

**New Milford Board of Education****Meeting Minutes****July 18, 2023****Sarah Noble Intermediate School Library Media Center**RECEIVED  
TOWN CLERK

2023 JUL 20 P 2:40

NEW MILFORD, CT

Present:	Mr. Pete Helmus, Chairperson Mrs. Wendy Faulenbach Mr. Eric Hansell Mrs. Tammy McInerney Mr. Tom O'Brien Mrs. Leslie Sarich Mrs. Sarah Herring Mr. Brian McCauley Mrs. Olga I. Rella
Absent:	None

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Mrs. Teresa Kavanagh, Director of Human Services
---------------	--

1.	A.	<b>Call to Order</b> Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:00 pm by Mr. Pete Helmus, Chairperson. The Pledge of Allegiance immediately followed the call to order.	<b>Call to Order</b> Pledge of Allegiance
2.	A.	<b>Public Comment</b> None	<b>Public Comment</b>
3.	A.	<b>PTO Report</b> Megan Byrd stated she is preparing for the 2023-24 school year. In the fall, Boosterthon will kick off for the elementary, intermediate and middle schools. PTO is working to revive the local business discount card.	<b>PTO Report</b>
4.	A.	<b>APPROVAL OF MINUTES</b> Approval of the following Board of Education Meeting Minutes: 1. June 20, 2023 Minutes	<b>APPROVAL OF MINUTES</b> A. Approval of the following Board of Education Meeting Minutes: 1. June 20, 2023 Minutes

		<p><i>Mrs. Sarich moved to approve the June 20, 2023 minutes with the amendment of policy numbers 6152 Field Trips to 6153 Field Trips, 6259 Special Education to 6159 Special Education, 6161.51 Protection of Student Privacy Surveys, Certain Physical Examinations, and Parental Access to Information to 6162.51 Protection of Student Privacy Surveys, Certain Physical Examinations, and Parental Access to Information. Seconded by Mrs. Faulenbach</i></p> <p>Mrs. Faulenbach stated the policy changes were just renumbering the policies. Mr. Helmus stated yes.</p>	<p>Motion made and passed unanimously to approve the minutes of June 20, 2023 with the amendment of policy numbers 6152 Field Trips to 6153 Field Trips, 6259 Special Education to 6159 Special Education, 6161.51 Protection of Student Privacy Surveys, Certain Physical Examinations, and Parental Access to Information to 6162.51 Protection of Student Privacy Surveys, Certain Physical Examinations, and Parental Access to Information. Motion passed unanimously.</p>
5.	A.	<p><b>SUPERINTENDENT'S REPORT</b>  Presentation: 2023-24 District Areas of Focus</p> <p>Dr. Parlato distributed the presentation, "Areas of Focus 2023-24." Dr. Parlato stated this will provide direction for the upcoming school year. Focus, Heart, Collaboration and Creativity will drive the culture of the district. The next steps are to work with administration and the Board on defining these words and create a common language.</p> <p>Dr. Parlato stated there are three main areas to the district's planning: Vision of our District, Vision of our Practices, and Vision of our Learners/ Graduates.</p> <p>There will be another board workshop in September to work on strategic planning. The ongoing planning will create a road map of where the district is heading, including how those plans will communicate with the community.</p> <p>Mr. Helmus stated sometimes data received from the state is currently two years late, and asked if the information will now be more current. Dr. Parlato stated the test data, absenteeism and attendance will be almost real time and the remaining data will be</p>	<p><b>SUPERINTENDENT'S REPORT</b>  A. Presentation: 2023-24 District Areas of Focus</p>

		<p>more current each year.</p> <p>Dr. Parlato stated she wants to make sure people know district decisions are based on a variety of types of data, including student achievement information, focus groups and surveys.</p>	
6.	A.	<p><b>BOARD CHAIRMAN'S REPORT</b></p> <p>None</p>	<p><b>BOARD CHAIRMAN'S REPORT</b></p>
7.	A.	<p><b>DISCUSSION AND POSSIBLE ACTION</b></p> <p>Monthly Reports</p> <ol style="list-style-type: none"> <li>1. Budget Position dated June 30, 2023</li> <li>2. Purchase Resolution: D-772</li> <li>3. Request for Budget Transfers</li> </ol> <p><i>Mrs. McInerney moved to approve monthly reports: Budget Position dated 6/30/23; Purchase Resolution: D-772; and Request for Budget Transfers, seconded by Mr. Hansell.</i></p> <p>Dr. Parlato stated the turf field replacement account shows what the town has contributed thus far, but that she expects it to include the \$100,000 contribution from the town, and once the fiscal year is closed out, a \$100,000 contribution from the Board. Mrs. Faulenbach stated that what is in the report does not reflect the Board's contribution because this is as of June 30th, and the fiscal year has not been closed out yet.</p> <p>Dr. Parlato stated the last conversation with CIRMA regarding the high school fire claims reimbursement was July 11th, and CIRMA hoped everything would be resolved by July 31st.</p> <p>Mr. Helmus stated there is a discrepancy of \$162,000 between the district's claims and CIRMA's claims total. Dr. Parlato stated the district has resubmitted all the PO's and receipts, reflecting the \$162,000 discrepancy. CIRMA is processing the information to determine what will be covered by the insurance policy. Mrs. Faulenbach asked for an</p>	<p><b>DISCUSSION AND POSSIBLE ACTION</b></p> <p>A. Monthly Reports</p> <ol style="list-style-type: none"> <li>1. Budget Position dated June 30, 2023</li> <li>2. Purchase Resolution: D-772</li> <li>3. Request for Budget Transfers</li> </ol> <p>Motion made to approve monthly reports: Budget Position dated 6/30/23; Purchase Resolution: D-772; and Request for Budget Transfers. Motion passed unanimously.</p>

		<p>email to go out to the Board once CIRMA has a definitive answer. Dr. Parlato stated she would keep everyone informed.</p> <p>Mr. Hansell noted only 38% of the budget was utilized from the budget line for tutors.. Dr. Parlato stated it was because the district did not have the staff. Mr. Hansell asked how that affected students. Dr. Parlato stated the instruction has to be picked up by others. Mr. Hansell asked if other members of staff stepped in to cover the shortage. Dr. Parlato stated yes. Mrs. McNerney stated when that burden is put on the classroom teacher solely, instruction in the classroom can be slowed down.</p>	
	<p><b>B. Discussion and possible action concerning interview of candidate for the Supervisor of Special Education</b></p>	<p><i>Mr. Helmus moved to enter into executive session to discuss the possible action concerning the interview of candidates for the Supervisor of Special Education Position. Invited into the executive session were Pete Helmus, Wendy Faulenbach, Leslie Sarich, Tammy McNerney, Eric Hansell, Sarah Herring, Brian McCauley, Tom O'Brien, Olga Rella, Superintendent Janet Parlato, Director of Human Resources Teresa Kavanagh, and the candidate. Seconded by Mrs. McNerney.</i></p> <p>The Board entered executive session at 7:30pm.</p> <p>Candidate entered executive session at 7:38pm.</p> <p>Candidate returned from executive session at 7:45pm.</p> <p>The Board returned to public session at 7:49pm.</p> <p><i>Mr. O'Brien moved that the Board approve the hiring of Lauren Bergner for the Supervisor of Special Education Position. Seconded by Mrs. Rella.</i></p>	<p><b>B. Discussion and possible action concerning interview of candidate for the Supervisor of Special Education</b></p> <p>Motion made to enter into executive session to discuss the possible action concerning the interview of candidates for the Supervisor of Special Education Position. Motion passed unanimously.</p> <p>Motion made to approve the hiring of Lauren Bergner for the Supervisor of Special Education Position. Motion passed unanimously.</p>

<b>8.</b>	<b>A.</b>	<p><b>ITEMS OF INFORMATION</b>  <b>Employment Report - July 2023</b></p> <p>Mrs. Kavanaugh clarified that Ms. Megan Boswell is appointed as an Administrative Intern, not a District Wide Administrator. Ms. Hollander stated creating the role of intern is a way for current staff to gain experience and still serve the district. Mrs. Rella asked if the position was permanent. Mrs. Hollander stated it is a year long internship. Each intern is given assignments that serve the district and the building level. It is only available to internal employees. Dr. Parlato stated Ms. Boswell will be focusing on family engagement work and other important projects..</p> <p>Mrs. Herring asked about the placement of new hires from other districts and who might be making more money than someone in the district who has the same number of years of experience or even more. Mrs. Kavanaugh stated this could potentially happen as salary placement is based on current contracts, credits for certified service and other relevant work experience.</p> <p>Dr. Parlato stated that in the past, new hires might accept a lower step to gain employment, but that the job market for certified staff members is far different now.</p> <p>Mrs. Hollander circled back to Mr. Hansell's question about the low number of tutors. Ms. Hollander stated when there was an abundance of teacher candidates, some would apply to be a tutor and use that as a stepping stone for a permanent teaching position. Now, requiring tutors to be certified is lowering the pool of potential candidates.</p> <p>Mrs. Rella asked what would be the difference between a paraprofessional and a tutor if certification is no longer needed. Ms. Hollander stated background and training. Mr. Helmus stated Dr. Parlato should propose altering what the</p>	<p><b>ITEMS OF INFORMATION</b></p> <p>A. Employment Report - July 2023</p> <p>B. Enrollment Report - July 7, 2023</p> <p>C. Central Office Update</p> <p>D. NMHS Updates:</p> <ol style="list-style-type: none"> <li>1. NMHS Woodshop HVAC</li> <li>2. Roof Project</li> <li>3. Gym Ceilings</li> <li>4. End of Year Projects</li> </ol>

	<p>requirements are for a tutor. Mrs. Olson stated tutors are non-bargaining employees, which is the primary difference between a tutor and paraprofessional.</p> <p>Mr. Hansell asked if an intern can be hired to fill an administrative opening. Ms. Hollander stated they are being used to support the district where needed. Interns can work on projects necessary to give them more experience, which can be helpful to them in an interview situation.</p> <p>Mrs. McInerney stated she is concerned about world language teachers. Mrs. Rella pointed out the district has lost 3 world language teachers. Mrs. Kavanaugh stated she has been actively looking, including trying to move staff internally. Dr. Parlato stated she has called the state department of education regarding emergency certification possibilities.</p> <p>Mrs. McInerney asked if the middle school was at risk of needing to use Rosetta Stone since there are no Spanish teachers at present. Dr. Parlato stated not yet. Mr. Hansell asked if these recent resignations were related to the larger jump happening at the middle school. Mrs. Kavanaugh stated no, it is less about the school, and more about the timing. Dr. Parlato stated an extra \$25,000 for a teacher to move districts is very attractive. Mrs. Kavanaugh stated not as many people are going into world languages as teachers.</p>	
<b>B.</b>	<p><b>Enrollment Report - July 7, 2023</b></p> <p>Dr. Parlato stated this report bridges the previous school year and upcoming school year. Mr. McCauley asked if there should be concern that Hill &amp; Plain is at 117 students now and will have more in August. Mrs. Faulenbach stated that there will be fluctuating numbers all summer between Northville and Hill &amp; Plain.</p>	<b>B. Enrollment Report - July 7, 2023</b>
<b>C.</b>	<p><b>Central Office Update</b></p> <p>Mr. Cunningham stated the current status of the project involves installing double doors on first and second floors. He is currently getting quotes from contractors, and the classrooms are being moved</p>	<b>C. Central Office Update</b>

	<p>next week. Mr. O'Brien asked if the project was on schedule to finish before the end of summer. Mr. Cunningham stated he believed so, given it is not a large project. Mr. O'Brien asked if the work was going to be done in house. Mr. Cunningham stated some will be done in house and some by a 3rd party.</p> <p><b>NMHS Updates:</b></p> <p><b>D. 1. NMHS Woodshop HVAC</b></p> <p>Mr. Cunningham stated Landmark Facilities Group is helping put together a bid for construction. The plan is to continue with classes with a modified curriculum. Mrs. McInerney stated the kids taking woodshop this fall cannot use power tools and asked if it would be back to normal in the spring. Mr. Cunningham stated it would be. Ms. Hollander stated the district has been supplementing with field trips for hands-on learning. Mrs. McInerney stated that woodshop is important to have as a vocational option in the high school.</p> <p><b>2. Roof Project</b></p> <p>Mr. Cunningham stated the low sloped roof is being cleaned and priming has begun. There are still some leaks around the drains that were installed by the roofing company, but the leaks are being addressed. Results from the testing done on the clips and fasteners might be discussed at the weekly roof update meeting on Thursday.</p> <p><b>3. Gym Ceilings</b></p> <p>Mr. Cunningham stated the painting of the gym ceiling should be done before August 16th and then a recoating of the gym floor can begin. Mr. O'Brien asked if the fasteners that were sticking through the gym ceiling will be made flush when painting the ceiling. Mr. Cunningham stated no, just scraping loose paint, priming, etc. Mrs. Faulenbach asked if the fasteners were visible. Mr. O'Brien stated they were. Mrs. Faulenbach asked if the ceiling could be compromised if the fasteners had to come out. Mr. Cunningham stated yes, that is a potential issue.</p> <p><b>4. End of Year Projects</b></p> <p>Mr. Cunningham that three of the five school parking lots now have numbered spaces. The middle</p>	<p><b>D. NMHS Updates</b></p>
--	--	-------------------------------



	<p>school handicapped ramp is installed and 70 classrooms have been moved for better alignment of grades and numbering. Camera upgrades are happening and stairwells have been assigned a stenciled number. Flooring tiles are being replaced in multiple classrooms at Sarah Noble. Door work is being done at the high school.</p> <p>Mrs. McInerney thanked facilities for their hard work. Mr. Cunningham agreed and stated that the group has worked very hard given the shortened summer break. Mr. Cunningham stated Belfor will not have the epoxy countertops for the high school until September. Mr. O'Brien asked how long the countertops will take once they finally arrive. Mr. Cunningham stated it would take a few weeks. Mr. O'Brien asked if that would conclude the end of interior work and Mr. Cunningham stated it would.</p> <p><b>7 C. Discussion and possible action concerning the Superintendent Evaluation Tool and Superintendent Contract.</b></p> <p><i>Mrs. McInerney moved to enter into executive session for the purpose of discussing a new contract of employment with the Superintendent of Schools and the Superintendent Evaluation Tool. Invited into the executive session are Pete Helmus, Wendy Faulenbach, Leslie Sarich, Tammy McInerney, Eric Hansell, Sarah Herring, Brian McCauley, Tom O'Brien, Olga Rella, and Superintendent Janet Parlato. Seconded by Mr. McCauley.</i></p> <p>The Board entered executive session at 8:24pm.</p> <p>The Board returned to public session at 9:00 pm.</p> <p><i>Mr. McCauley moved that the Board authorize the Board Chairman to negotiate and enter into a new contract of employment with the Superintendent of Schools pursuant to the terms and conditions discussed by the Board in executive session and subject to any necessary further legal review. Seconded by Mr. Hansell.</i></p>	<p><b>C. Discussion and possible action concerning the Superintendent Evaluation Tool and Superintendent Contract.</b></p> <p>Motion made to move into executive session for or the purpose of discussing a new contract of employment with the Superintendent of Schools and the Superintendent Evaluation Tool. Motion passed unanimously.</p> <p>Motion made the Board authorize the Board Chairman to negotiate and enter into a new contract of employment with the Superintendent of Schools pursuant to the terms and conditions discussed by the Board in executive session and subject</p>
--	---	---



## Meeting Minutes

July 18, 2023

Sarah Noble Intermediate School Library Media Center

		<i>Mr. O'Brien moved to approve the Superintendent Evaluation Tool as presented. Seconded by Mrs. Rella.</i>	to any necessary further legal review. Motion passed unanimously.  Motion made the Board approve the Superintendent Evaluation Tool as presented. Motion passed unanimously.
9.		<b>ADJOURN</b> <i>Mr. O'Brien moved to adjourn the meeting at 9:02 pm, seconded by Mr. Hansell and passed unanimously.</i>	<b>ADJOURN</b> <i>Motion made and passed unanimously to adjourn the meeting at 9:02pm</i>

Respectfully submitted:



Leslie Sarich

Secretary

New Milford Board of Education