

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

BOARD OF EDUCATION
MEETING NOTICE

RECEIVED
TOWN CLERK *MMA*

2023 MAR 17 P 1:10

DATE:	March 21, 2023
TIME:	7:00 P.M.
PLACE:	Sarah Noble Intermediate School – Library Media Center

NEW MILFORD, CT

AGENDA

New Milford Public Schools Mission Statement

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

1. CALL TO ORDER

A. Pledge of Allegiance

2. PUBLIC COMMENT

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

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

3. PTO REPORT

4. STUDENT REPRESENTATIVES' REPORT

5. APPROVAL OF MINUTES

A. Approval of the following Board of Education Meeting Minutes:

- 1. February 21, 2023 Minutes

6. SUPERINTENDENT'S REPORT

7. BOARD CHAIRMAN'S REPORT

8. DISCUSSION AND POSSIBLE ACTION

A. Monthly Reports

- 1. Budget Position dated 2/28/23
- 2. Purchase Resolution: D-768
- 3. Request for Budget Transfers

B. Connecticut State Department of Education School Health, Nutrition and Family Services Child Nutrition Programs Authorized Signatures Change Form (*form and instructions are attached*)

C. Shepaug Agri-Science Seats

D. Bid Award - A&E for NMHS Woodshop

E. Policies for Approval:

- 1. 4118.6 Employee Use of the District's Computer Systems and Electronic Communications
- 2. 5131.9 Student Use of the District's Computer Systems and Internet Safety

3. 1151 Green Cleaning Programs
4. 1152 Pesticide Application on School Property
5. 1153 Automatic External Defibrillators
6. 5131.911 Bullying Prevention and Intervention Policy and Safe School Climate Plan

F. Policies for Deletion:

1. 3524 Hazardous Materials Communication Green Cleaning Program
2. 3524.1 Hazardous Materials in Schools Pest Management/Pesticide Application
3. 5141.27 First Aid/Emergency Medical Care/Illness/ Use of Automatic External Defibrillators

9. ITEMS OF INFORMATION

A. Employment Report - March 2023

B. Enrollment Report - March 2023

C. Field Trip Report - March 2023

D. Competitive Bid Waiver - Security Enhancements

E. Fundraising - March 2023

F. Retired Employees/Teachers

G. Administrative Regulations:

1. 1152 R Administrative Regulations Regarding Pesticide Application on School Property
2. 1153 R Administrative Regulations Regarding Automatic External Defibrillators
3. 5131.911 R Administrative Regulations Regarding Bullying Prevention and Intervention and Safe School Climate Plan

H. Central Office Update

I. NMHS Updates

1. Woodshop HVAC Update


2. Roof Update

J. Student Enrichment Update

K. Science of Reading Update

10. ADJOURN

**New Milford Board of Education
 Regular Meeting Minutes
 February 21, 2023
 Sarah Noble Intermediate School Library Media Center**

RECEIVED
 TOWN CLERK
 2023 FEB 24 P 1:32
 NEW MILFORD, CT


Present:	Mr. Pete Helmus, Chair Mrs. Wendy Faulenbach Mr. Brian McCauley Mr. Tom O'Brien Mrs. Olga Rella Mr. Eric Hansell Mrs. Tammy McInerney Mrs. Leslie Sarich Mrs. Sarah Herring
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Mr. Nicholas Carroccio, Student Representative
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1.		<p>Call to Order</p> <p>The regular meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mr. Helmus, Chairperson.</p> <p>Mrs. Faulenbach welcomed the new Board member, Mrs. Herring, and asked if she had been sworn in to which Mrs. Herring responded she had been.</p>	Call to Order
A.			
2.		<p>Public Comment</p> <p>Holly Newman, a New Milford resident, said her 8th grade son has been repeatedly bullied and told to kill himself. She said a boy pushed him down the stairs and was only suspended for a few days and came back to try and hurt her son again. The school did nothing other than suggest he have an adult escort him to his classes. He told a friend he was going to kill himself and fortunately that friend told her. They called 211 and the 211 counselor said his issue all revolved around school and suggested he leave Schaghticoke. The school</p>	Public Comment

	<p>keeps recommending restorative conversation which does not solve the problem. Her son now attends a different school at the parents expense as the school fails its students.</p> <p>Tracey Ruscil, a New Milford resident, said she has three children in New Milford schools, two of whom are autistic and unable to verbalize what is happening to them. Someone took a picture of her son with his pants down and it was not reported to her until 6 months later. Some students are “air dropping” comments such as: "you're more autistic and ugly” and other nasty comments. She said she did not know if her son was sexually assaulted and she feels her sons are not being protected by the school. The boys were separated to be bused by a van but the bully has not been impacted.</p> <p>Beth Basher, a New Milford resident, asked when is enough enough. She asked if students were learning or is going to school all about survival. She said her child is afraid of being killed or jumped in the hallway. She said respect is not practiced and all she can do is hold her daughter and wipe away her tears. She said consequences need to be implemented and asked again when is enough enough.</p> <p>Camryn Basher, a New Milford resident, said everyday kids have thoughts about suicide from being bullied. She said she has been called names but can't fight back because she gets in trouble. She said there are days when she doesn't want to get out of bed because she doesn't feel safe.</p> <p>Erin Haynes, a New Milford resident, parent of a 4th grader and music teacher at Hill & Plain School was here to speak in support of parents speaking about bullying. She said her son has minimal verbal communication and would not be able to report bullying. She said students use airdrops, social media, and texts to bully. She asked when these students are taught about acceptance and inclusion. She said the district</p>	
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	<p>needs to find options to create safe learning environments for students.</p> <p>Megan Byrd, a New Milford resident, PTO president at Schaghticoke for two years, said she was the person dealing with situations at dances. She said a student came to a dance and a physical altercation ensued. She said bullying doesn't just impact the bullied students. Her son was in 7th grade and was disgusted and tried to do something. They were invited to a school climate meeting but they have not addressed bullying. The problem of bullying is severe.</p> <p>McKenzie Basher, a New Milford resident, said the bullying seems to always be in one classroom and one time they put hand sanitizer all over her clothes and arms. She decided that she could not stay in that classroom.</p> <p>Olivia Vanak, a New Milford resident, said no one deserves to be treated by the bullies in this way.</p> <p>Sara DeLucia, a New Milford resident, said she graduated in 2014 and was so bullied she got the police involved. As a result she suffered from an extreme eating disorder. She was battling with the school because she decided to stay out of school and the principal yelled at her. She said this issue is huge and she is heartbroken listening to it now.</p> <p>Laura Grassler Lockwood Flake, a New Milford resident, said her son is a white knight at Schaghticoke as he tries to step in to help those being bullied. She has four other older children who went to New Fairfield and Sherman schools and they did not experience these bullying issues. She said she would like to see procedures and protocols in place to report bullying. She was recently made aware of an anonymous form that one can use to report it. She suggested a letter be sent to parents advising them of what they can and should do if they are aware of bullying.</p> <p>Russell Newman, a New Milford resident, said he has heard about these horrific actions at</p>	
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	<p>Schaghticoke but was never informed about the anonymous form that could be filled out. He said there should be some electronic monitoring to flag and catch the inappropriate behavior. Children who are causing the bullying should be separated not the other way around.</p>	
3.	<p>PTO REPORT</p> <p>Mrs. Byrd, PTO President, said Northville held a bingo night and the 2nd grade will hold a Jump Rope for Heart fundraiser.</p> <p>Hill & Plain hosted a Sweetheart Dance with 350 attendees and they will hold a read-a-thon soon.</p> <p>The PTO is aware of the issue of bullying and is bringing a program to Hill & Plain about respect.</p> <p>Sarah Noble will be holding its monthly book fair and on the 22nd they will hold a booster-thon glow run fundraiser through March 3rd.</p> <p>Schaghticoke will have a 7th Grade Dance and they sold friend grams for Valentine's Day. March 6th will be the end of year celebrations and they will host a Booster-thon Dance from March 8 through the 17th.</p> <p>New Milford High now has water bottle fillers at water stations and the PTO offered hot chocolate for seniors.</p> <p>Townwide the PTO will be hosting a Summer Camp Expo on March 4 at Sarah Noble and is running a Yankee game fundraiser.</p>	PTO REPORT
4.	<p>STUDENT REPRESENTATIVES REPORT</p> <p>Mr. Carroccio said Northville held a town wide pajama day and bingo which was hosted by the PTO. The school thanked Mayor Pete Bass, the Fire Chief and the Police for calling out the numbers for bingo. February is Crazy Hair Day to celebrate 90 days of school; 2nd graders celebrated Halfway Hawaiian Day; and 1st graders celebrated 101st Day with 101 Dalmations.</p>	STUDENT REPRESENTATIVES REPORT

		<p>Hill & Plain students raised \$14,000 for Kids for Heart Challenge. PTO hosted a Sweetheart Dance and they celebrated the 100th day of school focusing on perseverance.</p> <p>Sarah Noble 5th graders celebrated their 1000th day since Kindergarten. They wrote letters to their future selves to read in high school.</p> <p>Schaghticoke held concerts for orchestra, chorus and jazz bands. They held their quarterly all team meetings building community and capacity.</p> <p>New Milford High girls basketball play the 21st at 6 pm. February 8th was wingman day; February 18th was the band home show; and February 23rd will be a jazz, orchestra and advanced band concert.</p>	
<p>5.</p>	<p>A.</p>	<p>APPROVAL OF MINUTES Approval of the following Board of Education Meeting Minutes: 1. Budget Hearings and Adoption Meeting Minutes of January 17, 18, 24, 26, 2023</p> <p><i>Mr. Hansell moved to approve the Budget Hearings and Adoption Meeting Minutes of January 17, 18, 24, 26, 2023, seconded by Mrs. Faulenbach and passed 8-0-1.</i></p> <p><i>Aye: McCauley, O'Brien, McInerney, Helmus, Faulenbach, Sarich, Rella, Hansell</i> <i>Abstain: Herring</i></p> <p>2. Special Meeting Minutes of February 6, 2023</p> <p><i>Mr. McCauley moved to approve the Special Meeting Minutes of February 6, 2023, seconded by Mrs. Rella and passed 8-0-1.</i> <i>Aye: McCauley, O'Brien, McInerney, Helmus, Faulenbach, Sarich, Rella, Hansell</i> <i>Abstain: Herring</i></p>	<p>APPROVAL OF MINUTES Approval of the following Board of Education Meeting Minutes: 1. Budget Hearings and Adoption Meeting Minutes of January 17, 18, 24, 26, 2023</p> <p>Motion made and passed to approve the Budget Hearings and Adoption Meeting Minutes of January 17, 18, 24, 26, 2023.</p> <p>2. Special Meeting Minutes of February 6, 2023</p> <p><i>Motion made and passed to approve the Special Meeting Minutes of February 6, 2023</i></p>

6.	<p>SUPERINTENDENT'S REPORT Dr. Parlato said she had a wonderful first day visiting the high school, Sarah Noble and Hill & Plain. She will visit Schaghticoke and Northville tomorrow.</p> <p>She attended the Winter Percussion and Guard show.</p> <p>Dr. Parlato thanked Dr. Paddyfote for her assistance and guidance as she has been acclimating herself to the District.</p>	<p>SUPERINTENDENT'S REPORT</p>
7.	<p>BOARD CHAIRMAN'S REPORT</p> <p>Mr. Helmus welcomed Dr. Parlato as Superintendent and Mrs. Herring joined the Board tonight and will serve on the Policy and Committee on Learning subcommittees.</p> <p>He asked for volunteers for an ad hoc committee to create the Superintendent's rubric performance document.</p> <p>He thanked Dr. Paddyfote for her work as Interim Superintendent and said it was a privilege to work with her.</p> <p>Dr. Paddyfote said she was pleased to come back and wished Dr. Parlato and the Board the best.</p>	<p>BOARD CHAIRMAN'S REPORT</p>
8.	<p>A.</p> <p>Monthly Reports 1. Budget Position dated 1/31/23 2. Purchase Resolution: D-767 3. Request for Budget Transfers</p> <p><i>Mrs. Faulenbach moved to approve monthly reports: Budget Position dated 1/31/23; Purchase Resolution: D-767; and Request for Budget Transfers, seconded by Mr. McCauley.</i></p> <p>Mrs. Faulenbach said the Board received the minutes from the sub-committee and at the next Operations Committee meeting they will discuss where they are in the fiscal year as it comes to close.</p>	<p>Monthly Reports 1. Budget Position dated 1/31/23 2. Purchase Resolution: D-767 3. Request for Budget Transfers</p> <p><i>Motion made and passed to approve monthly reports: Budget Position dated 1/31/23; Purchase Resolution: D-767; and Request for Budget Transfers.</i></p>

	<p>Mr. Giovannone said they discussed the transportation costs and the excess costs reimbursements.</p> <p><i>The motion passed 8-0-1.</i> <i>Aye: McCauley, O'Brien, McInerney, Helmus, Faulenbach, Sarich, Rella, Hansell</i> <i>Abstain: Herring</i></p> <p>B. Policies for Deletion in accordance with Policy 9311:</p> <ol style="list-style-type: none"> 1. 5010 Concepts and Roles in Student Policies 2. 5112.4 Student Enrollment Data 3. 5113.1 Work Permits 4. 5113.14 Senior Privileges 5. 5114.12 Student Due Process 6. 5116 School Census 7. 5117 School Attendance Areas 8. 5118 Nonresident Students 9. 5121 Examination/Grading/Rating 10. 5121.2 Eligibility for Honor Rolls 11. 5122 Student Placement <p><i>Mrs. McInerney moved to delete the following policies in accordance with Policy 9311, seconded by Mrs. Rella.</i></p> <ol style="list-style-type: none"> <i>1. 5010 Concepts and Roles in Student Policies</i> <i>2. 5112.4 Student Enrollment Data</i> <i>3. 5113.1 Work Permits</i> <i>4. 5113.14 Senior Privileges</i> <i>5. 5114.12 Student Due Process</i> <i>6. 5116 School Census</i> <i>7. 5117 School Attendance Areas</i> <i>8. 5118 Nonresident Students</i> <i>9. 5121 Examination/Grading/Rating</i> <i>10. 5121.2 Eligibility for Honor Rolls</i> <i>11. 5122 Student Placement</i> <p><i>The motion passed 8-0-1.</i> <i>Aye: McCauley, O'Brien, McInerney, Helmus, Faulenbach, Sarich, Rella, Hansell</i></p>	<p>Policies for Deletion in accordance with Policy 9311:</p> <ol style="list-style-type: none"> 1. 5010 Concepts and Roles in Student Policies 2. 5112.4 Student Enrollment Data 3. 5113.1 Work Permits 4. 5113.14 Senior Privileges 5. 5114.12 Student Due Process 6. 5116 School Census 7. 5117 School Attendance Areas 8. 5118 Nonresident Students 9. 5121 Examination/Grading/Rating 10. 5121.2 Eligibility for Honor Rolls 11. 5122 Student Placement <p><i>Motion made and passed to delete the following policies in accordance with Policy 9311:</i></p> <ol style="list-style-type: none"> <i>1. 5010 Concepts and Roles in Student Policies</i> <i>2. 5112.4 Student Enrollment Data</i> <i>3. 5113.1 Work Permits</i> <i>4. 5113.14 Senior Privileges</i> <i>5. 5114.12 Student Due Process</i> <i>6. 5116 School Census</i> <i>7. 5117 School Attendance Areas</i> <i>8. 5118 Nonresident Students</i> <i>9. 5121 Examination/Grading/Rating</i> <i>10. 5121.2 Eligibility for Honor Rolls</i> <i>11. 5122 Student Placement</i>
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	<p><i>Abstain: Herring</i> Mrs. Faulenbach thanked the committee for the work on the assessment of policies over the last two years. She said the Board should take the opportunity to clean up the policies when they can.</p> <p>Mrs. Rella said these policies have either been rewritten or appear somewhere else in another policy.</p> <p>Mrs. McInerney said some of the policies are really regulations.</p> <p>C. Policy for Approval in accordance with Policy 9311: 1. Revision of Policy 5118.1 Homeless Students</p> <p><i>Mrs. Rella moved to approve the Revision of Policy 5118.1 Homeless Students in accordance with Policy 9311, seconded by Mrs. Sarich.</i></p> <p>Mrs. Rella said this has been updated to reflect what the state is now mandating.</p> <p><i>The motion passed 8-0-1. Aye: McCauley, O'Brien, McInerney, Helmus, Faulenbach, Sarich, Rella, Hansell Abstain: Herring</i></p> <p>D. Bid Award for Student Care Workers</p> <p><i>Mrs. Faulenbach moved to approve the Bid Award for student care workers, seconded by Mrs. McInerney.</i></p> <p>Mrs. Faulenbach said this was brought to Operations and was recommended by Mrs. Olson due to a long standing positive relationship with the vendor.</p> <p><i>The motion passed 8-0-1. Aye: McCauley, O'Brien, McInerney, Helmus, Faulenbach, Sarich, Rella, Hansell</i></p>	<p>Policy for Approval in accordance with Policy 9311: 1. Revision of Policy 5118.1 Homeless Students</p> <p><i>Motion made and passed to approve the Revision of Policy 5118.1 Homeless Students in accordance with Policy 9311</i></p> <p>Bid Award for Student Care Workers</p> <p><i>Motion made and passed to approve the Bid Award for student care workers</i></p>
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		<i>Abstain: Herring</i>	
9.	A.	ITEMS OF INFORMATION Employment Report Mrs. McInerney said she was sorry the District is losing another Spanish teacher and wished Math Teacher Joy Taubert a Happy Retirement.	ITEMS OF INFORMATION Employment Report
	B.	Enrollment Report 2/1/23	Enrollment Report 2/1/23
	C.	Field Trip Report - February 2023 Mr. Helmus said these are all zero cost thanks to the PTO. Mrs. McInerney said the schools also help pick up the costs.	Field Trip Report - February 2023
	D.	2023-2024 Calendar Mrs. Hollander said this has been seen by all bargaining units and the parent conferences have been broken up so they are not consecutive nights.	2023-2024 Calendar
	E.	5118.1 R - Administrative Regulation Regarding Homeless Children and Youth	5118.1 R - Administrative Regulation Regarding Homeless Children and Youth
	F.	5113.14 R - Administrative Regulation — Junior/Senior Privileges	5113.14 R - Administrative Regulation — Junior/Senior Privileges
	G.	5121.2 R - Administrative Regulation - Eligibility for Honor Rolls	5121.2 R - Administrative Regulation - Eligibility for Honor Rolls
	H.	E-rate Funding	E-rate Funding
	I.	PURA Pegpetia Technology Grant Mrs. Faulenbach asked when the District will receive word and Mr. Turner said possibly in one month. This is a non matching grant and the District applied in 2020 as well.	PURA Pegpetia Technology Grant
	J.	Town of New Milford Audit Report dated June 30, 2022	Town of New Milford Audit Report dated June 30, 2022

**New Milford Board of Education
 Regular Meeting Minutes
 February 21, 2023
 Sarah Noble Intermediate School Library Media Center**

	<p>Mr. Giovannone said the auditors found no deficiencies and he thanked his staff for their help on the audit. The balance of the surplus will go into Capital Reserve per the motion made in June of 2022.</p> <p>K. Fundraising - January 2023 Mrs. McInerney said she was grateful to the PTO for all of their help at the schools.</p>	<p>Fundraising - January 2023</p>
<p>10.</p>	<p>Adjourn</p> <p><i>Mr. O'Brien moved to adjourn the meeting at 8:06 pm, seconded by Mr. McCauley and passed unanimously.</i></p>	<p>Adjourn</p> <p><i>Motion made and passed unanimously to adjourn the meeting at 8:06 p.m.</i></p>

Respectfully submitted:



Mrs. Leslie Sarich
 Secretary



BUDGET POSITION DATED 2/28/23

RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	30,920,462	0	30,920,462	17,781,562	12,568,841	570,059	98.16%
100'S	SALARIES - NON CERTIFIED	9,964,002	55,000	10,019,002	5,917,215	2,696,683	1,405,104	85.98%
200'S	BENEFITS	11,165,730	0	11,165,730	8,414,221	2,259,447	492,063	95.59%
300'S	PROFESSIONAL SERVICES	4,147,549	-55,000	4,092,549	2,666,711	896,643	529,195	87.07%
400'S	PROPERTY SERVICES	963,512	0	963,512	565,071	196,037	202,404	78.99%
500'S	OTHER SERVICES	9,535,698	0	9,535,698	6,366,756	3,196,704	(27,762)	100.29%
600'S	SUPPLIES	2,699,331	0	2,699,331	1,309,703	846,234	543,394	79.87%
700'S	CAPITAL	22,784	0	22,784	3,097	1,281	18,407	19.21%
800'S	DUES AND FEES	93,268	0	93,268	72,006	850	20,412	78.11%
900'S	REVENUE	-1,745,047	0	-1,745,047	-273,023	0	-1,472,024	15.65%
	GRAND TOTAL	67,767,289	0	67,767,289	42,823,318	22,662,719	2,281,252	96.63%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	535,390	0	535,390	228,158	0	307,232	42.62%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,188,657	0	2,188,657	1,260,202	835,683	92,772	95.76%
51202	SALARIES - NON CERT - SUBSTITUTES	971,737	0	971,737	768,174	0	203,563	79.05%
51210	SALARIES - NON CERT - SECRETARY	2,093,451	55,000	2,148,451	1,239,416	618,678	290,356	86.49%
51225	SALARIES - NON CERT - TUTORS	260,695	0	260,695	56,919	0	203,776	21.83%
51240	SALARIES - NON CERT - CUSTODIAL	1,971,159	0	1,971,159	1,212,498	627,207	131,454	93.33%
51250	SALARIES - NON CERT - MAINTENANCE	950,613	0	950,613	550,316	280,168	120,129	87.36%
51285	SALARIES - NON CERT - TECHNOLOGY	508,703	0	508,703	313,445	174,127	21,131	95.85%
51336	SALARIES - NON CERT - NURSES	483,597	0	483,597	288,087	160,820	34,690	92.83%
	TOTAL	9,964,002	55,000	10,019,002	5,917,215	2,696,683	1,405,104	85.98%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	622,565	0	622,565	366,190	0	256,375	58.82%
52201	BENEFITS - MEDICARE	531,498	0	531,498	337,160	0	194,338	63.44%
52300	BENEFITS - PENSION	929,692	0	929,692	929,692	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	33,000	0	33,000	3,932	8,068	21,000	36.36%
52810	BENEFITS - HEALTH INSURANCE	8,397,600	0	8,397,600	6,360,236	2,037,364	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	65,025	59,975	0	100.00%
52830	BENEFITS - LIFE INSURANCE	126,000	0	126,000	63,018	57,982	5,000	96.03%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	400,375	0	400,375	288,969	96,056	15,349	96.17%
	TOTAL	11,165,730	0	11,165,730	8,414,221	2,259,447	492,063	95.59%



BUDGET POSITION DATED 2/28/23

AGENDA ITEM 3A-1
MARCH 2023 MEETING

EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	30,920,462	0	30,920,462	17,781,562	12,568,841	570,059	98.16%
51200	NON-CERTIFIED SALARIES	9,964,002	55,000	10,019,002	5,917,215	2,696,683	1,405,104	85.98%
52000	BENEFITS	11,165,730	0	11,165,730	8,414,221	2,259,447	492,063	95.59%
53010	LEGAL SERVICES	238,553	0	238,553	222,089	0	16,464	93.10%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	7,424	0	67,576	9.90%
53200	PROFESSIONAL SERVICES	2,406,345	0	2,406,345	1,487,111	691,734	227,500	90.55%
53201	MEDICAL SERVICES - SPORTS	52,700	-50,000	2,700	2,260	0	440	83.70%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	5,749	0	4,751	54.75%
53220	IN SERVICE	114,450	0	114,450	58,359	65	56,026	51.05%
53230	PUPIL SERVICES	576,592	0	576,592	393,936	125,819	56,837	90.14%
53300	OTHER PROF/ TECH SERVICES	46,785	0	46,785	22,344	0	24,441	47.76%
53310	AUDIT/ACCOUNTING	41,250	0	41,250	41,250	0	0	100.00%
53500	TECHNICAL SERVICES	238,871	0	238,871	179,865	7,313	51,692	78.36%
53530	SECURITY SERVICES	228,503	0	228,503	156,792	71,711	0	100.00%
53540	SPORTS OFFICIALS SERVICES	118,000	-5,000	113,000	89,532	0	23,468	79.23%
54101	CONTRACTUAL TRASH PICK UP	93,016	0	93,016	61,862	22,112	9,042	90.28%
54301	REPAIRS & MAINTENANCE	475,762	0	475,762	349,589	93,140	33,032	93.06%
54302	FIRE / SECURITY MAINTENANCE	1,700	0	1,700	1,351	0	349	79.49%
54303	GROUPS MAINTENANCE	12,700	0	12,700	8,620	0	4,080	67.88%
54310	GENERAL REPAIRS	43,170	0	43,170	7,850	7,434	27,886	35.41%
54320	TECHNOLOGY RELATED REPAIRS	41,637	0	41,637	18,683	2,123	20,831	49.97%
54411	WATER	68,195	0	68,195	29,712	38,483	0	100.00%
54412	SEWER	15,559	0	15,559	15,559	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	211,773	0	211,773	71,844	32,744	107,185	49.39%
55100	PUPIL TRANSPORTATION - OTHER	175,790	0	175,790	130,600	45,190	0	100.00%
55101	PUPIL TRANS - FIELD TRIP	22,750	0	22,750	7,197	2,873	12,680	44.26%
55110	STUDENT TRANSPORTATION	5,053,987	0	5,053,987	3,453,116	1,962,575	-361,705	107.16%
55200	GENERAL INSURANCE	306,689	0	306,689	306,689	0	0	100.00%
55300	COMMUNICATIONS	39,440	0	39,440	19,170	20,270	0	100.00%
55301	POSTAGE	32,750	0	32,750	9,963	22,787	0	100.00%
55302	TELEPHONE	80,966	0	80,966	57,654	23,312	0	100.00%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	1,030	0	6,970	12.87%
55505	PRINTING	31,210	0	31,210	14,583	3,436	13,191	57.73%
55600	TUITION - TRAINING	30,000	0	30,000	-900	0	30,900	-3.00%
55610	TUITION - PUBLIC PLACEMENTS	1,129,164	0	1,129,164	805,814	142,984	180,366	84.03%
55630	TUITION - PRIVATE PLACEMENTS	2,578,401	0	2,578,401	1,552,563	973,252	52,586	97.96%
55800	TRAVEL	46,551	0	46,551	9,277	25	37,249	19.98%
56100	GENERAL INSTRUCTIONAL SUPPLIES	168,026	0	168,026	84,965	26,530	56,532	66.36%
56110	INSTRUCTIONAL SUPPLIES	397,899	0	397,899	247,704	25,385	129,194	68.63%
56120	ADMIN SUPPLIES	31,918	0	31,918	6,188	2,564	23,166	27.42%
56210	NATURAL GAS	219,960	0	219,960	79,494	140,466	0	100.00%
56220	ELECTRICITY	1,021,171	0	1,021,171	427,374	495,184	98,613	90.34%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	238,503	0	238,503	165,057	50,383	23,063	90.33%
56260	GASOLINE	38,375	0	38,375	10,378	2,722	25,275	34.14%
56290	FACILITIES SUPPLIES	320,428	0	320,428	161,010	70,673	88,745	72.30%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	497	7,341	8,637	47.58%
56292	UNIFORMS/ CONTRACTUAL	13,222	0	13,222	8,722	3,295	1,205	90.89%
56293	GROUNDKEEPING SUPPLIES	22,585	0	22,585	2,108	5,143	15,335	32.10%
56410	TEXTBOOKS	63,639	0	63,639	45,574	2,763	13,202	75.95%
56411	CONSUMABLE TEXTS	27,126	0	27,126	13,493	56	11,477	49.95%
56420	LIBRARY BOOKS	52,049	0	52,049	27,518	5,876	18,655	64.16%
56430	PERIODICALS	17,224	0	17,224	8,586	2,622	5,832	65.07%
56460	WORKBOOKS	1,900	0	1,900	0	0	1,900	0.00%
56500	SUPPLIES - TECH RELATED	44,580	0	44,580	21,034	5,233	18,313	58.92%
57345	INSTRUCTIONAL EQUIPMENT	7,154	0	7,154	1,557	0	5,597	21.76%
57400	GENERAL EQUIPMENT	2,500	0	2,500	610	1,281	609	75.62%
57500	FURNITURE & FIXTURES	13,130	0	13,130	930	0	12,200	7.08%
58100	DUES & FEES	93,268	0	93,268	72,006	850	20,412	78.11%
EXPENDITURE TOTAL		69,512,336	0	69,512,336	43,096,341	22,662,719	3,753,276	94.60%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,301,689	0	-1,301,689	0	0	-1,301,689	0.00%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-87,813	0	27,306	145.13%
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	-18,923	0	-36,077	34.41%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-13,813	0	-14,138	49.42%
44800	REGULAR ED TUITION	-116,000	0	-116,000	-40,000	0	-76,000	34.48%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	-34,660	0	4,760	115.92%
49103	DCF TUITION	-85,000	0	-85,000	-21,814	0	-63,186	25.66%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-20,000	0	-5,400	78.74%
44851	PARKING PERMIT FEES	-41,700	0	-41,700	-36,000	0	-5,700	86.33%
	REVENUE TOTAL	-1,745,047	0	-1,745,047	-273,023	0	-1,472,024	15.65%
	GRAND TOTAL	67,767,289	0	67,767,289	42,823,318	22,662,719	2,281,252	96.63%

BOE Capital Reserve Acct #43020000-10101	
MUNIS Balance as of 7/1/22	3,039,825
Contribution Towards NMHS Roof Replacement	-450,000
Approved by BoF - 5 year Capital Withdraw 22/23	-980,030
Close and return of Security Grant Set-Asside	201,875
Wastewater Management Plan - SMS	-20,000
NMHS Woodshop	-233,980
Central Office to SNIS move	-100,000
Fiscal Year end 21/22 Deposit	2,816,025
TOTAL AS OF 2/28/23*	4,273,715

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
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 9/29/21	1,890
CONTRIBUTION - FROM BOE 20.21 FYE BALANCE	100,000
CONTRIBUTION - FROM TOWN DATED 6/9/22	50,000
TOTAL AS OF 2/28/23*	365,880



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
5 YEAR CAPITAL	SMS	OMNI DATA	SECURITY CAMERA UPGRADES @ SMS	\$ 75,000.00	57400
5 YEAR CAPITAL	DISTRICT	LANDMARK FACILITIES GROUP, INC.	A&E SERVICES FOR NMHS WOODSHOP	\$ 16,500.00	57300
GENERAL	DISTRICT	TRAVELERS	CYBER SECURITY POLICY	\$ 15,404.00	55200
GENERAL	DISTRICT	EDADVANCE	EXPELLED STUDENTS (3) TUITION FOR JANUARY 2023	\$ 9,240.00	55105
GENERAL	DISTRICT	TYLER TECHNOLOGIES	PACE TRAINING HOURS PLUS 3 PASSES TO TYLER CONNECT CONFERENCE	\$ 7,725.00	53200
GENERAL	TECHNOLOGY	SCREENCASTIFY	SITE LICENSE FOR THE DISTRICT	\$ 5,700.00	53200



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3A-3
MARCH 2023 MEETING

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

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



Connecticut State Department of Education
 School Health, Nutrition and Family Services
 Child Nutrition Programs
 450 Columbus Boulevard, Suite 504
 Hartford, CT 06103-1841

<i>For state use only</i>	
Effective date:	_____
Agreement numbers:	
School programs	_____
Child care centers	_____
Adult day care centers	_____
Day care homes	_____
Summer food service	_____

Authorized Signatures Change Form

Read the *Instructions for Completing the Authorized Signatures Change Form* before completing this form. Scan and e-mail the completed form to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

This is to certify that on Insert date (month, day, year) 3/21/2023, as shown in the minutes of new Milford Board of Education the following action was taken to revise the authorized signers of the **ED-099 Agreement for Child Nutrition Programs**.

- Signature 1:** The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

<i>Signature</i>	<i>Printed name</i>
<i>Title (superintendent of schools, mayor, selectman, president, chairperson of the board, pastor, or commissioner)</i>	<i>Date</i>
<i>E-mail</i>	<i>Phone number</i>

- Signature 2:** In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

<i>Signature</i>	<i>Printed name</i>
<i>Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner)</i>	<i>Date</i>
<i>E-mail</i>	<i>Phone number</i>

- Signature 3:** The signature below certifies the above action.

<i>Signature</i>	<i>Title (secretary of corporation, town clerk, secretary of the board)</i>
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This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signatures_Change_Form.pdf. *This institution is an equal opportunity provider.*

Instructions for Completing the Authorized Signatures Change Form

The **ED-099 Agreement for Child Nutrition Programs** (Agreement) is the formal agreement between a sponsoring organization and the Connecticut State Department of Education (CSDE) to operate one or more of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The Agreement designates representatives authorized to enter into an agreement with the CSDE and certifies the claims for reimbursement. The Agreement is permanent and amended as changes occur. The CSDE recognizes that one or both authorized signers will change periodically. The sponsoring organization **must** execute the CSDE's *Authorized Signatures Change Form* whenever there is a change to either of the two authorized signers.

Claims for reimbursement are valid only when certified by authorized signers on file with the CSDE. Action by the board of education must occur to make changes to authorized signers so that claims can be signed and submitted, and reimbursement delays are avoided.

Required Information

The *Authorized Signatures Change Form* must include the information below.

- **Date** of the board meeting is when the governing body of the sponsoring organization took action to change one or both authorized signers.
- **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement. The person is head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
- **Signature 2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner).
- **Signature 3** certifies the board action and is not authorized to sign the claim. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk, or secretary of the corporation).

Submitting to the CSDE

Scan and e-mail the signed and dated *Authorized Signatures Change Form* to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

Instructions for Completing the Authorized Signatures Change Form

Questions

Contact the CSDE's Child Nutrition Programs staff. Refer to the CSDE's document, *Child Nutrition Staff and Responsibilities*.



For information on the Child Nutrition Programs, visit the CSDE's [Child Nutrition Programs](#) webpage, or contact the [child nutrition programs staff](#) at the Connecticut State Department of Education, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signature_Change_Form_Instructions.pdf.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; victims of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

DR. MARC J. GOSSELIN, JR.
Superintendent of Schools
gosselin@region12.org

NICOLE GRANT
Director of Finance
grant@region12.org

DONALD O'LEARY
Director of Facilities
oleary@region12.org



DR. TERESA DEBRITO
Director of Curriculum
& Instruction
debrito@region12.org

ALLYSON O'HARA
Director of Pupil
Personnel Services
o'hara@region12.org

February 14, 2023

Dear Dr. Paddyfoote,

I am following up on our meeting last week concerning the strong interest from New Milford students in our Agricultural Science program here in Region 12. As I shared, we have 27 applications from New Milford residents. Applications from New Milford make up the lion's share of our applications. The 27 applications exceed the next highest town's applications by 12. We have 17 candidates from New Milford that have earned a top score on our screening rubric. We are reaching out to see if New Milford would allow a greater number than the four slots currently open to New Milford under our current agreement. This would enable us to meet the educational needs of these students and avoid New Milford from having to tell 24 families that their children cannot pursue this unique program of academic and career preparation.

The cost to New Milford is \$6,823 per student, and it should be noted that Region 12 spends \$29,347 per student. As such, Region 12 does bear a significant cost to educate these students that exceed the tuition we receive from sending communities. This is a shared sacrifice in the best interest of these students.

As you know, pending legislation is expected to be adopted and implemented in the 24-25 school year that would shift the tuition burden to the state for students opting into agriscience education.

We are looking to send acceptance letters as soon as this week and would love for New Milford to take advantage of this chance to meet the needs of the students and families of New Milford. Please let us know if New Milford would like to reserve additional seats for their students in the freshmen class for 2023-2024.

Sincerely,

A handwritten signature in black ink that reads 'Marc J. Gosselin Jr.' in a cursive script.

Dr. Marc J. Gosselin Jr.
Region 12 Superintendent of Schools



Office of Fiscal Services & Operations
50 East Street
New Milford, Connecticut 06776

3-B
Operations Sub-Committee
March 2023

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: March 6, 2023
RE: RFP E-2223-003 - A&E for NMHS Woodshop

The request for proposal related to A&E for the NMHS Woodshop was posted on February 8, 2023, required a mandatory walk-through on February 17, 2023 and closed on February 27, 2023. The bid documents were available on our website, emailed to current and prospective bidders as well as being sent to the newspaper to run as a legal notice. There were two vendors who submitted proposals and their pricing is below:

- Landmark Facilities Group - \$16,500
- Silver Petrucelli + Associates - \$37,045

Based on the price savings and confirmation of positive reference checks, it is the joint recommendation of both myself and Mr. Matt Cunningham (Director of Facilities) that this be awarded to Landmark Facilities Group.

The complete proposal from Landmark Facilities Group and/or Silver Petrucelli + Associates is available via the Facilities Office. The amount of the award totals \$16,500 and is listed for approval on the Purchase Resolution presented this month.

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

FOR APPROVAL

Note from Shipman & Goodwin:

*Employee Use of the District's Computer Systems (15v13) (September 2022 Revision)
We have revised this policy and the accompanying regulations to make technical edits to better reflect current composition of district computer networks and electronic messaging systems.*

Series 4000 Personnel

NEW # 4118.6

EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The New Milford Board of Education (the "Board") has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education-related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this Policy, the system administrator and others managing the computer systems may access electronic messaging systems (including email) or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of electronic messaging systems (including email), messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic

data sent, posted and/or retrieved using social networking sites, including but not limited to, Twitter, Facebook, LinkedIn, Instagram and YouTube.

Incidental personal use of the computer systems may be permitted solely for the purpose of email transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

Legal References:

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR APPROVAL

Note from Shipman & Goodwin:

Student Use of the District's Computer Systems (15v13) (September 2022 Revision) We have revised this policy and the accompanying regulations to make technical edits to better reflect current composition of district computer networks and electronic messaging systems.

Series 5000 Students

NEW # 5131.9

STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The New Milford Board of Education (the "Board") has installed computers and a computer network(s), including Internet access and electronic messaging systems on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer network, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education-related purposes. The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child pornography, and ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

Legal References:

Conn. Gen. Stat. § 10-221

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18 U.S.C. §§ 2510 through 2520

Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254(h)

No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii)

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note from Shipman & Goodwin:

This model policy is intended for boards of education that have an integrated pest management plan.

If this policy is adopted, policy 3524.1 would be deleted and this policy would be placed in Series 1000, Community/Board Operation.

**Series 1000
Community/Board Operation**

New # 1152

POLICY REGARDING PESTICIDE APPLICATION ON SCHOOL PROPERTY

It is the policy of the New Milford Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any New Milford public school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The decision to apply pesticide in any building, or the grounds of any New Milford public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any New Milford public school during regular school hours or during planned activities at any school, except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents or guardians of children and/or staff members in any school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions.

Legal References:

Connecticut General Statutes:

§10-231a

§10-231b

§10-231d

Policy adopted: June 11, 2002

Policy revised: June 10, 2008

Policy revised: October 11, 2009

Policy revised: March 8, 2011

Policy reviewed: February 25, 2014

Policy revised: October 13, 2015

Policy revised:

**ADMINISTRATIVE REGULATIONS REGARDING PESTICIDE APPLICATION
ON SCHOOL PROPERTY**

A. Definitions:

1. **Pesticide**: means a fungicide used on plants, an insecticide, a herbicide or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent or a pesticide bait.
2. **Lawn Care Pesticide**: means a pesticide registered by the United States Environmental Protection Agency and labeled pursuant to the federal Insecticide, Fungicide and Rodenticide Act for use in lawn, garden and ornamental sites or areas. "Lawn care pesticide" does not include (A) a microbial pesticide or biochemical pesticide that is registered with the United States Environmental Protection Agency, (B) a horticultural soap or oil that is registered with the United States Environmental Protection Agency and does not contain any synthetic pesticide or synergist, or (C) a pesticide classified by the United States Environmental Protection Agency as an exempt material pursuant to 40 C.F.R. § 152.25, as amended from time to time.
3. **Integrated Pest Management**: means use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.
4. **Restricted Use Pesticide**: means any pesticide or pesticide use classified as restricted by the administrator of the United States Environmental Protection Agency or by the Connecticut Commissioner of Environmental Protection.
5. **Microbial Pesticide**: means a pesticide that consists of a microorganism as the active ingredient.
6. **Biochemical Pesticide**: means a naturally occurring substance that controls pests by nontoxic mechanisms.

B. Integrated Pest Management Plan:

1. The district's integrated pest management plan shall be consistent with the model pest control management plan developed by the Connecticut Commissioner of Environmental Protection pursuant to Section 22a-661 of the Connecticut General Statutes.

2. At the beginning of each school year, the district shall provide the staff of each school with written guidelines on how the integrated pest management plan is to be implemented and shall provide the parents or guardians of each child enrolled in each school with a statement that shall include a summary of the integrated pest management plan for the school. Such statement shall be provided to the parents or guardian of any child who transfers to a school during the school year. Such statement shall (1) indicate that the staff, parents or guardians may register for notice of pesticide applications at the school, and (2) describe the emergency notification procedures provided for in this section. Notice of any modification to the integrated pest management plan shall be sent to any person who registers for notice under this section.

C. Notice of Pesticide Application to Those Who Request Such Notice:

1. Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school.
2. Each school shall maintain a registry of persons requesting such notice.
3. Parents or guardians of children in any school and/or staff members in any school who register for prior notice of pesticide application at their school shall be provided notice, by any means practicable, of each scheduled pesticide application at their school on or before the day that any application of pesticide is to take place.
4. The notice shall include the following information:
 - a. The name of the active ingredient of the pesticide being applied;
 - b. The target pest;
 - c. The location of the application on school property;
 - d. The date of the application; and
 - e. The name of the school administrator, or designee, who may be contacted for further information.

D. Notice of Pesticide Application by Electronic Means:

1. Prior to providing for any application of pesticide within any building or on the grounds of any school, in addition to the notice requirements in Section C, above, the district shall provide for notice of such application not less than twenty-four (24) hours prior to such application by posting the notice required in Section C, above, either on or through: (a) The home page of the Internet web

site for the school where such application will occur, or, if the school does not have a web site, on the home page of the district's Internet web site, and (b) the primary social media account of such school or the district. For purposes of these administrative regulations and Section 10-231d of the Connecticut General Statutes, "social media" means an electronic medium where users may create and view user-generated content, such as uploaded or downloaded videos or still photographs, blogs, video blogs, podcasts or instant messages.

2. The district shall indicate on its home page how parents may register for prior notice of pesticide applications, as described in Section C, above.
3. Not later than March 15 of each year, each school or the district shall send through its e-mail notification or alert system or service the notice required by Section C, above, for applications made since January 1 of that year and a listing of such notices for applications made during the March 15 through December 31 timeframe from the preceding calendar year.
4. The district shall additionally print such e-mail notification required by this section in the applicable parent handbook or manual, although the reprinting of such handbook or manual shall not be required to provide such notification.
5. Nothing in these administrative regulations shall require the development or use of an Internet web site, social media account or e-mail notification or alert system by a school or the district that is not already in use or existence prior to October 1, 2015.

E. Emergency Pesticide Application:

1. In the event of a threat to human health, the Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members.
2. In the event of an immediate threat to human health, the Superintendent may direct that an emergency application of a pesticide be made, during regular school hours or during planned activities at school, without prior notice to parents or guardians of children in any school and/or staff members. Such application may only be made if (a) it is necessary to make the application during such period, and (b) such emergency application does not involve a restricted use pesticide.
3. In the event of such emergency application, no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
4. In the event of such emergency application, the provision set forth below in Section G regarding authorized pesticide applicators shall not apply if the

Superintendent determines that it is impractical to obtain the services of any such applicator, provided that the application does not involve a restricted use pesticide.

F. Record of Pesticide Application:

1. A copy of the record of each pesticide application at a school shall be maintained at the school for a period of five (5) years, which record shall include the information required by Section 22a-66a of the Connecticut General Statutes, as it may be amended from time to time.

G. Authorized Pesticide Applicator:

1. No person, other than a pesticide applicator with supervisory certification under Section 22a-54 of the Connecticut General Statutes or a pesticide applicator with operational certification under Section 22a-54 under the direct supervision of a supervisory pesticide applicator, may apply pesticide within any building or on the grounds of any school within the district. *[Other than a regional vocational agriculture center].*

H. Prohibition on Use of Lawn Care Pesticides at District Schools with Students through Grade 8:

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions and the conditions set forth above.

Legal References:

Connecticut General Statutes:

- § 10-231a
- § 10-231b
- § 10-231d
- § 22a-47
- § 22a-54
- § 22a-66a
- § 22a-66l

United States Code:

Federal Insecticide, Fungicide, and Rodenticide Act, 7 U.S.C. § 136 et seq.

Code of Federal Regulations:

40 C.F.R. § 152.25

Regulation Approved:

Note from Shipman & Goodwin:

We have revised this policy in accordance with legal trends and best practices relating to the use of an automatic external defibrillator (“AED”) on school property. We have also removed the requirement for schools to register AEDs with the state, as the regulation requiring registration was repealed. There were no statutory changes in 2016 concerning the use of AEDs on school property.

When this policy is approved, policy 5141.27 First Aid/Emergency Medical Care/Illness/Use of Automatic External Defibrillators should be deleted.

**Series 1000
Community/Board Operations**

New # 1153

POLICY REGARDING AUTOMATIC EXTERNAL DEFIBRILLATORS

In order to assist individuals who may experience sudden cardiac arrest or a similar life-threatening emergency during the school’s normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds, and during school-sponsored events not occurring during the normal operational hours of the school, the New Milford Board of Education (the “Board”) maintains at each school under the Board’s jurisdiction, automatic external defibrillators (“AEDs”) and school personnel trained in the operation of such automatic external defibrillators and the use of cardiopulmonary resuscitation. It is the policy of the Board to support the use of these automatic external defibrillators and trained school personnel during medically appropriate circumstances.

Requirements concerning the use and maintenance of AEDs are set forth in the accompanying Administrative Regulations as may be supplemented by or amended by the Administration from time to time.

For purposes of this policy and the accompanying regulations, an AED is a device that:

- 1) is used to administer an electric shock through the chest wall to the heart;
- 2) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis and, if necessary, apply therapy;
- 3) guides the user through the process of using the device by audible or visual prompts; and
- 4) does not require the user to employ any discretion or judgment in its use.

Legal References:

Connecticut General Statutes

- | | |
|-----------|--|
| § 19a-175 | Definitions |
| § 52-557b | Good Samaritan Law |
| § 10-212d | Availability of Automatic External Defibrillators in Schools |

Regulations of Connecticut State Agencies

- Department of Public Health § 19a-179-1 et seq.

Policy adopted: May 9, 2006
SCHOOLS
Policy reviewed: June 12, 2007
Connecticut
Policy revised: October 13, 2009
Policy revised: December 14, 2010
Policy revised: June 11, 2013

NEW MILFORD PUBLIC

New Milford,

**ADMINISTRATIVE REGULATIONS
AUTOMATIC EXTERNAL DEFIBRILLATORS**

I. Definitions:

Automatic External Defibrillator (AED) — a device that: (A) is used to administer an electric shock through the chest wall to the heart; (B) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis, and, if necessary, apply therapy; (C) guides the user through the process of using the device by audible or visual prompts; and (D) does not require the user to employ any discretion or judgment in its use.

AED certified person— a person who is certified in the operation of automatic external defibrillators and the use of cardiopulmonary resuscitation, and has a copy of his/her certification on record with the New Milford Public Schools.

II. Defibrillator Location

1. The New Milford Public Schools will have defibrillators and at least one AED certified person in each school building under the jurisdiction of the New Milford Board of Education (the “Board”).
2. The AEDs will be strategically placed and readily accessible to maximize rapid utilization.
3. After school hours, the AED may be moved from its designated location by an AED-certified athletic trainer/coach or other designated school staff member to support athletic department activities on school grounds or other school-sponsored activities. A visible sign must be left in the place of the AED with the phone number and the location of the individual having possession of the AED. The AED must be returned to its designated location upon completion of the supported activity.

III. Responsibility for Operation, Maintenance and Record-Keeping

1. The school nurse at each building in which an AED is installed will check the AED in the building on a regular basis, at least monthly. It will be that nurse's responsibility to verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready

for use, and that it has performed its self-diagnostic evaluation. If the nurse notes any problems, or the AED's self-diagnostic test has identified any problems, the nurse must contact the School Nurse Supervisor or designee immediately to report the problem.

2. After performing an AED check, the nurse shall indicate on the AED service log (Appendix III) that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service."
3. The School Nurse or his/her designee shall be responsible for the following:
 - a) AED service checks during the contracted school year;
 - b) the replacement of equipment and supplies for the AED;
 - c) the repair and service of the AED;
 - d) all recordkeeping for the equipment during the school year;
 - e) training, or scheduling training, for all Board employees who require such training or would like to receive such training;
 - f) maintaining a list of AED certified persons;
 - g) maintaining all records concerning incidents involving the use of an AED;
 - h) maintaining of copies of the certifications signed by the AED certified persons (Appendix IV);
 - i) reporting the need for revising the AED policy and administrative regulations to the Superintendent or designee.

IV. Training for AED certified persons

The Board will provide initial training or refresher training to the following classes of individuals on an annual basis:

1. Staff who work in the Health Services Department, including all school nurses and the School Nurse Supervisor;
2. Staff who work in the Athletic Department, including all athletic trainers, head coaches and the Athletic Director;
3. All building administrators; and
4. Other designated faculty and staff at each school.

The training will be provided in accordance with the standards set forth by the American Red Cross or American Heart Association. An individual completing this training will be considered an AED certified person. **[Note: Additional staff members may be required to receive training if the District has received State or Federal or private funds designated for the purchase of AEDs and for training employees on the use of AEDs and in CPR. For additional information, see Conn. Gen. Stat. § 10-212d.]**

V. Procedures for Use of an AED

1. To the extent practicable, AEDs should be retrieved and used by AED certified persons or other trained emergency medical services personnel. In the event no AED certified person or other trained emergency medical services personnel is available or present, an AED may be used by any individual in order to provide emergency care to an individual who may be in cardiac arrest or who may be experiencing a similar life-threatening emergency.
2. AEDs may only be used in medically appropriate circumstances.
3. In the event of use, the School Nurse promptly thereafter complete an AED check and verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. Any problems with the AED shall immediately be reported to the School Nurse Supervisor.

Regulation approved: May 9, 2006
Regulation reviewed: June 11, 2007

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

APPENDIX I

**NEW MLFORD PUBLIC SCHOOLS
AUTOMATIC EXTERNAL DEFIBRILLATOR LOG**

Any time the AED is retrieved and/or used, the AED must be returned to its original location after retrieval/use and the individual returning the AED must complete the necessary information below:

Retrieved (Date & Time)	In- Service	*Out- of- Service	Returned (Date & Time)	In- Service	*Out- of- Service	User Signature

***If out-of-service, immediately contact the School Nurse or School Nurse Supervisor.**

APPENDIX II

**NEW MILFORD PUBLIC SCHOOLS
AUTOMATIC EXTERNAL DEFIBRILLATOR
INCIDENT REPORT**

Name of person completing report: _____

Date report is being completed: _____ Date of incident: _____

Name of individual on whom AED was used: _____

Age of individual on whom AED was used: _____

Known status of individual: _____ Student
_____ Parent of Student
_____ Other, Explain _____

Describe incident:

List series of events from the beginning of the emergency until its conclusion:

Signature of person completing form: _____

Please forward to the School Nurse Supervisor no later than 48 hours after the incident.

APPENDIX III

**NEW MILFORD PUBLIC SCHOOLS
AUTOMATIC EXTERNAL DEFIBRILLATOR SERVICE LOG**

Date	Inspected and In-Service	Inspected and Out-of-Service	Signature of Nurse

Once per month or more often the School Nurse will inspect the AED. If the AED is out-of-service or does not have the appropriate equipment, the School Nurse will contact the School Nurse Supervisor or designee immediately.

APPENDIX IV

CERTIFICATION OF UNDERSTANDING AND AGREEMENT

To: New Milford Board of Education

From: _____

I, _____, hereby certify that I have completed the training provided by the New Milford Board of Education concerning the operation of an automatic external defibrillator and the use of cardiopulmonary resuscitation. I further certify that I have read, understand, and agree to comply with the New Milford Board of Education Policy Regarding Automatic External Defibrillators and the accompanying Administrative Regulations.

Sincerely,

AED certified person

Date

Notes from Shipman & Goodwin:

We have revised this policy to conform with Public Act No. 19-166, regarding bullying and safe school climate. The law, which passed two years ago, contained various provisions that recently went into effect. Effective July 1, 2021, the law changes the definition of “bullying” and “school climate,” adds new statutory definitions, and expands on the parental notification requirements surrounding verified acts of bullying. We also revised the policy to reflect a board’s statutory obligation to post the following on their websites: 1) training materials for school administrators; and 2) a plain language explanation of rights and remedies under Connecticut General Statutes 10-4a and 10-4b. The law requires that the training materials be posted after consultation with the State Department of Education and the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative. Shipman & Goodwin offers draft training materials, provided upon request, for boards to consider as they seek to comply with this requirement. The law also provides that the plain language explanation of rights and remedies will be developed and provided to boards of education by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative. Finally, we revised the policy in light of Public Act No. 21-95, which identifies additional individuals who must serve on a safe school climate committee, effective July 1, 2021.

[Please note: The State DOE strongly encourages districts to have safe school climate plans that are specifically tailored to meet individual school/district needs, in addition to the legislative requirements. For that reason, we encourage districts to utilize Section XI of the model Safe School Climate Plan to highlight the district and school specific initiatives in your district].

**Series 5000
Students**

5131.911

BULLYING PREVENTION AND INTERVENTION POLICY

The New Milford Board of Education (the “Board”) is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board’s Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly

operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying**" means an act that is direct or indirect and severe, persistent or pervasive, which:

- (1) causes physical or emotional harm to an individual;
- (2) places an individual in reasonable fear of physical or emotional harm; or
- (3) infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "**Cyberbullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, "**Teen Dating Violence**" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Consistent with the requirements under state law, the Board authorizes the Superintendent or designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;

- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in subdivision (4), above (A) of the results of such investigation, and (B) verbally or by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under Conn. Gen. Stat. Section 10-4a and 10-4b published on the Internet website of the Board;
- (9) require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
- (10) require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;

- (11) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (12) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (13) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (14) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (15) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (16) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- (17) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (18) require that all school employees annually complete the training described in Conn. Gen. Stat. §§ 10-220a or 10-222j related to the identification, prevention and response to bullying.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions

imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Board shall submit its Safe School Climate Plan to the State Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

As required by state law, the Board, after consultation with the Connecticut Department of Education and the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative, shall provide on the Board's website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability, or (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.

As required by state law, the Board shall post on its website the plain language explanation of rights and remedies under Connecticut General Statutes §§ 10-4a and 10-4b, as developed and provided to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative.

Legal References:

Public Act 19-166

Public Act 21-95

Conn. Gen. Stat. § 10-145a

Conn. Gen. Stat. § 10-145o

Conn. Gen. Stat. § 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. § 10-222g

Conn. Gen. Stat. § 10-222h

Conn. Gen. Stat. § 10-222j

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222l

Conn. Gen. Stat. § 10-222q

Conn. Gen. Stat. § 10-222r

Conn. Gen. Stat. §§ 10-233a through 10-233f

Policy adopted: November 8, 2011
SCHOOLS
Policy revised: October 14, 2014
Connecticut
Policy revised: August 17, 2021

NEW MILFORD PUBLIC

New Milford,