first of the year, with work ideally completed during spring break. • Mr. McCauley noted that the tank is for Town emergency use. 	<p>C. SNIS Oil Tank Update</p>
D.	<p>NV5/ESG Update</p> <ul style="list-style-type: none"> • Mr. Cunningham said work will begin next week at the high school on pipe wrapping and 	<p>D. NV5/ESG Update</p>

	<p>weather stripping. Work will continue at the remaining schools during the following weeks. COVID requirements are being met.</p> <ul style="list-style-type: none"> • Mr. McCauley said he was pleased to see them start with weather stripping which will be an immediate money saver. 	
E.	NMHS Scoreboard	E. NMHS Scoreboard
	<ul style="list-style-type: none"> • Mr. Cunningham said scoreboard repair is on schedule for November 15. 	
F.	NMHS Electronic Sign	F. NMHS Electronic Sign
	<ul style="list-style-type: none"> • Mr. Cunningham said the new sign has been installed and they are setting up training for the high school staff. 	
G.	State of CT Security Grant Proposal	G. State of CT Security Grant Proposal
	<ul style="list-style-type: none"> • Mr. Cunningham said there is no update yet. They are hoping to hear by the end of the month. 	
H.	Turf Field Committee Update	H. Turf Field Committee Update
	<ul style="list-style-type: none"> • Mr. Cunningham said the Turf Field Committee met on September 21 and discussed potential revenue sources such as banners and pavers. They will begin to discuss updating the field use manual at the next meeting. • Ms. DiCorpo thanked Mr. Helmus for joining the committee along with current Board member Mrs. Faulenbach. • Mr. McCauley said he was glad to see this committee active as it will help to avoid unpleasant surprises down the road. 	
I.	Hipp Road Traffic Study	I. Hipp Road Traffic Study
	<ul style="list-style-type: none"> • Mr. Cunningham said the Department of Public Works is running point on this and he is hoping to have a follow up meeting with them within the next month or so. 	

	<ul style="list-style-type: none"> Mrs. Monaghan asked if the police and Traffic Commission have been consulted. Mr. Cunningham said the police are part of the discussion; he is not sure of the Traffic Commission's part. <p>J. NMHS Alarm System Upgrades</p> <ul style="list-style-type: none"> Mr. Cunningham said the high school has been experiencing false alarms this fall and they have been traced to a faulty beam detector located just below the theater ceiling. The detectors are over 20 years old and there are no parts available so they will need replacement. The system is proprietary to Siemens. The Fire Marshal has been consulted and approves of the proposed replacement. Replacement is quoted at \$11,975.00 including labor and materials. Ms. DiCorpo said this item will be on Operations for discussion with a request to take the funds from the capital reserve. 	J. NMHS Alarm System Upgrades
4.	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	Public Comment
5.	<p>Adjourn</p> <p>Mrs. Rella moved to adjourn the meeting at 7:06 p.m., seconded by Mrs. McNerney and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:06 p.m.</p>

Respectfully submitted:



Brian McCauley, Chairperson
Facilities Sub-Committee

**New Milford Board of Education
Operations Sub-Committee Minutes
October 12, 2021
Sarah Noble Intermediate School Library Media Center**

RECEIVED
TOWN CLERK
2021 OCT 14 A 8:09

NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Eric Hansell Mr. Pete Helmus Mrs. Eileen P. Monaghan
Also Present:	Ms. Alisha DiCorpo, Superintendent Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Catherine Gabianelli, Human Resources Director Mr. Matthew Cunningham, Facilities Director Mr. Nestor Aparicio, Assistant Facilities Director

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.	Call to Order
2.	Public Comment • There was none.	Public Comment
3.	Discussion and Possible Action • Mrs. Faulenbach welcomed Mr. Hansell to the committee. A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence • Mrs. Gabianelli said there will be a revised exhibit for the full Board. • Mrs. Monaghan asked if the many coach resignations are unusual and Mrs. Gabianelli said they are not. • Mrs. Faulenbach asked about open positions and shortages. Mrs. Gabianelli said the district is doing well with a few ESSER positions still to fill. • Ms. DiCorpo said they are still working to fill a Math Coordinator position under ESSER II. They are also waiting on ESSER III funding.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<ul style="list-style-type: none"> • Mrs. Faulenbach asked for an update on all the ESSER positions. Mrs. Gabianelli said she would get it for the full Board. • Mr. Helmus asked how long retiree Mr. O'Neil had been with the district and wished him well. Mrs. Gabianelli said she would check. <p>Mr. Helmus moved to bring Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	
B. Monthly Reports	<ol style="list-style-type: none"> 1. Budget Position dated September 30, 2021 2. Purchase Resolution D-751 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mr. Giovannone said the certified salary balance is as of 9/30/21 and reflects proving out of encumbrances. There were eight vacancies at the time. He estimates roughly \$339,000 available in that line now. • Mrs. Faulenbach asked how that compares to last year at this time. Mr. Giovannone said he would check. • Mr. Giovannone said they are continuing to prove out the non-certified line and that will be further clarified next month. • Regarding revenues, Mr. Giovannone noted additions to Medicaid, building use and regular tuition. Other lines such as parking fees and gate receipts are posted quarterly and will show up next month. • Mrs. Faulenbach asked about excess costs and Mr. Giovannone said that is typically posted in February and May. • Mr. Helmus asked if revenues are more normal this year. Mr. Giovannone said they are somewhat more in line but there are always 	<p>Motion made and passed unanimously to bring Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated September 30, 2021 2. Purchase Resolution D-751 3. Request for Budget Transfers

	<p>differences. Parking fees, for example, may be impacted by the roof project at the high school.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach noted the \$18,260 total in capital reserve and how that may be impacted by later discussion this evening. • Mr. Helmus suggested it made sense to add a target value to the turf field replacement account chart for transparency to highlight the focused effort needed. • Mrs. Faulenbach said deposits are fluid in timing and amount. She said it will be important to highlight at budget time for both the Board and the Town. • Mrs. Monaghan said she was glad to see the steady deposits being made lately, a vast improvement from past action. • Regarding the purchase resolution, Mr. Giovannone said the Willco safety straps are for the basketball hoops. • Mrs. Faulenbach asked if the RTU repair was planned. Mr. Giovannone said it was not. • Mr. Cunningham said the needed repair was discovered this summer during scheduled troubleshooting. • Mr. Helmus asked if this was a gap in the preventive maintenance process. Mr. Cunningham said there is room for improvement in that area and it will be a focus for him. <p>Mrs. Monaghan moved to bring Monthly Reports: Budget Position dated September 30, 2021, Purchase Resolution D-751 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p>	
C.	<p>Gifts & Donations</p> <p>1. PTO-Exhibit B</p>	<p>Motion made and passed unanimously to bring Monthly Reports: Budget Position dated September 30, 2021, Purchase Resolution D-751 and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <p>1. PTO-Exhibit B</p>

	<ul style="list-style-type: none"> • Mrs. Faulenbach said they appreciate the PTO's continued support. <p>Mr. Hansell moved to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	
D.	<p>Athletic Trainer</p> <ul style="list-style-type: none"> • Ms. DiCorpo said the current provider cannot fulfill their obligation and the district is making due with substitute coverage piecemeal now. Legal has been consulted. This is a shortage area throughout the state. Ms. DiCorpo is asking that the Board consider a direct hire for now while keeping the door open to return to a contracted service when able. The cost is estimated at \$20-30,000 higher as a direct hire but it is a safety consideration not to have it. • Mrs. Faulenbach encouraged the district to work with legal regarding a monetary credit from the vendor down the road if the contracted service is used in the future. Ms. DiCorpo shared that she and Mr. Giovannone had been working with legal on this. • Mr. Giovannone said they have had a positive relationship with this vendor in the past. This is the first time there has been an issue. • Mr. Hansell said he was not sure why the direct hire would be any easier for the district than it is for the contracted service. The applicant pool is the same. Ms. DiCorpo said other districts have had success with this approach. • Mrs. Faulenbach said she is concerned with the district's vulnerability right now and agreed that we should do whatever we can to widen the net. • Mr. Giovannone said if approved and filled, a transfer will be necessary down the road from contracted services to the certified salary 	<p>Motion made and passed unanimously to bring Gifts & Donations: PTO-Exhibit B to the full Board for approval.</p> <p>D. Athletic Trainer</p>

	<p>account, perhaps using the non-certified salary line.</p> <ul style="list-style-type: none"> • Mrs. Monaghan asked about next year. Would the position be fully funded from the athletic line? Ms. DiCorpo said they will wait to see how things develop. <p>Mr. Helmus moved to bring the request for Athletic Trainer to the full Board for approval.</p> <p>Motion seconded by Mr. Hansell.</p> <p>Motion passed unanimously.</p>	
E.	<p>NMHS Alarm System Upgrades</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this need was discussed at Facilities. The concern is the impact the cost has on the already low capital reserve account and the timeline for the request as it moves through the Board and Town boards. She said the memo speaks for itself, and she has no doubt of the need, but this will basically clean out the capital reserve account. • Mr. Giovannone said the low balance is alarming but temporary pending final audit. In January approximately \$2.5 million will come back into the account. • Mrs. Faulenbach said her concern is with the gap until then should an emergency repair be needed. • Mr. Helmus asked what happens in that case. • Mrs. Faulenbach said they could either ask for a special appropriation or a “loan” in the form of a journal entry from the Town pending audit. • Mr. Giovannone said the journal entry has happened in the past with the roof project while we were waiting on insurance. • Mr. Helmus asked if a fast track strategy could be developed proactively with the Town rather than waiting for an immediate need. 	<p>Motion made and passed unanimously to bring the request for Athletic Trainer to the full Board for approval.</p> <p>E. NMHS Alarm System Upgrades</p>

	<ul style="list-style-type: none"> • Mrs. Faulenbach said if the Board were to authorize this purchase, discussion could include the flat capital reserve and a request for the Town to go on the record with arrangements for future needs. Perhaps a “threshold not to exceed” could be determined. • Mr. Helmus said this is not a new discussion. It came up when additional money was requested for the high school roof. He would prefer a preemptive journal entry. • Mrs. Monaghan agreed and said it would be good to set up a procedure ahead of time. <p>Mrs. Monaghan moved to bring NMHS Alarm System upgrades to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring NMHS Alarm System upgrades to the full Board for approval.</p>
4	<p>Items of Information</p> <p>A. Entitlement Grants: Title I, II, III and Bilingual</p> <ul style="list-style-type: none"> • Ms. DiCorpo said these grants are entitlement grants based on October 1 enrollment numbers. <p>B. 2022-23 Budget Development Update</p> <ul style="list-style-type: none"> • Ms. DiCorpo said she and Mr. Giovannone have been meeting for a few weeks now regarding the upcoming budget. They have been focused on enrollment and the internal budget calendar development to provide for earlier workshops and input. Specifically, they are comparing SLR’s projected enrollment with internal numbers regarding retention, early grads, Adult Ed, and Sherman, agriscience and Abbott Tech students to determine per pupil expenditures per school. K-5 principals have been provided their information and Mr. Giovannone is scheduling office hours with them to review. The next 	<p>Items of Information</p> <p>A. Entitlement Grants: Title I, II, III and Bilingual</p> <p>B. 2022-23 Budget Development Update</p>

	<p>step will be determining staffing levels per grade. SMS and NMHS principals will receive their information shortly.</p> <ul style="list-style-type: none"> • Mr. Helmus expressed concern about SMS budgeting, with an interim principal in place. • Ms. DiCorpo said they are working with Dr. Longo now and she and Mr. Giovannone will add support as needed, along with Mrs. Olson and Ms. Hollander. • Mrs. Faulenbach asked for an update on the COVID account as we move into the budget process. Mr. Giovannone said they would add it as an item of information to the Board agenda. • Ms. DiCorpo said it may show up in a workshop as well, along with one on restructured capital planning. • Mrs. Faulenbach said those are important pieces, but so are the fixed costs and contractual obligations that make up the bulk of the budget. • Mr. Helmus said he thought the Superintendent did a good job last year explaining both the what's and the why's of its budget and that was reflected in the support received. He hopes to see that continue this year. 	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
6.	<p>Adjourn</p> <p>Mrs. Monaghan moved to adjourn the meeting at 8:29 p.m. seconded by Mr. Hansell and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:29 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee