

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
2023 MAR 21 A 8:29
NEW MILFORD, CT

DATE:	April 25, 2023
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. 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. March 21, 2023 Minutes

6. SUPERINTENDENT'S REPORT

7. BOARD CHAIRMAN'S REPORT

8. DISCUSSION AND POSSIBLE ACTION

A. Monthly Reports

- 1. Budget Position dated 3/31/23
- 2. Purchase Resolution: D-769
- 3. Request for Budget Transfers

B. REVISION of Connecticut State Department of Education School Health, Nutrition and Family Services Child Nutrition Programs Authorized Signatures Change Form (*pre-filled form and instructions are attached: add Anthony Giovannone back to the form, remove Pete Helmus, and have Leslie Sarich as 3rd signature*)

C. Healthy Food Certification (HFC) Statement for School Year 2023-24

D. Policies for Second Review:

- 1. 5000 Non-discrimination (Students)
- 2. 5111 Student Attendance, Truancy and Chronic Absenteeism
- 3. 5125 Confidentiality and Access to Education Records
- 4. 5131 Student Discipline

- 5. 5131.6 Drug and Alcohol Use by Students
- 6. 5135 Chemical Health of Student Athletes
- 7. 5145.12 Policy Regarding Search and Seizure
- 8. 5145.45 Policy Regarding Students and Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990
- 9. 5145.7 Policy Regarding Title IX of the Education Amendments of 1972—
Prohibition of Sex Discrimination and Sexual Harassment (Students)
- 10. 5146 Child Sexual Abuse and Assault Response Policy and Reporting
- 11. 5156 Student Privacy (PPRA)
- E. Policies Recommended for Deletion Upon Approval of the Above Policies in Item D.
 - 1. 5000 Equal Educational Opportunity
 - 2. 5111 Admission, Placement, Age of Entrance
 - 3. 5111.1 Foreign Exchange Students
 - 4. 5112.3 School Attendance, Admission, Placement, Age of Entrance
 - 5. 5113 Truancy
 - 6. 5131 Student Conduct
 - 7. 5131.1 Student Behavior on School Transportation
 - 8. 5131.92 Corporal Punishment
 - 9. 5141.27 First Aid/Emergency Medical Care
 - 10. 5145.45 Section 504 Procedural Safeguards
 - 11. 5145.5 Sexual and Other Unlawful Harassment of Students
 - 12. 5145.7 Title IX Sexual Harassment of Students
 - 13. 5131.6 Drugs, Alcohol and Tobacco
 - 14. 5131.61 Inhalant Abuse
 - 15. 5141.5 Suicide Prevention and Intervention
 - 16. 5145.12 Student Search and Seizure
 - 17. 5145.122 Search and Seizure: Use of Dogs to Search School Property
 - 18. 5145.123 Search and Seizure: Use of Metal Detectors
 - 19. 5145.2 Freedom of Speech/Expression
 - 20. 5156 Research Involving Students
- F. Capital Reserve Withdrawal(s)
 - 1. Construction of a Permanent Central Office at SNIS
 - 2. Security Grant
 - 3. NMHS Gym Floor
- G. Grant Approval
 - 1. ED 244

9. ITEMS OF INFORMATION

- A. Employment Report - April 2023
- B. Enrollment Report - April 2023
- C. Field Trip Report - April 2023
- D. Fundraising - April 2023
- E. Retirements/Resignations
- F. Central Office Update
- G. Projected End of Year Balance
- H. NMHS Updates
 - 1. Woodshop HVAC Update
 - 2. Roof Update
 - 3. Batting Cages
- I. Administrative Regulations in Support of Policies in Item 8D.
 - 1. 5000 Non-discrimination (Students)
 - 2. 5111 Student Attendance, Truancy and Chronic Absenteeism
 - 3. 5125 Confidentiality and Access to Educational Records
 - 4. 5131 Student Discipline
 - 5. 5145.12 Search and Seizure

- 6. 5145.45 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990
- 7. 5145.7 Title IX of the Education Amendments of 1972—Prohibition of Sex Discrimination and Sexual Harassment (Students)
- 8. 5156 Student Rights (PPRA)

J. Programming and Support for Multi-Language Learners (ELL)

10. **ADJOURN**

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

RECEIVED
 MAR 24 2023
 NEW MILFORD, CT
 7470

Present:	Mr. Pete Helmus, Chairperson Mrs. Wendy Faulenbach Mr. Eric Hansell Mrs. Tammy McInerney Mr. Tom O'Brien Mrs. Olga I. Rella Mrs. Leslie Sarich Mrs. Sarah Herring
Absent:	Mr. Brian McCauley

Also Present:	Dr. Janet Parlato, 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 Ms. Terri Kavanagh, Human Resource Director Ms. Naomi Post, Student Representative Mr. Nicholas Carroccio, Student Representative
---------------	---

1.	A.	Call to Order Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:00pm by Mr. Pete Helmus, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	A. B.	Public Comment An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions: 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. 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	Public Comment

	<p>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.</p> <p>Megan Byrd, a New Milford resident, (2 Carlson Road), spoke about the Shepaug Agri-Science program noting there 27 applicants and Shepaug wanted to accept 17. There are 28 seats in the budget which includes all four years. She said 7 should have been accepted for next year, not three. Now three more seats have been found allowing for 6, although 11 scored perfectly. She said she is willing to help raise funds to get all 17 students into the program.</p> <p>Carla Wheaton, a New Milford resident, (351 Aspetuck Ridge Rd.) said her daughter applied to the Shepaug Agri-Science program and was accepted. She said she has never seen her so excited and said she would help fundraise to get other students in.</p> <p>Heather Byrd, a New Milford resident and student, said she is one of the top 11 students who applied to the Agri-Science program. She has ADHD and autism and really wants to go take part in this program. She shared part of the essay she wrote saying that the program includes one of her interests. She said Shepaug offers interesting opportunities not offered elsewhere. She also said Shepaug offers a friendly, quieter environment.</p> <p>Nina Cudney, a New Milford resident, (6 Fulton Road) said her eighth grader has been waitlisted for the Shepaug program. She said her daughter had an interest in horseback riding and she finally allowed her to take a lesson. Her daughter said she never felt so free after riding the horse the first time. She said 17 students qualified for a spot but only six can now go. She said there is space for them but no</p>	
--	---	--

		<p>funding and asked the Board to find a way to get these students into that program.</p> <p>Joseph Failla, (17 Cobbler Lane) a New Milford resident, said the Board has long put money into the education system to push kids into college but has neglected those looking for a different path. He said this should be a signal to the Board and community that students want different experiences.</p> <p>Emily Lee, a New Milford resident,(123 Mine Hill Road) said her daughter had to stay home during Covid because she was fighting cancer and needed her daughter's help. Her daughter had a hard time reintegrating into school and she did all the work to apply for this program.</p> <p>Anika Lee, a New Milford resident and student, said this is a golden opportunity to study zoology (veterinary sciences) with smaller class sizes. She said it has been difficult to learn with obnoxious, loud and disrespectful students.</p>	
3.		<p>PTO REPORT</p> <p>Ms. Byrd reported that townwide is working on fundraising for the senior scholarship. Two upcoming fundraisers - Yankee game and clothing drop box at JPCC April 1 through May.</p> <p>NMHS sold concessions at the winter dance. They have Hot Chocolate for seniors coming up this Thursday.</p> <p>Planning is underway for Staff Appreciation events and also senior events that PTO helps with. SMS just finished up their major fundraiser for the year - Boosterthon. It was very successful and ties together the fundraising with the focus on kindness and respect. They are also in the planning stages for their end of year activities for both staff and students.</p> <p>HPS and NES both recently hosted an assembly with Piglet the Blind and Deaf Pink Dog for</p>	<p>PTO REPORT</p>

		<p>Neurodiversity month. HPS also held their book fair and is currently running their read-a-thon. The HPS PTO sponsored the Respect Tour Assembly for all students and that was well received. They too are working on their end of year activities including staff appreciation event, an ice cream social and family art night and 2nd grade send off.</p> <p>SNIS held a very successful book fair and were able to provide approximately \$60 worth of books back to each classroom. They also hosted a booster-thon fundraising event which brought in over \$19,000.</p> <p>Teacher appreciation and 5th grade send off event committees have also been working on their end of year activities.</p> <p>NES has been busy planning staff appreciation and second grade send off as well. They have also funded several assemblies coming to the school including an Afro-Brazilian Dance Assembly, author visits by Melissa Shapiro and Ammi Joan Paquette and a presentation of The Dragon King by the Tanglewood Marionettes.</p>	
4.		<p>STUDENT REPRESENTATIVES' REPORT</p> <p>Northville has had two snow days. They recently sponsored Read Across America where after 25,000 minutes of reading they had a dance party. An Apex Fun Run was held recently. Author Melissa Shapiro came and read the story of Piglet, a blind and deaf dog.</p> <p>Hill and Plain recently worked with the word perseverance. They are beginning to use IReady. A kids' heart challenge raised \$14,000. They are now focusing on respect. Pigeon is Hill and Plain's favorite book character. The second grade learned some Irish dancing.</p> <p>Sarah Noble held its family math night with 100 families in attendance and they held their neurodiversity week programs.</p>	<p>STUDENT REPRESENTATIVES' REPORT</p>

		<p>Schaghticoke had an open house for arriving sixth graders. Sixty musicians went to the music festival at Simsbury High School. The school wrapped up its kindness month and continued to work on character traits. On March 17th the dance bash was held and unified basketball on March 20th.</p> <p>The high school Spring Musical began March 17th through the 19th and will close March 24th and 25th. Spring sports tryouts began March 18th. On March 23rd juniors with last names beginning A through L will take the SATs and M through Z the next day. March 27th through 31st is spring spirit week and school break is April 7th through the 14th. The Pride Prom will be April 16th.</p>	
5.	A.	<p>APPROVAL OF MINUTES Approval of the following Board of Education Meeting Minutes: 1. February 21, 2023 Minutes</p> <p><i>Mrs. Faulenbach moved to approve the minutes of February 21, 2023, seconded by Mr. O'Brien.</i></p> <p>Mrs. McInerney noted that the name of a retired teacher was misspelled and it should have been Joie Tauber.</p> <p><i>The motion with correction passed unanimously.</i></p>	<p>APPROVAL OF MINUTES Approval of the following Board of Education Meeting Minutes: 1. February 21, 2023 Minutes</p> <p><i>Motion made and passed unanimously to approve the minutes of February 21, 2023 with one correction</i></p>
6.		<p>SUPERINTENDENT'S REPORT Dr. Parlato said March is Board of Education member appreciation month and she said she made a donation on her own to the New Milford Food Bank on behalf of the Board members.</p> <p>She will be making one on one visits with staff at all schools and started today at Schaghticoke.</p> <p>Last weekend she attended the Spring musical, Mamma Mia, and said it was a very joyful evening.</p> <p>Dr. Parlato met with Principal Bilko at Sarah Noble about the central office move to the school and they are confident that there will be appropriate</p>	<p>SUPERINTENDENT'S REPORT</p>

		<p>movement in the halls and there will be ample time for teachers to pack up their classrooms. She noted that enrollment projections are usually very close to actuals so did not think there would be greater growth at Sarah Noble for next year.</p>	
7.		<p>BOARD CHAIRMAN'S REPORT Mr. Helmus welcomed Terri Kavanagh, the new Human Resource Director for the District.</p>	<p>BOARD CHAIRMAN'S REPORT</p>
8.	A.	<p>DISCUSSION AND POSSIBLE ACTION Monthly Reports 1. Budget Position dated 2/28/23 2. Purchase Resolution: D-768 3. Request for Budget Transfers</p> <p><i>Mrs. Faulenbach moved to approve monthly reports: Budget Position dated February 28, 2023; Purchase Resolution D-768; and Request for Budget Transfers, seconded by Mr. Hansell. The motion passed unanimously.</i></p> <p>Mr. Giovannone said the out of district transportation continues to be in the negative but a transfer will be requested towards the end of the school year. The excess costs reimbursement had not been received as of 2/28. The Town had deposited the Board of Education surplus into the Capital Reserve account. The purchase resolution includes an expense for Omnidata for security cameras and work for A&E for the Woodshop.</p> <p>Mrs. Faulenbach asked about the turf field account for next month. She also asked about the expenses related to the fire.</p> <p>Mr. Giovannone said he has established a separate account for the fire expenses including overtime and goods and services and currently the total is \$424,000. If anything does not get reimbursed through the insurance then it will come from the Boards current fiscal year. There is currently no time frame for when this will all close.</p>	<p>DISCUSSION AND POSSIBLE ACTION Monthly Reports 1. Budget Position dated 2/28/23 2. Purchase Resolution: D-768 3. Request for Budget Transfers</p> <p><i>Motion made to approve monthly reports: Budget Position dated February 28, 2023; Purchase Resolution D-768; and Request for Budget Transfers. The motion passed unanimously.</i></p>

		<p>Mr. Helmus asked if he should write a letter to the Mayor and Town Council and Dr. Parlato recommended he do so.</p> <p>Mrs. Faulenbach said the Board of Education cannot go into deficit spending by law and needs to know what will be reimbursed and what will not be.</p> <p>Mrs. McInerney asked if teachers could be reimbursed for items they purchased that were destroyed in the fire and Mr. Giovannone said personal items will not be covered. Mrs. McInerney felt that was unfair.</p>	
	B.	<p>Connecticut State Department of Education School Health, Nutrition and Family Services Child Nutrition Programs Authorized Signatures Change Form</p> <p><i>Mrs. McInerney moved to approve obtaining authorized signatories as noted on the Connecticut State Department of Education School Health, Nutrition and Family Services Child Nutrition Programs Authorized Signatures Change Form, seconded by Mrs. Sarich. The motion passed unanimously.</i></p> <p>Dr. Parlato said this is to add her to the ED-099.</p>	<p>Connecticut State Department of Education School Health, Nutrition and Family Services Child Nutrition Programs Authorized Signatures Change Form</p> <p><i>Motion made to approve obtaining authorized signatories as noted on the Connecticut State Department of Education School Health, Nutrition and Family Services Child Nutrition Programs Authorized Signatures Change Form. Motion passed unanimously.</i></p>
	C.	<p>Shepaug Agri-Science Seats</p> <p>Dr. Parlato said New Milford has an agreement with Shepaug/Region 12 for 28 seats. Shepaug thought New Milford only had three available for next year but that was incorrect. There are actually 6 seats to make the total of 28. However, they looked at the State statute for Agri-Science and the number should actually be an average of the number of 9th graders admitted over the past three years which has been 6.837 and the school cannot</p>	<p>Shepaug Agri-Science Seats</p>

	<p>go below that number so they need to round up to 7.</p> <p>Mrs. McInerney asked if the 7 students had been notified and Dr. Parlato answered that they had been.</p> <p>Mrs. Faulenbach said Shepaug may want to take as many students as New Milford could send but asked how it would be paid for. Mrs. Sarich noted there is the transportation costs as well. Mr. Giovannone said the bus currently has room for one more student. A whole bus for transportation would cost \$50 - \$70,000 per year.</p> <p>Mrs. Rella asked where the money would come from. Mr. Helmus said the Sherman schools pay tuition to the Town and that money goes directly to the Town's account. Maybe the Town could help accommodate the extra costs. He said this is late in the game though he does like choice for students.</p> <p>Mrs. Faulenbach said the Board's budget has already been forwarded and is in the process per the Town. She is concerned that the Board should not make promises it can't keep.</p> <p>Mrs. Herring said she would like to see all the students that want to go be able to go and asked about the cost of the central office move. Mrs. Faulenbach said the central office move is part of capital, and is not part of operations.</p> <p>Mrs. Rella asked if parents could pay their own tuition to go to the program and Dr. Parlato said they could but it would create an inequitable situation.</p> <p>Mrs. Faulenbach asked the approximate total cost for tuition and transportation and Mr. Giovannone said it would be \$142,053 with tuition at \$6,823.</p> <p>Dr. Parlato reminded the Board that there were items left out of the budget that might be more of a priority than this program.</p>	
--	---	--

		<p><i>Mr. O'Brien moved to add one additional seat for incoming ninth grade students for 2023–24 for Shepaug Agri-Science, seconded by Mrs. Rella and passed unanimously.</i></p> <p>Mrs. Faulenbach said this conversation should be kept open to see if the Town would be willing to partner with the Board of Education on the expense.</p>	<p><i>Motion made and passed unanimously to add one additional seat for incoming ninth grade students for 2023 – 24 for Shepaug Agri-Science.</i></p>
	D.	<p>Bid Award - A&E for NMHS Woodshop</p> <p><i>Mrs. McInerney moved to approve the Bid Award for A&E for NMHS Woodshop as outlined on Purchase Resolution D-768, seconded by Mrs. Rella. The motion passed unanimously.</i></p> <p>Mr. Cunningham said they spoke with the references for this company and it is less than half of the other bidder. The estimated cost for the woodshop will be \$235,000.</p> <p>Mrs. Faulenbach noted this will come from capital reserve.</p>	<p>Bid Award - A&E for NMHS Woodshop</p> <p><i>Motion made to approve the Bid Award for A&E for NMHS Woodshop as outlined on Purchase Resolution D-768. Motion passed unanimously.</i></p>
	E.	<p>Policies for Approval:</p> <ol style="list-style-type: none"> 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 <p><i>Mrs. McInerney moved to approve the policies 1. 4118.6 Employee Use of the District's Computer Systems and Electronic Communications</i></p>	<p>Policies for Approval:</p> <ol style="list-style-type: none"> 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 <p><i>Motion made to approve the policies 1. 4118.6 Employee Use of</i></p>

		<p>2. 5131.9 Student Use of the District's Computer Systems and Internet Safety</p> <p>3. 1151 Green Cleaning Programs</p> <p>4. 1152 Pesticide Application on School Property</p> <p>5. 1153 Automatic External Defibrillators</p> <p>6. 5131.911 Bullying Prevention and Intervention Policy and Safe School Climate Plan, seconded by Mr. O'Brien.</p> <p><i>The motion passed unanimously.</i></p> <p>Mrs. Rella asked if there was a regulation that required a contract as families dropped and destroyed computers and Mr. Turner said most parents are honest about what has happened to their laptops and many are repairable by his staff.</p> <p>F. Policies for Deletion:</p> <ol style="list-style-type: none"> 3524 Hazardous Materials Communication Green Cleaning Program 3524.1 Hazardous Materials in Schools Pest Management/Pesticide Application 5141.27 First Aid/Emergency Medical Care/Illness/Use of Automatic External Defibrillators <p><i>Mrs. Rella moved to delete the following policies in accordance with Policy 9311: 3524 Hazardous Materials Communication Green Cleaning Program; 3524.1 Hazardous Materials in Schools Pest Management/Pesticide Application; 5141.27 First Aid/Emergency Medical Care/Illness/Use of Automatic External Defibrillators, seconded by Mr. Hansell. The motion passed unanimously.</i></p> <p>Dr. Parlato said these are part of an ongoing update to the policy books and are aligned with new legislation.</p>	<p><i>the District's Computer Systems and Electronic Communications</i></p> <p>2. 5131.9 Student Use of the District's Computer Systems and Internet Safety</p> <p>3. 1151 Green Cleaning Programs</p> <p>4. 1152 Pesticide Application on School Property</p> <p>5. 1153 Automatic External Defibrillators</p> <p>6. 5131.911 Bullying Prevention and Intervention Policy and Safe School Climate Plan</p> <p><i>Motion passed unanimously.</i></p> <p>Policies for Deletion:</p> <ol style="list-style-type: none"> 3524 Hazardous Materials Communication Green Cleaning Program 3524.1 Hazardous Materials in Schools Pest Management/Pesticide Application 5141.27 First Aid/Emergency Medical Care/Illness/Use of Automatic External Defibrillators <p><i>Motion made to delete the following policies in accordance with Policy 9311: 3524 Hazardous Materials Communication Green Cleaning Program; 3524.1 Hazardous Materials in Schools Pest Management/Pesticide Application; 5141.27 First Aid/Emergency Medical Care/Illness/Use of Automatic External Defibrillators</i></p> <p><i>Motion passed unanimously.</i></p>
9.		ITEMS OF INFORMATION	ITEMS OF INFORMATION

A.	Employment Report – March 2023	Employment Report – March 2023
B.	Enrollment Report – March 2023	Enrollment Report – March 2023
C.	Field Trip Report – March 2023	Field Trip Report – March 2023
D.	Competitive Bid Waiver – Security Enhancements Dr. Parlato noted that the Board of Education policy allows the Superintendent to waive the bid requirement on certain projects if in an emergency situation. This bid is for additional cameras.	Competitive Bid Waiver – Security Enhancements
E.	Fundraising - March 2023	Fundraising - March 2023
F.	Retired Employees/Teachers	Retired Employees/Teachers
G.	Administrative Regulations: <ol style="list-style-type: none"> 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 Dr. Parlato said the bullying regulation now has common forms across the schools related to bullying and common investigation forms, also aligned with current legislation.	Administrative Regulations: <ol style="list-style-type: none"> 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 Mr. Cunningham said the layout will require students to go up one hallway and down another. Mrs. Rella asked about the number of students in the hallway and Dr. Parlato said she and Mrs. Bilko walked the hallways and said the logistics will really depend on the master schedule which has not been finalized yet.	Central Office Update

	I.	<p>Mrs. Herring asked how many teachers will need to share rooms and Mr. Cunningham said there is no room sharing.</p> <p>NMHS Updates</p> <ol style="list-style-type: none"> 1. Woodshop HVAC Update 2. Roof Update <p>Mr. Cunningham said the roof is over 80% completed and now they are working on the turrets. They hope to get the work expedited to be done by the end of next month.</p>	<p>NMHS Updates</p> <ol style="list-style-type: none"> 1. Woodshop HVAC Update 2. Roof Update
	J. K.	<p>Student Enrichment Update</p> <p>Science of Reading Update</p> <p>Mrs. McInerney said she hoped Board members had an opportunity to read about the student enrichment program. Ms. Hollander said there is a lot to be proud of the work teachers are doing.. it is amazing. She said all students are critical thinkers.</p> <p>Ms. Hollander said the District has applied for the reading waiver and is waiting for the State to return with any corrections or improvements.</p>	<p>Student Enrichment Update</p> <p>Science of Reading Update</p>
10.		<p>ADJOURN</p> <p><i>Mrs. Faulenbach moved to adjourn the meeting at 8:34pm, seconded by Mr. O'Brien and passed unanimously.</i></p>	<p>ADJOURN</p> <p><i>Motion made and passed unanimously to adjourn the meeting at 8:34pm.</i></p>

Respectfully submitted:



Leslie Sarich
Secretary
New Milford Board of Education



BUDGET POSITION DATED 3/31/23

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	21,485,314	8,930,192	504,956	98.37%
100'S	SALARIES - NON CERTIFIED	9,964,002	55,000	10,019,002	7,132,856	1,897,662	988,484	90.13%
200'S	BENEFITS	11,165,730	0	11,165,730	9,197,066	1,614,336	354,328	96.83%
300'S	PROFESSIONAL SERVICES	4,147,549	-55,000	4,092,549	2,874,525	778,389	439,635	89.26%
400'S	PROPERTY SERVICES	963,512	0	963,512	616,048	191,448	156,016	83.81%
500'S	OTHER SERVICES	9,535,698	0	9,535,698	7,217,225	2,577,899	(259,426)	102.72%
600'S	SUPPLIES	2,699,331	0	2,699,331	1,565,756	677,030	456,546	83.09%
700'S	CAPITAL	22,784	0	22,784	4,377	3,682	14,725	35.37%
800'S	DUES AND FEES	93,268	0	93,268	74,406	1,240	17,622	81.11%
900'S	REVENUE	-1,745,047	0	-1,745,047	-1,598,759	0	-146,288	91.62%
	GRAND TOTAL	67,767,289	0	67,767,289	48,568,814	16,671,876	2,526,599	96.27%

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	326,790	0	208,600	61.04%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,188,657	0	2,188,657	1,526,250	570,028	92,379	95.78%
51202	SALARIES - NON CERT - SUBSTITUTES	971,737	0	971,737	938,413	0	33,324	96.57%
51210	SALARIES - NON CERT - SECRETARY	2,093,451	55,000	2,148,451	1,468,552	481,482	198,417	90.76%
51225	SALARIES - NON CERT - TUTORS	260,695	0	260,695	71,539	0	189,156	27.44%
51240	SALARIES - NON CERT - CUSTODIAL	1,971,159	0	1,971,159	1,425,861	442,214	103,084	94.77%
51250	SALARIES - NON CERT - MAINTENANCE	950,613	0	950,613	647,193	189,798	113,622	88.05%
51285	SALARIES - NON CERT - TECHNOLOGY	508,703	0	508,703	373,416	114,339	20,948	95.88%
51336	SALARIES - NON CERT - NURSES	483,597	0	483,597	354,843	99,800	28,954	94.01%
	TOTAL	9,964,002	55,000	10,019,002	7,132,856	1,897,662	988,484	90.13%

BENEFIT BREAKOUT								
OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	622,565	0	622,565	435,175	0	187,390	69.90%
52201	BENEFITS - MEDICARE	531,498	0	531,498	405,887	0	125,611	76.37%
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	6,870,982	1,526,618	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	83,997	41,003	0	100.00%
52830	BENEFITS - LIFE INSURANCE	126,000	0	126,000	82,479	38,521	5,000	96.03%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	400,375	0	400,375	384,923	125	15,327	96.17%
	TOTAL	11,165,730	0	11,165,730	9,197,066	1,614,336	354,328	96.83%



BUDGET POSITION DATED 3/31/23

AGENDA ITEM 3A-1
APRIL 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	21,485,314	8,930,192	504,956	98.37%
51200	NON-CERTIFIED SALARIES	9,964,002	55,000	10,019,002	7,132,856	1,897,662	988,484	90.13%
52000	BENEFITS	11,165,730	0	11,165,730	9,197,066	1,614,336	354,328	96.83%
53010	LEGAL SERVICES	238,553	0	238,553	259,703	873	-22,023	109.23%
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	1,572,915	620,939	212,491	91.17%
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	7,346	0	3,154	69.96%
53220	IN SERVICE	114,450	0	114,450	54,493	0	59,957	47.61%
53230	PUPIL SERVICES	576,592	0	576,592	455,209	82,372	39,012	93.23%
53300	OTHER PROF/ TECH SERVICES	46,785	0	46,785	23,162	187	23,436	49.91%
53310	AUDIT/ACCOUNTING	41,250	0	41,250	41,250	0	0	100.00%
53500	TECHNICAL SERVICES	238,871	0	238,871	180,718	19,877	38,276	83.98%
53530	SECURITY SERVICES	228,503	0	228,503	174,362	54,141	0	100.00%
53540	SPORTS OFFICIALS SERVICES	118,000	-5,000	113,000	95,684	0	17,316	84.68%
54101	CONTRACTUAL TRASH PICK UP	93,016	0	93,016	71,832	12,730	8,454	90.91%
54301	REPAIRS & MAINTENANCE	475,762	0	475,762	369,309	80,651	25,802	94.58%
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	10,934	9,721	22,515	47.85%
54320	TECHNOLOGY RELATED REPAIRS	41,637	0	41,637	18,793	3,137	19,707	52.67%
54411	WATER	68,195	0	68,195	36,728	31,467	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	82,922	53,742	75,110	64.53%
55100	PUPIL TRANSPORTATION - OTHER	175,790	0	175,790	159,138	16,652	0	100.00%
55101	PUPIL TRANS - FIELD TRIP	22,750	0	22,750	11,147	6,489	5,113	77.52%
55110	STUDENT TRANSPORTATION	5,053,987	0	5,053,987	4,060,773	1,573,576	-580,362	111.48%
55200	GENERAL INSURANCE	306,689	0	306,689	306,689	0	0	100.00%
55300	COMMUNICATIONS	39,440	0	39,440	21,098	17,697	645	98.36%
55301	POSTAGE	32,750	0	32,750	11,384	21,366	0	100.00%
55302	TELEPHONE	80,966	0	80,966	61,722	19,244	0	100.00%



BUDGET POSITION DATED 3/31/23

AGENDA ITEM 3A-1
APRIL 2023 MEETING

EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	3,471	0	4,529	43.39%
55505	PRINTING	31,210	0	31,210	14,883	4,590	11,737	62.39%
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	809,801	139,847	179,516	84.10%
55630	TUITION - PRIVATE PLACEMENTS	2,578,401	0	2,578,401	1,747,403	778,412	52,586	97.96%
55800	TRAVEL	46,551	0	46,551	10,616	25	35,910	22.86%
56100	GENERAL INSTRUCTIONAL SUPPLIES	168,026	0	168,026	101,790	20,730	45,506	72.92%
56110	INSTRUCTIONAL SUPPLIES	397,899	0	397,899	275,447	32,733	94,104	77.45%
56120	ADMIN SUPPLIES	31,918	0	31,918	8,866	3,435	19,617	38.54%
56210	NATURAL GAS	219,960	0	219,960	191,229	28,731	0	100.00%
56220	ELECTRICITY	1,021,171	0	1,021,171	462,629	457,854	100,688	90.14%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	238,503	0	238,503	191,015	27,387	20,101	91.57%
56260	GASOLINE	38,375	0	38,375	10,600	3,400	24,375	36.48%
56290	FACILITIES SUPPLIES	320,428	0	320,428	184,823	66,599	69,006	78.46%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	2,045	7,214	7,216	56.20%
56292	UNIFORMS/ CONTRACTUAL	13,222	0	13,222	8,722	3,295	1,205	90.89%
56293	GROUNDKEEPING SUPPLIES	22,585	0	22,585	2,920	4,330	15,335	32.10%
56410	TEXTBOOKS	63,639	0	63,639	45,609	4,248	11,681	78.34%
56411	CONSUMABLE TEXTS	27,126	0	27,126	13,577	1,781	9,668	56.62%
56420	LIBRARY BOOKS	52,049	0	52,049	32,749	5,481	13,819	73.45%
56430	PERIODICALS	17,224	0	17,224	8,686	2,715	5,639	66.19%
56460	WORKBOOKS	1,900	0	1,900	0	0	1,900	0.00%
56500	SUPPLIES - TECH RELATED	44,580	0	44,580	25,047	7,098	12,435	72.11%
57345	INSTRUCTIONAL EQUIPMENT	7,154	0	7,154	1,557	3,682	1,915	73.23%
57400	GENERAL EQUIPMENT	2,500	0	2,500	1,891	0	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	74,406	1,240	17,622	81.11%
EXPENDITURE TOTAL		69,512,336	0	69,512,336	50,167,573	16,671,876	2,672,886	96.15%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,301,689	0	-1,301,689	-1,277,443	0	-24,246	98.14%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-93,598	0	33,091	154.69%
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	-25,114	0	-29,886	45.66%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-25,130	0	-2,822	89.91%
44800	REGULAR ED TUITION	-116,000	0	-116,000	-65,000	0	-51,000	56.03%
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%
44861	PARKING PERMIT FEES	-41,700	0	-41,700	-36,000	0	-5,700	86.33%
REVENUE TOTAL		-1,745,047	0	-1,745,047	-1,598,759	0	-146,288	91.62%

GRAND TOTAL	67,767,289	0	67,767,289	48,568,814	16,671,876	2,526,599	96.27%
-------------	------------	---	------------	------------	------------	-----------	--------

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 3/31/23	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
CONTRIBUTION - FROM BOE 21.22 FYE BALANCE	50,000
TOTAL AS OF 3/31/23	415,880



PURCHASE RESOLUTION D - 769

AGENDA ITEM 3A-2
APRIL 2023 MEETING

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	FACILITIES	HAT CITY PAPER	22/23 YEARLY - CUSTODIAL SUPPLIES	\$ 28,000.00	56290
GENERAL	DOI	UNIVERSITY OF BRIDGEPORT	PAYMENT FOR INTERNS (2) FROM 1/2/23 THROUGH 5/12/23	\$ 16,000.00	51202
GENERAL	IT	OMNI DATA LLC	22/23 YEARLY - ARUBA RENEWAL	\$ 12,784.77	53500
GRANT	DOI	BRAIN POP	22/23 YEARLY - SUBSCRIPTION FEE	\$ 9,845.00	56110
GENERAL	BOARD	STEPHANIE BARKSDALE	22/23 YEARLY - MEETING MINUTES	\$ 9,700.00	53200
GRANT	SPED	APPLE	IPAD'S (9) & IPAD MINI'S (12) WITH APPLE CARE	\$ 7,650.00	57340
GENERAL	DOI	EDADVANCE	EXPULSED STUDENTS (2) TUITION FOR FEBRUARY 2023	\$ 5,775.00	55105
GENERAL	FACILITIES	GLOBAL MECHANICAL	SMS AIR HANDLER UNIT - REPLACE FAN BEARINGS & SHAFT	\$ 5,600.00	56290

Purchase Orders listed above, in bold and italic font, have been processed by the Board of Education using grant funding.



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3A-3
APRIL 2023 MEETING

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

Requesting Approval Across MOC

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

Informational: Within Major Object Code



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

For state use only	
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) April 25, 2023, as shown in the minutes of New Milford Board of Education the following action was taken to insert name of corporation, board of education, or governing body revise the authorized signers of the **ED-099 Agreement for Child Nutrition Programs**.

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

Signature _____ *Anthony Giovannone*
Finance Director _____ *Printed name*
Title (superintendent of schools, mayor, selectman, president, chairperson of the board, pastor, or commissioner) _____ *Date*
giovannonea@newmilfordps.org _____ *860-355-8406 X 618*
E-mail _____ *Phone number*

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

Signature _____ *Janet Parlato*
Superintendent _____ *Printed name*
Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner) _____ *Date*
parlatoj@newmilfordps.org _____ *860-355-8406 X611*
E-mail _____ *Phone number*

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

Signature _____ *Secretary, New Milford Board of Education*
Title (secretary of corporation, town clerk, secretary of the board)

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.



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

For state use only	
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), as shown in the minutes of insert name of corporation, board of education, or governing body the following action was taken to revise the authorized signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. **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>

2. **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>

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

_____ <i>Signature</i>	_____ <i>Title (secretary of corporation, town clerk, secretary of the board)</i>
---------------------------	--

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.



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

For state use only	
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**.

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

<u>Peter R Helmus</u> Signature	<u>PETER R HELMUS</u> Printed name
<u>BOARD OF EDUCATION CHAIR</u> Title (superintendent of schools, mayor, selectman, president, chairperson of the board, pastor, or commissioner)	<u>MARCH 21, 2023</u> Date
<u>Helmus@newmilfordps.org</u> E-mail	<u>860-355-8406</u> Phone number

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

<u>Janet Parlato</u> Signature	<u>Janet Parlato</u> Printed name
<u>Superintendent of School</u> Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner)	<u>3-21-23</u> Date
<u>parlatoj@newmilfordps.org</u> E-mail	<u>860-355-8406</u> Phone number

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

<u>John Sueh</u> Signature	<u>Secretary of the BOE</u> Title (secretary of corporation, town clerk, secretary of the board)
-------------------------------	---


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.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Division Director 
School Health, Nutrition and Family Services

DATE: March 1, 2023

SUBJECT: Operational Memorandum No. 08-23
Requirements for Submitting the Healthy Food Certification (HFC) Statement for
School Year 2023-24

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that each local board of education or governing authority (BOE) for public schools participating in the National School Lunch Program (NSLP) each year must certify whether all food items sold to students (separately from reimbursable meals) will or will not meet the [Connecticut Nutrition Standards](#) (CNS). This includes all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies. This memo provides the required BOE motion language and instructions for the HFC application process for school year (SY) 2023-24. Please review carefully to ensure accurate and timely submission of the HFC Statement.

HFC Eligibility Requirements for BOEs opting to implement HFC

To be eligible for HFC during SY 2023-24 (July 1, 2023, through June 30, 2024), the BOE must conduct the HFC votes by **July 1, 2023**. All votes must use the **exact motion language** provided in attachment 1.

- All BOEs must vote on whether to participate in the healthy food option of HFC.
- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is required. The BOE may also choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is not required. The BOE may choose to vote on whether to allow beverage exemptions.

Note: Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, noncompliant beverages cannot be sold to students on school premises at any time.

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

Attachment 1

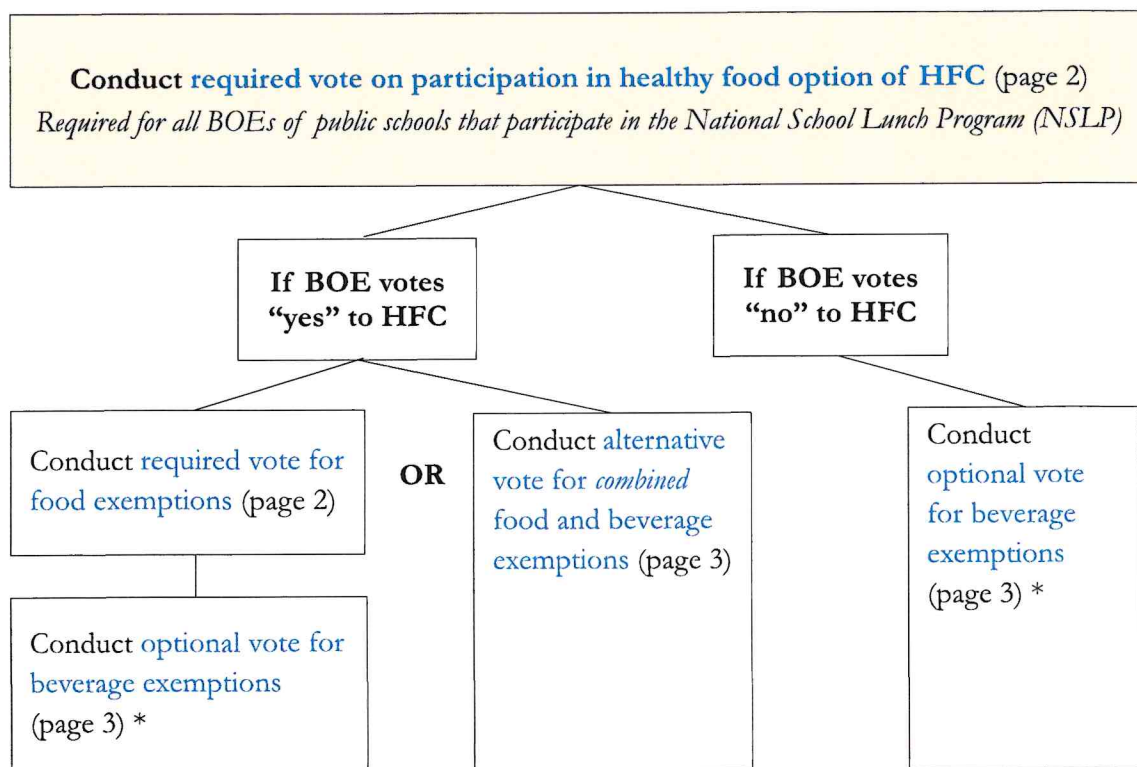
Required Motion Language for the Healthy Food Certification (HFC) Statement

School Year 2023-24

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 07-23: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2023-24*. It provides the required motion language for the board of education or governing authority's (BOE) votes and the final BOE-approved minutes that must be submitted to the CSDE with the annual HFC Statement. The HFC Statement and final BOE minutes are due to the CSDE on July 1, 2023.

Use the exact motion language on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable). Figure 1 summarizes the required BOE votes.

Figure 1. Summary of BOE Votes



* Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. BOEs may choose whether to allow beverage exemptions. If the BOE does not vote to allow beverage exemptions, noncompliant beverages cannot be sold to students on school premises at any time.

Attachment 1

Required Motion Language for HFC Statement

Required Language for BOE Votes and Minutes for HFC

Each BOE must complete their HFC votes using the required motion language below.

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

This vote is required for all BOEs that participate in the NSLP. Each BOE must vote “yes” or “no” to participate in the healthy food option of C.G.S. Section 10-215f and follow the Connecticut Nutrition Standards (CNS). The motion and BOE-approved meeting minutes must include the **exact motion language** below:

Pursuant to C.G.S. Section 10-215f, the *(insert name of board of education or governing authority)* certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2023, through June 30, 2024. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Vote 2: Required vote for food exemptions for BOEs choosing healthy food option of HFC

This vote is required for all BOEs that vote “yes” to participate in the healthy food option. The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions using the **exact motion language** below.

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

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

Attachment 1

Required Motion Language for HFC Statement

Required Language for BOE Votes and Minutes on Beverages

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC. BOEs may choose whether to allow beverage exemptions. Districts without a beverage exemption in place can never sell noncompliant beverages to students on school premises.

Vote 3: Optional vote for beverage exemptions for all BOEs

If the BOE chooses to allow beverage exemptions, the BOE motion must include the **exact motion language** below.

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

Required Language for Option to Combine Food and Beverage Exemptions

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

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

Attachment 2

Healthy Food Certification (HFC) Resources

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 08-23: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2023-24*. It includes CSDE resources and websites that provide guidance on meeting the federal and state requirements for foods and beverages in HFC public schools. For a comprehensive list of resources, refer to the CSDE's document, *Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools*.

- [Allowable Beverages in Connecticut Public Schools](#)
- [Beverage Requirements](#) (CSDE webpage)
- [Beverage Requirements for Connecticut Public Schools](#)
- [Connecticut Nutrition Standards](#) (CSDE webpage)
- CSDE Training Module: [Completing the Application Process for Healthy Food Certification](#)
- CSDE Training Program: [Complying with Healthy Food Certification](#)
Recorded modules on meeting the HFC requirements and related state laws
- [Ensuring District Compliance with HFC](#)
- [Evaluating Foods for Compliance with the Connecticut Nutrition Standards](#)
(“How To” section of CSDE’s Connecticut Nutrition Standards webpage)
- [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#)
- [Guide to Competitive Foods in HFC Public Schools](#)
- [Healthy Food Certification](#) (CSDE webpage)
- [How to Evaluate Foods Made from Scratch for Compliance with the CNS](#)
- [How to Evaluate Purchased Foods for Compliance with the CNS](#)
- [List of Acceptable Foods and Beverages](#) (CSDE webpage)
- [Overview of Connecticut Competitive Foods Regulations](#)
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#)
- [Requirements for Competitive Foods in HFC Public Schools](#)
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools](#)
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#)
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#)
- [Summary of Connecticut Nutrition Standards](#)



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

3-B
Operations Sub-Committee
April 2023

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: April 11, 2023
RE: Construction of Permanent Central Office @ SNIS - Capital Reserve Withdraw

The plans for a permanent relocation for the staff of the Board of Education central office has gone through several iterations over the past few years. The most recent plan, to occupy a continuous and separate space on the 1st floor of SNIS, was presented for review at last months meeting via conceptual drawings. It is this conceptual drawing provided by Silver Petrucelli that we wish to move forward with.

The current cost estimate for the project provided by Silver Petrucelli is in the amount of \$640,000 at this time. It is the recommendation by both myself and the Director of Facilities, Mr. Matt Cunningham that we move forward to the Board of Education a request to withdraw \$750,000 from the Capital Reserve Account to begin this project and allow a buffer for any possible change orders.

The current balance in the Board of Education Capital Reserve Account is \$4,273,715 as of April 1, 2023. This balance includes the deposit from the 21/22 Fiscal Year End but does not factor in any other projects being requested for consideration this month.

Both myself and Mr. Matt Cunningham will be available to speak to this request in person at both the Operations Subcommittee on 4/18/23 as well as the full Board of Education meeting on 4/25/23. The previously shared conceptual drawings will also be available at those meetings for review once again.

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



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

3-C
Operations Sub-Committee
April 2023

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: April 11, 2023
RE: Security Grant - Capital Reserve Withdraw

The State of Connecticut, Department Of Emergency Services & Public Protection, has made available a grant for various security enhancements which we hope to qualify for. This is a competitive grant. The School Security Grant Program (SSGP) provides funding to schools to implement security infrastructure improvements. Eligible projects under SSGP include, but are not limited to, replacement or enhancements to doors and windows, access control systems, perimeter security, interior and/or exterior camera systems and panic alarm systems.

This grant requires the full amount of all projects being applied for, to have 100% of its funding approved and allocated, to cover the entirety of said project(s). Once a grant is approved, that district will receive a reimbursement rate determined by the Department of Administrative Services. That rate in 2023 for New Milford is 48.93%.

The date for submission has been moved from the end of March to the end of April. and the total dollar amount of the projects being submitted for consideration totals \$401,300. That is the full amount that would need to be appropriated locally to support these projects. If all projects applied for were approved, we would then potentially get back 48.93%, or roughly \$196,356.

Of that full application amount being sought, approximately \$261,500 relates to projects already funded and authorized by the Board of Education. We now require a motion to authorize an additional \$139,800 from the Capital Reserve Account to be spread amongst various applicable security projects in order to complete the application process. Due to the sensitive security nature of the initiatives involved, each project is not being identified in this memo. It was however identified in the executive session as part of the Facilities Sub-Committee meeting in March 2023. This level of detail must be included in the application to the SSGP and can be made available to Board of Education members by request.

The current balance in the Board of Education Capital Reserve Account is \$4,273,715 as of April 1, 2023. This balance includes the deposit from the 21/22 Fiscal Year End but does not factor in any other projects being requested for consideration this month.

Both myself and Mr. Matt Cunningham will be available to speak to this request in person at both the Operations Subcommittee on 4/18/23 as well as the full Board of Education meeting on 4/25/23.



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

3-D
Operations Sub-Committee
April 2023

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: April 11, 2023
RE: NMHS Gym Floor - Capital Reserve Withdraw

The Town of New Milford recently appropriated funds to refinish the main gym ceiling at New Milford High School (NMHS) and we gladly thank them for their support. The Board of Education (BOE) already had slated on the 5 year capital plan a project to address the gym floor. This project was pushed out a few years due to the roof construction and subsequent fire(s) at NMHS. It was thought that once the roof project concluded, the BOE would put out a request for information on a solution to the gym ceiling and once that ceiling project was completed we would then move onto addressing the gym floor.

Now that the Town is funding and running the project for the gym ceiling we begin turning our attention to addressing the gym floor. If the Town is able to begin the gym ceiling project as soon as school lets out for the summer there is the possibility that we can have a vendor come in and complete the gym flooring before school opens. It is not guaranteed as it will be a tight window contingent upon the ceiling project being finished as well as flooring vendors available.

It is for this reason we are now requesting an amount not to exceed \$40,000 from the BOE Capital Reserve account to initiate this project.

If approved we can post an request for proposal (RFP) and seek vendors who have the flexibility in this tight time frame during the summer after the ceiling project is completed.

There is the possibility that even with proper funding aligned in time that the schedule will not allow for the project to be tackled over the summer of 2023. If this is the case the funding will be retained and the project embarked upon when the next feasible opportunity presents itself.

The current balance in the Board of Education Capital Reserve Account is \$4,273,715 as of April 1, 2023. This balance includes the deposit from the 21/22 Fiscal Year End but does not factor in any other projects being requested for consideration this month.

Both myself and Mr. Matt Cunningham will be available to speak to this request in person at both the Operations Subcommittee on 4/18/23 as well as the full Board of Education meeting on 4/25/23.

NEW MILFORD PUBLIC SCHOOLS
Office of the Assistant Superintendent
50 East Street
New Milford, Connecticut 06776
(860) 354-3235 FAX (860) 210-2643

TO: Janet Parlato
FROM: Christine Martin
DATE: April 12, 2023
RE: Adult Education ED-244 Grant

The Adult Education ED-244 Grant is reflective of what New Milford is required by law to provide to the community.

Grant ED-244 covers the basic cost of running a minimal Adult Education program serving High School Completion (through High School Diploma Classes or GED Prep Classes), English as a second Language and Citizenship Classes.

The ED 244 is the combination of State and local funds for Adult Ed for the 22-23 school year. Our service area includes all of New Milford and Region 12. New Milford's population has changed over the past several years and with it the needs of its adult population. An increase in ESL and ESL transitioning to High School diploma with huge gaps in basic skills requiring more educational support is one major change. The requirements of State and Federal guidelines for Adult Education is another component that drives this budget. As New Milford follows the College and Career readiness standards and prepares all our students for the future as productive employees, parents and community members we continually need to be offering relevant, challenging programming that move our students forward.

The figures are based on:

1. What our local BOE budgets: \$119,572
2. What our cooperating district (Region 12) pays us: \$2,400.00
3. The percentage of this amount that the State contributes (varies year to year), usually \$30,000-\$40,000
4. Supplements from the Enrichment funds

This grant is used to pay for direct instruction, Guidance, Program Manager, Facilitator Office staff, Security, materials and textbooks.

Our budget for 23-24 school year is \$161,972. This reflects the fact that the Federal grants which we have utilized to enhance our programs have changed in availability and the increasing needs of our community. The received amount fluctuates each year depending on BOE funding, which affects the state dollar amount as it is based on a percentage of local funding.

NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education
New Milford, Connecticut

April, 2023

**As of April 21, 2023

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS/RETIREMENTS

1. **Elizabeth Curtis**, Assistant Principal, New Milford High School effective June 30, 2023 due to retirement after 12 years of service in New Milford.
2. **Noelle Fanas**, Elementary Teacher, Northville Elementary School effective June 30, 2023 due to decision not to return from leave of absence.
3. **Dennis Gonzalez**, Spanish Teacher, Schaghticoke Middle School effective June 30, 2023 due to decision to return to Peru to pursue his education.
4. ****Maria Fernandes Lopes**, Science Teacher, Schaghticoke Middle School effective June 30, 2023 due to personal reasons.
5. **Susan Waldman**, Art Teacher, Northville Elementary School effective June 30, 2023 due to retirement after 16 ½ years of service in New Milford.
6. **Nanci Zimmerman**, Interventionist, Northville Elementary School effective October 23, 2023 due to retirement after 35 years of service in New Milford.

3. CERTIFIED STAFF

c. APPOINTMENTS

1. None

4. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS/RETIREMENTS

1. **Lia Bauso**, Secretary to Assistant Principal, Sarah Noble Intermediate School effective May 5, 2023 due to retirement after 9 ½ years of service in New Milford.
2. **Jodi Beckett**, Paraeducator, Sarah Noble Intermediate School effective June 30, 2023 due to retirement after 22 years of service in New Milford.
3. **Judith Grossenbacher**, Paraeducator, Schaghticoke Middle School effective October 1, 2023 due to retirement after 28 years of service in New Milford.
4. ****Nicholas Guastaferrro**, Paraeducator, Sarah Noble Intermediate School effective April 25, 2023 due to personal reasons.

5. **Philip Passero**, Paraeducator, Sarah Noble Intermediate School effective May 26, 2023 due to decision to return to graduate school to pursue his education.

5. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. **Lauren Ellard**, Part time Board Clerk, Central Office, effective April 24, 2023.
\$25 per hour, 15-18 hours per week
2. **Samantha Madigan**, Paraeducator, Sarah Noble Intermediate School effective April 17, 2023 to replace Teresa Torre.
\$15.67 per hour - Hire Rate - 7 hours per day/5 days per week
3. ****Rachel Rego**, Secretary to the Assistant Principal, New Milford High School effective April 17, 2023.
\$22.26 per hour, Class IIA, Calendar Year Secretary

6. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. **None**

7. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. **None**

8. STIPEND POSITIONS

b. APPOINTMENTS

1. **Jonathan Dabie**, Winter Percussion –Visual Caption Head for Marching Band, New Milford High School effective April 6, 2023.
2022-23 Stipend: \$1985 prorated
2. **Sophia Fallanca**, Winter Percussion –Visual Tech for Marching Band, New Milford High School effective April 13, 2023.
2022-23 Stipend: \$1486 prorated

9. STIPEND POSITIONS

a. RESIGNATIONS

1. **None**

10. COACHING STAFF

a. RESIGNATIONS

1. **None**

11. COACHING STAFF

b. APPOINTMENTS

1. **Jared Christian**, JV Volleyball Coach, New Milford High School
effective March 17, 2023.
2022-23 Stipend: \$2424
2. **Gary Millar**, JV Girls' Softball Coach, New Milford High School
effective March 17, 2023.
2022-23 Stipend: \$3214

12. LEAVES OF ABSENCE

1. **None**

New Milford Enrollment Matrix By School

Date: 04/05/2023

NES	Actual 6/1/22	Proj 22-23	Actual 4/5/23	Proj 4/5/23	Proj Variance
PK	67	53	55	2	
K	138	145	139	-6	
1	125	127	136	9	
2	137	123	128	5	
Totals	467	448	458	10	

HPS	Actual 6/1/22	Proj 22-23	Actual 4/5/23	Proj 4/5/23	Proj Variance
PK	57	64	47	-17	
K	112	126	115	-11	
1	105	111	121	10	
2	104	101	105	4	
Totals	378	402	388	-14	

	Actual 6/1/22	Tot Proj 22-23	Actual 4/5/23	Proj Variance
	124	117	102	-15
	250	271	254	-17
	230	238	257	19
	241	224	233	9
	845	850	846	-4

SNIS	Actual 6/1/22	Proj 22-23	Actual 4/5/23	Proj 4/5/23	Proj Variance
3	247	224	253	29	
4	238	242	260	18	
5	279	236	250	14	
Totals	764	702	763	61	

SMS	Actual 6/1/22	Proj 22-23	Actual 4/5/23	Proj 4/5/23	Proj Variance
6	249	285	284	-1	
7	285	253	255	2	
8	280	279	289	10	
Totals	814	817	828	11	

NMHS	Actual 6/1/22	Proj 22-23	Actual 4/5/23	Proj 4/5/23	Proj Variance
9	365	292	294	2	
10	312	358	333	-25	
11	330	325	302	-23	
12	293	342	302	-40	
Totals	1300	1317	1231	-86	

	Actual 6/1/22	Actual 10/1/22	Actual 835	Proj 22-23	Actual 4/5/23	Proj Variance	Actual Variance
PK-2	845	835	850	846	-4	1	
SNIS	764	757	702	763	61	-1	
SMS	814	815	817	828	11	14	
NMHS	1300	1253	1317	1231	-86	-69	
Totals	3723	3660	3686	3668	-18	-55	

LHTC total = 17

Approved Field Trips April 2023

	A	B	C	D	E	F	G	H	I
1	School	Grade/Dept.	Trip Date	Day(s) of the Week	# of Students	# of Adults	Destination	Subs	Student Cost
2	NMHS	9-12	3/27/2023	Monday	40	4	Schaghticoke Middle School (school bus)	0	\$0.00
3	NMHS	10-12	4/4/2023	Tuesday	40	2	Total Mortgage Arena Coach bus provided by venue	2	\$10.00
4	NMHS	9-12	4/22/2023	Saturday	6	1	Lockheed-Martin Code Quest Comp. (parent)	0	\$0.00
5	NES	2	5/2/2023	Tuesday	150		WCSU Theater (Charlotte's Web)	0	0.00 (PTO Grant)
6	SNIS	3-5	5/11/2023	Thursday	40	2	NMHS (jazz fest rehearsal) (school bus)	0	\$0.00
7	HPS	K	5/11/2023	Thursday	114	16	Ridgefield Playhouse (coach) Pout Pout Fish	0	0.00 PTO
8	NMHS	9-12	5/16/2023	Tuesday	28	1	Litchfield Superior Court (school bus)	1	0.00 (Perkins)
9	NMHS	9-12	5/16/2023	Tuesday	23	23	The Propetector Theater	0	\$45.00
10	NMHS	10-12	5/16/2023	Tuesday	8	2	Italia Mia (Rotary Club Meeting Team Waramaug)	0	\$0.00
11	NES	1	6/2/2023	Friday	138	23	The Pratt Center (school bus)	0	\$0.00
12	HPS	2	6/5/2023	Monday	53	3	SNIS (transition trip) (school bus)	0	\$0.00
13	NES	2	6/5/2023	Monday	66	6	SNIS (transition trip) (school bus)	0	\$0.00
14	HPS	2	6/6/2023	Tuesday	52	3	SNIS (transition trip) (school bus)	0	\$0.00
15	NES	2	6/6/2023	Tuesday	66	3	SNIS (transition trip) (school bus)	0	\$0.00

APRIL FUNDRAISING REPORT

DEPT	EVENT	FUNDS USE
<u>NMHS</u>		
DECA	Sponser Letter	Offset cost of DECA Nationals Trip
NHS/Shining Light Club	Donations for Baby Bundles	Donate to Camilla's Cupboard
Unified Buddies	Sell Homemade Bracelets	Unified Buddies Scholarship
DECA	Snap Raise Online Donations	Offset cost of DECA Nationals Trip
Key Club	Sale of Candy Filled Eggs	Fund Scholarship & Service Projects
<u>SMS</u>		
Team 6-Writing	Collect Items for Community Shelter	Donation to Shelter
<u>SNIS</u>		
PTO	Butterbraids Cookie Dough	Enrichment Activities
<u>HPS</u>		
PTO	Online School Store/Apparel	Field Trips, Cultural Arts Events

RESIGNATIONS/RETIREMENTS

Certified Staff

Elizabeth Curtis, Assistant Principal, New Milford High School effective June 30, 2023 due to retirement after 12 years of service in New Milford.

Mrs. Noelle Fanas, Elementary Teacher, Northville Elementary School effective June 30, 2023 due to decision not to return from leave of absence.

Mr. Dennis Gonzalez, Spanish Teacher, Schaghticoke Middle School effective June 30, 2023 due to decision to return to Peru to pursue his education.

Maria Fernandes Lopes, Science Teacher, Schaghticoke Middle School effective June 30, 2023 due to personal reasons.

Susan Waldman, Art Teacher, Northville Elementary School effective June 30, 2023 due to retirement after 16 ½ years of service in New Milford.

Nanci Zimmerman, Interventionist, Northville Elementary School effective October 23, 2023 due to retirement after 35 years of service in New Milford.

Non-Certified Staff

Lia Bauso, Secretary to Assistant Principal, Sarah Noble Intermediate School effective May 5, 2023 due to retirement after 9 ½ years of service in New Milford.

Jodi Beckett, Paraeducator, Sarah Noble Intermediate School effective June 30, 2023 due to retirement after 22 years of service in New Milford.

Judith Grossenbacher, Paraeducator, Schaghticoke Middle School effective October 1, 2023 due to retirement after 28 years of service in New Milford.

Nicholas Guastaferrro, Paraeducator, Sarah Noble Intermediate School effective April 25, 2023 due to personal reasons.

Philip Passero, Paraeducator, Sarah Noble Intermediate School effective May 26, 2023 due to decision to return to graduate school to pursue his education.



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

Item of Information 4B
Operations Sub-Committee
April 2023

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: April 11, 2023
RE: Projected End of Year Balance

The chart below states the Budget Position as of 3/31/23 and then projects what we believe to be the Fiscal Year End balance that we will end the 2022-23 year with taking into consideration all known variables **but not including any year end projects that the Administration may bring forward for consideration next month.** The amounts shown constitute a projection only and are certain to change as we move closer to the fiscal year end. It is the best attempt at this time, with present data, to project where the 2022-23 Operating Fiscal Year End Balance may land.

MAJOR OBJECT CODE	AVAILABLE BALANCE 3/31/23	PROJECTED END BALANCE FOR 6/30/23
SALARIES	\$1,493,441	\$928,055
BENEFITS	\$354,328	\$21,085
PROFESSIONAL SERVICES	\$439,635	\$226,085
PROPERTY SERVICES	\$156,016	\$117,012
OTHER SERVICES	(\$259,426)	\$0
SUPPLIES	\$456,546	\$278,493
CAPITAL	\$14,725	\$0
DUES AND FEES	\$17,622	\$5,105
REVENUE	(\$146,288)	\$253,172
TOTAL AMOUNT	\$2,526,599	\$1,829,007
PERCENTAGE UNSPENT	3.73%	2.70%

Historically, any amount unspent at the end of the fiscal year is at the Board's discretion to request of the Town Council and Board of Finance, that such funds be put into one of the following accounts (outside of COVID) pending the final audit:

- **Capital Reserve account for projects.** A revised and updated 5 year capital plan will be presented at next months meeting to show the needs across the district to fund needed improvements and maintain existing systems.
- **Contribution towards Turf Field Replacement.** Both the Town and the Board of Education have been working together by funding the eventual replacement of this asset when needed.

Next month, Administration may, with your approval, bring forward items/projects for the Board of Education to consider using a portion of the projected 2022-23 Operating Fiscal Year End Balance to complete. It is important to note that any approved purchases of goods or authorized projects would need to be received and completed along with proper billing before June 30th, 2023. The 2nd page of this memo contains the 10 year history of fiscal year end balances for the Board of Education.



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

Item of Information 4B
Operations Sub-Committee
April 2023

10 YEAR BOE HISTORY OF FISCAL YEAR-END BALANCES

Budget Year	Total Budget	End of Year Balance	% of Budget	10 Year Average
2021/2022	\$65,846,024	\$3,017,825	4.58%	1.87%
2020/2021	\$64,464,776	\$3,098,775	4.81%	
2019/2020	\$64,040,692	\$2,910,100	4.54%	
2018/2019	\$63,010,586	\$365,213	0.58%	
2017/2018	\$62,810,586	\$327,903	0.52%	
2016/2017	\$61,686,660	\$194,315	0.32%	
2015/2016	\$61,178,808	\$264,406	0.43%	
2014/2015	\$60,961,778	\$237,262	0.39%	
2013/2014	\$59,634,148	\$680,562	1.14%	
2012/2013	\$57,557,533	\$770,807	1.34%	

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