

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

NHP

2023 FEB 16 A 11: 26

NEW MILFORD, CT

DATE:	February 21, 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. APPROVAL OF MINUTES

A. Approval of the following Board of Education Meeting Minutes

- 1. Budget Hearings and Adoption Meeting Minutes of January 17, 18, 24, 26, 2023
- 2. Special Meeting Minutes of February 6, 2023

4. SUPERINTENDENT'S REPORT

5. BOARD CHAIRMAN'S REPORT

6. DISCUSSION AND POSSIBLE ACTION

A. Monthly Reports

- 1. Budget Position dated 1/31/23
- 2. Purchase Resolution: D-767
- 3. Request for Budget Transfers

B. Policies for Deletion in accordance with Policy 9311:

- 1. 5010 Concepts and Roles in Student Policies
- 2. 5112.4 Student Enrollment Data
- 3. 5113.1 Work Permits
- 4. 5113.14 Senior Privileges
- 5. 5114.12 Student Due Process
- 6. 5116 School Census
- 7. 5117 School Attendance Areas

8. 5118 Nonresident Students
9. 5121 Examination/Grading/Rating
10. 5121.2 Eligibility for Honor Rolls
11. 5122 Student Placement

C. Policy for Approval in accordance with Policy 9311:

1. Revision of Policy 5118.1 Homeless Students

D. Bid Award for Student Care Workers

7. ITEMS OF INFORMATION

- A. Employment Report
- B. Enrollment Report 2/1/23
- C. Field Trip Report - February 2023
- D. 2023-2024 Calendar
- E. 5118.1 R - Administrative Regulation Regarding Homeless Children and Youth
- F. 5113.14 R - Administrative Regulation – Junior/Senior Privileges
- G. 5121.2 R - Administrative Regulation - Eligibility for Honor Rolls
- H. E-rate Funding
- I. PURA Pegpetia Technology Grant
- J. Town of New Milford Audit Report dated June 30, 2022
- K. Fundraising - January 2023

8. ADJOURN

**New Milford Board of Education
Budget Hearings & Adoption Minutes
January 17, 18, 24 & 26, 2023
Sarah Noble Intermediate School Library Media Center**

Budget Hearing Minutes

January 17, 2023

Sarah Noble Intermediate School Library Media Center

RECEIVED
TOWN CLERK
2023 JAN 31 A 10:02
NEW MILFORD, CT

Present:	Mr. Pete Helmus, Chairperson Mrs. Wendy Faulenbach Mr. Eric Hansell Mr. Brian McCauley Mrs. Tammy McInerney Mr. Tom O'Brien Mrs. Olga I. Rella Mrs. Leslie Sarich Mayor Pete Bass, Ex officio
Absent:	Mr. Keith Swanhall, Jr.

Also Present:	Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Mrs. Gwen Gallagher, Northville Elementary School Principal Ms. Linda Scoralick, Schaghticoke Middle School Interim Principal Mr. Eric Williams, Hill and Plain Elementary School Principal Mrs. Kerri Adakonis, Hill and Plain Elementary School Assistant Principal Mrs. Jennifer Chmielewski, Sarah Noble Intermediate School Assistant Principal
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1. A.	Call to Order Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was called to order at 7:00p.m. by Mr. Helmus, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	Presentation of the Superintendent's Proposed 2023-2024 School Budget Dr. Paddyfote opened the presentation with the district's Mission Statement and explained everything we do as a district is measured against	Presentation of the Superintendent's Proposed 2023-2024 School Budget

		the district's Mission, including everything requested in the budget. Dr. Paddyfote presented slides to depict the following: ● Budget Development Timeline–October to January ● Budget Assumptions ○ Adhere to Class Size Practices ○ Honor Collective Bargaining Agreements ○ Review, Revise and Assess Curriculum ○ Comply with Federal and State Mandates ○ Ensure a Safe and Healthy Environment for Staff and Students ● Budget Priorities ○ Prepare all students for their future. ○ Provide teachers with the necessary resources, training and support to deliver quality instruction. ○ Develop and deliver a transparent, accurate, reader friendly budget that instills confidence in the budget process. ● Budget Challenges ○ Increase in Health Insurance Costs ■ This includes adding \$250,000 for the relief in the current year's budget from the Internal Service Fund ○ Unfunded Mandates ● Chart of Budget Drivers by Major Object Code ● Pie Chart of Budget Drivers by Major Object Code ● Salary as a Budget Driver–\$1,276,893 ● Chart Explaining Enrollment Changes and Their Effect on Class Sizes ○ Two new teachers for Grade 2 ○ One new teacher for Grade 4 ● Health Insurance Increase–\$995,998 ● Transportation Increase–\$930,016 ● Summary of Budget Additions	
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		○ Three Elementary Teachers ○ Benefits to Align with Three New Teaching Positions ● Transportation ● Curriculum Development ○ Science of Reading ○ K-5 Math ○ Addition of Two Courses to Curriculum Review Cycle ○ Intramural Stipend at SNIS ○ Kiln at SMS ○ Bus Application ● Items Not Included in Budget Request ○ 1.0 Paraeducator at SNIS ○ .5 Guidance Counselor at SNIS ○ .6 Assistant Principal at SMS ○ 1.0 Social Studies Teacher at NMHS ○ 1.0 Health/PE Teacher at NMHS ○ 1.0 Speech Language Pathologist LHTC ○ 1.0 Licensed Practical Nurse at LHTC ● The requests are either deferred, moved to a grant by repurposing funds from an unfilled position or absorbed through scheduling efficiencies ● The Budget ○ Acknowledges Financial Pressures Imposed by the State on Local Communities ○ Supports Current Academic and Extracurricular Opportunities ○ Ensures Teachers Have the Necessary Equipment, Materials, and Supplies to Implement Curriculum ○ Provide Curriculum Development and Professional Learning Opportunities for Teachers to Deliver High Quality Instruction ● This Budget Does Not ○ Reduce Any Academic, Art, Music, Athletic or Gifted Programs ○ Reduce Any Related Services Personnel or Staff	
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		○ Increase Secondary Staffing Levels ○ Expand Summer Learning Opportunities ● Creating a Budget is a Balancing Act of Needs versus Wants ○ It Requires Juggling Priorities ○ It is a Challenge Balancing Needs with Priorities Next Up ● Presentations from PK-5 Schools ● Overview of Transportation ● Explanation of Benefits ● Review of Revenues	
3.		Elementary Schools Presentation HPS Principal Mr. Williams discussed his slides which depicts the following: ● 35.85 Certified Teachers at HPS ● Projected Enrollment is 404 ● Projected Class size is as follows: ○ Preschool: 11 ○ Kindergarten: 16.7 ○ 1st Grade: 18.7 ○ 2nd Grade: 20 NES Principal Ms. Gallagher discussed her slides which depicts the following: ● 40.25 Certified Teachers at NES ● Projected Enrollment is 462 ● Projected Class Size is as follows: ○ Preschool = 10.6 ○ Kindergarten = 17.5 ○ 1st Grade = 19.3 ○ 2nd Grade: 19.1 Ms. Gallagher's presentation displayed student's thoughts in grades 1-4 on their dreams and aspirations. Students recognize the importance of collaboration and problem solving on a daily basis. SNIS Principal Mrs. Bilko discussed her slides which depict the following:	

		• Certified Teachers = 62.43 • Projected Enrollment = 771 • Projected Class Size is as follows: ○ 3rd grade = 21.2 ○ 4th grade = 21.4 ○ 5th grade = 23.6 Mrs. Bilko discussed Academic Tiers of Support: Tier I • Restorative Practices • Morning Meeting Tier II • Lunch Bunch • Mentor • Check In/Check Out • Restorative Circles Tier III • Zones of Regulation • Individual Behavioral Support Plan • Student Support Team Ms. Hollander, Assistant Superintendent of Schools discussed the Budget Overview including Goals, Student Success and Measures. She added that Clarity of Work is more focused than ever. Nice to Know versus Need to Know forces teachers to look at practice HPS Principal Mr. Williams explained Goals: • Academic ○ iReady - pathway to where students are • Attendance ○ Decrease chronic absenteeism (post COVID and around the state) • Behavioral/Social ○ Emotional school readiness Mrs. Faulenbach thanked the administrators for being there.	
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		Mrs. Rella asked how many interventionists are there at each of your schools? Mrs. Bilko responded there are five at Sarah Noble. Mrs. Rella asked if they work directly with students. Mrs. Bilko responded they work in small groups and work on targeted areas. Their work is driven by the goals and data we learn about our students. Mrs. Rella asked if this is part of SRBI? Yes, that is the goal work that drives our work. If you think about the triangle and the Tiers, they work on Tiered instruction, Tier 11. Mrs. Gallagher stated Northville has 3.5 interventionists. They do a combination of a pull out or small group work. Mr. Williams stated at Hill and Plain there are 3.5 interventionists. They break down data and work with students in small group work. Mrs. Rella thanked the administrators for being present this evening. Mr. McCauley requested information regarding the positions in ESSR and he wants to understand the cliff that will be created when the funds are no longer available. Dr. Paddyfote stated the administration is working on a chart showing all grant positions and it will be available before wrap-up of the budget hearings. Mrs. Faulenbach commented on the need to know the number of positions funded in the ESSR grant because these positions have proven to be very valuable. Mr. O'Brien raised unfunded mandates and he has heard a lot about the Science of Reading and the concerns around it.	
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		Ms. Hollander responded that she and her team are being very cautious about the approach and we are auditing to identify where holes are. It is complicated and there is new information coming out all the time. The district is being very thoughtful about it. We will share it with you when the audit is completed. We are working collaboratively with colleagues in this area. Mr. O'Brien asked Dr. Paddyfote if she could put a price tag on unfunded mandates to which she replied she couldn't quantify the cost of all the unfunded mandates. Mr. Giovannone presented a slide on Transportation. • General Education Transportation has a placeholder increase and bus application to track the bus and if a student is on the bus. • Special Education Transportation—there is the issue of availability of providers, the increase in cost for out-of-district runs, and an increased number of students going out-of-district. • Athletic Transportation—the availability of drivers and/or providers has driven the cost up. • Vocational Agricultural Transportation—There is an increase in this line to hopefully pay for a van to assist in picking up students for Shepaug. Mrs. McInnery asked about the savings the district should have realized last year. Is that reflected in this budget? Mr. Giovannone answered the answer is no. This is the request for next year. Mrs. Faulenbach stated the Board realized some savings this year, but not all. Mr. Giovannone stated it is an ongoing topic of discussion in Operations. Mr. Hansell asked the question of what is the number of gen ed students and special education students regarding transportation.	
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		Mr. Giovannone stated he does not have that answer and would have to bring it back to the Board. Dr. Paddyfote suggested the question is refined because many special education students ride regular buses and the increase in special education transportation is for out-of-district students. Mrs. Faulenbach requested clarification of the cost of the bus app. Mr. Giovannone stated the base app cost \$7,560. and the additional piece to track students is \$15,240. Mr. Giovannone presented a slide on Benefits. • Largest driver is health insurance. • There are other components: FICA, Medicare, Unemployment Insurance, Disabilities, Life and A,D,& D is provided by the actuaries. • CIRMA provides liability insurance rates. • Actuarials provide Workers' Compensation and Pension. Mrs. Faulenbach stated we are trending 8.9 in health insurance and this is year 3 of the State Partnership Plan. Previously it was 5.2 We know this is a large number but it was lower the first two years. Insurance is really about mitigating an increase. When negotiating we know it is about salary and insurance. Mrs. Faulenbach made a statement about transportation. She noted that the district reduced two buses this year and the previous year two buses were reduced for a total of four buses over two years. She noted this has created challenges. Mrs. McInnery reminded everyone that buses must get students home within an hour ride and we are cutting it close on some bus routes. Mr. Giovannone presented a slide on Revenue. • Excess Cost for Special Education eligible expenses. It is a conservative estimate. • FOIA piece which was carried over. We don't collect anymore because we handle these digitally. • Building Use Fees	
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		• Excel Inclusion Tuition–based on projection from year before • Special Education Tuition–LHTC tuition. • Gate Receipts-Based on previous years • Parking Permit Fees based on the same fee of \$150.00 and the same number of spaces. Mrs. Faulenbach brought up turnover savings. Mr. Giovannone said we didn't have turnover savings this year. Mrs. Faulenbach brought up the ISF funds, Insurance Relief. Mrs. Saricch brought up the Parking Permit Fee and stated the Board reduced it last year to \$150 and the Board discussed they would reduce it again this year. Dr. Paddyfote explained until the Board takes action the administration carries the number forward. Mrs. Faulenbach added that it is up to the Board to discuss it at budget adoption and it is up to the Board to reduce it further. <u>Review of each School Budgets (HPS)</u> Mrs. Faulenbach commented on the salary/cert-gen ed and asked for clarification on the teachers salaries and additional grade 10 at HPS. It is a combination of factors. Mr. Williams had a question on page 9, line item BLA10000 53200 Professional Services. He questioned the line item was not utilized. Refer to 21-22 Budget vs. Actual amounts. Mr. Giovannone responded that in 2021-2022, this line item which the majority is transportation, was planned buses to SNIS from HPS for programs that were canceled as a result of COVID. Mrs. Faulenbach mentioned that the appendix A clarifies some questions people may have in Professional Services that the budget does not outline. On page 8, Mrs. Rella asked why there are 34.85 cert. teachers. Mr. Williams answered that there are shared staff across the building, a school psychologist, para professionals, and a health teacher shared between three schools.	
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Mrs. Rella asked another question about the number of secretaries and their locations. There are 3 total: a library media specialist, 2 secretaries in the main office, and the nurse is a paraprofessional.

Mr. Giovannone advised that Appendix C is broken out by the Secretarial Bargaining Unit.

NES

Mrs. McInnerney requested a small edit of an addition of a 1.0 full time teacher for grade 2 teacher.

Discussion about workbooks Mrs. Gallagher feels strongly that workbooks were necessary. Mrs. Faulenbach asked about math and Ms. Hollander explained that the addition is for the workbooks. Mrs. Rella asked about the number of workbooks and Ms. Hollander said there is one for every child.

SNIS

Question for Mrs. Bilko- "are you satisfied with 23.6 class size for Grade 5?" Mrs. Bilko said that a 4th grade teacher will be added and said this size is a need, not a want. They are preparing them for Grade 6.

Mrs. Faulenbach asked if printing costs are down. Mrs. Bilko said the printing costs are lower since the pandemic. The handbook is electronic and parents can sign on Powerschool.

Mr. O'Brien had a question for Dr. Paddyfote who deferred the question to Mr. Giovannone. All schools are down on enrollment. Mr. Giovannone responded that enrollment studies are not relied on 100%. This was based on a 10-year enrollment study.

Mrs. Rella stated the enrollment is a guesstimate. Mrs. Faulenbach said the last enrollment study had live births and was comprehensive. Mr. Helmus stated the enrollment studies are not specific to types of students, for example it

		doesn't predict how many English Language Learners. Board's questions: 1. Need a "Drill Down" on insurance. 2. Mr. Williams' question on busing. 3. Trend from the actuarial on health insurance 4. Buses: how many are served with GenEd and how many served on Spec Ed out-of-district. 5. List of Decisions on ESSR.	
4.		Opportunity for the Public to be heard • Megan Byrd is pleased with the budget and enjoyed the slide presentation. She thanked the BOE and staff. Ms. Byrd believes the bus tracking app is not necessary. She thinks that parents could live without it, in her opinion, unless it will realize savings in other ways such as legal issues. Ms. Byrd mentioned that the swiping could take up more time boarding the buses. • Alexandra Thomas addressed the Board regarding additional information. She appreciates all the work and hearing from the Team. She thinks it is important to hear what is off the list. She is happy that additional teachers were added. Ms. Thomas would like to know what the total number of employees are and the total number of bargaining units. She wants to support the BOE and needs numbers. She wants to know the cost of adding another bus or two. She wants to know the per pupil expenditure, and more information about the district reference groups. Ms. Thomas thinks it is important to understand the different district groups. • Ms. Thomas asked about iReady. Are we going to help parents understand what it is and how to use it?	Opportunity for the Public to be heard
5.		Recessed to Wednesday, January 18, 2023	Recessed to Wednesday, January 18, 2023

**New Milford Board of Education
Budget Hearings & Adoption Minutes
January 17, 18, 24 & 26, 2023
Sarah Noble Intermediate School Library Media Center**

		The budget hearing meeting of the New Milford Board of Education was called to recess at 9:04pm by Mr. Helmus, Chairperson.	The meeting recessed at 9:04 p.m.

Budget Hearing Minutes

January 18, 2023

Sarah Noble Intermediate School Library Media Center

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

Also Present:	Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Dr. Janet Parlato, Superintendent Elect 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 Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Mrs. Gwen Gallagher, Northville Elementary School Principal Mr. Raymond Manka, New Milford High School Principal Mr. Keith Lipinsky, New Milford High School Athletic Director Ms. Linda Scoralick, Schaghticoke Middle School Principal Mr. Michael Boucher, Schaghticoke Middle School Assistant Principal Ms. Shannon Surreira, Schaghticoke Middle School Assistant Principal Mr. Eric Williams, Hill and Plain Elementary School Principal Mrs. Kerri Adakonis, Hill and Plain Elementary School Assistant Principal
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1. A.	Call to Order Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education resumed at 7:00pm by Mr. Helmus, Chairperson. The Pledge of Allegiance immediately followed the call to order to resume the meeting.	Call to Order Pledge of Allegiance
2.	Opportunity for the Public to be heard • None	Opportunity for the Public to be heard • None

3.	Discussion of the Superintendent's Proposed 2023-2024 Budget including, but not limited to, Grades 6 - 12 Ms. Scoralick, Principal of Schaghticoke Middle School (SMS), presented slides with the following information. ● Programs at SMS that reflect the Mission Statement ○ School Climate Committee ○ Focus on Social Emotional Learning, relationship building, and community building ○ Academic extra curricular offerings ○ Use of restorative practices to guide interactions and interventions ● Life at SMS - Typical Day ○ 5 core classes ○ 2 Unified Arts ○ Lunch ○ Homeroom - Extra Curriculars - Athletics: ● Interscholastic & Intramural - Clubs & Activities ● Music ● Art ● Writing/Journalism ● Science ● Service Based ● Leadership - Other Events ● Spirit Days ● Field Days ● Book Fair ● Student of the Month ● Grade Level Field Trips SMS Budget as a Percentage of the Overall Increase to the Budget–10.7%. It Includes: ● Supplies to support the programs ● A kiln for the art department ● Texts at the just right reading level ● Materials, supplies and software to support intervention programs	Discussion of the Superintendent's Proposed 2023-2024 Budget including, but not limited to, Grades 6 - 12
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Sarah Noble Intermediate School Library Media Center

	• Athletics transportation Creating a Culture of Community Tier I Instruction • Academic Improvements • Social Emotional Learning Intervention • Improvements to SRBI processes • Attendance monitoring and intervention • Program improvement for English Language Learners Other • Focus on relationships • School Climate Committee • Improvements to physical plant • Student engagement/belonging • Student recognition programs SMS Staffing Summary • Projected enrollment 780 students • Total staffing 110 • Team model • Intervention/support based on individual needs ○ Special Education ○ SRBI ○ English Learners Schaghticoke Middle School is a place where all members of the community are valued, safe and supported. • How do administrators at SMS work to support the vision? (Wordle) • Relationship Building • Responding to Behavioral/Emotional Concerns • Collaboration with Families • Climate • Building Safety and Security • Intervention to Meet the Needs of All Learners • Hallway Supervision • Cafeteria Supervision • Goal Setting and Reflection • Collect, Analyze and Interpret Data • Budget The 2023-2024 Budget request for SMS ensures continuity of current programs and offerings at SMS.	
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- Continued focus on improving climate and culture
- Continued work to ensure programs and practices are aligned as part of a K-12 continuum and designed to support and challenge students based on their developmental needs.

Mr. O'Brien asked where to find the kiln in the budget. Ms. Scoralick responded it is in the Art Department budget on page 28.

Pg 26– Mrs. Rella asked what the present numbers are now.

Ms. Scoralick stated 814 students.

Mrs. Rella stated the numbers are going down and is there anywhere that can be cut?

Ms. Scoralick noted the number is supposed to go down 34 students across the grades and teams. Cutting staff with that in mind would drastically affect teams and class sizes.

Mrs. Rella asked about combining reading and writing in sixth grade instead of having two different teachers for each subject.

Ms. Scoralick responded that it is something that can be looked at, but it would create a hole and you would have to find a class for the students to go into for the class that is eliminated.

Mrs. Rella asked if there is a special education teacher for each team.

Ms. Scoralick stated it is not aligned that way because some special education teachers are dedicated to multi-sensory reading, the ILC program and one is dedicated to the AIM Program. It is generally 2 to 2.5 special education teachers per grade level.

Mrs. McInnerney stated that her recollection is that in sixth grade the teacher instructs both reading and writing.

Ms. Scoralick stated that reading and writing are taught by separate teachers in the sixth grade.

On Pg 28, Mrs. Rella asked what is the .5 secretary - Ms. Scoralick noted that this year there was a .5 Library Media Clerk added.

Mrs. Faulenbach stated the .5 is the Library Media Clerk and there are 7 secretaries and 6 at Sarah Noble.

Mr. Giovannone confirmed there are 7 secretaries and

	the .5 is the Library Media Clerk. Mrs. Faulenbach made the comparison between SMS and SNIS and stated there are 1.5 more secretaries at SMS. Mrs. Rella asked for clarification of the positions. Mr. Turner added that there are 1.0 technicians at SNIS, SMS and NMHS and .5 at Hill and Plain and .5 at Northville. Mrs. Faulenbach noted there was a slide with an additional .6 at SMS to make it whole at 1.0. Mrs. Rella stated she understands it is hard to have a .4 administrator. Mrs. Rella asked about interventionists and tutors? She wanted to find clarity in what the interventionists do and tutors. Ms. Hollander added it is hard to find tutors. There is a teacher shortage and along with that since we like tutors to be certified it has been difficult to find them. Mrs. Rella asked if the State has relaxed the requirement for tutors because of the shortage. Dr. Paddyfote added that the certification requirement for tutors is a school district decision, not a State decision. Mrs. Rella asked how many interventionists do you have? Ms. Scoralick said two. Mrs. Rella asked if that was enough. Ms. Scoralick added that they make it work. They could always use more support. Mr. McCauley asked why the social studies department doesn't have periodicals in the budget. Ms. Scoralick stated the department didn't ask for them and they are using more online resources. Page 31 Mrs. Faulenbach asked why there wasn't a change in security. Mr. Giovannone stated that it is the amount of the ASSO and it hasn't been increased in the proposed budget. Mrs. Faulenbach raised the athletic transportation expense and asked if it is the current vendor. Mr. Giovannone answered that it is a third party vendor.	
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	Page 30 Mrs. Rella asked about other professional libraries. Ms. Scoralick responded that it is for online services, and the Destiny platform. Mrs. McInnerney asked if the vendors for athletic transportation are more of the coach buses to which Mr. Giovannone answered yes. Mrs. McInnerney asked if the district has checked with All-Star to see if things have changed and the bus situation has gotten better. We have to get our students to competitions. Dr. Paddyfote responded that things are not getting better, and some districts do not have drivers for their daytime runs. Some districts are down drivers everyday and they are doing double runs for several routes. On Page 33, Mrs. Rella asked how many clubs are there? Ms. Scoralick said about 27. Mr. Manka, Principal of New Milford High School presented slides with the following information. Programs at NMHS that reflect the Mission statement. • Student led, and staff supported, Wingman instruction build our SEL, empathy, and acceptance within our school community • Pathways work leading to innovating programming and opportunities for NMHS students & families • Weekly attendance team work stresses the value of attendance and provides support for students and families • Science Research Based Interventions provide supports for students during the day to help achieve academic and life goals Budget Staffing and Major Object Code Overview Relationship of NEASC and Vision of the Graduate • Decennial visits & Special reports • Monthly meeting with month long tasks • Staff (PLC) time used to DEFINE essential skills	
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	• NMHS creates a singular DEFINITION w/attributes for each skill • Working now on how to MEASURE the student growth for each essential skill • Next steps includes how to record/manage student growth (i.e. portfolio, digital portfolio, Naviance) for student's 4yr experience at NMHS Teacher Evaluation and Student Attention and Support • Teacher evaluation: goal setting, mid-tear, end of year, and 1 to 3 informal observations depending on years of service • 2022-2023 Semester 1 staff referrals: Approximately 800 meetings to support/assist student needs • Daily cafeteria supervision • Support at events: Band, chorus, musical, play, sports, dance, honor society, fundraisers.... School Wide Programming–Wingman • 152 Student Leaders oversee a student-led activity based program on inclusivity, empathy and providing opportunities for all students to have a voice for positive change in their school/community. • Using the SEL CASEL Standards, lessons/activities are prepared for each Wingman Day to support Social-Emotional learning and Social Awareness, Relationship Skills, Responsible Decision Making, Self-Management & Self-Awareness. • Staff/Student Subcommittees: Lesson planning, Materials, Social media/promotion, Data analysis • Feedback surveys inform decisions on future activities and connect with other committee work at NMHS • Look Up, Look Out, Look After! School Wide Programming • Field Trips	
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	• Stipend Positions • Activity Day • Volunteerism Scheduling and the use of PowerSchool Attendance Committee SRBI Career Pathways The 2023-2024 NMHS Budget ensures... • Appropriate FTE including teaching, administration, clerical, pupil support staff satisfactory for student schedules for the 23-24 academic school year. • Adequate instructional materials (including disposable resources and digital subscriptions) to support teaching and learning. • Resources to support and access the arts including chorus, fine arts, and music. New Milford High School Athletics The Athletics Department aligns with the Mission statement. • High school athletics is an extension of our education where we learn sportsmanship, fair play, and respect for others. • Michaels Cup award recipient for the work we have done to promote sportsmanship, citizenship, community involvement, and positive school spirit. • Athletics reinforces the life skills of teamwork, self discipline, dealing with adversity, handling both success and failure, goal setting, time management, commitment/dedication, respect, integrity, responsibility, compassion. NMHS Athletics Program offers Fall, Winter and Spring offerings. On Pg 35, Mr. O'Brien noted there are 9.69 positions funded in the grant: 4.0 teachers and 5.69 paraeducators. Is that consistent year to year? Mr. Gioivannone asked if he was asking about the ESSR grant. Mr. O'Brien asked if the funds are going to be available next year. Dr. Paddyfote added that the team is putting together an Excel spreadsheet of grant positions by title of	
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**New Milford Board of Education
Budget Hearings & Adoption Minutes
January 17, 18, 24 & 26, 2023
Sarah Noble Intermediate School Library Media Center**

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	grant, year, and position. On Pg 38, Mrs. McInnerney noted there is a 300% increase and she believed it was for sheet music that wasn't budgeted last year. Mr. Giovannone confirmed that was correct. On Pg 40, Mrs. Faulenbach asked about the rental fee at Canterbury and its cost. Mr. Giovannone answered between \$15,000-\$16,000. Mrs. Faulenbach asked if the overall amount of \$805,273 in the athletic budget was all of the budget and she referenced the difference in the pie chart for athletics. Mr. Giovannone said the \$805,273 does include the three top lines, which are salary, and that is all of the athletic budget. Mrs. Faulenbach stated the increase of \$30,000 is for athletic transportation. Mr. Giovannone confirmed that is correct. On Pg 42, Mrs. Faulenbach asked about professional services in the amount of \$6,000. Mr. Manka said he would have to get an answer for that item.	
4.	Opportunity for the Public to be heard Alexandra Thomas asked about the length of classes at Schaghticoke Middle School and the High School. She also asked about what percentage of students are English Language Learners at the Middle School and High School. She wondered if the district has seen any issues with the Town library not being open. Alexandra Thomas noted that the speakers addressed a lot of needs, but she didn't hear how the district works with students who are not college bound. She would like to know how the schools address non-college bound students.	Opportunity for the Public to be heard
5.	Recessed to Tuesday, January 24, 2023 The meeting recessed at 8:20 p.m.	Recessed to Tuesday, January 24, 2023 The meeting recessed at 8:20 p.m.

**New Milford Board of Education
Budget Hearings & Adoption Minutes
January 17, 18, 24 & 26, 2023
Sarah Noble Intermediate School Library Media Center**

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**Budget Hearing Minutes
January 24, 2023
Sarah Noble Intermediate School Library Media Center**

Present:	Mr. Pete Helmus, Chairperson Mrs. Wendy Faulenbach Mr. Eric Hansell Mr. Brian McCauley Mrs. Tammy McInerney Mr. Tom O'Brien Mrs. Olga I. Rella Mrs. Leslie Sarich Mr. Keith Swanhall, Jr.
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Also Present:	Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Mrs. Gwen Gallagher, Northville Elementary School Principal Mr. Raymond Manka, New Milford High School Principal Ms. Linda Scoralick, Schaghticoke Middle School Interim Principal Mr. Eric Williams, Hill and Plain Elementary School Principal Mrs. Debbie Clark, Special Education Supervisor, Pk-5 Mrs. Tracy Menzies, Special Education Supervisor Grades 6-12
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1.	Call to Order	Call to Order
A.	Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mr. Helmus, Chairperson. The Pledge of Allegiance immediately followed the call to order.	A. Pledge of Allegiance
2.	Opportunity for the Public to be heard Diane Swanson, 21 McNulty Drive, New Milford and a parent of three New Milford High School graduates, said NMCAN, New Milford Public Schools, and the Youth Agency sponsored community surveys of students in 2017, 2019 and 2022 of students in eighth	Opportunity for the Public to be heard

	grade, tenth grade and twelfth grade. She shared three points of the survey. One question was how valued the students felt by the community - 20% responded they felt valued leaving 80% who did not feel they were valued. Another was on whether the school offered a caring climate of which 26% thought the school did provide a caring climate while 74% did not. The third question revolves around if students felt like they belonged or bonded with the school of which 49% said they did and 51% felt they did not belong. She said steps could be taken to show that New Milford cares for its youth. • Brenda Vaughey, 25 Straits Rock Road, Gaylordsville, a parent of a junior at the high school addressed the student parking fee of \$215 which is far above area schools - Brookfield at \$80; New Fairfield at \$100; and Danbury at \$55 for seniors and \$65 for juniors. She said last year the Board lowered the rate to \$150 with the intent of continuing to lower the fee to be more in line with area schools. She said the amount in this year's budget remains at \$150. She suggested if the Board reduced the fee to \$100 at 278 spots the reduction in revenue would be \$13,900. The other area of concern was the admission fee to athletic events for student athletes. She said it does not send a caring message to student athletes when they participate in sports and have to pay to attend others. She suggested reducing the revenue by half or \$12,700. The total reduction in revenue is only \$26,600. • Carolyn Hyde, 31 Brookview Lane, New Milford, said there will be a reduction of 39 students at Schaghticoke does not warrant laying off teachers as there are housing units being built which will house some students. She said if the Town lays off teachers where will they get them in the future.	
3.	Discussion Superintendent's Proposed 2023-2024 Budget including, but not limited to, District-wide Departments	Discussion Superintendent's Proposed 2023-2024 Budget including, but not limited to, District-wide Departments

	Ms. Hollander thanked the Board for the opportunity to provide an overview of the DOI budget. She started by presenting the mission with the goal to prepare all students for life, learning and work beyond school. She said the key skills and dispositions being instilled - communication, creativity, problem solving, and a growth mindset. She said she is grounded in key questions she asks is what do students need to know and do for the future; how do the schools foster those skills; and how do they help students take ownership; and how are the students performing now and what do they need for future success. The schools continue to backfill skills lost from COVID and moving forward. The DOI oversees curriculum, instructional practices, accountability and professional learning for the district K-12 spectrum. She shared a graphic of all the responsibilities through the Department of Instruction. Ms. Hollander said COVID gave insights into the diverse needs of the striving scholars and strengthened the schools ability to serve the needs. The district has realigned the systems of teaching and learning in order to meet the needs of students. She said the DOI focuses on student improvement, professional learning, building district goals leading to the district's success and supporting teachers as leaders and learners. Takes effort to provide time for teachers to stop and think as they do not leave their job once they leave the building. DOI work is done through shared leadership. Coaches and teachers have worked to unpack state mandates as well as provide job embedded professional development. Prior to COVID, the method was release teachers for development and have subs – now the district method is to keep teachers with the students. Coaching and administrative visits allow for professional learning to share with students. If the district were to contract services out, the going rate is \$2000 per day. Using a rough estimate of coaches, teachers, etc. time, the district would have been charged \$90,000 if used outside consultants or contract services.	Hi
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	The district is lucky to have the coaches and coordinators to assist with this work. A big piece of this budget includes the new math program – the current investigations curriculum ends this year. After a thorough approach and analysis, the district chose the iReady Mathematics. The district wants students to be thinkers and problem solvers. There is a web based component but there are also workbooks and manuals to help with SRBI process. The Committee on Learning has already seen growth with this diagnostic tool. iReady moves the district from initiation, response and evaluation to make sense of problems, productive discourse, discuss strategies, make connections, and apply learning to new problems and situations. The number of English Language Learners have increased. Hill and Plain has 54, Northville has 37, Sarah Noble has 76, Schaghticoke has 55 and the high school has 41 for a total of 263. The district is looking at ways to support these ELL students. The Board has been a good supporter of the summer programming and the district is revising the curriculum to fill in the gaps that the students have presented with. The grades 2 to 4 will be funded by Title I, algebra readiness for students entering 8th grade, and credit recovery for grades 10 to 12. Operating expenses for salaries for 2023-24 is \$1,132,630, professional services is \$431,053, other services is \$349,345, supplies is \$109,735, dues and fees is \$7,789. The agrioscience increase is due to transportation to be more accommodating to families. The impact of the budget will be to recommit to high quality data driven decisions; maintain and build on 2020-21 curriculum and instruction audit; meet State Department of Education standards, regulations, and continual changes in best practices; enact the districts three year Right to Read literacy plan; realign the 6-12	
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	literacy and math pathways; and support teachers as learners through high quality professional learning, The New Milford Adult Education program is run by one program manager, one guidance counselor/career navigator, one part time secretary and 11 part time teachers. Adult education is a comprehensive program. The budget remains the same for 2023-24. Mrs. Faulenbach asked for the data behind summer programs – the number of students, etc. Ms. Hollander said she is trying to get teachers to communicate earlier about the summer program to let families know how to plan. Mrs. Faulenbach also asked about how many students are in the credit recovery program. Ms. Hollander said they can communicate the dates easily; targeting the students needs more time. Mr. Hansell asked when are ELL students moved out of the program? Ms. Hollander said they are doing an audit of the programming to make sure the instruction is supporting their ability to grow as fast as they can. There is a typical number of years they should be with the district. They do offer supports to those who exit the ELL program. Mrs. Faulenbach said the numbers have almost doubled in the ELL population. Ms. Hollander said it has been a pretty steady increase. Mrs. Sarich asked if there are 76 students at SNIS, is there enough support and what is the mandate? Ms. Hollander said there is no mandate but the district has to be thoughtful about who the students are and what they need. She said the district probably needs to anticipate adding an additional ELL teacher. Ms. Hollander said they can use the i-Ready tool to assess the ELL students. Mr. O'Brien asked about major object code professional services and the budget is up \$64,000. Ms. Hollander said that is mostly the i-Ready but other teacher evaluation platforms.	
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	Mr. O'Brien asked if iReady is one time and Ms. Hollander said the professional development fee is one time. The materials will be paid for every year. Mrs. Faulenbach asked where the entire district curriculum is and Ms. Hollander said it is in DOI who does the curriculum development. The district is on a curriculum cycle but they have added a bit to this budget because they will be adding some pathways programming. Mr. O'Brien asked about Gen Ed Tutors which was budgeted the same, \$137,000, he asked if the district was able to find tutors and Ms. Hollander said it is very hard due to the teacher degree requirement. Department of Pupil Personnel, Special Education and LHTC Mrs. Olson thanked the Board for its commitment. She said tonight she was going to talk a lot about numbers and data points but behind every dollar and data point are kids. These services are mandated under IDEA. She said the district follows the mandates as well as the spirit of the law. The district believes that all children can learn, they are general education students first, they believe in an IEP and the least restrictive environment, and the parents are the child's advocate. Mrs. Olson shared the pupil personnel staffing including nurses, speech pathologists, social workers and psychologists. The staff is well over 100 people. The special education staffing includes special ed supervisors, department chairs at Hill and Plain and Northville, a transition coordinator, a department chair at Schaghticoke and one at the high school. The overview throughout the district includes 6 psychologists, 6 social workers, 9 speech language pathologists, 56.79 FTE teachers, 100 paraprofessionals, 8 nurses including a mandated nurse at Faith Church School, and 15 guidance counselors.	
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	The number of special education students has remained steady in growth over the years. In district students total 613 in 2022-23 and the projection is 620 for 2023-24. The EXCEL preschool classes for 2022-23 is at 44 with 4 referrals and a projection to 50 in 2023-24. Many students are coming in with a classification of autism for 3 to 4 year olds coming in. The Special Education department has quality benchmarks that must be met and they have been since Mrs. Olson has joined the district. The Litchfield Hills Transition Center provides mandated special education transition services to 20 students all over – Joann's Fabrics, in the schools, etc. This keeps our students in the community. The state mandates services be provided up to age 22, this is an unfunded mandate. The district has been able to avoid \$1.8 million in costs by utilizing LHTC. Effective School Solutions/ESS Wrap Around Therapeutic Services are held at Schaghticoke for 6,7, and 8 grades. It is in its seventh year and is cost avoidant. The program is tier 3 and stabilizes students' current psychiatric symptoms while providing the highest level of intervention in the least restrictive environment. The ESS program offered 635 total therapeutic interactions; there are 9 students served this year; students have shown significant academic improvement; and there was a student who was able to be served in New Milford saving the Town \$110,000 for the year. There were 39 out of district placements in New Milford in 2022-23 and projected to be 35 in 2023-24. Out of district placements happen for a variety of reasons including a parent choosing to do so. There were a number of students who needed to be placed out this year because of behavior who will be returning to the district next school year.	
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Sarah Noble Intermediate School Library Media Center

	Historically the district has used 7 placeholders for out of district at \$80,000 per but the projected for 2023-24 is 6. This number is tuition and related services but not transportation. The average cost of out-of district tuition has increased to \$91,000 for 2022-23. There are a variety of reasons why the tuition costs increase including a lack of staffing at an outplacement facility. Some of the tuition rates increased by 20%. Mr. O'Brien asked what would be associated with \$216,000 tuition and Mrs. Olson said one student had to be placed in a residential unit and one needed one to one services which impacts the number. Mr. McCauley asked about the placeholders and Mrs. Olson said in 2022-23 the placeholders have been used. These are students that move in or have been in an out of district placement due to behavior. Mr. O'Brien said the placeholders are additional students and not currently in the numbers and Mrs. Olson said that is correct. Mrs. Faulenbach asked about the average of \$81,000 and the placeholder number has increased by 11%. Mr. Giannone said the placeholders are in at \$80,000 per but the average is actually higher. The 7 placeholders in 2022-23 are at \$80,000. The proposed budget is still using \$80,000 for the placeholder. Mrs. Rella said there is more than \$240,000 in the placeholder line and asked what else is in the line. Mrs. Olson said the placeholders are in the line but the budgeted line is the total line. Mr. Giannone said that line is the known placements plus the placeholders. Mrs. Faulenbach recognized the placeholders are variable and some years the placeholders have not been used and other years money has had to be transferred in. Mr. Helmus said this number is always a risk. Mrs. McInerney said the Board has to find the money if someone asks for the services.	
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Mrs. Faulenbach asked why the placeholder number was lowered but the tuition number has not changed.

Mrs. Olson said New Milford places 1.6 of its students out (out of 100), the state on average sends out 8.2 of their students to out of district placement. New Milford places 3.7 students out to private schools and the State places 5 on average. New Milford has quality programming in district.

Mrs. Faulenbach asked about the increase in transportation and Mrs. Olson said there is an increase of \$400,000 in ODP transportation. They typically get three to six bids per runs but this year they only got one. New Milford looks at sharing runs to save on costs but in some cases they could not due to behavior and safety. Fuel, wages and lack of drivers has contributed to the increase. Mrs. Faulenbach said the increase could just be for one student so it is difficult to get the full picture by numbers of students since it done by criteria. Mrs. Olson said this is all excess cost eligible.

The IDEA grant has a two year life span and must be applied for every year. It has helped to offer EXCEL tutors (619 Grant) and certified staff, paraeducators, Faith Academy para and the Director (611 Grant).

The PPSS budget ensures appropriate instruction in the least restrictive environment up to age 22, appropriate related and supplemental services, all students ensured appropriate evaluations, and while following the letter of the law New Milford follows the spirit of the law.

Mrs. Rella asked for the differences in ESS and other special services programming. Mrs. Olson said ESS is the most intensive. The AIM program is for those without the higher issues. The STEP program is a function of general education for students who need part of their time for additional services. There are 7 in AIM and 9 in ESS.

Mr. O'Brien asked where the IDEA grants are in the budget and Mrs. Olson said they are the social workers but the numbers are spread across the entire budget by school.

Mr. McCauley asked about the \$232,000 other services and Mr. Giannone said that is for out-of district tuition.

Department of Facilities Custodial and Maintenance

Mr. Cunningham said they serve the mission by keeping the schools clean, healthy, attractive, safe and enhanced. During COVID the health aspect took on a whole new meaning with sanitizing door handles, etc. Enhance is not just maintenance but also HVAC, improving facilities, etc.

The vision for facilities is to create and maintain an exceptional, innovative, sustainable, learning environment.

Facilities now has more licensed individuals and skill sets in the department so they can now perform more “in-house” services.

Facilities are asking for materials for the fields – last year there were 239 requests and 305 from July 1 to January 1. There are 9 ball diamonds in the district, some were off line during COVID and they need to be repaired to be brought back on line.

Another line item request is the outsourcing inspections of fire panels. This can be done in house but it is a heavy ask to do the inspection and then to address any issues. Outsourcing this gives the schools some indemnification.

The budget drivers for repair is 3.6% for fire alarms system inspections and 36.9% for the ball diamond supplies.

Mrs. Faulenbach asked about overtime and if it was adjusted in this budget and Mr. Giannone said there has been no change in the proposed budget. Mr. Cunningham said they have not gone over on the overtime yet but they have kept track of the hours for overtime due to the fire which will be sent to the insurance company.

	Mrs. Faulenbach asked about the .5 custodial from Lillis and Mr. Cunningham said the hope to move the part time to a full time groundsperson. Mrs. Rella asked why the Lillis Building was in the budget and Dr. Paddyfote said the Board has not yet turned the building over to the Town so it remains in the budget until a decision is made. Mr. O'Brien said there is a significant decrease in capital and Mr. Giannone said the current budget had walkie talkie replacement. Their furniture replacement requests have been realigned. Mr. O'Brien asked about the electricity line item which shows a 3% increase which is less than his personal bill. Mr. Giannone said this takes into account the numbers from the NV5 energy assessment and the lock in on fuel oil, regular oil and gasoline. Mrs. Faulenbach said this has been discussed at Operations and they are waiting for data from NV5. She does share the concern about the cost of electricity. She asked how Mr. Giavannone came up with these numbers and he said they have to account for whether NV5 is saving money or not and they have savings from Eversource. She said 6 months down the line the numbers could change and Mr. Giannone said that is possible but this is the best they could do with NV5 and what the energy companies have told them. Mrs. Faulenbach asked about the Lillis Building and the items being carried in the budget and Mr. Giannone said everything is being carried as if the Board still had responsibility. Mrs. Faulenbach said those would be deleted line items if the building gets turned over and Mr. Giannone said that was correct they would not shift to another line in the budget. Board of Education Mr. Giannone said the drivers for the BOE budget are the reallocation to the position of Board Clerk and the legal services. The legal budget increase is \$26,447. Mrs. Faulenbach said the rate changed.	
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Office of the Superintendent

Mr. Giannone said this is the salary for the Superintendent and the Administrative Assistant. The reduction is the realignment of the Board Clerk to the Board of Education.

Department of Human Resources

Mr. Giannone said the increase is 3.97%. The crossing guard positions budgeted for 2022-23 was not filled and has been removed from the 2023-24 budget. The substitute line is increased to contractual rates. The salary turnover has not changed. Mrs. Faulenbach asked how that number came about and Mr. Giannone said this line should be used for a teacher when someone has a step change.

The professional services for Frontline Services have increased.

Department of Fiscal Services & Operations

Mr. Giannone said the salaries are increasing, the audit is done in conjunction with the Town and they provide the number. Professional Services line is increasing by 4.8% for MUNIS. The Tech Supplies are being reduced by \$2,000. The liability and property insurance is given to the BOE from the Town.

IT Technology

Mr. Turner said they have been looking at how they can help with devices and adding new tools. The mission for IT provides teachers and students access to a wide range of educational experiences using technology; allowing students and teachers to have a safe environment to research, discuss and create using various technologies; and working collaboratively with stakeholders to enhance teaching and learning.

The vision is to support district staff and students to have access to and use different types of technology to teach and learn based on curriculum needs.

The department consists of 9 technology staff members for 3,728 students with 750+ teachers and staff utilizing 6000+ devices.

The staff consists of four Tech 1s, Systems Analyst, a Tech 2, District Database Administrator, the IT Director and a secretary. Everybody jumps in to get

the jobs done for teachers can do what they do and kids can do what they do.

The budget includes no salary increase except for contractual. The concentration over the next five years will be infrastructure. There is a student 1 to 1 program which might be funded by a grant. The district uses E-Rate and grants where available for funding.

There are 99 switches in the schools which were installed in 2014. The life span should be around 6 years or 7 or 8 max. 70% installed in 2014 or earlier. There are 258 access points, 65 purchased in 2020 but there are still some classrooms without access points. There are 50 servers – 25 physical and 25 virtual. There are 594 phones in the district. E-Rate should allow for 50% savings or \$500,000 to spend for the next two fiscal years.

The focus will be 1 to 1 programs for Chromebook. Mr. Turner hopes to update the audio visual equipment for teaching and learning including speakers set up for Bluetooth for handsfree – for regular education as well as the Board of Education. The IT Department will work with the curriculum to offer different software for teacher and student use. Continued upgrades to Project Lead the Way program are in this budget.

New Milford uses Powerschool as its main database for internal and external use such as food service, special education, the business office and other departments that IT oversees throughout the school year.

Mrs. Faulenbach asked about the capital – small c – she asked if there was no capital in maintenance and Mr. Giannone said just the walkie talkies. Mr. Turner said he can address one or two capital items a year within his budget planning.

Mrs. Faulenbach asked if the Board will cover revenue and Mr. Giannone said that was covered on night one as well benefits and transportation.

Mrs. Faulenbach asked if there was any indication on the ISF and Mr. Giannone said he did not. Mrs.

Sarah Noble Intermediate School Library Media Center

	Faulenbach asked if there was an issue with MUNIS and Mr. Giannone said the BOE is good. He said the Town's side had issues when the budget was rolled from 22 to 23. The work arounds required extra steps but the Town is in a different position because they relied on MUNIS reports but the BOE budget doesn't just rely on MUNIS reports. Mrs. Faulenbach said both the Town and the Board work to make the budget process transparent. Mrs. McInerney asked about the videos of the proceedings if they would be posted before the deliberations. Mr. Turner said they will be posted and uploaded but it does take a while to upload. Mrs. Faulenbach thanked the administration and team for putting this budget together. Mr. McCauley thanked those who came and presented for helping the Board understand the budget.	
6.	Recessed to Wednesday, January 25, 2023 Mr. Helmus recessed the meeting at 9:27pm.	Recessed to Wednesday, January 25, 2023 The meeting recessed at 9:27pm.

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Sarah Noble Intermediate School Library Media Center**

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**Budget Hearing Minutes
January 26, 2023 (January 25th was postponed due to inclement weather)
Sarah Noble Intermediate School Library Media Center**

Present:	Mr. Pete Helmus, Chairperson Mrs. Wendy Faulenbach Mr. Eric Hansell Mr. Brian McCauley Mrs. Tammy McInerney Mr. Tom O'Brien Mrs. Olga I. Rella Mrs. Leslie Sarich Mr. Keith Swanhall, Jr. Mayor Pete Bass, Ex officio
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Also Present:	Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Ms. Jamie Terry, Technology Consultant Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Mrs. Gwen Gallagher, Northville Elementary School Principal Mr. Raymond Manka, New Milford High School Principal Ms. Linda Scoralick, Schaghticoke Middle School Interim Principal Mr. Eric Williams, Hill and Plain Elementary School Principal
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1.	Call to Order	Call to Order
A.	Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mr. Mr. Helmus, Chairperson. The Pledge of Allegiance immediately followed the call to order.	A. Pledge of Allegiance
2.	Public Comment Megan Byrd, 2 Carlson Road, thanked the District staff and those who prepared and presented this budget. She said the needs and accomplishments were presented to show the responsibility we have to the children in our Town. She hoped the Board did not slash anything without looking at the numbers and what is behind them. She said the vast majority	Public Comment

	of the budget maintains the status quo. She asked that nothing be cut except things the Board knows it does not need such as the Lillis Building.	
3.	Approval of Minutes A. Approval of the following Board of Education Meeting Minutes: 1. Annual Meeting Minutes December 20, 2022 Mrs. Faulenbach moved to approve the December 20, 2022 Annual Meeting Minutes, seconded by Mr. Hansell and passed unanimously. 2. Regular Meeting Minutes December 20, 2022 Ms. Sarich moved to approve the December 20, 2022 Regular Meeting Minutes, seconded by Mr. McCauley and passed unanimously. 3. Special Meeting Minutes January 5, 2023 Mr. O'Brien moved to approve the January 5, 2023 Special Meeting Minutes, seconded by Mr. McCauley and passed unanimously.	Approval of Minutes A. Approval of the following Board of Education Meeting Minutes: 1. Annual Meeting Minutes December 20, 2022 Motion made and passed unanimously to approve the Annual Meeting Minutes of December 20, 2022 2. Regular Meeting Minutes December 20, 2022 Motion made and passed unanimously to approve the Regular Meeting Minutes of December 20, 2022 3. Special Meeting Minutes January 5, 2023 Motion made and passed unanimously to approve the January 5, 2023 Special Meeting Minutes
4.	Superintendent's Report • Dr. Paddyfote said the field trip report for February was updated for January through June. • The fundraisers at the schools including 8 at the High School, one at Schaghticoke and two at Hill & Plain for Honor Society's and PTO. • She thanked the Board for indulging the Administrative team on the budget presentations to show the good work done at the schools everyday. She also thanked the Administration and the Department Heads for their hard work on preparing the budgets.	Superintendent's Report
5.	Board Chairman's Report	Board Chairman's Report

	Mr. Helmus said he appreciated the district staff taking the time to present the budget and the needs of the schools.	
6.	Discussion and Possible Action Monthly Reports A. 1. Budget Position dated 12/31/2022 2. Purchase Resolution D-766 3. Request for Budget Transfers Mrs. Faulenbach moved to approve monthly reports: Budget Position dated December 31, 2022; Purchase Resolution D-766; and Request for Budget Transfers, seconded by Mr. Hansell. Mrs. Faulenbach said in two weeks the Operations Committee will meet to see where the District stands and the Capital Reserve requests. B. Mr. Giannone said the audit is complete so the money should be transferred soon. The motion passed unanimously. Policy for Adoption 1. 5132 Student Dress Mrs. Sarich moved to approve policy 5132 Student Dress, seconded by Ms. McInerney. Ms. McInerney said she was pleased with the changes made as it makes the policy more current and centralizes the idea of how students should dress. Mr. Helmus said he appreciated the legal language in the policy and the subtleties being placed in the regulations. The motion passed unanimously. C. Policies for Second Review 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	Discussion and Possible Action Monthly Reports 1. Budget Position dated 12/31/2022 2. Purchase Resolution D-766 3. Request for Budget Transfers Motion made and passed unanimously to approve monthly reports: Budget Position dated December 31, 2022; Purchase Resolution D-766; and Request for Budget Transfers Policy for Adoption 1. 5132 Student Dress Motion made and passed unanimously to approve policy 5132 Student Dress Policies for Second Review 1.4118.6 Employee Use of the District's Computer Systems and Electronic Communications 2.5131.9 Student Use of the District's Computer

Adoption of the 2023-24 Board of Education Budget Mr. McCauley moved to approve the Superintendent's Proposed 2023-24 budget in the amount of \$71,175,030, seconded by Mrs. McInerney. Mrs. Faulenbach moved to amend the Superintendent's proposed 2023-24 budget by decreasing it by \$120,879 for the purpose of removing the Lillis Building Administration expense, seconded by Mrs. McInerney. Mrs. Faulenbach said the Board has not taken a formal vote yet to turn the building over to the Town but that will be happening in this fiscal time period. Mrs. McInerney agreed and said the Board will not need the funds if the building is given to the Town. Mr. Helmus said he appreciated that Dr. Paddyfote put this in the budget and this will give clarity that the district staff needed about this building. The motion passed unanimously. Mrs. Sarich moved to amend the Superintendent's proposed 2023-24 budget by decreasing the revenue by \$13,900 for the purpose of reducing the student parking fee by \$50 per permit, seconded by Mrs. McInerney. Mrs. Sarich said this is the right thing to do for the kids and she wished the fee could be zero. Mrs. Faulenbach said this reduces the revenue in the budget which increases the budget expense. She said the New Milford fee is higher than other districts and so she can support this but the Board may have to reexamine it should the budget be reduced. Mr. O'Brien asked the history of how the fee got so high and Mrs. Faulenbach said the Board has had to preserve the core of instruction and education.	Systems and Internet Safety Adoption of the 2023-24 Board of Education Budget Motion made and seconded to approve the Superintendent's Proposed 2023-24 budget in the amount of \$71,175,030 Motion made and passed unanimously to amend the Superintendent's proposed 2023-24 budget by decreasing it by \$120,879 for the purpose of removing the Lillis Building Administration expense Motion made and passed unanimously to amend the Superintendent's proposed 2023-24 budget by decreasing the revenue by \$13,900 for the purpose of reducing the student parking fee by \$50 per permit.
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	Mrs. McInerney said this is a separate tax that the parents often pay for their children. The motion passed unanimously. The total at this point is \$71,068,051 or a 4.87% increase. Mrs. Faulenbach moved to amend the Superintendent's proposed 2023-24 budget by decreasing the revenue by \$7,000 for the purpose of eliminating the admission charge for non athletes to high school athletic competitions, seconded by Mrs. McInerney. Mr. Helmus said this is for the charge for every sport. Mrs. McInerney said there are lots of kids at the sporting events and this should be encouraged. The motion passed unanimously. The total at this point is \$71,075,051 or a 4.88% increase. Mr. McCauley said he was happy with this budget even with the increase as there are inflationary increases in salaries and essential items for students. This is the right thing to do and he hopes it is supported by the Town. He said basically this is a bare bones budget and no programs are being added. Mr. O'Brien said he realizes a 4.88% increase is a big number for New Milford but inflation is a factor and the Town is just getting over the COVID pandemic. He said he looked at the neighboring town budget increases and Brookfield is at 5.78%, Bethel is at 5.95%, New Fairfield is 6%, and Danbury is at 6%. He said he will support this budget. Mrs. Faulenbach said the district worked hard to keep costs down with insurance increases and contractual increases. They worked with the bargaining units. She said the health insurance is increasing but it could have been worse. Transportation is a statewide challenge. She said the Board has 7 bargaining units.	Motion made and passed unanimously to amend the Superintendent's proposed 2023-24 budget by decreasing the revenue by \$7,000 for the purpose of eliminating the admission charge for non athletes to high school athletic competitions.
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**New Milford Board of Education
Budget Hearings & Adoption Minutes
January 17, 18, 24 & 26, 2023
Sarah Noble Intermediate School Library Media Center**

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	Mrs. McInerney said she is proud of this budget and felt the Board owed this to the students. Mr. Helmus said this is a fair budget recognizing the contractual obligations and the fair contracts negotiated. He said this is the largest town in the state and transportation is going to be an issue. He felt this was a fiscally responsible budget that serves the district needs. Mr. McCauley moved to approve the 2023-24 Board of Education budget by approving the Superintendent's proposed budget as amended in the amount of \$71,075,051, seconded by Mrs. McInerney and passed unanimously.	Motion made and passed unanimously to approve the Board of Education budget by approving the Superintendent's proposed 2023-24 budget as amended in the amount of \$71,075,051
7.	Items of Information Employment Report January 2023 Mrs. McInerney asked how the district was doing with openings and Dr. Paddyfote said it is a challenge. Enrollment Report January 3, 2023	Items of Information Employment Report January 2023 Enrollment Report January 3, 2023
	Adjourn Mr. McCauley moved to adjourn the meeting at 7:36 pm, seconded by Mr. O'Brien and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:36 p.m.

Respectfully submitted:



Mrs. Leslie Sarich
Secretary
New Milford Board of Education

**New Milford Board of Education
Special Meeting Minutes
February 6, 2023 - 7:00pm
Sarah Noble Intermediate School Library Media Center**

Present:	Mr. Pete Helmus Mrs. Wendy Faulenbach Mrs. Leslie Sarich Mrs. Olga I. Rella Mr. Eric Hansell Mr. Tom O'Brien Mrs. Tammy McInerney Mr. Brian McCauley	RECEIVED TOWN CLERK 2023 FEB - 8 P 2:43 NEW MILFORD, CT 
Absent:	none	
Also Present:	Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Dr. Janet Parlato, Superintendent Elect Ms. Holly Hollander, Assistant Superintendent Mr. Jeffrey Turner, Technology Director	

1. A.	Call to Order Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mr. Helmus, Chairperson. The Pledge of Allegiance immediately followed.	Call to Order A. Pledge of Allegiance
2.	Public Comment • None	Public Comment
3. A.	Interview and discuss possible appointment of candidate for the position of Human Resources Director. Executive session anticipated. The Board may take action when it returns to public session. Mrs. Rella moved to enter into executive session to interview and discuss the possible appointment of candidate for the position of Human Resources Director; and invite into the session Interim Superintendent Dr. JeanAnn C. Paddyfote, Superintendent Elect Dr. Janet Parlota and the candidate, seconded by Mr. O'Brien and passed unanimously.	Discussion and Possible Action

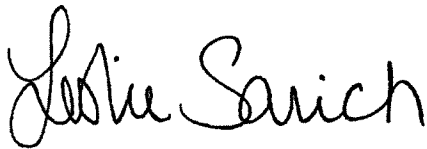
3.	<i>The Board entered executive session at 7:01p.m.</i> <i>Candidate entered executive session at 7:10p.m.</i> <i>Candidate left executive session at 7:34p.m.</i> <i>The Board returned to public session at 7:39p.m.</i> Mr. Hansell moved that the Board approve the appointment of Mrs. Teresa Kavanagh as Human Resources Director effective on or before March 7, 2023; 2023-24 salary \$123,000, prorated to start date, seconded by Mr. McCauley and passed unanimously. 3. B. Discussion and possible action regarding response to bid solicitation from student transportation vendor. Executive session anticipated. Upon the certification of the Interim Superintendent of Schools and of the Chairman of the Board that the public interest in the disclosure of the response to a bid solicitation from a student transportation vendor is outweighed by the public interest in the confidentiality of such response, Mrs. McInerney moved to enter into executive session to review and discuss the response to the bid solicitation and further moved that Interim Superintendent of Schools Dr. Paddyfote, Director of Fiscal Services and Operations Mr. Anthony Giovannone, and Superintendent Elect Dr. Janet Parlato be invited into the executive session, seconded by Mrs. Faulenbach, and passed unanimously. Mr. McCauley left the board discussion at 7:40pm. YES: Mr. Pete Helmus Mrs. Wendy Faulenbach Mrs. Leslie Sarich Mrs. Olga I. Rella Mr. Eric Hansell Mr. Tom O'Brien Mrs. Tammy McInerney <i>The Board entered executive session at 7:41p.m.</i> <i>Mr. McCauley entered Executive Session at 7:43p.m.</i> <i>The Board returned to public session at 8:02p.m.</i> <i>Mr. McCauley left the Board Room at 8:02p.m.</i>	Motion made and passed unanimously to appoint Mrs. Teresa Kavanagh as Human Resources Director effective on or before March 7, 2023; 2023-24 salary \$123,000, prorated to start date.
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New Milford Board of Education
Special Meeting Minutes
February 6, 2023
Sarah Noble Intermediate School Library Media Center

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	Mr. Hansell moved to authorize the Board Chairman to enter into a student transportation contract with All-Star Transportation, LLC pursuant to the terms and conditions discussed by the Board in executive session and subject to any necessary further legal review, seconded by Mr. O'Brien and passed unanimously. YES: Mr. Pete Helmus Mrs. Wendy Faulenbach Mrs. Leslie Sarich Mrs. Olga I. Rella Mr. Eric Hansell Mr. Tom O'Brien Mrs. Tammy McInerney	Motion made and passed unanimously to enter into a student transportation contract with All-Star Transportation, LLC pursuant to the terms and conditions discussed by the Board in executive session and subject to any necessary further legal review.
4.	Adjourn Mrs. Faulenbach moved to adjourn the meeting at 8:03 p.m., seconded by Mr. Hansell and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:03 p.m.

Respectfully submitted:



Leslie Sarich
Secretary
New Milford Board of Education



BUDGET POSITION DATED 1/31/23

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	15,323,430	14,934,808	662,224	97.86%
100'S	SALARIES - NON CERTIFIED	9,964,002	55,000	10,019,002	5,107,417	3,264,181	1,647,403	83.56%
200'S	BENEFITS	11,165,730	0	11,165,730	7,399,146	3,179,231	587,353	94.74%
300'S	PROFESSIONAL SERVICES	4,147,549	-55,000	4,092,549	2,234,663	1,248,796	609,090	85.12%
400'S	PROPERTY SERVICES	963,512	0	963,512	493,763	244,299	225,450	76.60%
500'S	OTHER SERVICES	9,535,698	0	9,535,698	5,097,634	4,264,452	173,612	98.18%
600'S	SUPPLIES	2,699,331	0	2,699,331	1,133,313	980,784	585,235	78.32%
700'S	CAPITAL	22,784	0	22,784	3,097	0	19,687	13.59%
800'S	DUES AND FEES	93,268	0	93,268	69,263	2,574	21,431	77.02%
900'S	REVENUE	-1,745,047	0	-1,745,047	-224,990	0	-1,520,057	12.89%
	GRAND TOTAL	67,767,289	0	67,767,289	36,636,736	28,119,125	3,011,428	95.56%

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	225,675	0	309,715	42.15%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,188,657	0	2,188,657	1,083,359	1,017,279	88,019	95.98%
51202	SALARIES - NON CERT - SUBSTITUTES	971,737	0	971,737	602,891	0	368,846	62.04%
51210	SALARIES - NON CERT - SECRETARY	2,093,451	55,000	2,148,451	1,082,615	740,746	325,090	84.87%
51225	SALARIES - NON CERT - TUTORS	260,695	0	260,695	30,180	0	230,515	11.58%
51240	SALARIES - NON CERT - CUSTODIAL	1,971,159	0	1,971,159	1,075,987	758,035	137,137	93.04%
51250	SALARIES - NON CERT - MAINTENANCE	950,613	0	950,613	489,153	340,065	121,395	87.23%
51285	SALARIES - NON CERT - TECHNOLOGY	508,703	0	508,703	273,414	213,985	21,304	95.81%
51336	SALARIES - NON CERT - NURSES	483,597	0	483,597	244,144	194,071	45,382	90.62%
	TOTAL	9,964,002	55,000	10,019,002	5,107,417	3,264,181	1,647,403	83.56%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	622,565	0	622,565	317,407	0	305,158	50.98%
52201	BENEFITS - MEDICARE	531,498	0	531,498	290,808	0	240,690	54.71%
52300	BENEFITS - PENSION	929,692	0	929,692	929,692	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	33,000	0	33,000	3,690	8,310	21,000	36.36%
52810	BENEFITS - HEALTH INSURANCE	8,397,600	0	8,397,600	5,477,865	2,919,735	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	46,678	78,322	0	100.00%
52830	BENEFITS - LIFE INSURANCE	126,000	0	126,000	44,193	76,807	5,000	96.03%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	400,375	0	400,375	288,813	96,056	15,505	96.13%
	TOTAL	11,165,730	0	11,165,730	7,399,146	3,179,231	587,353	94.74%



BUDGET POSITION DATED 1/31/23

AGENDA ITEM 3A-1
FEBRUARY 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	15,323,430	14,934,808	662,224	97.86%
51200	NON-CERTIFIED SALARIES	9,964,002	55,000	10,019,002	5,107,417	3,264,181	1,647,403	83.56%
52000	BENEFITS	11,165,730	0	11,165,730	7,399,146	3,179,231	587,353	94.74%
53010	LEGAL SERVICES	238,553	0	238,553	199,015	39,538	0	100.00%
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	1,228,289	892,770	285,287	88.14%
53201	MEDICAL SERVICES - SPORTS	52,700	-50,000	2,700	0	2,260	440	83.70%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	5,464	0	5,036	52.04%
53220	IN SERVICE	114,450	0	114,450	37,859	2,870	73,721	35.59%
53230	PUPIL SERVICES	576,592	0	576,592	301,839	214,772	59,982	89.60%
53300	OTHER PROF/ TECH SERVICES	46,785	0	46,785	22,344	0	24,441	47.76%
53310	AUDIT/ACCOUNTING	41,250	0	41,250	41,250	0	0	100.00%
53500	TECHNICAL SERVICES	238,871	0	238,871	177,064	9,335	52,471	78.03%
53530	SECURITY SERVICES	228,503	0	228,503	141,252	87,251	0	100.00%
53540	SPORTS OFFICIALS SERVICES	118,000	-5,000	113,000	72,864	0	40,136	64.48%
54101	CONTRACTUAL TRASH PICK UP	93,016	0	93,016	58,639	25,335	9,042	90.28%
54301	REPAIRS & MAINTENANCE	475,762	0	475,762	294,980	131,189	49,593	89.58%
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	7,224	6,964	28,982	32.87%
54320	TECHNOLOGY RELATED REPAIRS	41,637	0	41,637	14,494	6,469	20,674	50.35%
54411	WATER	68,195	0	68,195	25,590	42,605	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	67,305	31,737	112,731	46.77%
55100	PUPIL TRANSPORTATION - OTHER	175,790	0	175,790	97,132	34,186	44,472	74.70%
55101	PUPIL TRANS - FIELD TRIP	22,750	0	22,750	4,203	2,848	15,699	30.99%
55110	STUDENT TRANSPORTATION	5,053,987	0	5,053,987	2,549,237	2,719,560	-214,810	104.25%
55200	GENERAL INSURANCE	306,689	0	306,689	306,689	0	0	100.00%
55300	COMMUNICATIONS	39,440	0	39,440	15,164	24,276	0	100.00%
55301	POSTAGE	32,750	0	32,750	8,420	24,330	0	100.00%
55302	TELEPHONE	80,966	0	80,966	53,679	27,287	0	100.00%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	1,030	0	6,970	12.87%
55505	PRINTING	31,210	0	31,210	14,433	1,536	15,241	51.17%
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	701,078	246,720	181,366	83.94%
55630	TUITION - PRIVATE PLACEMENTS	2,578,401	0	2,578,401	1,338,828	1,183,684	55,889	97.83%
55800	TRAVEL	46,551	0	46,551	8,642	25	37,884	18.62%
56100	GENERAL INSTRUCTIONAL SUPPLIES	168,026	0	168,026	63,012	40,150	64,864	61.40%
56110	INSTRUCTIONAL SUPPLIES	397,899	0	397,899	221,318	30,534	146,231	63.30%
56120	ADMIN SUPPLIES	31,918	0	31,918	7,676	2,720	21,522	32.57%
56210	NATURAL GAS	219,960	0	219,960	79,494	140,466	0	100.00%
56220	ELECTRICITY	1,021,171	0	1,021,171	410,124	512,435	98,613	90.34%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	238,503	0	238,503	119,801	95,639	23,063	90.33%
56260	GASOLINE	38,375	0	38,375	8,970	4,130	25,275	34.14%
56290	FACILITIES SUPPLIES	320,428	0	320,428	125,380	97,758	97,290	69.64%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	412	7,426	8,637	47.58%
56292	UNIFORMS/ CONTRACTUAL	13,222	0	13,222	8,722	3,295	1,205	90.89%
56293	GROUNDKEEPING SUPPLIES	22,585	0	22,585	2,473	5,527	14,585	35.42%
56410	TEXTBOOKS	63,639	0	63,639	39,107	7,239	17,294	72.83%
56411	CONSUMABLE TEXTS	27,126	0	27,126	8,265	5,310	13,551	50.04%
56420	LIBRARY BOOKS	52,049	0	52,049	16,382	15,471	20,196	61.20%
56430	PERIODICALS	17,224	0	17,224	8,586	2,522	5,932	64.49%
56460	WORKBOOKS	1,900	0	1,900	0	0	1,900	0.00%
56500	SUPPLIES - TECH RELATED	44,580	0	44,580	13,590	10,163	20,827	53.28%
57345	INSTRUCTIONAL EQUIPMENT	7,154	0	7,154	1,557	0	5,597	21.76%
57400	GENERAL EQUIPMENT	2,500	0	2,500	610	0	1,890	24.40%
57500	FURNITURE & FIXTURES	13,130	0	13,130	930	0	12,200	7.08%
58100	DUES & FEES	93,268	0	93,268	69,263	2,574	21,431	77.02%
EXPENDITURE TOTAL		69,512,336	0	69,512,336	36,861,726	28,119,125	4,531,485	93.48%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,301,689	0	-1,301,689	0	0	-1,301,689	0.00%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-85,347	0	24,840	141.05%
44105	FOI & FINGERPRINTING FEES	-1,900	0	-1,900	0	0	-1,900	0.00%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	-18,923	0	-36,077	34.41%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-13,813	0	-14,138	49.42%
44800	REGULAR ED TUITION	-116,000	0	-116,000	-40,000	0	-76,000	34.48%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	0	0	-29,900	0.00%
49103	DCF TUITION	-85,000	0	-85,000	-10,907	0	-74,093	12.83%
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	-224,990	0	-1,520,057	12.89%

GRAND TOTAL	67,767,289	0	67,767,289	36,636,736	28,119,125	3,011,428	95.56%
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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
TOTAL AS OF 1/31/23*	1,457,690

* before any fiscal year end 21/22 deposit from BOE

Turf Field Replacement Acct #43020000-10130	
CONTRIBUTION - FROM BOE 17.18 FYE BALANCE	50,000
CONTRIBUTION - FROM BOE 18.19 FYE BALANCE	50,000
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S & BANNER SALES	10,225
CONTRIBUTION - FROM TOWN DATED 6/4/20	50,000
CONTRIBUTION - FROM TOWN DATED 6/16/21	50,000
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 6/23/21	3,765
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 9/29/21	1,890
CONTRIBUTION - FROM BOE 20.21 FYE BALANCE	100,000
CONTRIBUTION - FROM TOWN DATED 6/9/22	50,000
TOTAL AS OF 1/31/23*	365,880



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

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	SPED	CONNECT KIDS	22/23 YEARLY - ADDITIONAL TRANSPORTATION THROUGH END OF YEAR	\$ 214,810.00	55110
GENERAL	SPED	SPEECH EXPRESS	22/23 YEARLY - TUITION PER MEDIATION AGREEMENT (1 STUDENT)	\$ 67,000.00	55630
GENERAL	SPED	NEW DIRECTION SOLUTIONS	22/23 YEARLY - PROCARE THERAPY SUBSTITUTE NURSES	\$ 15,000.00	53230
GENERAL	FACILITIES	PEN MAR BOILER CLEANING	22/23 YEARLY - BOILER CLEANINGS & SERVICE CALLS	\$ 12,725.00	54301
GENERAL	FACILITIES	PEN MAR BOILER CLEANING	REPLACE FIRE EYE FLAME SAFEGUARD AT SMS	\$ 10,737.78	54301
GENERAL	NMHS	ALL STAR	22/23 YEARLY - ATHLETIC TRANSPORTATION THROUGH END OF YEAR	\$ 10,000.00	55100
5 YEAR CAPITAL	NMHS	VARSITY BRANDS/BSN SPORTS	WEIGHT ROOM UPGRADES	\$ 10,000.00	57345
GENERAL	NMHS	COLLEGE BOARD	PSAT FEE'S	\$ 9,273.60	53200
GRANT	DISTRICT	ROSETTA STONE	SOFTWARE FOR FRENCH AT SMS	\$ 10,995.00	53300
GRANT	DISTRICT	KEE ENTERPRISES	22/23 YEARLY - TRANSPORTATION SERVICES (1 STUDENT)	\$ 7,500.00	55500
GENERAL	DISTRICT	NAUGATUCK PUB SCHOOL	22/23 YEARLY - TUITION FOR DCF PLACEMENT (1 STUDENT)	\$ 6,968.00	55610
GRANT	SPED	KILDONAN SCHOOL	22/23 YEARLY - SPECIAL TUTORING AT NMHS	\$ 6,741.08	51115
GRANT	NMHS	EDADVANCE	REGIONAL HEALTHCARE SHADOWING PROGRAM	\$ 6,000.00	53220
GENERAL	DISTRICT	EDADVANCE	DECEMBER TUITION FOR EXPELLED STUDENTS (2 STUDENTS)	\$ 5,940.00	55105
GENERAL	NMHS	SANDY HOOK PROMISE FOUND	WINGMAN STUDENT LEADER TRAINING PROGRAM	\$ 5,400.00	53200
5 YEAR CAPITAL	FACILITIES	SILVER, PETRUCELLI & ASSOC	CONCEPTUAL STUDY AT SNIS FOR RELOCATION OF CENTRAL OFFICE	\$ 5,100.00	57500

Orders listed below are over \$5,000 threshold and have been processed by the Board of Education.

These have been submitted to the Town to be part of the joint claim through CIRMA along with any orders below \$5,000 (not shown).

Funding	Location	Vendor Name	Description	Amount	Object Code
FIRE	FACILITIES	SIEMENS INDUSTRY	NMHS FIRE REPAIR INVOICE #BCT1FIS	\$ 8,320.00	53999



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3A-3
FEBRUARY 2023 MEETING

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

Informational
Within Major Object Code

Recommended by Policy Sub-Committee for Approval in Accordance with Policy 9311.

Students

5118.1

Homeless Students

HOMELESS CHILDREN AND YOUTH

In accordance with federal law, it is the policy of the New Milford Board of Education (the "Board") to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

Legal References:

State Law:

Connecticut General Statutes § 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

Connecticut General Statutes § 10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

ADOPTED: June 10, 2003

REVISED: June 12, 2007

NEW MILFORD PUBLIC SCHOOLS
Office for Student Affairs
50 East Street
New Milford, CT 06776
(860) 354-2654 Fax: (860) 210-2682



Laura M. Olson
Director of Special Services and Pupil Personnel

To: JeanAnn Paddyfote, Interim Superintendent
 From: Laura M. Olson, Director of Pupil Personnel and Special Services
 Date: February, 8, 2023
 RE: Bid # E-2223-003 Student Care Workers

On December 6, 2022 at 10:00 a.m., the bids to provide the New Milford Public School District with Student Care Workers were opened. There were three (3) vendors that submitted pricing as follows:

RFPs SCW Proposals	2023-2024	2024-2025	2025-2026
Company Name	Hourly Rate	Hourly Rate	Hourly Rate
ALEE/CBS Therapy w/Fringe, Benefits and Admin fee	\$50.00	\$52.00	\$54.00
ESS w/Fringe, Benefits & Admin fee	\$29.76 to \$38.54	\$30.68 - \$39.46	\$31.74 to \$40.52
SCW Salary range each year	\$17.50 to \$24.00	\$17.50 to \$24.00	\$17.50 to \$24.00
EdAdvance w/ Fringe, Benefits & Admin fee	\$34.11 to \$45.58	\$36.16 to \$47.94	\$38.23- \$50.36
SCW Salary range each year	\$15.55 to \$23.79	\$15.86 to \$24.26	\$16.17 to \$24.75

Of the three (3) bids received we recommend that the bid be awarded to EdAdvance for the following reason(s):

1. EdAdvance has provided quality services to our school district for over 17+ years. They provide quality recruitment and staffing.
2. EdAdvances pay rate for the upcoming three years, (2023-24, 2024-25 2025-26) offer a competitive hourly rate while providing quality service and low staff turnover rates.
3. EdAdvance offers flexible options for our employees (medical, dental) as well as a pay range so that the NMPS district can set hourly rates based on experience and education annually.

I will be available to further discuss our selection at the Operations Subcommittee Meeting on 2/14/23 along with Mr. Anthony Giovannone, Director of Fiscal Services and Operations, to answer any questions you may have regarding this bid.

NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education
New Milford, Connecticut
February, 2023
**as of February 15, 2023

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. **Ms. Susan Comito**, Spanish Teacher, Schaghticoke Middle School effective June 30, 2023.

Retirement

2. **Mrs. Joie Tauber**, Math Teacher, Schaghticoke Middle School effective June 30, 2023.

Retirement

2. CERTIFIED STAFF

b. NON-RENEWALS

1. None

3. CERTIFIED STAFF

c. APPOINTMENTS

1. **Mrs. Sherylann Barney**, Math Interventionist, Schaghticoke Middle School effective March 6, 2023.
2022-2023 Salary – \$99,625 (step 15 Masters+60), pro-rated to start date

Education History:

BS: WCSU

Major: Elementary Education

MA: University of New Hampshire

Major: Counseling

Work Experience:

7 yrs. New Milford

5 yrs. Harwinton

6 yrs. Naugatuck

Replacing: S. Mason

2. **Mr. Joseph Fusco**, Biology Teacher, New Milford High School effective February 6, 2023 (pending approval of Durational Shortage Area Permit).
2022-2023 Salary – \$52,673 (step 1 Bachelors), pro-rated to start date

Education History:

BS: UConn

Major: Natural Resources & Environmental

MS pending: Western Governors'

University

Major: Secondary Science Education

Work Experience:

Student Teaching Danbury Public School

Replacing: C. Taylor

4. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. **Mrs. Glendaly Rosado**, Computer Scheduler, New Milford High School effective February 21, 2023.

Took job elsewhere

2. **Mrs. Teresa Torre**, Paraeducator, Sarah Noble Intermediate School effective February 28, 2023

Moving to new position

5. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. ****Mrs. Corrine Colby**, General Worker for Food Services,
New Milford High School effective February 21, 2023.
2. **Mrs. Teresa Kavanagh**, Director of Human Resources,
Central Office effective March 13, 2023.
2022-2023 Salary – \$123,000, pro-rated to start date
3. **Mrs. Teresa Torre**, Part time (.50) Library Clerk,
Schaghticoke Middle School effective March 1, 2023.

\$14.00 per hour
4 hours/day

Rep: A. Jakus

7 yrs. Brookfield Public Schools
1.5 yrs. Weston Public Schools

Rep: R. Adams

\$18.95 per hour, Step 2, Class III
4 hours/day, School Year Secretary

Rep: H. Kopicki

6. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None

7. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

8. BAND STAFF

a. RESIGNATIONS

1. None

9. BAND STAFF

b. APPOINTMENTS

1. None

10. THEATRE STAFF

a. RESIGNATIONS

1. None

11. THEATER STAFF

b. APPOINTMENTS

1. None

12. COACHING STAFF

a. RESIGNATIONS

1. None

13. COACHING STAFF

b. APPOINTMENTS

1. None

14. LEAVES OF ABSENCE

1. None

|

New Milford Enrollment Matrix By School

Date: 02/01/2023

NES	Actual 6/1/22	Proj 22-23	Actual 2/1/23	Proj 2/1/23	Variance
PK	67	53	57	4	
K	138	145	135	-10	
1	125	127	136	9	
2	137	123	126	3	
Totals	467	448	454	6	

HPS	Actual 6/1/22	Proj 22-23	Actual 2/1/23	Proj 2/1/23	Variance
PK	57	64	42	-22	
K	112	126	115	-11	
1	105	111	124	13	
2	104	101	105	4	
Totals	378	402	386	-16	

	Actual 6/1/22	Tot Proj 22-23	Actual 2/1/23	Proj 2/1/23	Variance
	124	117	99	-18	
	250	271	250	-21	
	230	238	260	22	
	241	224	231	7	
Totals	845	850	840	-10	

SNIS	Actual 6/1/22	Proj 22-23	Actual 2/1/23	Proj 2/1/23	Variance
3	247	224	255	31	
4	238	242	259	17	
5	279	236	245	9	
Totals	764	702	759	57	

SMS	Actual 6/1/22	Proj 22-23	Actual 2/1/23	Proj 2/1/23	Variance
6	249	285	281	-4	
7	285	253	253	0	
8	280	279	288	9	
Totals	814	817	822	5	

NMHS	Actual 6/1/22	Proj 22-23	Actual 2/1/23	Proj 2/1/23	Variance
9	365	292	305	13	
10	312	358	338	-20	
11	330	325	310	-15	
12	293	342	293	-49	
Totals	1300	1317	1246	-71	

	Actual 6/1/22	Actual 10/1/22	Proj 22-23	Actual 2/1/23	Proj 2/1/23	Variance
PK-2	845	835	850	835	-15	-10
SNIS	764	757	702	761	59	-3
SMS	814	815	817	816	-1	2
NMHS	1300	1253	1317	1246	-71	-54
Totals	3723	3660	3686	3658	-28	-65

LHTC total = 18

Rev. 2/16/23

<u>School</u>	<u>Grade/Dept.</u>	<u>Trip Date</u>	<u>Day(s) of the Week</u>	<u># of Students</u>	<u># of Adults</u>	<u>Destination</u>	<u>Subs</u>	<u>Student Cost</u>
NMHS	9-12	2/11/2023	Saturday	9	2	Newtown HS (Winter Guard Competition)	0	\$0.00
SMS	7-8	2/2/23	Thursday	45	1	NMHS (chorus)	0	\$0.00
NMHS	9-12	2/25/23	Saturday	9	2	Naugatuck HS (Winter Guard Comp)	0	\$0.00
SMS	7-8	2/9/23	Thursday	31	1	NMHS (strings)	0	\$0.00
NMHS	9-12	3/1/23	Wednesday	18	2	Danbury High School (Math League Comp.)	0	\$0.00
SMS	8	3/3/23	Friday	45	1	NMHS (chorus)	0	\$0.00
NMHS	11-12	4/25/23	Tuesday	20	2	Universal Technical Inst. to Penske (UTIP will provide)	2	0.00(UTIP paying)
NMHS	9-12	4/26/23	Wednesday	50	5	Pearl Studios NYC/Gershwin Theater (coach bus)	2	\$200.00
NMHS	11-12	4/4/23	Tuesday	42	2	Lincoln Tech (LTI Contracting Bus)	0	0.00 (Lincoln Tech paying)
NES	2	5/16/23	Tuesday	126	7	Ridgefield Playhouse (All star)	0	0.00 (PTO)
NMHS	9-12	5/18-5/20/23	Thurs-Sat	120	9	Susquehanna University/Hershey Park Music Festival (coach)	2	\$508.00

NEW MILFORD PUBLIC SCHOOLS

2023-2024 School Calendar

August Days 6

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 21 Teacher Work Day
- 22 Staff Meetings/Prof. Dev.
- 23 Convocation/K-5 Open House
- 24 Students Return-(Early Dismissal students only) Staff PD
- 25 Early Dismissal Students Only (staff PD)

September Days 19

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 4 Labor Day
- 25 Yom Kippur
- Curriculum Night - date TBD by principal

October Days 21

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 9 Columbus Day
- 19 Early dismissal for students. Staff PD day

November Days 18

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
28	29	30		

- 2 Parent Conferences (see below) (snow date 11/9)
- 7 Parent Conferences (see below) (snow date 11/14)
- 10 Veterans Day Observed
- 22 Early Dismissal Staff/Students
- 23-24 Thanksgiving Recess

December Days 15

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 14 Early Dismissal for students/Staff PD
- 22-29 Holiday Recess

January Days 21

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 1 New Year's Day
- 15 Martin Luther King Day

February Days 19

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

- 1 Early Dismissal for students/PD for Staff
- 16-19 Presidents' Weekend

March Days 20

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 6 Parent Conferences (see below) (Snow date March 12)
- 7 Parent Conferences (see below) (Snow date March 13)
- 14 Staff PD - Early Dismissal Students
- 29 Good Friday

April Days 17

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 15-19 Spring Recess

May Days 22

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 16 Staff PD/Early Dismissal for students
- 27 Memorial Day

TBD Spring evening event

June * Days 3

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 5 Last Day of School (early dismissal for students)
- 6 Teacher Work Day

* NMHS Graduation Date will be set by the Board of Education at its September 2023 Meeting.

-  First Day of School
-  Schools Closed
-  Schools Closed for PD or Parent confs.
-  Early Dismissal
-  Last Day of School
-  Contingency for snow days

181 Student Days Total
186 Teacher Days Total

June 7-13 Snow days to be added at end of year (if needed).

Any additional days required will be taken from the April Spring Recess, beginning with and working back.

Any additional days required in excess of those indicated will be taken from the remaining days in June.

Parent Conference Hours

Nov 2
K-5 3:30 p.m. to 5:30 p.m.
6-12 2:30 p.m. to 4:30 p.m.
(Snow date 11/9)

Nov 7
K-12 12:30 p.m. to 7:30 p.m.
(Snow date 11/14)

March 6
K-5 1:30 p.m. to 5:30 p.m.
6-12 12:30 p.m. to 4:30 p.m.
(Snow date March 12)

March 7
K-5 3:30 p.m. to 5:30 p.m.
6-12 2:30 p.m. to 4:30 p.m.
(Snow date March 13)

Item of Information: 5118.1 R--Administrative Regulation Regarding Homeless Children and Youth, Board of Education Meeting 2-21-23.

Students

5118.1 R

ADMINISTRATIVE REGULATIONS REGARDING HOMELESS CHILDREN AND YOUTH

In accordance with federal law, the New Milford Board of Education (the "Board") does not permit discrimination against, segregation of, or stigmatization of, homeless children and youth. The following sets forth the procedures to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these regulations with respect to homeless children and youth, the provisions of law shall control.

I. Definitions:

- A. Enroll and Enrollment:** includes attending classes and participating fully in school activities.
- B. Homeless Children and Youth:** means children and youth twenty-one years of age and younger who lack a fixed, regular, and adequate nighttime residence, including children and youth who:
 - 1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
 - 2. Are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations.
 - 3. Are living in emergency or transitional shelters.
 - 4. Are abandoned in hospitals.
 - 5. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
 - 6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
 - 7. Are migratory children living in the above described circumstances.
- C. School of Origin:** means the school that a homeless child or youth attended when permanently housed or the school in which the

homeless child was last enrolled. School of origin may include preschool administered by the District and, when a homeless child or youth completes the final grade level served by the school of origin, school of origin also includes the designated receiving school at the next grade level for all feeder schools.

- D. **Unaccompanied Youth:** means a homeless child or youth not in the physical custody of a parent or guardian.

II. Homeless Liaison:

- A. The District's Homeless Liaison is Holly Hollander, Assistant Superintendent.
- B. The duties of the District's Homeless Liaison include:
1. Ensuring that homeless children and youth are identified by school personnel and through outreach and coordination with other entities and agencies.
 2. Ensuring that homeless children and youth enroll in, and have full and equal opportunity to succeed in the District's schools, including ensuring that such homeless children and youth have opportunities to meet the same challenging state academic standards as other children and youths.
 3. Ensuring that homeless families, children, and youths receive educational services for which such families, children and youth are eligible, including services through Head Start and Even Start, early intervention services under Part C of the Individuals with Disabilities Education Act and preschool programs administered by the District.
 4. Ensuring that parents and guardians of homeless children and youth and unaccompanied youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
 5. Ensuring that parents and guardians of homeless children and youth and unaccompanied youth are informed of educational and related opportunities available to homeless children and youth, including extracurricular activities, and that parents and guardians of homeless children and youth are provided with meaningful opportunities to participate in the education of their children.

6. Ensuring that public notice of the educational rights of homeless children under the McKinney-Vento Act is disseminated in locations frequented by parents, guardians, and unaccompanied youth in a manner and form that is understandable to them.
7. Ensuring that enrollment disputes are mediated in accordance with the McKinney-Vento Act, including carrying out the initial dispute resolution process and ensuring that homeless students are immediately enrolled pending resolution of any enrollment dispute.
8. Ensuring that parent(s)/guardian(s) of homeless children and youth and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing those services.
9. Assisting homeless children and youth in enrolling in school and accessing school services and removing barriers to enrollment and retention due to outstanding fees, fines or absences.
10. Informing parent(s)/guardian(s) of homeless children and youth and unaccompanied youth, school personnel, and others of the rights of such students.
11. Assisting homeless children and youth who do not have immunizations or immunization/medical records to obtain necessary immunizations or immunization/medical records.
12. Assisting unaccompanied youth in placement/enrollment decisions, including considering the unaccompanied youth's wishes in those decisions, and providing notice to the unaccompanied youth of his or her right to appeal such decisions.
13. Ensuring that high school age homeless children and youth receive assistance from counselors to advise such youths on preparation and readiness for college, including informing such children and youths of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the district to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA).

14. Ensuring collaboration with community and school personnel responsible for providing education and related support services to homeless children and youth.
15. Collaborating with and participating in professional development and technical assistance activities offered by the State Office of the Coordinator for the Education of Homeless Children and Youth.
16. Ensuring that school personnel providing services to homeless children and youth receive professional development and other technical assistance activities regarding the McKinney-Vento Act.
17. Ensuring that unaccompanied youth are enrolled in school and that procedures are implemented to identify and remove barriers that prevent them from receiving credit for full or partial coursework satisfactorily completed at a prior school, in accordance with state, local, and school policies.
18. With appropriate training, affirming that a child or youth who is eligible for and participating in a program provided by the District, or the immediate family of such a child or youth, is eligible for homeless assistance programs administered under Title IV of the McKinney-Vento Act.

III. Enrollment of Homeless Children and Youth:

- A. Enrollment of homeless children and youth may not be denied or delayed due to the lack of any document normally required for enrollment. However, administrators shall require the parent/guardian or unaccompanied youth to provide contact information prior to enrollment.
- B. To facilitate enrollment, administrators:
 1. May permit parents/guardians of homeless children and youth and unaccompanied youth to sign affidavits of residency to replace typical proof of residency.
 2. May permit unaccompanied youth to enroll with affidavits to replace typical proof of guardianship.
 3. Shall refer parent/guardian/unaccompanied youth to the District's Homeless Liaison who will assist in obtaining immunizations.

4. Shall contact previous schools for records and assistance with placement decisions.
5. Shall maintain records so that the records are available in a timely fashion when the student enters a new school or school district.

IV. School Selection:

A. Standards for School Selection:

1. The District is required to make a determination as to the best interests of a homeless child or youth in making a determination as to the appropriate school of placement.
2. In making such a determination, the District is required to keep a homeless child or youth in his/her school of origin for the duration of homelessness when a homeless child or youth becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the homeless child or youth becomes permanently housed during an academic year, to the extent feasible, unless it is against the wishes of the parent or guardian or unaccompanied youth. Otherwise, the homeless child or youth shall be enrolled in a public school that non-homeless students who live in the area where the homeless child or youth is actually living are eligible to attend.
3. The District must presume that keeping the homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or in the case of an unaccompanied youth, the unaccompanied youth. In considering the child's or youth's best interest, the District must consider student-centered factors related to the child's or youth's best interest, giving priority to the request of the parent or guardian or unaccompanied youth.

B. Procedures for Review of School Selection Recommendation:

1. The Principal or his/her designee of the school in which enrollment is sought shall review an enrollment request in accordance with the standards discussed above, and shall make an initial recommendation regarding same. If the Principal or his/her designee's recommendation is to select a placement other than the school desired by the parent(s) or guardian(s) of the homeless child or youth or the

unaccompanied youth, then the Principal or his/her designee shall refer the matter to the Superintendent or his/her designee for review of the recommendation and the reasons therefor, and shall notify the District's Homeless Liaison of same.

2. The Superintendent or his/her designee shall review the matter and consult with the District's Homeless Liaison concerning same. If the Superintendent or his/her designee agrees with the recommendation of the Principal or his/her designee, and a dispute remains between the District and the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth about a school selection and/or enrollment decision; the Superintendent or his/her designee shall provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a written explanation of the District's decision regarding this matter, and the right to appeal such decision to the Board.

C. Dispute Resolution Process:

1. The District's Homeless Liaison shall be responsible for promoting objective and expeditious dispute resolutions, and adherence to these administrative regulations.
2. If the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth disputes the school placement decision or enrollment, the District must immediately enroll the homeless child or youth in the school in which enrollment is sought, pending resolution of the dispute. The homeless child or youth shall also have the right to all appropriate educational services, including transportation to and from the school in which enrollment is sought, while the dispute is pending.
3. If necessary, the District's Homeless Liaison shall assist parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with completion of the necessary appeal paperwork required to file for an appeal to the Board, and provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a copy of Connecticut General Statutes Section 10-186(b).
4. Not later than ten (10) days after receipt of an appeal to the Board by a parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth, the District shall hold a hearing before the Board concerning such appeal, and such

hearing shall be shall be conducted in accordance with Connecticut General Statutes Section 10-186(b).

5. If the Board finds in favor of the Superintendent or his/her designee, a parent or guardian of a homeless child or youth or unaccompanied youth may appeal the Board's decision to the State Board of Education within twenty (20) days of receipt of the Board's written decision, in accordance with Connecticut General Statutes Section 10-186(b). If necessary, the District's Homeless Liaison shall assist a parent or guardian of a homeless child or youth or unaccompanied youth with filing the necessary appeal paperwork to the State Board of Education. The homeless child or youth or unaccompanied youth shall remain in his or her school of origin pending resolution of the dispute, including all available appeals.

V. Services:

- A. Homeless children and youth shall be provided with services comparable to those offered other students in the selected school including:
 1. Title I services or similar state or local programs, educational programs for students with disabilities, programs for students with limited English proficiency, and preschool programs.
 2. Transportation services.
 3. Vocational and technical education.
 4. Programs for gifted and talented students.
 5. School nutrition programs.
 6. Before and after school programs.
- B. The District shall coordinate with local social service agencies, other service providers, housing assistance providers and other school districts to ensure that homeless children and youth have access and reasonable proximity to available education and support services.

VI. Transportation:

- A. The District shall provide transportation comparable to that available to other students.

B. Transportation shall be provided, at a parent or guardian or unaccompanied youth's request, to and from the school of origin for a homeless child or youth. Transportation shall be provided for the entire time the child or youth is homeless and until the end of any academic year in which they move into permanent housing. Transportation to the school of origin shall also be provided during pending disputes. The District's Homeless Liaison shall request transportation to and from the school of origin for an unaccompanied youth. Parents and unaccompanied youth shall be informed of this right to transportation before they select a school for attendance.

C. To comply with these requirements:

1. Parents/guardians, schools, and the District's Homeless Liaison shall use the district transportation form to process transportation requests.
2. If the homeless child or youth is living and attending school in this District, the District shall arrange transportation.
3. If the homeless child or youth is living in this District but attending school in another, or attending school in this District and living in another, the District will follow the inter-district transportation agreement to determine the responsibility and costs for such transportation. If there is no inter-district transportation agreement, the District shall confer with the other school district's Homeless Liaison to determine an apportionment of the responsibility and costs.
4. If no mutually agreeable arrangement can be reached, then the District shall:
 - (a) arrange transportation immediately;
 - (b) bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth; and
 - (c) ensure that such disputes do not interfere with the homeless child or youth attending school.

VII. Records:

An unaccompanied youth, as defined in section I.D, above, is entitled to knowledge of and access to all educational, medical, or similar records in the cumulative record of such unaccompanied youth maintained by this District.

VIII. Contact Information:

A. Local Contact: for further information, contact:

[Name of Liaison]
[Title]
[Telephone No.]

B. State Contact: for further information or technical assistance, contact:

Louis Tallarita, State Coordinator
Connecticut Department of Education
450 Columbus Boulevard
Hartford, CT 06103
(860) 807-2058
Louis.Tallarita@ct.gov

Legal References:

State Law:

Connecticut General Statutes § 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

Connecticut General Statutes § 10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

Regulation Approved: June 10, 2003

Regulation Revised: May 21, 2013

**DISPUTE RESOLUTION PROCESS
UNDER CONNECTICUT GENERAL STATUTES SECTION 10-186**

(1) If any board of education denies such accommodations, the parent or guardian of any child who is denied schooling, or an emancipated minor, a pupil eighteen years of age or older or an unaccompanied youth who is denied schooling, or an agent or officer charged with the enforcement of the laws concerning attendance at school, may, in writing request a hearing by the board of education. The board of education may

- (A) conduct the hearing,
- (B) designate a subcommittee of the board composed of three board members to conduct the hearing, or
- (C) establish a local impartial hearing board of one or more persons not members of the board of education to conduct the hearing.

The board, subcommittee or local impartial hearing board shall give such person a hearing not later than ten days after receipt of the written request, make a stenographic record or tape recording of the hearing and make a finding not later than ten days after the hearing. Hearings shall be conducted in accordance with the provisions of sections 4-176e to 4-180a, inclusive, and section 4-181a. Any child, emancipated minor, pupil eighteen years of age or older or unaccompanied youth who is denied accommodations on the basis of residency may continue in attendance in the school district at the request of the parent or guardian of such child or emancipated minor, pupil eighteen years of age or older or unaccompanied youth, pending a hearing pursuant to this subdivision. The party claiming ineligibility for school accommodations shall have the burden of proving such ineligibility by a preponderance of the evidence, except in cases of denial of schooling based on residency, the party denied schooling shall have the burden of proving residency by a preponderance of the evidence, unless the party denied schooling is claiming that he or she is a homeless child or youth, as defined in 42 USC 11434a, as amended from time to time, in which case, the party claiming ineligibility based on residency shall have the burden of proving that the party denied schooling is not a homeless child or youth by a preponderance of the evidence in accordance with the provisions of 42 USC 11431, et seq., as amended from time to time.

(2) Any homeless child or youth who is denied accommodations by a board of education as the result of a determination by such board, or a subcommittee of the board or local impartial hearing board, that the child is not entitled to school accommodations in the district, shall continue in attendance or be immediately enrolled in the school selected by the child in the school district pursuant to 42 USC 11432(g)(3), as amended from time to time. The board of education for such school district shall (A) provide, in accordance with the provisions of 42 USC 11432(g)(3)(E)(ii), as amended from time to time, the homeless child or youth or the parent or guardian of such homeless child or youth with (i) a written

explanation of the reasons for the denial of accommodations that is in a manner and form understandable to such homeless child or youth or parent or guardian, and (ii) information regarding the right to appeal the decision of the denial of accommodations pursuant to subdivision (3) of this subsection, and (B) refer, in accordance with the provisions of 42 USC 11432(g)(3)(E)(iii), as amended from time to time, the homeless child or youth or the parent or guardian of such homeless child or youth to the liaison, designated pursuant to 42 USC 11432(g)(1)(J)(ii), as amended from time to time, who is responsible for carrying out the duties described in 42 USC 11432(g)(6)(A), as amended from time to time.

(3) Any such parent, guardian, emancipated minor, pupil eighteen years of age or older, unaccompanied youth, or agent or officer, aggrieved by the finding shall, upon request, be provided with a transcript of the hearing within thirty days after such request and may take an appeal from the finding to the State Board of Education. A copy of each notice of appeal shall be filed simultaneously with the local or regional board of education and the State Board of Education. Any child, emancipated minor or pupil eighteen years of age or older or unaccompanied youth who is denied accommodations by a board of education as the result of a determination by such board, or a subcommittee of the board or local impartial hearing board, that the child is not a resident of the school district and therefore is not entitled to school accommodations in the district may continue in attendance in the school district at the request of the parent or guardian of such child or such minor or pupil, pending a determination of such appeal, except any homeless child or youth shall be entitled to continue in attendance in the school district during all available appeals pursuant to 42 USC 11432(g)(2)(E). If an appeal is not taken to the State Board of Education within twenty days of the mailing of the finding to the aggrieved party, the decision of the board, subcommittee or local impartial hearing board shall be final. The local or regional board of education shall, within ten days after receipt of notice of an appeal, forward the record of the hearing to the State Board of Education. The State Board of Education shall, on receipt of a written request for a hearing made in accordance with the provisions of this subsection, establish an impartial hearing board of one or more persons to hold a public hearing in the local or regional school district in which the cause of the complaint arises. Members of the hearing board may be employees of the state Department of Education or may be qualified persons from outside the department. No member of the board of education under review nor any employee of such board of education shall be a member of the hearing board. Members of the hearing board, other than those employed by the state of Connecticut, shall be paid reasonable fees and expenses as established by the State Board of Education within the limits of available appropriations. Such hearing board may examine witnesses and shall maintain a verbatim record of all formal sessions of the hearing. Either party to the hearing may request that the hearing board join all interested parties to the hearing, or the hearing board may join any interested party on its own motion. The hearing board shall have no authority to make a determination of the rights and responsibilities of a board of education if such board is not a party to the hearing. The hearing board may render a determination

of actual residence of any child, emancipated minor, pupil eighteen years of age or older or unaccompanied youth where residency is at issue.

(4) The hearing board shall render its decision within forty-five days after receipt of the notice of appeal except that an extension may be granted by the Commissioner of Education upon an application by a party or the hearing board describing circumstances related to the hearing which require an extension.

(5) If, after the hearing, the hearing board finds that any child is illegally or unreasonably denied schooling, the hearing board shall order the board of education under whose jurisdiction it has been found such child should be attending school to make arrangements to enable the child to attend public school. Except in the case of a residency determination, the finding of the local or regional board of education, subcommittee of such board or a local impartial hearing board shall be upheld unless it is determined by the hearing board that the finding was arbitrary, capricious or unreasonable. If such school officers fail to take action upon such order in any case in which such child is currently denied schooling and no suitable provision is made for such child within fifteen days after receipt of the order and in all other cases, within thirty days after receipt of the order, there shall be a forfeiture of the money appropriated by the state for the support of schools amounting to fifty dollars for each child for each day such child is denied schooling. If the hearing board makes a determination that the child was not a resident of the school district and therefore not entitled to school accommodations from such district, the board of education may assess tuition against the parent or guardian of the child or the emancipated minor or pupil eighteen years of age or older based on the following: One one-hundred-eightieth of the town's net current local educational expenditure, as defined in section 10-261, per pupil multiplied by the number of days of school attendance of the child in the district while not entitled to school accommodations provided by that district. The local board of education may seek to recover the amount of the assessment through available civil remedies.

APPENDIX B

SAMPLE WRITTEN NOTIFICATION OF ENROLLMENT DECISION

[Month] __, 20__

VIA HAND DELIVERY AND U.S. MAIL

[Insert Name of Parent or Unaccompanied Youth]
[Insert Home Address]

Re: Notification of Enrollment Decision

Dear [Parent/Guardian or Unaccompanied Youth]:

After reviewing your request to enroll the student(s) listed above [name(s)], the enrollment request is denied. This determination is based upon the following factors:

[List factors]

Under the McKinney-Vento Homeless Education Assistance Act, you have the right to appeal this decision by completing the form attached to this notice or by contacting the school district's homeless education liaison:

[Name of Liaison]
[Title]
[Telephone No.]

In addition, the student listed above has the right to immediately enroll in the school of choice pending resolution of the dispute. You may provide written or verbal evidence to support your position. You may seek the assistance of advocates or attorneys at your own expense; however, you may qualify for free legal services. To inquire about free legal assistance, please call Statewide Legal Services at 1-800-453-3320. You may also contact the state coordinator for homeless education:

Louis Tallarita, State Coordinator
State Department of Education
450 Columbus Boulevard

Hartford, CT 06103
(860) 807-2058
Louis.Tallarita@ct.gov

A copy of the dispute resolution process under Connecticut General Statutes Section 10-186 is attached to this notice.

Please contact the District's Homeless Liaison listed above if you have any questions.

Sincerely,

[Name]
Superintendent of Schools

cc: **[Superintendent of Schools in which enrollment is sought, if appropriate]**

**SAMPLE NOTIFICATION OF DECISION
TO APPEAL EDUCATIONAL PLACEMENT**

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. If you need assistance in preparing this form, you may meet with the District's Homeless Liaison, _____, who can be reached at _____.

Person completing form: _____

Relation to Student: _____

Contact Information: _____

I am requesting a Board of Education Hearing under Section 10-186 of the Connecticut General Statutes to appeal the enrollment decision made by [Name of District], [Name of School]. I have been provided with a written explanation of the District's decision, contact information for the District's homeless education liaison, and a copy of the Dispute Resolution Process under Connecticut General Statutes Section 10-186.

Name

Date

Optional. You may also include a written explanation to support your appeal in the space below or provide your explanation verbally to the District's Homeless Liaison.

APPENDIX D

**SAMPLE NOTIFICATION OF HEARING
REGARDING ENROLLMENT DISPUTE**

[Month] __, 20__

VIA HAND DELIVERY AND U.S. MAIL

[Insert Name of Parent or Unaccompanied Youth]
[Insert Home Address]

Re: Educational Placement

Dear [Name of Parent or Unaccompanied Youth]:

You have requested a hearing before the [town] Board of Education regarding the educational placement of [insert name(s) of student(s)] at [name of school]. The [town] Board of Education will conduct a hearing regarding your claim on [date] at [time]. The hearing will be held at the offices of the [town] Board of Education, which are located at [insert address].

The hearing will be conducted in accordance with the provisions of Section 10-186 of the Connecticut General Statutes, a copy of which is enclosed. The hearing will be conducted in executive session, and the Board of Education will make either a tape recording or a stenographic record of the hearing. You may be represented by counsel or by an advocate, at your expense, if you so desire; however, you may qualify for free legal services. To inquire about free legal assistance, please call Statewide Legal Services at 1-800-453-3320.

Please contact the District's Homeless Liaison, [insert name], if you have any questions.

Sincerely,

[Name]
Superintendent of Schools

cc: **[Superintendent of Schools in which enrollment is sought, if appropriate]**

APPENDIX E

STUDENT RESIDENCY AFFIDAVIT
[PARENT/GUARDIAN FORM]

[Name of District]

Name of student: _____ Birthdate: _____

Name and Location of School Last Attended:

I, _____ declare and affirm as follows:

I am of legal age and believe in the obligations of an oath.

I am the parent/legal guardian/caregiver of _____ (name of student)
who is of school age and is seeking admission to [School District].

Since _____ (date), _____ (name of student) has not had a
permanent home. He/she is currently staying at _____
(may list multiple addresses, if
applicable). He/she has been staying there since _____ (date).

This location is:

- _____ a shelter
- _____ a motel/hotel
- _____ a campsite
- _____ shared housing with other persons
- _____ other _____

If the location is shared housing with other persons, please specify the reason why
the student is living in such housing:

Prior to staying at this location, the student was staying at

From _____ (date) to _____ (date).

I regularly receive my mail at: _____
I am currently staying at the following address(es): _____

_____, _____
_____. I plan to stay at this/these location(s) until: _____
(date). I can be reached at the following telephone number: _____
I can be reached for emergencies at: _____

I authorize school district officials to contact _____ (case
worker/shelter staff/other) at _____ to obtain further information in order
to verify the information contained in this affidavit and in order to coordinate necessary
services for the student.

I declare under penalty of perjury under the laws of Connecticut that the information provided is true and correct and of my own personal knowledge. I understand that giving false or otherwise untrue information on this form could result in a criminal charge of perjury being brought against me.

AFFIANT,

Signature of Affiant

Print Name of Affiant

Subscribed and sworn to before me
this ____ day of ____, 20__.

NOTARY PUBLIC

APPENDIX F

STUDENT RESIDENCY AFFIDAVIT
[UNACCOMPANIED YOUTH FORM]

[Name of District]

Name of student: _____

Birthdate: _____

Name and Location of School Last Attended:

I, _____ declare and affirm as follows:

I, _____ am of school age and is seeking admission to
[School District].

Since _____ (date), I, _____ have not had a permanent
home. I am currently staying at _____
(may list multiple addresses, if applicable). I have been staying there since _____
(date).

This location is:

- _____ a shelter
- _____ a motel/hotel
- _____ a campsite
- _____ shared housing with other persons
- _____ other _____

If the location is shared housing with other persons, please specify the reason why
the student is living in such housing:

Prior to staying at this location, I was staying at

From _____ (date) to _____ (date).

I regularly receive my mail at: _____
I am currently staying at the following address(es): _____

_____, _____
_____. I plan to stay at this/these location(s) until: _____
(date). I can be reached at the following telephone number: _____
I can be reached for emergencies at: _____

I authorize school district officials to contact _____ (case
worker/shelter staff/other) at _____ to obtain further information in order
to verify the information contained in this affidavit and in order to coordinate necessary
services for me.

I declare under penalty of perjury under the laws of Connecticut that the information provided is true and correct and of my own personal knowledge. I understand that giving false or otherwise untrue information on this form could result in a criminal charge of perjury being brought against me.

AFFIANT,

Signature of Affiant

Print Name of Affiant

Subscribed and sworn to before me
this ____ day of ____, 20__.

NOTARY PUBLIC

APPENDIX G

AFFIDAVIT FOR MISSING ENROLLMENT DOCUMENTATION
[PARENT FORM]

[District]

I, _____, being duly sworn upon oath and based on my personal knowledge hereby state and affirm the following information regarding [name of student's] missing enrollment documentation for the following:

- | | |
|---------------------------|--------------------------|
| ___ Proof of residency | ___ Immunization Record |
| ___ Proof of guardianship | ___ School Health Record |
| ___ Proof of identity | ___ School Records |
| ___ Birth Certificate | |

I am of legal age and believe in the obligations of an oath.

I am unable to present a copy of the document(s) requested above for the following reasons:

The name and location of the last school the student attended is

_____.

I understand that I must obtain the necessary immunization and health records and provide a copy to the District. I understand that the Homeless Liaison is available to assist me in obtaining any such immunization or health records. The Homeless Liaison is _____ and can be reached at _____.

AFFIANT,

Signature of Affiant

Print Name of Affiant

Subscribed and sworn to before me
this ____ day of ____, 20__.

NOTARY PUBLIC

APPENDIX H

AFFIDAVIT FOR MISSING ENROLLMENT DOCUMENTATION
[UNACCOMPANIED YOUTH FORM]

[District]

I, _____, being duly sworn upon oath and based on my personal knowledge hereby state and affirm the following information regarding my missing enrollment documentation for the following:

____ Proof of residency
____ Proof of guardianship
____ Proof of identity
____ Birth Certificate

____ Immunization Record
____ School Health Record
____ School Records

I am unable to present a copy of the document(s) requested above for the following reasons:

The name and location of the last school I attended is

_____.

I understand that I must obtain the necessary immunization and health records and provide a copy to the District. I understand that the Homeless Liaison is available to assist me in obtaining any such immunization or health records. The Homeless Liaison is _____ and can be reached at _____.

AFFIANT,

Signature of Affiant

Print Name of Affiant

Subscribed and sworn to before me
this ____ day of ____, 20__.

NOTARY PUBLIC

5113.14 R Administrative Regulation–Junior/Senior Privileges

**Series 5000
Students**

5113.14 R

Junior Privileges

As part of a developing plan to encourage independent study and self-responsibility, the Administration approves the NMHS practice of permitting eligible second semester high school juniors release time from school in accordance with the requirements below.

To be eligible for junior privileges, students must meet the following requirements:

1. Juniors must take at least 6.50 units of credit.
2. Juniors must have written parental consent regardless of their age.
3. Juniors who have 13.00 credits completed at the end of their sophomore year are eligible to apply on or before the beginning of the second semester of their junior year.
4. Students must maintain a C average with no failing grades.
5. Juniors who have this privilege, but remain in school, must follow their regular schedule.
6. Juniors will not disrupt any school activity or class upon leaving school grounds nor take any other NMHS student without privileges with them.
7. The high school administration reserves the right to remove any junior(s) from this program at any time if this privilege is being abused.
8. Junior privileges may only be used for study halls that begin or end the school day. They can not be used for lunch only.
9. Juniors returning for after-school activities must park in the student parking lot.
10. Junior privileges may not begin until the student is issued a student privilege card.

This program would be part of the high school scheduling program and would be limited to only those juniors who qualify. Juniors may only apply for this student privilege if they meet all of the necessary requirements.

Senior Privileges

As part of a developing plan to encourage independent study and self-responsibility, the Administration approves the NMHS practice of permitting eligible high school seniors released time from school in accordance with the requirements below.

To be eligible for senior privileges, students must meet the following requirements:

1. Seniors must take at least 5.50 units of credit.
2. Seniors must have written parental consent regardless of their age.
3. Seniors who have 19.50 credits completed at the end of their junior year are eligible to apply.
4. Students must maintain a C average with no failing grades.
5. Seniors who have this privilege, but remain in school, must follow their regular schedule.
6. Seniors will not disrupt any school activity or class upon leaving school grounds nor take any other NMHS student without privileges with them.
7. The high school administration reserves the right to remove any senior(s) from this program at any time if this privilege is being abused.
8. Senior privileges may only be used for study halls that begin or end the school day. They can not be used for lunch only.
9. Seniors returning for after-school activities must park in the student parking lot.
10. Senior privileges may not begin until the student is issued a student privilege card.

This program would be part of the high school scheduling program and would be limited to only those seniors who qualify. Seniors may only apply for this student privilege if they meet all of the necessary requirements.

Seniors will need a high school administrator's signature of approval for any schedule changes. This practice will be reviewed annually by the high school administrators, department chairpersons and representatives of the senior and junior classes.

Approved:

Revised:

**Item of Information: 5121.2 Administrative Regulation Eligibility
for Honor Rolls, Board of Education Meeting, 2-21-23.**

5121.2—Administrative Regulation Eligibility for Honor Rolls

Students

5121.2 R

Eligibility For Honor Rolls

To recognize outstanding scholastic achievement, motivate students to do well in their studies, and teach students the importance of meeting all their responsibilities, the Board of Education and Administration hereby establish the following categories of honors and the criteria for eligibility for said honors.

High School (9-12)

**Honors with
Distinction:**

All grades 90 or better in all subjects.

High Honors:

An average of 90 or better in all subjects.

Honors:

An average of 85 or better in all subjects.

Middle School (6-8)

**Honors with
Distinction:**

All grades 90 or better in all subjects.

High Honors:

An average of 90 or better in all subjects.

Honors:

An average of 85 or better in all subjects.

Regulation Approved:



New Milford Public Schools
Technology Department

To: JeanAnne Paddyfote, Interim Superintendent
From: Jeff Turner, Technology Director
Date: 2/15/2023
Re: 23/24 E-Rate Funding

The E-rate 28 day window is completed for Category 1 (fiber and internet) and Category 2 (infrastructure hardware: Switches and managed Firewall for 23-24). All items will be on a 50% e-rate funding savings for both category items.

The attached bid sheets will show the 4 items (two for category 1 and two for category 2) bid on for E-rate dispersal.

Also attached are the letters of acceptance for all 4 bids approved that will be sent to our E-rate consultant, Brian Grimmer to finalize all of our bids.

Sincerely,

Jeffrey Turner

New Milford Public Schools, IT Director



New Milford Public Schools
Technology Department

To: JeanAnne Paddyfote, Interim Superintendent
From: Jeff Turner, Technology Director
Date: 2/15/2023
Re: PURA Pegpetia Grant

The IT department is working with New Milford High School Teachers Alessandro Amento and Stephen Donahue to add hardware for the Theatre, the IT department will be adding to the active DEVOS server system purchased in 2020 with the original Pegpetia grant. The final pieces of this grant will be based around hardware for BOE meetings and possible teaching and learning opportunities.

This grant will not affect the present or future budgets if and when approved. The Pegpetia grant will be formalized before its due date of February 28th, 2023 and we will be notified how much funding will be available for the grant for New Milford Public Schools once the grant is approved.

This grant is not yearly but there is hope that this will become a yearly or bi-yearly grant available to schools in the near future.

The Board of Education will be updated once we have more information regarding this grant approval and confirmation of funding amount.

More information regarding this grant is available at:
<https://portal.ct.gov/PURA/Cable/PEGPETIA-Grant-Program>

Sincerely,

Jeffrey Turner

New Milford Public Schools, IT Director



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

Item of Information 4-D
Operations Sub-Committee
February 2023

TO: Dr. JeanAnn Paddyfote, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: February 1, 2023
RE: Town of New Milford Audit Report dated June 30, 2022

On Wednesday, January 25, 2023, the independent Auditor's report was presented by Mahoney Sabol during the Board of Finance meeting. The important highlights are:

Weakness / Deficiency:

- There were zero (0) material weaknesses or deficiencies identified.

Expenses:

- BOE expenses in Fiscal Year 21/22 account for 65% of the total expenditures for all New Milford Governmental Activities.

Fund Balance at 21/22 Fiscal Year End:

- The unspent operating fund balance at the end of 21/22 for the Board of Education was \$3,017,825 or 4.65% of the original budget which was \$65,846,024:
 - \$201,800 of this was approved and will be transferred into the Internal Service Fund (ISF)
 - \$50,000 of this was approved and will be transferred into the account for Turf Field Replacement.
 - \$2,766,025 of this, which is the remainder, was approved and will be transferred into Board of Education Capital Reserve Account.

The second page of this memo provides a copy of the minutes from the June 22, 2022 Board of Finance meeting where the motions concerning the above were approved.

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



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

Item of Information 4-D
Operations Sub-Committee
February 2023

**NEW MILFORD BOARD OF FINANCE
REGULAR MEETING
MINUTES
June 22, 2022**

Present: Walter O'Connor, Chair
Barbara Wolf
Amy Photopoulos
Larry Tripp
Walter Bayer
Diane Klaiif

Also Present: Pete Bass, Mayor
Wendy Faulenbach, Chair, Board of Education

Mr. O'Connor called the hearing to order at 7:00 pm. Mr. Bayer was seated for the open seat.

Pledge of Allegiance

Public Comment

There was none.

Review of minutes of May 25, 2022

Ms. Wolf moved to approve the minutes of May 25, 2022, seconded by Ms. Klaiif.

Ms. Photopoulos made two corrections: the Police Department Overtime account number should have been 10420100 and she asked if the funds were needed for the overtime as there was a healthy balance of \$38,000 remaining. She was not opposed to the transfer.

The motion passed unanimously.

Discussion and possible action on the allocation of the Board of Education year end balance (subject to final audit) to the following: \$201,800 to the Internal Service Fund, \$50,000 to the Turf Replacement Fund, the remaining balance to the BOE Capital Reserve Account with the exception of items related to the energy saving projects

Mr. O'Connor moved to approve the allocation of the Board of Education year end balance (subject to final audit) to the following: \$201,800 to the Internal Service Fund, \$50,000 to the Turf Replacement Fund, the remaining balance to the BOE Capital Reserve Account with the exception of items related to the energy saving projects, seconded by Mr. Bayer.

Ms. Klaiif asked why the energy savings projects were being removed from the request and Ms. Faulenbach said those monies will come out of the operational budget and will not go to Capital Reserve.

The motion passed unanimously.

January Fundraising

<u>NMHS</u>		
NHS & GSA	Valentines Day Rose Sale	funds for gender neutral restroom signs
Girls Basketball	Snap raise online donations	Team Apparel, Senior Gifts
Student Council	Tickets for Winter Semi-Formal	School Spirit activities
<u>SMS</u>		
PTO	Boosterthon	Field trips/enrichment programs
<u>SNIS</u>		
PTO	Boosterthon	Field trips/assemblies