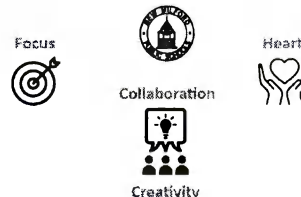


NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776



BOARD OF EDUCATION
MEETING NOTICE

DATE: December 19, 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. STAFF RECOGNITION: Science of Reading Master Class Team

4. PTO REPORT

5. STUDENT REPRESENTATIVE REPORT

6. APPROVAL OF MINUTES

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

- 1. Regular Meeting Minutes November 21, 2023

7. SUPERINTENDENT'S REPORT

8. SUBCOMMITTEE REPORTS

- A. Policy
- B. Committee on Learning
- C. Facilities
- D. Operations

9. BOARD CHAIRMAN'S REPORT

10. DISCUSSION AND POSSIBLE ACTION

- A. Monthly Reports
 - 1. Budget Position dated November 30, 2023
 - 2. Purchase Resolution: D-777
 - 3. Request for Budget Transfers
- B. Policies for First Review:
 - 1. 3280 Gifts, Grants and Bequests to the District
- C. Policies for Approval:

1. 1105 Non-Discrimination (Community)
2. 3440 Individuals with Disabilities Education Act Fiscal Compliance
3. 3514 Code of Conduct Governing Procurements Under a Federal Award
4. 4111.1 Non-Discrimination (Personnel)
- 4211.1
5. 5000 Non-Discrimination (Students)
6. 5165 Graduation Requirements

D. Policies Recommended for Deletion

1. 3440 Inventories
2. 3514 Equipment

E. Discussion and possible action regarding proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association regarding Bookkeeper – Payroll position vacancy. Executive session anticipated. The Board may take action when it returns to public session.

11. ITEMS OF INFORMATION

A. Regulation Updates

1. 1105 R Administrative Regulations Regarding Non-Discrimination (Community)
2. 3280 R Administrative Regulations Regarding Gifts, Grants and Bequests to the District
3. 3440 R Administrative Regulations Regarding Individuals with Disabilities Education Act Fiscal Compliance
4. 4111.1 R Administrative Regulations Regarding Non-Discrimination (Personnel)
- 4211.1 R
5. 5000 R Administrative Regulations Regarding Non-Discrimination (Students)

B. Employment Report

C. Enrollment Report - December, 2023

D. NMHS Update

E. Roof

F. Belfor Restorations

G. Central Office Update

H. BOE Annual Report 2022-2023

I. 2024-2025 and 2025-2026 School Calendars

J. Field Trip Report

K. Gifts and Donations

L. December Fundraising Report

M. Kindergarten Entry Age Update

12. ADJOURN

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

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Pete Helmus Mrs. Tammy McInerney Mr. Tom O'Brien Mr. Brian McCauley Mrs. Leslie Sarich Mr. Eric Hansell Mrs. Olga I. Rella Mr. Dean Barile	RECEIVED TOWN CLERK 2023 NOV 27 P 1:50 NEW MILFORD, CT
Absent:		

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Mrs. Teresa Kavanagh, Director of Human Services Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Anthony Giovannone, Director of Fiscal Services and Operations Ms. Naomi Post, Student Representative Mr. Antonio Caldareri, Student Representative
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1.	A.	Call to Order Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:00 pm by Mrs. Wendy Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	A.	Public Comment Kimberly Moran of 1 Agnus Lane wanted to thank the Board and stated she felt heard last month when she spoke regarding the bus situation. Mrs. Moran stated she appreciates the early drop off option and her bus has now only been called once, when it was previously called 13 times. Andrew Brusoe of 8 Wedgewood Dr. stated New Milford bus drivers make \$20/hour. He doesn't see why the district cannot bring up the salaries. Other districts pay \$30/hour, so why would someone choose to make less money. It would cost approximately \$250,000 to bring bus drivers up to \$30/hour. It sounds like a lot, but he stated it is not	Public Comment

		considering the current budget. Mr. Brusoe stated it is inexcusable that kids are not being able to get to school on time. He said kids are not offered any food if they have to stay late. Recently, he was not notified in advance that the bus was coming home late. He only had a few hours notice, which is not enough time. Sometimes the bus drivers will tell him in advance, but the school does not. Mr. Brusoe stated he wants to know when the situation is going to get better.	
3.		<p>STUDENT RECOGNITION: SCHAGHTICOKE MIDDLE SCHOOL</p> <p>Dr. Parlato stated the district is recognizing Schaghticoke Middle School students, based on the four ideas we live by: focus, collaboration, heart, and creativity. The students recognized tonight were Chase Moran, Collin Duncan, Janae Rodriguez-Reid, Gunner Kilton, and Ryann Ramery.</p> <p>Chase Moran exemplifies leadership. He is kind, considerate and helpful.</p> <p>Colin Duncan always gives 100 percent effort in and outside of school. He is a leader and helpful with other classmates.</p> <p>Janae Rodriguez-Reid displays heart and collaboration. She is a leader for kindness, advocating for positive change.</p> <p>Gunner Kilton is a leader who has heart. Kindness is how he approaches life and he brings positivity to everything.</p> <p>Ryann Ramery is a model student. She embodies poise and grace with collaboration and creativity. Her keen insight and diligent attitude consistently supports her classmates.</p>	<p>STUDENT RECOGNITION: SCHAGHTICOKE MIDDLE SCHOOL</p>
4.		<p>PTO REPORT</p> <p>Mrs. Byrd stated Hill and Plain, Northville, and Sarah Noble completed their Boosterthon Fun Runs and all schools exceeded their fundraising goals with a total of more than \$50,000 between all schools.</p>	<p>PTO REPORT</p>

		<p>All PreK-8 schools had successful book fairs and were able to provide books to school libraries, teachers, and students who otherwise would not be able to purchase a book.</p> <p>All school PTOs assisted to provide meals for teachers during conferences.</p> <p>The Sip and Shop vendor event took place this past Friday. It is a fundraiser for the PTO High School Scholarship fund and raised more than \$1,500.</p> <p>All schools are busy planning and organizing annual holiday treats for staff as well as winter events for families.</p>	
5.		<p>STUDENT REPRESENTATIVES REPORT</p> <p>Mr. Caldareri stated Northville Elementary School wanted to thank the parents participating in parent teacher conferences. They've done two community outreach events and celebrated the 50th day of school where students dressed in 1950's attire. Northville also celebrated Veterans Day and had a celebration recently for the school substitutes.</p> <p>At Schaghticoke Middle School, a player from Savannah Bananas came and spoke to the students. The school had Character Day and a successful book fair.</p> <p>Ms. Post stated at Sarah Noble Intermediate School, the PE teachers encouraged students to be active and displayed pictures of students outside of school being active. Clubs and activities are underway with intramurals, chess, and robotics. Students brought in loose change to donate to Ann's Place in Danbury.</p> <p>At Hill and Plain Elementary School, they celebrated Veterans Day with a breakfast sponsored by the PTO. They welcomed a new counselor and organized a food drive. Students celebrated the 50th day of school and played 50's music. Kindergarten had a sock hop.</p> <p>At New Milford High School, the Theatre Program successfully produced A Midsummer Night's Dream. The Athletic Council sponsored a care</p>	<p>STUDENT REPRESENTATIVES REPORT</p>

		package drive. There was a pop-up teacher appreciation day. Student athletes participated in college signing day. The annual blood drive will start Wednesday, Nov. 29th.	
6.	A.	<p>APPROVAL OF MINUTES</p> <p>Approval of the following Board of Education Meeting Minutes:</p> <p>1. October 19, 2023 Minutes</p> <p>Mr. Helmus stated on page 19, the minutes are incorrect. At the bottom of the page, the last full sentence reads: This was an action that I assumed gave a final decision for the transfer date. The sentence should read: This was an action that I assumed gated a final decision for the transfer date.</p> <p><i>Mrs. Sarich moved to approve the October 19, 2023 minutes. Seconded by Mr. Hansell. Vote passed 8-0-1 with Mr. Barile abstaining.</i></p>	<p>APPROVAL OF MINUTES</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. October 19, 2023 Minutes</p> <p>Motion made and passed in a vote of 8-0-1 to approve the October 19, 2023 minutes.</p>
7.	A.	<p>SUPERINTENDENT'S REPORT</p> <p>Update on School Culture and Climate Efforts</p> <p>Ms. Hollander stated the goal is to help students to be ready for work, life, or school after graduation. The district's Safe School Climate Committee wants to build partnerships within the community as well as practices for deeper learning. The district-wide committee consists of several people and the purpose is to ensure a safe school environment in which all members participate. The committee has goals to support the work in each school and each school has its own climate committee.</p> <p>The committee did a self-assessment and came up with four goals to keep the committee progressing. The goals follow alongside board policies to create a safe and inclusive school environment. Anyone with questions can go to the district's website, as the link is on the home page.</p> <p>Ms. Hollander added there are now anonymous alerts at the high school and, in January 2024, SMS will also have anonymous alerts.</p>	<p>SUPERINTENDENT'S REPORT</p> <p>A. Update on School Culture and Climate Efforts</p>

		<p>A recent survey went out to faculty, students, and families. From the survey, 58 percent stated they felt school was safe, 60 percent felt bullying was something that they could go and speak to a teacher or counselor about, 59 percent stated they felt like a child was not likely to be bullied online, and 76 percent of parents said their child felt safe in school. These numbers provide a good place to start. The committee is working out how to measure success and what data to use as evidence of that success.</p> <p>Mrs. Rella asked how the first year of anonymous alerts at the high school was going. Ms. Hollander stated it is mostly information the high school already knew, but it is a way for students to feel like they can communicate. The alerts first go to the assistant principal and then up the chain from there. Ms. Hollander has received approximately 10 alerts at her level, and they were drug/alcohol related.</p>	
8.	<p>A. Policy</p> <p>Mrs. Rella stated the committee has been busy with policies. Tonight, there are policies for discussion and possible action, which will require a vote on approval and deletion. Dr. Parlato stated the committee will hopefully be done with revisions by March. Mrs. Rella stated she appreciated all the work from the committee, Dr. Parlato, and Dr. Paddyfote.</p> <p>B. Committee on Learning</p> <p>Mrs. McInerney stated no curriculum will be discussed until early next year. In the last Committee on Learning meeting, a topic of discussion was district data. There was a slideshow report showing student growth, and the data showed that the district has a lot of work to do to get students up to grade level. Students fell in ELA and dramatically in math. The district needs to identify deficiencies, as well as update curriculum, especially at SMS. Mrs. McInerney reiterated what Dr. Parlato stated in the COL meeting that the strategic ambitions are what the district strives for. The numbers were not great, and it was frustrating to see it. The aim is to be at grade level or above and</p>	<p>SUBCOMMITTEE REPORTS</p> <p>A. Policy</p> <p>B. Committee on Learning</p>	<p>SUBCOMMITTEE REPORTS</p> <p>A. Policy</p> <p>B. Committee on Learning</p>

		<p>the district needs to put the systems in place to get kids what they need.</p> <p>C. Facilities Mr. McCauley stated woodshop and HVAC system is on the agenda for approval. The roof will be discussed. Gym ceilings have been painted. Central office will be discussed. Mr. McCauley highlighted the work Mr. Cunningham has done at the McCarthy Observatory and Larson Farm House.</p> <p>D. Operations Mrs. Faulenbach stated Operations dovetails off of Facilities. On the agenda are the monthly reports. Mrs. Faulenbach thanked Mr. Giovannone for the workshop last month and said tonight's agenda includes a memo of the breakdown of professional services as a result of that workshop. There will also be a discussion, that was brought up at Operations, regarding the Food Service Program.</p>	<p>C. Facilities</p> <p>D. Operations</p>
9.		<p>BOARD CHAIRMAN'S REPORT Mrs. Faulenbach stated she wanted to thank outgoing board member, Mr. Pete Helmus, for all his hard work. Mrs. Faulenbach then welcomed Mr. Dean Barile. Mrs. Herring will be back for the next board meeting. The December meeting will start at 6:30pm for officer elections and the regular board meeting will be at 7:00pm.</p>	<p>BOARD CHAIRMAN'S REPORT</p>
10.	A.	<p>DISCUSSION AND POSSIBLE ACTION Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated October 31, 2023 2. Purchase Resolution: D-776 3. Request for Budget Transfers <p>Mr. Giovannone stated this year's balance is within .5% of last year's balance at this same time. There are no transfers. There is a break out of the revised capital reserve fund balance.</p> <p>Mrs. Faulenbach stated the purpose of the revised capital reserve was because the most recent capital reserve request was taken to both the Board of Finance and the town; therefore it is now earmarked on the document.</p>	<p>DISCUSSION AND POSSIBLE ACTION A. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated October 31, 2023 2. Purchase Resolution: D-776 3. Request for Budget Transfers

	<p>Mr. Giovannone stated that was correct, the only thing outstanding is the fund balance from the 2022/23 fiscal year end. That will be available once the audit is finalized in January. Mrs. Faulenbach noted that the process has already been approved by the town and Board of Finance, so in February, the Board of Education will not need to go into budget and ask for those funds. They are already approved through all three bodies. That makes the process much more seamless.</p> <p><i>Mrs. McInerney moved to approve monthly reports: Budget Position dated 10/31/23; Purchase Resolution: D-776; and Request for Budget Transfers. Seconded by Mr. Helmus. Vote passed unanimously.</i></p> <p>B. Policies for First Review</p> <ol style="list-style-type: none"> 1. 2300 Policy and Administrative Regulations Regarding Holds on the Destruction of Electronic Information and Paper Records 2. 5112 Admission to the Public Schools At or Before Age Five 3. 5115 Recess and Play-Based Learning 4. 5158 Policy and Administrative Regulations to Improve Completion Rates of the Free Application for Federal Student (Aid) <p>Mrs. Faulenbach stated policies come before the board for first review, second review, and then approval. These policies will be reviewed a second time by the Policy Subcommittee in December. Mrs. McInerney asked if the December subcommittee meetings will be affected by the change in Board members. Mrs. Faulenbach stated the meeting dates will not be affected.</p>	<p>Motion made to approve monthly reports: Budget Position dated 10/31/23; Purchase Resolution: D-776; and Request for Budget Transfers. Motion passed unanimously.</p> <p>B. Policies for First Review</p> <ol style="list-style-type: none"> 1. 2300 Policy and Administrative Regulations Regarding Holds on the Destruction of Electronic Information and Paper Records 2. 5112 Admission to the Public Schools At or Before Age Five 3. 5115 Recess and Play-Based Learning 4. 5158 Policy and Administrative Regulations to Improve Completion Rates of the Free Application for Federal Student (Aid)
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	<p>C. Policies for Approval:</p> <ol style="list-style-type: none"> 1. 4116 Increasing Educator Diversity Plan 2. 4118.25 Reports of Suspected Abuse and 4218.25 Neglect of Children or Reports of Sexual Assault of Students by School Employees 3. 5141.5 Policy and Administrative Regulations Regarding Suicide Prevention and Intervention 4. 5142 Administration of Student Medications in Schools 5. 6147 Parental Access to Instructional Material <p>Mrs. Faulenbach stated there were no changes on these in the policy meeting. Mrs. Rella confirmed that was correct and stated they are state statute and the Board must adopt them. Mr. Barile asked why the Board is forced to adopt policies. If it's up for vote but it's state statute, why vote. Mrs. Faulenbach explained that the Board is charged to vote. Occasionally, the Board will take the thrust of the policy but not the entirety. It has to be done formally, as a seated body, to acknowledge the vote. Mr. Barile stated policy 4116 is contradictory to EEOC, and asked how the district goes about increasing educator diversity.</p> <p>Dr. Parlato stated the steps are listed in the policy, and explains how to go about recruiting. It includes putting ads in certain places or attending certain hiring fairs.</p> <p>Mr. Barile stated, according to the EEOC policy, an employer cannot discriminate against any applicant for employment or any employee because of age, color, sex, disability, national origin, race, or religion. Policy 4116 says you need to go out and hire based on race or ethnicity. It is against the EEOC policy. Mr. Barile stated the EEOC policy is a federal statute and asked how that is reconciled.</p> <p>Dr. Parlato stated, for this policy, it's in Connecticut's general statutes. The hiring does not</p>	<p>C. Policies for Approval:</p> <ol style="list-style-type: none"> 1. 4116 Increasing Educator Diversity Plan 2. 4118.25 & 4218.25 Reports of Suspected Abuse and Neglect of Children or Reports of Sexual Assault of Students by School Employees 3. 5141.5 Policy and Administrative Regulations Regarding Suicide Prevention and Intervention 4. 5142 Administration of Student Medications in Schools 5. 6147 Parental Access to Instructional Material
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	<p>mean the district is trying to establish a quota, it is a suggestion of increasing diversity from the Connecticut State Department of Education. The district has to submit their plan by March 2024.</p> <p>Mr. Barile asked how this will improve students' academic performance.</p> <p>Dr. Parlato stated it will give students a greater sense of belonging to someone who might not feel like they belong.</p> <p>Mr. Barile stated that he has done a lot of research on this and there's no empirical evidence there's an improvement in grades. He asked if there's a lot of Irish students, does it improve their grades to have Irish educators?</p> <p>Mr. McCauley stated it is a state statute. Also, he works in a city school, and kids identify with those who are like them. It is a state statute and schools are different from businesses.</p> <p>Mr. Barile explained he has no problem with diversity, but seeking it out, putting ethnicity and race at the center, is misguided. It takes away from the child themselves. It's about merit, not leading by example.</p> <p>Mr. McCauley stated if you walk into an inner city school, it's not very diverse among educators but more among the student body. It's about trying to encourage more diversity in the schools and candidates who apply for the school.</p> <p>Mrs. Rella stated she sees it as a suggestion from the state so students can see role models they can relate to and identify themselves with, for future careers they may want to pursue.</p> <p>Mrs. Faulenbach added that this policy is one that was already adopted, but there was a slight change to the wording. The district has already been doing it.</p>	
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	<p>Mr. Barile stated that looking at grades and performance over the years, diversity was less 30 years ago. He stated he grew up in White Plains, a diverse place, and doesn't see how this becomes part of a plan. If the district hires based on diversity, is there a way to measure that it helps the students.</p> <p>Dr. Parlato stated there are certain things that are not numerically measurable, such as a student's sense of belonging and motivation. It's about how a kid is successful in school. Success occurs because they feel like they belong.</p> <p>Mr. Helmus stated he has been a coach for many years for the girls high school hockey team, and in certain moments when a female coach was assisting him, the girls' engagement improved. There is a need for male teachers. Boys seem to listen more to male teachers than female teachers. There may not be academic improvement, but kids' engagement improves. If you could fill Hill and Plain with 50% teachers who speak Spanish, it would help all the kids who are now in the school who speak Spanish that have come from other countries. There's no harm in it. Diversity is a good thing.</p> <p>Dr. Parlato stated diversity is broadly defined to include not only racial diversity, but also disabilities.</p> <p>Mrs. Faulenbach asked if there were any questions on any of the policies and stated there are various levels of policy, as some are discretionary.</p> <p>Dr. Parlato stated that there are changes that can be made, but the Board cannot violate the law, and if changes are made, it has to go through legal counsel before approval.</p> <p>Mr. Helmus stated some of these policies are becoming regulation, and there's more flexibility with regulation. It goes through three reviews so it can be thoroughly discussed.</p>	
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	<p><i>Mr. McCauley moved to approve the Policies for Approval. Seconded by Mr. O'Brien. Motion passes 8-1-0 with Mr. Hansell opposed.</i></p> <p>D. Policies Recommended for Deletion.</p> <ol style="list-style-type: none"> 2000 Concepts and Roles in Administration 2000.1 Board-Superintendent Relations 2100 Administrative Organization 2112 Professional Development Opportunities 2120 Administrative Assignments 2130 Job Descriptions 2131 Superintendent of Schools 2132 Assistant Superintendent of Schools 2133 Principal 2141 Recruitment and Appointment of Superintendent 2151 Appointment of Administrative and Supervisory Personnel 2152 Assignment of Supervisory Personnel 2210 Administrative Leeway in Absence of Board of Education Policy 2231 Policy and Regulation System 2240 Educational Research in District Schools 2250 Monitoring of Product and Process Goals 2400 Evaluation of the Superintendent <p>Mrs. Faulenbach stated these policies are primarily deleted because they are incorporated into other policies. Also, it is important to define and clean up Board policies. Mrs. Rella added that some are changed to regulation.</p> <p>Mr. Hansell stated it's great to get rid of 10,000 policies. Mrs. Faulenbach agreed and stated it made it very confusing.</p> <p>Mrs. Rella stated things change, society changes, and this assists with the needed changes.</p>	<p>Motion made to approve Policies for Approval. Motion passed 8-1-0.</p> <p>D. Policies Recommended for Deletion</p> <ol style="list-style-type: none"> 2000 Concepts and Roles in Administration 2000.1 Board-Superintendent Relations 2100 Administrative Organization 2112 Professional Development Opportunities 2120 Administrative Assignments 2130 Job Descriptions 2131 Superintendent of Schools 2132 Assistant Superintendent of Schools 2133 Principal 2141 Recruitment and Appointment of Superintendent 2151 Appointment of Administrative and Supervisory Personnel 2152 Assignment of Supervisory Personnel 2210 Administrative Leeway in Absence of Board of Education Policy 2231 Policy and Regulation System 2240 Educational Research in District Schools 2250 Monitoring of Product and Process Goals 2400 Evaluation of the Superintendent
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		<p><i>Mr. O'Brien moved to approve Policies Recommended for Deletion listed above. Seconded by Mrs. Sarich. Vote passed unanimously.</i></p> <p>E. HVAC Evaluation Bid Award Mr. Cunningham recommended entering into a contract with Consulting Engineering Services. The company has a handle on what evaluations will need to be supplied to the state by January 2025. They can conquer the mandating reporting, help shepherd in the grant rounds, and will identify deficiencies.</p> <p>Mr. Helmus stated it is not yet determined what the state will want for 2025. Mr. Cunningham agreed, it is a broad assessment. The state has not released the forms that will have to be filled out.</p> <p>Mr. Helmus asked how the board will mandate the work if specific guidelines are still unknown.</p> <p>Mr. Cunningham stated that there are certain things the state will want and the firms interviewed have a good handle on what that will be.</p> <p><i>Mr. Hansell moved to approve the HVAC Evaluation Bid Award. Seconded by Mr. McCauley. Vote passed unanimously.</i></p>	<p>Motion made to approve Policies Recommended for Deletion. Motion passed unanimously.</p> <p>E. HVAC Evaluation Bid Award</p> <p>Motion made to approve the HVAC Evaluation Bid Award. Motion passed unanimously.</p>
11.	A.	<p>ITEMS OF INFORMATION Regulation Updates</p> <ol style="list-style-type: none"> 1. 2300 R Administrative Regulations Regarding Holds on the Destruction of Electronic Information and Paper Records 2. 5141.5R Administrative Regulations Regarding Suicide Prevention and Intervention 3. 5158 R Administrative Regulations to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA) <p>Mrs. Faulenbach stated these are regulations that have been updated or changed.</p>	<p>ITEMS OF INFORMATION A. Regulation Updates</p> <ol style="list-style-type: none"> 1. 2300 R Administrative Regulations Regarding Holds on the Destruction of Electronic Information and Paper Records 2. 5141.5R Administrative Regulations Regarding Suicide Prevention and Intervention 3. 5158 R Administrative Regulations to Improve Completion Rates of the Free Application for

			Federal Student Aid (FAFSA)
	B. Employment Report - November 21, 2023	Mrs. Kavanagh stated they are working hard filling positions. Currently, there are 13 open positions not including coaches, three are teachers. Mr. McCauley stated he's happy to see the hiring of paraprofessionals. Mrs. Rella asked if there were any new hires that recently resigned. Mrs. Kavanagh stated yes, one teacher went to a nearby district.	B. Employment Report
	C. Enrollment Report - November 1, 2023	Dr. Parlato stated enrollment is on track. The district is 15 students short of what was projected, which is very close.	C. Enrollment Report
	D. NMHS Roof Update	<p>Mr. Cunningham stated Greenwood Industries did a mockup to seal the gutter seams, which are roughly every 10 feet. There is still no game plan for how they are addressing the inconsistencies of fasteners. Mrs. Faulenbach asked if the gutters are being paid with contingency money. Mr. Cunningham stated yes, that was always the plan. Mrs. Faulenbach asked what the timeframe was. Mr. Cunningham stated if Greenwood does the work, the timeframe is based on weather.</p> <p>Mrs. McInerney asked if the work on the gutter seams is something we have control over. Mr. Cunningham stated it is a change order.</p> <p>Mr. Barile asked if the estimate was for repairing or replacing. Mr. Cunningham confirmed it was to repair. Mr. Barile asked if it would be better to go with seamless gutters. Mr. Cunningham explained because of the size of the gutters, seams are needed.</p> <p>Mr. Helmus stated, referring to the Fuss and O'Neill report, that the report suggests the wrong screws were used and there are not enough in certain zones. According to the Fuss and O'Neill report, there is no safety margin at all for this roof. It's the wrong screws, and they are not in the right place. Mr.</p>	D. NMHS Roof Update

Meeting Minutes

November 21, 2023

Sarah Noble Intermediate School Library Media Center

		<p>Helmus hopes the pressure stays on this issue and stated he believes the roof will need to be torn off.</p> <p>Mr. O'Brien stated they are not sure if the correct screws were used, so it's not a total loss, but agrees with Mr. Helmus that they need to find the answers.</p> <p>Mr. McCauley stated the roof is a fiasco. The district needs to go back to the beginning to find out why the company was even hired. The bid process should be looked into as well as an idea of how much extra this has cost the taxpayers, because it is more than the original \$4 million.</p> <p>Mrs. Faulenbach stated in the MBC meetings and at the facilities subcommittee, everyone is frustrated with the roof project. There is no way to know how safe it is until we pull back roof pieces. Mrs. Faulenbach foresees a portion of the roof will have to come off. She understands the roof was not installed per the specifications, and the town may seek for it to be done correctly. There are safety concerns should that roof have to be taken off and there's no game plan and many unknowns.</p> <p>Mrs. McInerney stated the project has been disappointing. The biggest concern is safety. There are a lot of bodies in the building with staff and kids. Mrs. McInerney asked if anyone has given assurances that it is safe. That it won't come flying off or collapse in a snow storm. The board needs assurances that the students and staff are safe.</p> <p>Mr. Helmus stated that the Fuss and O'Neill report believes there is a low probability that students will not be in the building in the case of a significant weather event, but what if they are in the building. It needs to be resolved.</p> <p>Mr. Hansell stated that weather will have to be observed daily.</p> <p>Mrs. Faulenbach added that she has had many conversations with the Mayor about this, and expressed the need for detailed data. Dr. Parlato also</p>	
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	<p>added that she is working on getting information on what exact screws were used.</p> <p>Mrs. McInerney stated she appreciates the transparency. Parents and the community need to know about these issues and not many people realize there is this level of concern with the roof.</p> <p>Mrs. Faulenbach stated she has seen nothing in writing from the MBC requesting a portion of the roof be peeled back.</p> <p>Mr. O'Brien wanted to re-emphasize that it needs to be absolutely verified the right screws were used. The report is based on if the right screws were used. If they weren't the right screws, it changes everything.</p> <p>Mr. Hansell stated the right screws may be there, but the integrity of the roof is questionable given the weak way the report was written.</p> <p>E. Central Office Update</p> <p>Mr. Cunningham stated facilities got the permit to install the doors to divide Central Office from the classrooms. The framing is done and the hardware has arrived. Phase two will be the installation of an alarm so personnel have to swipe to get access. Mrs. Faulenbach stated the Central Office permanent move needs to be something that continues to be a conversation between the Board and the town. Being at SNIS is temporary.</p> <p>Mr. O'Brien asked if this is an ongoing conversation that is still happening with the town.</p> <p>Mrs. Faulenbach stated there is a lot going on, and it isn't a front conversation right now. The Board needs to know what the town may be thinking and express the needs, such as square footage and budgetary impacts. It hasn't been discussed much this week. Budget-wise, it will need to be discussed with the town. It won't come up at budget since it is too large of a project.</p>	<p>E. Central Office Update</p>
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	<p>F. NMHS Graduation Date Dr. Parlato stated she met with Mr. Manka and graduation date will be Saturday, June 15, 2024. The start time is still TBD but a later time of 6:00pm has been discussed. Mrs. Rella stated that it will impact the Grad Party, since the volunteers will be at the graduation along with all the deliveries for the Grad Party. Mrs. Faulenbach asked if there is a rain date. Dr. Parlato stated the date is firm and can be inside or outside. Mrs. Sarich suggested doing graduation in the morning. Mrs. Rella stated that would be a good idea, and it gives people a chance to celebrate with their own parties afterwards. Mrs. Faulenbach added that it will help with the concerns of the heat. Mr. Helmus stated if it has to be inside because of rain, doing the graduation in the morning will make it easier to work around the Grad Party.</p> <p>G. Parent/Teacher Conference Data Dr. Parlato stated on November 2, 2023, the district had 1,059 scheduled parent teacher conferences between all the schools. These conferences affected 571 students. On November 7, 2023, the district had 2,159 scheduled parent/teacher conferences between all the schools. These conferences affected 1,319 students.</p> <p>Mrs. Faulenbach asked if there is a way to compare this against previous years and that all families should be participating in conferences. Ms. Hollander stated the historical data is on paper to compare to this year and suggested adding time to the meetings.</p> <p>H. Professional Services Expenses Examples Mr. Giovannone stated he broke down Professional Services, as was requested in the October 19th budget workshop.</p> <p>I. Food Service Fund Balance Towards Free Meals and Community Eligibility Provisions Mrs. Faulenbach stated the district has been provided this opportunity thanks to the positive cash flow in the Food Services Account. Dr. Parlato explained the district has to maintain three months operating expenses. Mrs. Faulenbach also stated that</p>	<p>F. NMHS Graduation Date</p> <p>G. Parent/Teacher Conference Data</p> <p>H. Professional Services Expenses Examples</p> <p>I. Food Service Fund Balance Towards Free Meals and Community Eligibility Provisions</p>
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	<p>if we can pay for meals out of this fund, we should and thankfully we have the funds. Mr. Giovannone stated, yes we do, we can use it to offset the cost of meals due to the state granting permission to do so.</p> <p>Mrs. Faulenbach clarified that this is the first time the state has allowed the district to apply these funds to free meals for students.</p> <p>Mrs. Rella asked if the district is still seeing the same amount of kids not paying for meals. Dr. Parlato confirmed it is the same, and as of today it is \$14,000 of unpaid lunch debt. Mrs. Rella asked if the district is trying to collect those funds. Mrs. Sullivan stated an email goes out to parents stating they have a balance. If there is no response a letter goes out from the Principal, which includes information on how to apply for SNAP.</p> <p>Mrs. Faulenbach asked when this will go into effect.</p> <p>Mr. Giovannone stated December 1st.</p> <p>Mrs. Faulenbach stated this is a self-sustaining account, and it's not in the operational budget. Mrs. Faulenbach stated the initiative needs to be communicated out strongly to families.</p> <p>Dr. Parlato stated it will be free lunch for all students from December 1st until the end of the school year. She has communication ready to go out November 27th. Breakfast will remain free.</p> <p>Mrs. Faulenbach asked if there are lunch specifications.</p> <p>Mrs. Sullivan stated it is whatever lunch choice students make. There will be no changes to the usual menus now that lunch will be free for all students.</p> <p>Mrs. Faulenbach asked to clarify that everyone is eligible.</p> <p>Mrs. Sullivan stated yes.</p>	
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	<p>Mrs. McInerney asked what happens to funds students have in their account. Some parents prepay a large amount.</p> <p>Mrs. Sullivan stated the funds will stay in the account. A parent can call to have a refund issued to them or transfer the funds to a sibling's account for future years.</p> <p>Mrs. McInerney asked to clarify the parents can get a refund at any time</p> <p>Mrs. Sullivan stated yes.</p> <p>Dr. Parlato clarified that snacks are not free.</p> <p>Mrs. Sullivan confirmed, yes, those are at a cost, and a second meal is a cost. This initiative provides one free meal for breakfast and one for lunch.</p> <p>Mr. Hansell stated this will help offset the effects of high inflation.</p> <p>Mrs. Faulenbach asked if this is across the state.</p> <p>Dr. Parlato answered that because New Milford is so well run, we are able to do this. That's a credit to Mrs. Sullivan and her ability to manage the program. Not all districts can do this because they don't have the positive cash flow like New Milford does.</p> <p>Mr. Barile asked what happens to the outstanding \$14,000.</p> <p>Mrs. Faulenbach stated those will be covered by the general fund.</p> <p>Mrs. Rella stated that the district should be careful about erasing that debt. Covid made it so people are now used to not having to pay. The district should be careful going forward since it is not a permanent thing.</p>	
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	<p>Mrs. Faulenbach stated it is worth the extra effort to communicate that this free lunch program is not forever.</p> <p>Mrs. McInerney stated she hopes parents are reading the correspondences that come from their children's schools as they do communicate these types of things.</p> <p>Mr. Helmus thanked Mrs. Sullivan and Mr. Giovannone for their efforts on this. There were some concerns regarding feeding students, and the community asked a question about if they can donate. The answer is, they can. The community can raise the money to cover what is outstanding now. The board can accept that donation.</p> <p>J. Update on Transportation</p> <p>Mr. Giovannone stated there has been one late bus this week. Notifications go out to families as soon as they are communicated by the bus company. Staff sends out notifications in the evening for the next day. They send it out as soon as they know and sometimes it is done as early as 5am. There have been notifications close to dismissal time, which he understands is not ideal.</p> <p>Dr. Parlato confirmed that the communication goes out as soon as it is known.</p> <p>Mrs. Faulenbach stated when people come before the Board, they understand what parents are going through. The disruption is real. The district has tried to accommodate by offering early drop off or paying staff to stay later. When it comes to bus driver pay, the pay scales are not under the purview of the Board of Education. They are not district employees, so there is no control over that. It doesn't take away the frustration, but she wanted to clear that up.</p> <p>Mr. McCauley stated there's not a school in the state of CT where buses have not been an issue, and he also sympathizes with the parents.</p>	<p>J. Update on Transportation</p>
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	<p>Mr. Helmus stated he saw an announcement on Facebook that a new bus driver passed his test.</p> <p>Mrs. McInerney brought up the point made in public comment about snacks and said if kids are staying late, the snack issue is a problem. The district should remedy this.</p> <p>Ms. Hollander replied that the district has been offering snacks and water to students since instating the early drop off and late bus runs. The snacks are being covered by Title 1 funds.</p> <p>Mrs. Faulenbach stated they are doing what they can on the district's side with the early drop offs and staff staying late with students with late bus runs. It does not fix the problem, but she appreciates the plan until it is ironed out.</p> <p>Mrs. Rella asked if there is a way to communicate with bus leadership about New Milford drivers making a lot less than other districts.</p> <p>Dr. Parlato stated she mentioned it to the VP of the bus company.</p> <p>Mrs. Faulenbach stated that communication and conversations are happening frequently.</p> <p>K. District Data</p> <p>Ms. Hollander stated there is a plan with specific growth targets for students to achieve. She had a meeting with administrators today and shared with them the expectation that all students will meet the growth target. She will present winter data in March.</p> <p>Mrs. Faulenbach stated recognizing the shortfalls, breaking it down, and giving it direction is very important to move the district forward.</p> <p>Dr. Parlato stated she wants to hold a workshop on what is happening with test scores as well as a game plan.</p>	<p>K. District Data</p>
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	<p>Ms. Hollander stated she is hopeful they will meet students' needs and it's a group effort to make sure people can have success. There are good systems in place including a diagnostic tool that staff is utilizing.</p> <p>Dr. Parlato stated they will not spin the numbers. She recognizes there is room for growth and is prepared to talk about it.</p> <p>Mrs. Faulenbach agreed that they cannot fix the problem if they do not candidly address it and would welcome a workshop.</p> <p>L. ESG/NV5 December 2023 Billing Status</p> <p>Mrs. Faulenbach stated the purpose of this project is energy conservation. The lease payments are coming due and the district is trying to quantify the dollar amounts of savings, and wants to get it right. Drilling down has been difficult. The plan was to take the money from capital if needed for the lease payments, but can't give a number of what has been saved right now. Mrs. Faulenbach stated the town feels the same. It's a 20 year commitment and they have to get it right.</p> <p>Mr. Helmus stated if the payment came before him tonight to pay the lease, he would say no. He's been asking for a dashboard for a year, with nothing to see.</p> <p>Mrs. Faulenbach agreed with Mr. Helmus and stated that is why it's not on the agenda for Discussion and Possible Action. There is a need to quantify year by year and building by building and until all the work is performed, she will not bring it forward.</p> <p>As the meeting concluded, Mr. McCauley expressed his appreciation to Mr. Helmus for his years of service to the board.</p> <p>Mr. Helmus stated he wanted to thank the district staff, Dr. Parlato, Mrs. Faulenbach and the board members. He has learned a great deal.</p>	<p>L. ESG/NV5 December 2023 Billing Status</p>
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12.	ADJOURN <i>Mr. Helmus moved to adjourn the meeting at 9:03 p.m. Seconded by Mr. O'Brien. Vote passed unanimously.</i>	ADJOURN Motion made to adjourn the meeting at 9:03 p.m. Motion passed unanimously.
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Respectfully submitted:



Tammy McInerney
Secretary
New Milford Board of Education



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	31,945,654	0	31,945,654	10,552,389	20,718,424	674,840	97.89%
100'S	SALARIES - NON CERTIFIED	10,270,703	0	10,270,703	3,734,989	4,665,574	1,870,140	81.79%
200'S	BENEFITS	11,919,826	0	11,919,826	6,609,321	4,512,271	798,234	93.30%
300'S	PROFESSIONAL SERVICES	4,190,999	0	4,190,999	1,831,559	1,268,595	1,090,845	73.97%
400'S	PROPERTY SERVICES	966,567	0	966,567	286,870	260,673	419,024	56.65%
500'S	OTHER SERVICES	10,646,901	0	10,646,901	3,923,832	5,808,557	914,512	91.41%
600'S	SUPPLIES	2,785,432	0	2,785,432	1,045,008	1,235,727	504,698	81.88%
700'S	CAPITAL	117,648	0	117,648	45,097	18,974	53,576	54.46%
800'S	DUES AND FEES	95,448	0	95,448	87,250	2,193	6,005	93.71%
900'S	REVENUE	-2,213,525	0	-2,213,525	-95,331	0	-2,118,194	4.31%
GRAND TOTAL		70,725,653	0	70,725,653	28,020,985	38,490,988	4,213,680	94.04%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	536,509	0	536,509	179,181	0	357,328	33.40%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,252,122	0	2,252,122	736,069	1,410,667	105,385	95.32%
51202	SALARIES - NON CERT - SUBSTITUTES	984,000	0	984,000	404,640	0	579,360	41.12%
51210	SALARIES - NON CERT - SECRETARY	2,214,497	0	2,214,497	828,307	1,139,293	246,897	88.85%
51225	SALARIES - NON CERT - TUTORS	260,695	0	260,695	49,465	55,922	155,308	40.43%
51240	SALARIES - NON CERT - CUSTODIAL	2,002,422	0	2,002,422	830,107	1,062,773	109,542	94.53%
51250	SALARIES - NON CERT - MAINTENANCE	1,001,597	0	1,001,597	371,837	474,320	155,440	84.48%
51285	SALARIES - NON CERT - TECHNOLOGY	524,386	0	524,386	194,720	306,884	22,782	95.66%
51336	SALARIES - NON CERT - NURSES	494,475	0	494,475	140,663	215,714	138,098	72.07%
TOTAL		10,270,703	0	10,270,703	3,734,989	4,665,574	1,870,140	81.79%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	635,016	0	635,016	225,080	0	409,936	35.44%
52201	BENEFITS - MEDICARE	547,443	0	547,443	203,029	0	344,414	37.09%
52300	BENEFITS - PENSION	1,025,142	0	1,025,142	1,025,142	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	34,650	0	34,650	5,893	0	28,757	17.01%
52810	BENEFITS - HEALTH INSURANCE	9,044,200	0	9,044,200	4,861,163	4,183,037	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	105,000	0	105,000	41,212	63,788	0	100.00%
52830	BENEFITS - LIFE INSURANCE	128,000	0	128,000	55,118	72,882	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	400,375	0	400,375	192,684	192,564	15,127	96.22%
TOTAL		11,919,826	0	11,919,826	6,609,321	4,512,271	798,234	93.30%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	31,945,654	0	31,945,654	10,552,389	20,718,424	674,840	97.89%
51200	NON-CERTIFIED SALARIES	10,270,703	0	10,270,703	3,734,989	4,665,574	1,870,140	81.79%
52000	BENEFITS	11,919,826	0	11,919,826	6,609,321	4,512,271	798,234	93.30%
53010	LEGAL SERVICES	265,000	0	265,000	257,208	7,792	0	100.00%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	2,975	0	72,025	3.97%
53200	PROFESSIONAL SERVICES	2,458,546	0	2,458,546	988,131	777,649	692,766	71.82%
53201	MEDICAL SERVICES - SPORTS	2,700	0	2,700	0	0	2,700	0.00%
53210	TIME & ATTENDANCE SOFTWARE	11,500	0	11,500	2,974	0	8,526	25.86%
53220	IN SERVICE	113,450	0	113,450	43,547	1,865	68,038	40.03%
53230	PUPIL SERVICES	610,783	0	610,783	220,915	354,561	35,307	94.22%
53300	OTHER PROF/ TECH SERVICES	37,910	0	37,910	3,805	2,015	32,090	15.35%
53310	AUDIT/ACCOUNTING	43,313	0	43,313	43,313	0	0	100.00%
53500	TECHNICAL SERVICES	223,047	0	223,047	166,828	960	55,259	75.23%
53530	SECURITY SERVICES	231,700	0	231,700	44,598	123,752	63,350	72.66%
53540	SPORTS OFFICIALS SERVICES	118,050	0	118,050	57,266	0	60,784	48.51%
54101	CONTRACTUAL TRASH PICK UP	81,720	0	81,720	36,271	45,449	0	100.00%
54301	REPAIRS & MAINTENANCE	483,287	0	483,287	174,663	111,973	196,651	59.31%
54302	FIRE / SECURITY MAINTENANCE	1,700	0	1,700	0	1,700	0	100.00%
54303	GROUPS MAINTENANCE	12,200	0	12,200	2,673	0	9,527	21.91%
54310	GENERAL REPAIRS	39,070	0	39,070	9,453	5,106	24,511	37.26%
54320	TECHNOLOGY RELATED REPAIRS	43,163	0	43,163	4,684	12,197	26,282	39.11%
54411	WATER	68,195	0	68,195	22,306	44,289	1,600	97.65%
54412	SEWER	14,300	0	14,300	9,323	4,978	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	222,932	0	222,932	27,498	34,982	160,452	28.03%
55100	PUPIL TRANSPORTATION - OTHER	220,595	0	220,595	85,534	27,675	107,385	51.32%
55101	PUPIL TRANS - FIELD TRIP	23,000	0	23,000	8,781	3,340	10,880	52.70%
55110	STUDENT TRANSPORTATION	5,931,003	0	5,931,003	2,001,742	3,782,725	146,536	97.53%
55200	GENERAL INSURANCE	315,645	0	315,645	336,766	0	-21,121	106.69%
55300	COMMUNICATIONS	26,396	0	26,396	20,208	5,527	661	97.50%
55301	POSTAGE	32,700	0	32,700	6,198	26,013	489	98.51%
55302	TELEPHONE	44,342	0	44,342	38,593	5,749	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	7,137	0	863	89.21%
55505	PRINTING	28,810	0	28,810	5,379	6,450	16,981	41.06%
55600	TUITION - TRAINING	30,000	0	30,000	0	0	30,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	1,265,684	0	1,265,684	568,590	394,208	302,886	76.07%
55630	TUITION - PRIVATE PLACEMENTS	2,676,461	0	2,676,461	844,249	1,556,869	275,343	89.71%
55800	TRAVEL	44,265	0	44,265	655	0	43,610	1.48%
56100	GENERAL INSTRUCTIONAL SUPPLIES	175,426	0	175,426	50,052	26,176	99,198	43.45%
56110	INSTRUCTIONAL SUPPLIES	423,105	0	423,105	205,018	22,283	195,804	53.72%
56120	ADMIN SUPPLIES	32,418	0	32,418	6,154	1,372	24,892	23.21%
56210	NATURAL GAS	241,956	0	241,956	63,631	178,325	0	100.00%
56220	ELECTRICITY	1,028,987	0	1,028,987	356,027	670,150	2,810	99.73%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	226,856	0	226,856	11,640	215,216	0	100.00%
56260	GASOLINE	40,294	0	40,294	12,087	6,513	21,694	46.16%
56290	FACILITIES SUPPLIES	332,728	0	332,728	198,437	96,897	37,394	88.76%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	1,391	1,498	13,586	17.54%
56292	UNIFORMS/ CONTRACTUAL	13,222	0	13,222	0	5,500	7,722	41.60%
56293	GROUNDKEEPING SUPPLIES	25,445	0	25,445	2,197	1,825	21,424	15.80%
56410	TEXTBOOKS	25,979	0	25,979	13,142	1,816	11,021	57.58%
56411	CONSUMABLE TEXTS	82,838	0	82,838	67,162	1,046	14,630	82.34%
56420	LIBRARY BOOKS	67,171	0	67,171	38,312	6,682	22,177	66.98%
56430	PERIODICALS	13,981	0	13,981	10,481	0	3,500	74.96%
56460	WORKBOOKS	1,000	0	1,000	27	0	973	2.70%
56500	SUPPLIES - TECH RELATED	33,300	0	33,300	9,249	427	23,623	29.06%
57340	COMPUTERS	48,624	0	48,624	28,779	205	19,639	59.61%
57345	INSTRUCTIONAL EQUIPMENT	61,524	0	61,524	14,806	18,769	27,949	54.57%
57400	GENERAL EQUIPMENT	3,000	0	3,000	1,512	0	1,488	50.39%
57500	FURNITURE & FIXTURES	4,500	0	4,500	0	0	4,500	0.00%
58100	DUES & FEES	95,448	0	95,448	87,250	2,193	6,005	93.71%
EXPENDITURE TOTAL		72,939,178	0	72,939,178	28,116,316	38,490,988	6,331,874	91.32%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,752,489	0	-1,752,489	0	0	-1,752,489	0.00%
43105	MEDICAID REIMBURSEMENT	-68,425	0	-68,425	-66,756	0	-1,669	97.56%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	-5,822	0	-49,178	10.59%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-7,753	0	-20,198	27.74%
44800	REGULAR ED TUITION	-143,800	0	-143,800	-15,000	0	-128,800	10.43%
44822	SPECIAL ED TUITION	-34,660	0	-34,660	0	0	-34,660	0.00%
49103	DCF TUITION	-85,000	0	-85,000	0	0	-85,000	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-18,400	0	-18,400	0	0	-18,400	0.00%
44861	PARKING PERMIT FEES	-27,800	0	-27,800	0	0	-27,800	0.00%
REVENUE TOTAL		-2,213,525	0	-2,213,525	-95,331	0	-2,118,194	4.31%

GRAND TOTAL	70,725,653	0	70,725,653	28,020,985	38,490,988	4,213,680	94.04%
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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 money - 1 of 2	-100,000
Fiscal Year End 21/22 Deposit	2,816,025
New Security Grant Set-Asside	-139,800
Central Office to SNIS move money - 2 of 2	-50,000
1/2 of NMHS Fire Insurance Claim Shortfall	-28,538
Approved by BoF - 5 year Capital Withdraw 23/24	-984,078
*TOTAL AS OF 11/30/23	3,071,298

*BEFORE ANY FISCAL YEAR END 22/23 DEPOSIT

Turf Field Replacement Acct Contributions #43020000-10130	
FROM BOE 17/18 FYE BALANCE	50,000
FROM BOE 18/19 FYE BALANCE	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 16/17, 17/18, 18/19	10,225
FROM TOWN DATED 6/4/20	50,000
FROM TOWN DATED 6/16/21	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 19/20	3,765
FROM BOE TEAM FEE'S & BANNER SALES - 20/21	1,890
FROM BOE 20/21 FYE BALANCE	100,000
FROM TOWN DATED 6/9/22	50,000
CONTRIBUTION - FROM BOE 21/22 FYE BALANCE	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 21/22 & 22/23	12,960
TOTAL AS OF 11/30/23	428,840



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
5 YEAR CAPITAL	IT	CDW	SMARTBOARD REFRESH WITH STAND(S) - 42 UNITS	\$ 99,960.00	57340
5 YEAR CAPITAL	IT	CDW	CHROMEBOOKS FOR NES/HPS - 227 UNITS	\$ 74,683.00	57340
GENERAL	IT	SHI INTERNATIONAL	MICROSOFT SERVER/SOFTWARE DISTRICT LICENSE	\$ 39,322.22	53500
GRANT	IT	DNR LABS	SNIS STREAMING STUDIO FOR BOE - EQUIPMENT, MATERIALS & LABOR	\$ 36,108.00	57345
5 YEAR CAPITAL	SMS	WORTHINGTON DIRECT	STUDENT SEATING FOR SMS - 66 UNITS	\$ 19,458.70	57400
GENERAL	NMHS	RESILITE SPORTS PROD INC	WRESTLING MAT AND MARKINGS	\$ 15,312.40	56100
GENERAL	NMHS	IMAGINE LEARNING LLC	DIGITAL LIBRARIES 6-12 COMPREHENSIVE	\$ 14,150.00	53200
5 YEAR CAPITAL	IT	CDW	DELL & MICROSOFT LAPTOPS - 15 UNITS	\$ 11,946.53	57340
GRANT	DISTRICT	REBEL INTERACTIVE GROUP	WEBSITE RENOVATION	\$ 10,500.00	55500
GENERAL	DISTRICT	BRIDGEPORT BOARD OF ED.	OCTOBER TUITION - 2 STUDENTS	\$ 9,870.00	55610
5 YEAR CAPITAL	SMS	K LOG INC.	ACTIVITY TABLES FOR SMS - 39 UNITS	\$ 9,599.14	57400
GENERAL	NMHS	POWERSCHOOL	NAVIANCE FOR NMHS GUIDANCE	\$ 7,713.24	53200
GENERAL	FACILITIES	NEW MILFORD SEPTIC	CLEANING & LINE SNAKING AT HPS	\$ 7,300.00	54301
GENERAL	SUPER	ROSE KALLOR	LEGAL SERVICES	\$ 7,066.82	53010
GENERAL	NMHS	CANDLEWOOD VALLEY CC	GOLF COURSE RENTAL FEES - FALL 2023	\$ 6,111.00	54420
GRANT	FACILITIES	KAMCO	DOOR INSTALLATION AND FINISHES FOR STUDENT BASED HEALTH AT SMS	\$ 5,896.00	57500
GENERAL	FACILITIES	NORTHEASTERN COMM INC	MOTOROLA RADIOS - 12 UNITS	\$ 5,547.60	57500
GENERAL	FACILITIES	FIRE PROTECTION TESTING	FIRE HYDRANT INSPECTIONS AT SCHOOL LOCATIONS	\$ 5,460.00	54301
5 YEAR CAPITAL	NMHS	VARSITY BRANDS/BSN SPORTS	ATHLETIC UNIFORMS	\$ 5,179.46	56292

ITEMS LISTED IN BOLD AND ITALIC FONT ABOVE WERE FUNDED VIA GRANT(S)



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3A-3
DECEMBER 2023 MEETING

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

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

This policy is recommended in the audit of the 3000 Series.

**Series 3000
Business**

3280

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING
GIFTS, GRANTS, AND BEQUESTS TO THE DISTRICT**

Gifts of personal property to the district, including monetary donations, that meet criteria set forth in the administrative regulations established in accordance with this policy are welcomed and encouraged.

The Superintendent of Schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The school principal may approve gifts to a school that are valued at \$500 or under and meet criteria established by the administrative regulations established in accordance with this policy. The Superintendent of Schools must accept gifts that are valued over \$500 and meet criteria established by the administrative regulations established in accordance with this policy.

The Superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$500. The Superintendent shall inform the Board of Education of any gift valued at more than \$500 that has been accepted by the district.

If the Superintendent determines that a gift fails to meet the criteria established in the administrative regulations, the Superintendent shall inform the Board of Education. Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate, with a statement indicating the reason for rejection of such gift.

Legal Reference:

Conn. Gen. Stat. § 10-237

Approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING GIFTS, GRANTS
AND BEQUESTS TO THE DISTRICT**

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

To be accepted, a gift must be used for the educational benefit of students and satisfy the following criteria:

- Have a purpose consistent with the purposes of the school district
- Will not begin a program that the Board of Education would be unwilling to take over when the gift or grant funds are exhausted
- Would not bring unanticipated costs to the school district
- Will place no restrictions on the school program
- Will be suitable for use in meeting the instructional needs of the school
- Will not be inappropriate or harmful to the best educational interests of students, as determined by the administration
- Will not imply endorsement of any business or product
- Will not be in conflict with any provisions of the school code or public law

All gifts, grants and bequests shall become school district property.

Regulation approved:

Note from Shipman & Goodwin:

Non-Discrimination (Community) (October 2023 Revision)

Connecticut's anti-discrimination laws prohibit discrimination on the basis of many different categories, including but not limited to sexual orientation. In 2023, Public Act No. 23-145 established a statutory definition of the term "sexual orientation."

We revised this policy to include this new definition and to reflect the federal requirement that boards of education provide equal access to the Boy Scouts and other groups. We also made several technical revisions to this policy for clarity.

**Series 1000
Community/Board Operation**

1105

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING
NON-DISCRIMINATION (COMMUNITY)**

Protected Class Discrimination Prohibited:

It is the policy of the New Milford Board of Education (the "Board") that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law ("Protected Class") is prohibited in the New Milford Public Schools (the "District"), whether by students, Board employees, Board members or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, school-sponsored activities, as well as the district website. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual's association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination: Discrimination in violation of this policy occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual's actual or perceived membership in a Protected Class.

B. Harassment: Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-210-2200
kavanaght@newmilfordps.org

C. Gender identity or expression: Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

D. Sexual orientation: Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

E. Veteran: A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

F. Race: The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

G. Domestic violence: Domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or

household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability-based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy 4118.113/4218.113, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), or Policy 5145.7, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy 4118.112/4218.112, Section 504/ADA (Personnel), or Board Policy 5145.45, Section 504/ADA (Students).

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any individual who believes a community member has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to **Teresa Kavanagh, Director of Human Resources**, in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Community, which accompany this policy, and are available online at [New Milford Board of Education Policies](#) or upon request from the main office of any District school.

Reporting to State and Federal Agencies:

In addition to reporting to District officials in accordance with this policy, individuals also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Equal Employment Opportunity Commission (employees only):

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;
OR
2. wishes to request or discuss accommodations based on religion; OR
3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any District administrator or the following District official:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-210-2200
kavanaght@newmilfordps.org

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District's Title IX Coordinator:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-210-2200
kavanaght@newmilfordps.org

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District's Section 504/ADA Coordinator:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-210-2200
kavanaght@newmilfordps.org

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Connecticut General Statutes § 1-1n, “Gender Identity or Expression”
defined
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination
Statutes”

Approved: October 19, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION
COMPLAINTS (COMMUNITY MEMBERS)**

Protected Class Discrimination Prohibited:

It is the policy of the New Milford Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the New Milford Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class harassment or discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or personnel will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of a student or an employee based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy 41118.113/4218.113, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), or Policy 5145.7 Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of a student or an employee based on disability will be addressed in accordance with the procedures set forth in Board Policy 4118.112/4218.112, Section 504/ADA (Personnel), or Board Policy 5145.45, Section 504/ADA (Students).

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

Any individual who believes that they, or another individual, has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to **Teresa Kavanagh, Director of Human Resources**, in accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Community.

Complaint Procedure

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

As soon as an individual feels that they, or another individual, has been subjected to Protected Class discrimination or harassment, the individual should make a written complaint to the Superintendent or designee.

The individual who is alleged have experienced Protected Class discrimination/harassment (the "complainant") and any individual accused of Protected Class discrimination/harassment (the "respondent") (if applicable) will be provided a copy of the Board's policy and regulation and made aware of the individual's rights under this policy and regulation. In the event reported conduct allegedly violates more than one policy, the Board will coordinate an investigation in compliance with the applicable policies, laws and regulations.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,

- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the employee receiving the oral complaint will either reduce the complaint to writing, assist the individual with completing the written complaint form, or request the assistance of a District administrator to do so.

All complaints received by employees are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) under this complaint procedure, the Superintendent or designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the reporter (if different from the complainant), the respondent and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment of a community member, the investigator should:

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;
2. Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting

interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;

4. Review any records, notes, statements, or other documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (i.e. "Consequences were imposed.").
7. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;
10. If a complainant or respondent is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant,

and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Complaint Procedure for Superintendent/Board Member Complaints:

Any district administrator or Board member who receives a complaint of discrimination, harassment or retaliation of a community member by a Board Member and/or the Superintendent shall forward the complaint promptly to the **Director of Human Resources, Teresa Kavanagh**. Complaints pertaining to the Superintendent or Board of Education members will be forwarded to the Chair of the Board of Education. Complaints pertaining to the Board Chair will be forwarded to the Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps to cause the matter to be investigated in a manner consistent with the procedures described above.

If a complainant or a respondent is not satisfied with the findings and conclusions of an investigation in which the Superintendent or a member of the Board is the respondent, within (30) calendar days of receiving the findings such party may present the complaint and written outcome to the Board Chair (or, if initially presented by the Board Chair, the Board Vice Chair), who will take appropriate steps to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation. Such steps may include retention of an independent investigator different from the investigator who investigated the complaint.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a community member, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to,

- supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
 - D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
 - E. Supports for the complainant; and
 - F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board's Non-Discrimination policies and the implementing administrative regulations to staff, students and parents in an effort to maintain an environment free of discrimination and harassment.

Reporting to State and Federal Agencies:

A complainant alleging discrimination or harassment may file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER: 617-289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER: 860-541-3400).

An employee alleging discrimination or harassment related to their employment may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER: 800-669-4000).

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;
OR
2. wishes to request or discuss accommodations based on religion; OR

3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any building administrator or the following District official:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-210-2200
kavanaght@newmilfordps.org

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District's Title IX Coordinator:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-210-2200
kavanaght@newmilfordps.org

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District's Section 504/ADA Coordinator:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-210-2200
kavanaght@newmilfordps.org

Regulation approved: October 19, 2023
Regulation revised:

DISCRIMINATION/HARASSMENT COMPLAINT FORM
(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, or status as a victim of domestic violence)

Name of the reporter _____

Relationship of reporter to the District _____

Name of the alleged complainant/victim _____

Relationship of alleged complainant/victim to the District _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy: _____

This is a mandated policy and recommended in the audit of the 3000 Series. This is a new policy for the district.

**Series 3000
Business**

**New 3440
(The number will be from a deleted policy.)**

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING
INDIVIDUALS WITH DISABILITIES EDUCATION ACT
FISCAL COMPLIANCE**

The New Milford Board of Education (the “Board”) will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time. The Superintendent or designee shall develop administrative regulations with regard to such fiscal compliance.

Legal References:

Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)
34 C.F.R. § 300.144
34 C.F.R. § 300.202(a)(3)
34 C.F.R. § 300.133(d)
34 C.F.R. § 300.172
34 C.F.R. § 300.205(d)
34 C.F.R. § 300.226(a)
34 C.F.R. § 300.209(b)
34 C.F.R. § 300.818, Appendix A

Approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS CONCERNING
INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL
COMPLIANCE**

The New Milford Board of Education (the “Board”) will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time.

1. Property, Equipment and Supplies

The Board, through the Director of Special Education or designee, shall ensure that any property, equipment or supplies purchased with funds from an IDEA grant shall be purchased, used and maintained in accordance with such grant requirements. Among any other statutory or regulatory requirement, the Director of Special Education or designee must ensure that:

- A. All property, equipment and supplies purchased with IDEA grant funds are labeled as such, including equipment supplied to students with disabilities attending private schools at parental expense;
- B. A labeling procedure is in place for all property, equipment and supplies purchased with IDEA grant funds;
- C. All property, equipment and supplies purchased with IDEA grant funds are used for assistive technology, instructional or educational purposes;
- D. Copies of purchase orders for property, equipment and supplies purchased with IDEA grant funds indicate the source of funding for such purchases; and
- E. A tracking procedure is in place for all property, equipment and supplies purchased with IDEA grant funding.

Any procedures mentioned above shall be developed and maintained by the Director of Special Education or designee.

2. Supplanting

Funding provided to the Board through an IDEA grant must be used to supplement state, local and other federal funds, not to supplant those funds. The Board shall comply with all federal and state laws in this regard.

3. Parentally Placed Private School Special Education Students - Expenditures

The Director of Special Education or designee will maintain an ongoing census of all students with disabilities who are eligible for special education and related services and attend school within the geographical bounds of the district. Eligible students with disabilities who attend private schools within the geographical bounds of the district will receive services equal to a proportional share of the IDEA grant funds received annually by the district. The proportionate share shall be calculated on an annual basis in accordance with federal law, but no later than October 1st of any given year. Calculation of the proportionate share shall be the responsibility of the Director of Special Education or designee.

The Director of Special Education or designee shall meet annually with all private school representatives to consult on matters related to the distribution of funds under the IDEA. Documentation regarding annual meetings shall be maintained by the Director of Special Education or designee.

The Director of Special Education or designee shall annually maintain budgets with regard to the manner in which IDEA grant funds are expended for eligible parentally placed private school students with disabilities.

4. National Instructional Materials Accessibility Standard

The Board shall ensure compliance with the National Instructional Materials Accessibility Standard (“NIMAS”). In this regard, the Director of Special Education or designee shall maintain procedures to inform all staff within the district how a blind and/or print disabled student shall be referred in order to receive materials from the National Instructional Materials Access Center (“NIMAC”). Such procedures shall include, but not be limited to, the following:

- A. Initial referral to a planning and placement team (“PPT”), or if such child is already identified as having a disability under the IDEA, direct referral to the child’s PPT;
- B. Identification of the name of the district personnel who shall receive, and are responsible for, referrals for the receipt of materials from NIMAC; and
- C. The requirement that either (i) publishers prepare and, on or before delivery of the print instructional materials, provide to the NIMAC electronic files containing the contents of the print instructional materials using the standards of the NIMAS; or (ii) instructional materials are purchased from the publisher that are produced in, or may be rendered in, specialized formats.

5. Coordinated Early Intervening Services

Coordinated Early Intervening Services (“CEIS”) may be used to support students in grades K-12 who are not currently identified as needing special education or related services, but who need additional academic or behavioral support to succeed in a general

education environment. Up to 15% of IDEA grant funds may be used for CEIS. In this regard, the Director of Special Education or designee shall maintain procedures to ensure that:

- A. The funds used for CEIS are used only for the K-12 levels;
- B. Students receiving CEIS are tracked directly over a three-year period to determine if, at any time during this period, these students should be referred for special education services; and
- C. Documentation of funds spent on professional development are maintained, which documentation shall include the teachers who receive professional development for CEIS and the names of the students of those teachers who would have benefited from the teacher receiving the professional development.

6. Charter Schools

In compliance with federal law, the Board shall ensure that all eligible students with disabilities who attend charter schools that are part of the district receive special education services in the same manner as eligible students with disabilities who attend other district schools. Further, the Board shall ensure that IDEA grant funds are provided to charter schools within the district that serve eligible students with disabilities on the same basis as the district provides funds to other public schools within the district.

7. Excess Costs Calculation - Federal Requirement

The Board shall comply with federal law with regard to the calculation of excess cost. The Director of Special Education or designee shall maintain documentation regarding the separate excess cost calculations for elementary and secondary school students, as well as the formulas used for each level of students.

Legal References:

Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)
34 C.F.R. § 300.144
34 C.F.R. § 300.202(a)(3)
34 C.F.R. § 300.133(d)
34 C.F.R. § 300.172
34 C.F.R. § 300.205(d)
34 C.F.R. § 300.226(a)
34 C.F.R. § 300.209(b)
34 C.F.R. § 300.818, Appendix A

Regulation approved:

Revised:

Note from Shipman & Goodwin:

Federal law requires non-Federal entities, including school districts, that receive Federal funds to develop and implement a written code of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and/or administration of Federal funded contracts. This means that, in all applicable cases, property and/or services purchased with Federal awards, including Connecticut School Nutrition Program funds, must be purchased in accordance with a written code of conduct. Federal law also requires that the school district's code of conduct provide for disciplinary actions to be taken for violating the standards set forth in its code of conduct. This document provides a sample code of conduct that complies with 2 C.F.R. § 200.318 and outlines proper practices for procuring property and services under a Federal award with fairness and integrity.

This is a mandated policy and is new for the district.

**Series 3000
Business**

**New 3514
(The number will be from a deleted policy.)**

**CODE OF CONDUCT
GOVERNING PROCUREMENTS UNDER A FEDERAL AWARD**

In compliance with Code of Federal Regulations 2 C.F.R. § 200.318

In accordance with Federal and State regulations, the following Code of Conduct applies to the selection, award, and/or administration of a contract procuring property or services under a Federal award, including the expenditure of Connecticut School Nutrition Program ("School Nutrition Program") funds by any New Milford Board of Education ("Board") employee or agent.

Article I. Purpose

The purpose of this Code of Conduct is to establish standards of conduct covering real or apparent conflicts of interest and governing the actions of Board employees engaged in the selection, award, and/or administration of contracts procuring property or services under a Federal award, including expending School Nutrition Program funds on goods and/or services. This Code of Conduct also sets forth discipline that may result from violating these standards.

Article II. Code of Conduct Provisions

In addition to other applicable policies and regulations promulgated by the Board, the Board expects the following conduct of all persons who are engaged in the award and administration of contracts supported by Federal funds, including School Nutrition Program funds:

1. No employee, officer, or agent of the Board shall participate in the selection, award and/or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in, or a tangible personal benefit from, the firm selected for the award:
 - a. The employee, officer, or agent of the Board;
 - b. Any immediate family member of the Board employee, officer, or agent (spouse, sibling, parent, child);
 - c. The partner of the Board employee, officer, or agent; or
 - d. An organization that employs or is about to employ one of the above.
2. The Board's employees, officers, or agents shall neither solicit nor accept gratuities, favors, travel packages, incentives or anything of monetary value from contractors, potential contractors, or parties to sub-agreements related to programs funded by the Federal government, in whole or in part. In determining whether an item is an impermissible gratuity or of monetary value, the definition of 'gratuity' shall be anything of more than fifty dollars in value.
3. The Board's employees, officers, or agents shall disclose any actual or potential conflict of interest to the Superintendent of Schools or his/her designee. Thereafter, as required by law, the Board shall disclose in writing any potential conflict of interest to the Connecticut State Department of Education.

Failure of any Board employee to abide by this code of conduct may result in disciplinary action, up to and including termination. The Board reserves the right to pursue legal actions for violations as permitted by law.

Legal References:

Federal Regulations and Guidance

2 C.F.R. § 200.112 Conflict of Interest.

2 C.F.R. § 200.318 General Procurement Standards.

2 C.F.R. § 400.2 Conflict of Interest.

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for School Food Authorities, https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a2.pdf (May 2016).

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for State Agencies, <https://fns->

prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a1.pdf
(May 2016).

United States Department of Agriculture, Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, SP 09-2015, CACFP 03-2015, SFSP 02-2015,
https://fns-prod.azureedge.net/sites/default/files/cn/SP09_CACFP%2003_SFSP02-2015os.pdf (November 2014).

Connecticut Statutes, Regulations and Guidance

Conn. Gen. Stat. § 1-79 Definitions.

Conn. Gen. Stat. § 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

Conn. Gen. Stat. § 10-215b Duties of State Board of Education re feeding programs.

Conn. Gen. Stat. § 10-216 Payment of expenses.

Regs. Conn. State. Agencies § 10-215b-1 Competitive foods.

State of Connecticut, Department of Education, Operational Memorandum No. 10-16, Written Code of Conduct and Performance of Employees Engaged in Award and Administration Contracts,
<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2016/OM10-16.pdf>
(August 2016).

Approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Notice from Shipman & Goodwin:

Non-Discrimination (Personnel) (October 2023 Revision)

Connecticut's anti-discrimination laws prohibit discrimination on the basis of many different categories, including but not limited to sexual orientation. In 2023, Public Act No. 23-145 established a statutory definition of the term "sexual orientation." We revised this policy to include this new protected class definition. We also made several technical revisions to this policy for clarity.

**Series 4000
Personnel**

**4111.1
4211.1**

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING
NON-DISCRIMINATION (PERSONNEL)**

Protected Class Discrimination Prohibited:

The New Milford Board of Education (the "Board") will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, status as a victim of domestic violence, or any other basis prohibited by state or federal law ("Protected Class"), except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual's actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the New Milford Public Schools (the "District"). The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Discrimination on the Basis of Erased Criminal History Prohibited:

The Board will not discriminate against any employee or applicant for employment solely on the basis of the individual's erased criminal history record information, as defined in Conn. Gen. Stat. § 46a-80a.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual's association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination

It is illegal for employers to treat employees differently in relation to hiring, discharging, compensating, or providing the terms, conditions, and privileges of employment because of such employee's actual or perceived membership in a Protected Class.

B. Harassment

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment is unwelcome conduct that is based on an employee's actual or perceived membership in a Protected Class. Harassment constitutes unlawful discrimination when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to an intimidating, hostile, or abusive environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;

- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board Policy 4118.113/4218.113, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel). For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-210-2200
kavanaght@newmilfordps.org

C. Genetic information

The information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

D. Veteran

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity, or gender expression was more likely than not the

primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

E. Gender identity or expression

Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

F. Sexual orientation

Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

G. Race

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

H. Domestic violence

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family

or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any employee who believes they or another employee has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to **Teresa Kavanagh, Director of Human Resources**, in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Personnel, which accompany this policy and are available online at [New Milford Board of Education Policies](#) or upon request from the main office of any District school.

Employees are encouraged to report incidents of alleged Protected Class discrimination, harassment, or retaliation immediately.

If a complaint involves allegations of discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy 4118.113/4218.113, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel).

If a complaint involves allegations of discrimination or harassment based on disability, such complaints will be addressed in accordance with the procedures set forth in Board Policy 4118.112/4218.112, Section 504/ADA (Personnel).

In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

**Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A**

New Milford, CT 06776
Telephone: 860-210-2200
e-mail: kavanaght@newmilfordps.org

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any employee also may file a complaint with the following:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office

U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any employee who:

1. has questions or concerns about this policy or its accompanying regulations;
2. wishes to request or discuss accommodations based on religion; OR
3. would like a copy the Board's complaint procedures or complaint forms related to claims of discrimination or harassment

should contact the following District official:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone Number: 860-210-2200
kavanaght@newmilfordps.org

Any employee who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex/sexual orientation/pregnancy/gender identity or expression applicable to employees should contact the District's Title IX Coordinator:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A

New Milford, CT 06776
Telephone Number: 860-210-2200
kavanaght@newmilfordps.org

Any employee who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to employees; OR
2. wishes to request an accommodation on the basis of disability should contact the District's Section 504/ADA Coordinator:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone Number: 860-210-2200
kavanaght@newmilfordps.org

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008,
Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
Connecticut General Statutes § 1-1n, "Gender Identity or Expression"
defined
Connecticut General Statutes § 10-153, Discrimination on the basis of sex,
gender or expression or marital status prohibited
Connecticut General Statutes § 27-103
Connecticut General Statutes § 31-51i
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-80a
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 23-145, "An Act Revising the State's Antidiscrimination
Statutes"

Approved: August 15, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION
COMPLAINTS (PERSONNEL)**

Protected Class Discrimination Prohibited:

The New Milford Board of Education (the “Board”) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”), except in the case of a bona fide occupational qualification

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the New Milford Public Schools (the “District”). Students, Board employees, Board members and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Discrimination on the Basis of Erased Criminal History Prohibited:

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class discrimination or harassment. Any such reprisals or retaliation may result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; OR
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Employees are encouraged to report incidents of alleged Protected Class discrimination, harassment, or retaliation immediately.

Any employee who believes they or another employee has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to **Teresa Kavanagh, Director of Human Resources**, in accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Personnel.

If a complaint involves allegations of discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy 4118.113/4218.113, Policy

Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel).

If a complaint involves allegations of discrimination or harassment based on disability, such complaints will be addressed in accordance with the procedures set forth in Board Policy 4118.112/4218.112, Section 504/ADA (Personnel).

In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone Number: 860-210-2200
kavanaght@newmilfordps.org

Complaint Procedure

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

As soon as an individual feels that they, or another employee has been subjected to Protected Class discrimination or harassment, the individual should make a written complaint to the Superintendent or designee.

The individual who is alleged to have experienced Protected Class discrimination/harassment (the “complainant”) and any individual accused of Protected Class discrimination/harassment (the “respondent”) (if applicable) will be provided a copy of the Board’s policy and regulation and made aware of the individual’s rights under this policy and regulation. In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, the Superintendent or designee shall follow the procedures identified in Board Policy 4118.113/4218.113, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel). In the event the Superintendent or designee receives a complaint alleging discrimination

or harassment based on disability, the Superintendent or designee shall follow the procedures identified in Board Policy 4118.112/4218.112, Section 504/ADA (Personnel).

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of discrimination or harassment of an employee will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the employee receiving the oral complaint will either reduce the complaint to writing, assist the individual with completing the written complaint form or request that a District administrator assist the individual.

All complaints received by employees are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of an employee under this complaint procedure, the Superintendent shall promptly investigate the complaint, or designate a District administrator or other trained individual to do so.

During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the reporter (if different from the complainant), the respondent, and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, to the extent consistent with due process, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment of an employee, the investigator should:

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;
2. Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;
4. Review any records, notes, statements, or other documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (i.e. "Consequences were imposed.").
7. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);

9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;
10. If a complainant or a respondent is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Complaint Procedure for Superintendent/Board Members Complaints:

Any District administrator or Board member who receives a complaint of discrimination, harassment or retaliation of any employee by a Board Member or by the Superintendent shall forward the complaint promptly to **Teresa Kavanagh, Director of Human Resources**. Complaints pertaining to the Superintendent or Board of Education members will be forwarded to the Chair of the Board of Education. Complaints pertaining to the Board Chair will be forwarded to the Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps to cause the matter to be investigated in a manner consistent with the procedures described above.

If a complainant or a respondent is not satisfied with the findings and conclusions of an investigation in which the Superintendent or a member of the Board is the respondent, within (30) calendar days of receiving the findings such party may present the complaint and written outcome to the Board Chair (or, if initially presented by the Board Chair, the Board Vice Chair), who will take appropriate steps to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation. Such steps may include retention of an independent investigator different from the investigator who investigated the complaint.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of an employee, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board's Non-Discrimination policies and the implementing administrative regulations to staff and students in an effort to maintain an environment free of discrimination and harassment.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any employee also may file a complaint with the following:

Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921

(617-289-0111)

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any employee who:

1. has questions or concerns about this policy or its accompanying regulations;
2. wishes to request or discuss accommodations based on religion; OR
3. would like a copy the Board's complaint procedures or complaint forms related to claims of discrimination or harassment should contact the following District official:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone Number: 860-210-2200
kavanaght@newmilfordps.org

Any employee who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex/sexual orientation/pregnancy/gender identity or expression applicable to employees should contact the District's Title IX Coordinator:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone Number: 860-210-2200
kavanaght@newmilfordps.org

Any employee who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to employees; OR
2. wishes to request an accommodation on the basis of disability should contact the District's Section 504/ADA Coordinator:

Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone Number: 860-210-2200
kavanaght@newmilfordps.org

Regulation approved: August 15, 2023

Regulation revised:

DISCRIMINATION/HARASSMENT COMPLAINT FORM
(For complaints based on race, color, religion, age, marital status, national origin, alienage, ancestry, genetic information, veteran status, or status as a victim of domestic violence)

Name of the reporter _____

Name of alleged victim/complainant _____

Name of alleged victim/complainant _____

Relationship of reporter to the alleged victim/complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the alleged discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy _____

Note from Shipman & Goodwin:

Non-Discrimination (Students) (October 2023 Revision)

Connecticut's anti-discrimination laws prohibit discrimination on the basis of many different categories, including but not limited to sexual orientation. In 2023, Public Act No. 23-145 established a statutory definition of the term "sexual orientation."

We revised this policy to include this new definition and to reflect the federal requirement that boards of education provide equal access to the Boy Scouts and other groups. We also made several technical revisions to this policy for clarity.

**Series 5000
Students**

5000

POLICY AND ADMINISTRATIVE REGULATIONS REGARDING NON-DISCRIMINATION (STUDENTS)

Protected Class Discrimination Prohibited:

The New Milford Board of Education (the "Board") complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law ("Protected Class"), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual's actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the New Milford Public Schools (the "District"). The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual's association with someone in a Protected Class may also be considered a form

of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination:

With respect to students, unlawful discrimination occurs when a student is denied participation in, or the benefits of, a program or activity of the Board because of such student's actual or perceived membership in a Protected Class.

B. Harassment:

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board Policy 5145.7, Policy Regarding Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District’s Title IX Coordinator at:

Holly Hollander, Assistant Superintendent
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

C. Veteran:

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. “Qualifying condition” means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

D. Gender identity or expression:

Gender identity or expression refers to a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

E. Sexual Orientation:

Sexual orientation refers to a person’s identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

F. Race:

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

G. Domestic Violence:

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. “Coercive control” includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Note from Shipman: In response to requests from many of our clients, Shipman has developed the language below to in order to address incidents of biased conduct and/or communications by students. Please note that bias in this context is not currently defined by law, except when such bias raises to the level of unlawful discrimination and/or harassment. That said, it is commonly acknowledged that incidents of bias may be precursors to discriminatory and/or harassing conduct. Boards that wish to explicitly include reference to bias in this policy may utilize the language below in order to acknowledge the concerns presented regarding bias:

Biased Conduct:

The Board recognizes that certain student conduct or communications may be indicative of bias towards individuals who are members of a Protected Class, even when such conduct or communications do not rise to the level of discrimination and/or harassment. The Board directs the District administration to address any such biased conduct or communications in a manner consistent with the Board’s legal obligations under state and federal law and Board policy, including free speech considerations, in order to promote a school environment that is welcoming and safe for all individuals.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to **Holly Hollander, Assistant Superintendent**, in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Students, which accompany this policy and are available online at [New Milford Board of Education Policies](#) or upon request from the main office of any District school. Students are encouraged to immediately report concerns about Protected Class discrimination, harassment, or retaliation.

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any school employee.

If a complaint involves allegations of discrimination or harassment of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in 5145.7, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy 5145.45, Section 504/ADA (Students). In the event reported conducted allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

Holly Hollander, Assistant Superintendent
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a student, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

District staff members and administrators will work with students and parents/guardians to take steps designed to prevent acts of discrimination, harassment and retaliation.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any student and/or parent/guardian also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
 U.S. Department of Education
 8th Floor
 5 Post Office Square
 Boston, MA 02109- 3921
 (617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member who:

1. has questions or concerns about this policy or its accompanying regulations;
 2. wishes to request or discuss accommodations for a student based on religion;
- may contact:

Any parent, student, staff member, Board member or community member who has questions or concerns about the Board's policies regarding discrimination or harassment of students on the basis of gender/sex, gender identity, pregnancy or sexual orientation may contact the District's Title IX Coordinator:

Holly Hollander, Assistant Superintendent
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Any parent, student, staff member, Board member or community member who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to students; OR
2. wishes to request an accommodation for a student on the basis of disability

may contact the District's Section 504/ADA Coordinator:

Holly Hollander, Assistant Superintendent
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.
Connecticut General Statutes § 1-1n, “Gender Identity or Expression”
defined
Connecticut General Statutes § 10-15c
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination
Statutes”

Approved: June 20, 2023

Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (STUDENTS)

Protected Class Discrimination Prohibited:

The New Milford Board of Education (the “Board”) complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law (“Protected Class”), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the New Milford Public Schools (the “District”)

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class discrimination or harassment. Any such reprisals or retaliation may result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.

The following non-exhaustive list provides examples of the type of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Reporting to District Officials:

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to

Gwen Gallagher, Principal
Northville Elementary School
22 Hipp Road
New Milford, CT 06776
Telephone: 860-355-3713
e-mail: gallagherg@newmilfordps.org

Cathy Calabrese, Principal
Hill and Plain Elementary School
60 Old Town Park Road
New Milford, CT 06776
Telephone: 860-354-5430
e-mail: calabresec@newmilfordps.org

Jennifer Chmielewski, Assistant Principal
Sarah Noble Intermediate School
25 Sunny Valley Road

New Milford, CT 06776
Telephone: 860-210-4020
e-mail: chmielewskij@newmilfordps.org

Michael Boucher, Assistant Principal
Schaghticoke Middle School
23 Hipp Road
New Milford, CT 06776
Telephone: 860-354-2204
e-mail: boucherm@newmilfordps.org

Keith Lipinsky, Athletic Director
New Milford High School
388 Danbury Road New Milford, CT
06776 Telephone: 860-350-6647, ext. 1411
e-mail: lipinskyk@newmilfordps.org

Holly Hollander, Assistant Superintendent
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

in accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Students.

If a complaint involves allegations of discrimination or harassment of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy 5145.7, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of student based on disability will be addressed in accordance with the procedures set forth in Board Policy 5145.45, Section 504/ADA (Students). In the event reported conducted allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Students are encouraged to immediately report any concerns about Protected Class discrimination, harassment, or retaliation.

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any school employee.

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

Holly Hollander, Assistant Superintendent
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Complaint Procedure

As soon as a student feels that they, or another student has been subjected to Protected Class discrimination, harassment or retaliation, the individual should make a written complaint to Gwendolyn Gallaher, Principal, Northville Elementary School, Cathy Calabrese, Principal, Hill and Plain School, Jennifer Chmielewski, Assistant Principal, Sarah Noble Intermediate School, Michael Boucher, Assistant Principal of Schaghticoke Middle School and Keith Lipinsky, Athletic Director, New Milford High School or Holly Hollander, Assistant Superintendent, Central Office.

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any school employee. School employees receiving such reports shall promptly forward them to any District administrator or to Gwen Gallagher, Principal, Northville Elementary School, Cathy Calabrese, Principal, Hill and Plain School, Jennifer Chmielewski, Assistant Principal, Sarah Noble Intermediate School, Michael Boucher, Assistant Principal of Schaghticoke Middle School and Keith Lipinsky, Athletic Director, New Milford High School or Holly Hollander, Assistant Superintendent, Central Office.

The student and/or parent/guardian or other individual will be provided a copy of the Board's policy and regulation and made aware of the student's rights under this policy and regulation. In the event Principal Gallagher, Northville Elementary School, or Cathy Calabrese, Principal, Hill and Plain School, or Jennifer Chmielewski, Assistant Principal, Sarah Noble Intermediate School or Michael Boucher, Assistant Principal, Schaghticoke Middle School, or Keith Lipinsky, Athletic Director, New Milford High School, or Holly Hollander, Assistant Superintendent, Central Office receives a complaint alleging discrimination or harassment of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, the **above named individuals** shall follow the procedures identified in Board Policy 5145.7, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). In the event the **above named individuals** receive a complaint alleging

discrimination or harassment of a student based on disability, Principal Gallagher, Northville Elementary School, or Cathy Calabrese, Principal, Hill and Plain School, or Jennifer Chmielewski, Assistant Principal, Sarah Noble Intermediate School or Michael Boucher, Assistant Principal, Schaghticoke Middle School, or Keith Lipinsky, Athletic Director, New Milford High School, or Holly Hollander, Assistant Superintendent, Central Office shall follow the procedures identified in Board Policy 5145.45, Section 504/ADA (Students).

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any student and/or parent/guardian or other individual who makes an oral complaint of discrimination or harassment of a student to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If a student (or individual acting on behalf of the student) is unable to make a written complaint, the school employee receiving the oral complaint will either reduce the complaint to writing or assist the student (individual acting on behalf of the student) in completing the written complaint form or ask a District administrator for assistance in doing so.

All complaints are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of a student under this complaint procedure, the Superintendent shall designate a District administrator (or other trained individual) to promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the individual alleged to have experienced Protected Class discrimination and/or harassment (the “complainant”), the reporter (if different from the complainant) the alleged discriminator/harasser (“respondent”) and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained

by all persons involved in the investigation to the extent possible to the extent consistent with principles of due process, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment of a student, the investigator should:

1. Offer to meet with the complainant (and respondent, if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;
2. Provide the complainant (and respondent, if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;
4. Review any records, notes, statements, or other documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (i.e. "Consequences were imposed.").
7. Communicate the outcome of the investigation in writing to the complainant (and respondent, if applicable) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant (and respondent, if applicable) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant (and respondent, if applicable) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);
9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps designed to avoid continuing discrimination or harassment;
10. If a complainant or a respondent is not satisfied with the findings and conclusions of the investigation, the complainant (and/or respondent, if applicable) may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the complainant (and/or respondent, if applicable), the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant (and/or respondent, if applicable), a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant (and respondent, if applicable) of the proposed actions within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a student, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;

- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

District staff members and administrators will work with students and parents/guardians to take steps designed to prevent acts of discrimination, harassment and retaliation.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board's Non-Discrimination policies and the implementing administrative regulations to staff, students and parents in an effort to maintain an environment free of discrimination, harassment and retaliation.

Reporting to State and Federal Agencies:

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
 U.S. Department of Education
 8th Floor
 5 Post Office Square
 Boston, MA 02109-3921
 (617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
 450 Columbus Blvd.
 Hartford, CT 06103-1835
 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member who:

1. has questions or concerns about this policy or its accompanying regulations;
 2. wishes to request or discuss accommodations for a student based on religion;
- may contact:

Holly Hollander, Assistant Superintendent
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Any parent, student, staff member, Board member or community member who has questions or concerns about the Board's policies regarding discrimination or harassment of students on the basis of gender/sex, gender identity, or sexual orientation may contact the District's Title IX Coordinator:

Holly Hollander, Assistant Superintendent
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Any parent, student, staff member, Board member or community member who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to students; OR
2. wishes to request an accommodation for a student on the basis of disability

may contact the District's Section 504/ADA Coordinator:

Holly Hollander, Assistant Superintendent
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Regulation approved: June 20, 2023
Regulation revised:

DISCRIMINATION/HARASSMENT COMPLAINT FORM
(For complaints based on race, color, religion, age, marital status, national origin, alienage, ancestry, veteran status, or status as a victim of domestic violence)

Name of the reporter _____

Name of the complainant/victim _____

School/program and grade of the complainant/victim _____

Reporter's Relationship to the complainant/victim _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy _____

Note from Shipman & Goodwin:

Under prior law, students graduating in 2024 and beyond were required to complete a one-credit mastery-based diploma assessment to graduate high school. Public Act No. 23-204 amends this requirement to afford boards of education discretion whether to require this one-credit mastery-based diploma assessment as a graduation requirement, and this policy has been updated to reflect this change. This revised policy also includes the new requirement that students graduating in 2027 and beyond complete one-half credit in Personal Financial Management and Financial Literacy, which may be counted toward the humanities or as an elective credit, in order to graduate. In addition, we revised this model policy to address the new FAFSA graduation requirements detailed in the summary concerning the revisions made to the Policy to Improve Completion Rates of the FAFSA. Lastly, we made other technical revisions to this policy, including the elimination of outdated policy language

**Series 5000
Students**

5165

HIGH SCHOOL GRADUATION REQUIREMENTS

In order to satisfy the high school graduation requirements within the New Milford Public Schools, a student must have satisfactorily completed the prescribed courses of study; demonstrated proficiency in basic skills identified by the New Milford Board of Education (the “Board”); satisfied the legally mandated number and distribution of credits required to graduate from high school; and if graduating in 2025 and thereafter, satisfied the Free Application for Federal Student Aid (“FAFSA”) requirements detailed below.

Pathways for the NMHS Graduate

Two Year College/Career Ready Pathway: Minimum requirement is a high school diploma and attainment of the distribution of credits as prescribed. It is recommended that the student take the most personally challenging course load during their high school tenure and integrate work in the field whenever possible (internships, job shadowing, work, etc.)

Four Year College Pathway: Minimum requirement is a high school diploma and attainment of the distribution of credits as prescribed. Most four-year colleges require that the graduate take four credits in English and math, three credits in science and social studies, and at least two credits in a world language.

Highly Competitive Colleges Pathway: Minimum requirement is a high school diploma and attainment of the distribution of credits as prescribed. Most highly competitive colleges require that the graduate take four credits in English, math, science and social studies, and at least three credits in a world language. It is also highly encouraged that the level of these courses be at the Advanced Placement level and at the very least honors level when available.

To graduate from the New Milford Public Schools, a student must earn a minimum number of credits, fulfill credit distribution requirements and meet district performance standards.

Required Coursework and Credits for Graduation

The Board of Education conforms with state law regarding credits for graduation from high school.

Year of Graduation 2020	4.0	English
	4.0	Mathematics
	3.0	Social Studies (including 0.5 credit in civics and 1 credit for U.S. history)
	3.0	Science
	2.0	Physical Education
	1.0	Arts (Fine or Practical)
	0.5	Health
	8.5	Electives (including 0.5 in humanities and 0.5 in Financial Literacy)
		<hr/> 26.0 TOTAL CREDITS

Year of Graduation 2021	4.0	English
	4.0	Mathematics
	3.0	Social Studies (including 0.5 credit in civics and 1 credit for U.S. history)
	3.0	Science
	1.0	Physical Education
	1.0	Arts (Fine or Practical)
	0.5	Health
	8.5	Electives (including 0.5 in humanities and 0.5 in Financial Literacy)
		<hr/> 25.0 TOTAL CREDITS

Year of Graduation 2022	4.0	English
	4.0	Mathematics
	3.0	Social Studies (including 0.5 credit in civics and 1 credit for U.S. history)
	3.0	Science
	1.0	Physical Education
	1.0	Arts (Fine or Practical)
	0.5	Health
	8.5	Electives (including 0.5 in humanities and 0.5 in Financial Literacy)
		<hr/> 25.0 TOTAL CREDITS

Classes Graduating in 2024, 2025, and 2026

For classes graduating in 2024, 2025, and 2026, the following 25 credits are required:

Humanities Cluster: 9 Credits

- No less than 3 credits in English
 - English I, II, III/AP (3 Credits)
- No less than 3 credits in Social Studies
 - Must include 1.0 credit in US History and 0.5 credit in Civics)
 - 1.5 additional credits in Social Studies (See Program of Studies)
- 3 additional credits of student choice (additional English, Social Studies, Level 4 or above in World Language, Art History, History of Jazz, History of American Musical Theater etc.)

STEM Cluster: 9 Credits

- No less than 3 credits in Science
 - Integrated Science, Biology, Chemistry (3 Credits)
- No less than 3 credits in Math (See Program of Studies)
 - Maximum of 1 credit awarded for successful completion (B-/80) of Geometry taken at the middle school
- 3 additional credits of student choice (additional Science, Math, Tech. Ed., Intro to Business, Computer Literacy, Business Computer Applications, Website Design I&II, Intro to Computer Programming, AP Computer Science A, AP Computer Science Principles etc.)

Health and Wellness Cluster: 2 Credits

- 1 credit in Physical Education and Wellness
- 1 credit in Health and Safety Education
 - Must include 0.5 credit in Health 1
 - Additional 0.5 credit of student choice (*Health 2, Allied Health, Medical Technology, Emergency Medical Technician, Sports Medicine, Early Childhood, Child Development etc.)

World Language Cluster: 1 Credit

- 1 credit of any World Language course at New Milford High School
 - 1 credit awarded for successful completion (B-/80) of Part A & Part B of the same World Language course from grades 7 & 8 (Not including Conversational World Language Courses)

Electives Cluster: 3 Credits

- 1 credit in Practical or Fine Arts (See Program of Studies)
- 0.5 credit in Personal Finance - Required by state law
- 1.5 additional credits of student choice

Mastery Based: 1 Credit

- 0.5 Credit in Assured Skills Experiences
- 0.5 Credit in Assured Content Experiences

25.0 TOTAL CREDITSClasses Graduating in 2027 and Thereafter

For classes graduating in 2027 and thereafter, the following 25 credits are required:

Humanities Cluster: 9 Credits

- No less than 3 credits in English
 - English I, II, III/AP (3 Credits)
- No less than 3 credits in Social Studies
 - Must include 1.0 credit in US History and 0.5 credit in Civics)
 - 1.5 additional credits in Social Studies (See Program of Studies)
- 3 additional credits of student choice (additional English, Social Studies, Level 4 or above in World Language, Art History, History of Jazz, History of American Musical Theater etc.)

STEM Cluster: 9 Credits

- No less than 3 credits in Science
 - Integrated Science, Biology, Chemistry (3 Credits)
- No less than 3 credits in Math (See Program of Studies)
 - Maximum of 1 credit awarded for successful completion (B-/80) of Geometry taken at the middle school
- 3 additional credits of student choice (additional Science, Math, Tech. Ed., Intro to Business, Computer Literacy, Business Computer Applications, Website Design I&II, Intro to Computer Programming, AP Computer Science A, AP Computer Science Principles etc.)

Health and Wellness Cluster: 2 Credits

- 1 credit in Physical Education and Wellness
- 1 credit in Health and Safety Education
 - Must include 0.5 credit in Health 1
 - Additional 0.5 credit of student choice (*Health 2, Allied Health, Medical Technology, Emergency Medical Technician, Sports Medicine, Early Childhood, Child Development etc.)

World Language Cluster: 1 Credit

- 1 credit of any World Language course at New Milford High School
 - 1 credit awarded for successful completion (B-/80) of Part A & Part B of the same World Language course from grades 7 & 8 (Not including Conversational World Language Courses)

Electives Cluster: 3 Credits

- 1 credit in Practical or Fine Arts (See Program of Studies)
- 0.5 credit in Personal Financial Management and Financial Literacy - Required by state law
- 1.5 additional credits of student choice

Mastery Based: 1 Credit

- 0.5 Credit in Assured Skills Experiences
- 0.5 Credit in Assured Content Experiences

25.0 TOTAL CREDITS

A student who presents written documentation from a physician or advanced practice registered nurse stating that participation in physical education is not advisable because of the physical condition of the student, shall be excused from the physical education requirement. In such a case, another subject must be substituted.

Any student who is deaf or hearing impaired may be exempted from any world language graduation requirement if the student's parent or guardian requests such exemption in writing.

Exemptions: modifications and accommodations of graduation requirements will be made for any student with a disability as determined by the planning and placement team or 504 team.

A maximum of two credits (1 credit in Geometry and 1 credit in World Language) may be granted for successful completion of courses taken at the middle school level that align with the high school curriculum.

A credit is defined as not less than the equivalent of a forty (40) minute class period for each school day of a school year except for a credit or part of a credit toward high school graduation earned (1) at an institution accredited by the Board of Regents for Higher Education or Office of Higher Education or regionally accredited, (2) through on-line coursework that is completed satisfactorily in accordance with Board policy, or (3) through a demonstration of mastery based on competency and performance standards, in accordance with guidelines adopted by the State Board of Education.

Only courses taken in grades nine to twelve inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education, shall satisfy the above graduation requirements, except that the Board will grant a student successful completion of courses taken at the middle school level that align with the high school curriculum.

Demonstration of Proficiency in Basic Skills

In addition to meeting the coursework and credit graduation requirements listed above, to graduate high school, each student must demonstrate proficiency in the basic skills:

Reading, Evidence-Based Writing, Communication, Critical Thinking and Problem-Solving

Problem-Solving

Students may demonstrate proficiency in the basic skills described above by achieving satisfactory results on:

Meet the State of Connecticut expectations for 11th Grade proficiency on the math portion of the PSAT or SAT;

Meet the ACT score for proficiency on the math portion of that test;

Pass a competency-based assessment to demonstrate proficiency in math;

Meet the proficiency standard on a district-developed problem-solving portfolio;

Complete a course internship in a field of study, employment opportunity, or volunteer role that requires the use of Algebra II level math at a minimum;

Provide evidence of proficiency on a nationally recognized math assessment;

Score a 3 or higher on Advanced Placement Calculus AB, Advanced Placement Calculus BC, or Advanced Placement Statistics;

Reading, Communication and Evidence-Based Writing;

Meet the State of Connecticut expectations for 11th Grade proficiency on the Evidence-Based Reading and Writing portion of the PSAT or SAT;

Meet the ACT score for proficiency on the English, Reading or Writing portion of that test;

Pass a competency-based assessment to demonstrate proficiency in Reading;

Meet the proficiency standard on a district-developed literacy portfolio;

Complete a course internship in a field of study, employment opportunity, or volunteer Role that requires the use of junior year level English;

Provide evidence of proficiency on a nationally recognized Reading or Writing assessment;

For English Language Learners who have lived in Connecticut for fewer than five years, a score of proficiency or above on the State English Mastery exam designed for this population;

The district will offer intervention classes in these basic competencies for students making insufficient progress.

FAFSA Requirement for Classes Graduating in 2025 and Thereafter

Students graduating in 2025 and beyond are required to have satisfied one of the following prior to graduation:

- (1) completed a Free Application for Federal Student Aid (“FAFSA”);
- (2) for students without legal immigration status, completed and submitted to a public institution of higher education an application for institutional financial aid; or
- (3) completed a waiver of completion of the FAFSA and/or financial aid application, as applicable, on a form prescribed by the Commissioner of Education, signed by

the student's parent or guardian or signed by the student if the student is eighteen or older.

On and after March 15 of each school year, a principal, school counselor, teacher, or other certified educator may complete the waiver on behalf of any student who has not satisfied the above requirements if such principal, school counselor, teacher, or other certified educator affirms that they have made a good faith effort to contact the parent/guardian or student about completion of such applications.

Graduation During Period of Expulsion

A student may graduate during an expulsion period if the Board determines that the student has completed the necessary credits required for graduation.

Diplomas May be Awarded to Veterans Who Left School to Serve in the Armed Forces

In accordance with state law, the Board of Education may award a high school diploma to a veteran of World War II, the Korean hostilities, or the Vietnam Era who left high school to serve in the armed forces and did not receive a diploma as a consequence of such service as well as any person who withdrew from high school prior to graduation to work in a job that assisted the war effort during World War II, did not receive a diploma as a consequence of such work and has resided in the state for at least fifty consecutive years.

Early Graduation

Students may finish in seven semesters provided all graduation requirements have been satisfied. Any student interested in being considered for early graduation must notify his/her counselor or his/her intentions by May 1 of the Junior year. Students applying for early graduation must obtain the Early Graduation Policy statement and related application from the School Counseling Office.

Legal References:

Conn. Gen. Stat. § 10-14n

Conn. Gen. Stat. § 10-16b

Conn. Gen. Stat. § 10-221a

Conn. Gen. Stat. § 10-223a

Public Act No. 23-21, "An Act Concerning Financial Literacy Instruction"

Public Act No. 23-204, "An Act Concerning the State Budget for the Biennium Ending June 30, 2025, and Making Appropriations Therefor, and Provisions Related to Revenue and Other Items Implementing the State Budget"

Public Act No. 23-167, “An Act Concerning Transparency in Education”

Approved: September 19, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut



New Milford Enrollment Matrix By School

Date: 12/04/2023

NES	Actual 6/1/23	Proj 23-24	Actual 12/4/23	Proj Variance
PK	56	53	50	-3
K	139	140	131	-9
1	134	135	135	0
2	128	134	132	-2
Totals	457	462	448	-14

HPS	Actual 6/1/23	Proj 23-24	Actual 12/4/23	Proj Variance
PK	48	55	31	-24
K	117	117	124	7
1	120	112	117	5
2	105	120	120	0
Totals	390	404	392	-12

Actual 6/1/23	Tot Proj 23-24	Actual 12/4/23	Proj Variance
104	108	81	-27
256	257	255	-2
254	247	252	5
233	254	252	-2
847	866	840	-26

SNIS	Actual 6/1/23	Proj 23-24	Actual 12/4/23	Proj Variance
3	252	254	236	-18
4	262	257	256	-1
5	250	260	267	7
Totals	764	771	759	-12

SMS	Actual 6/1/23	Proj 23-24	Actual 12/4/23	Proj Variance
6	281	250	241	-9
7	255	278	281	3
8	286	252	256	4
Totals	822	780	778	-2

NMHS	Actual 6/1/23	Proj 23-24	Actual 12/4/23	Proj Variance
9	293	296	302	6
10	334	299	300	1
11	302	339	329	-10
12	308	304	280	-24
Totals	1237	1238	1211	-27

	Actual 6/1/23	Actual 12/1/22	Proj 23-24	Actual 12/4/23	Proj Variance	Actual Variance
PK-2	847	835	866	840	-26	-7
SNIS	764	761	771	759	-12	-5
SMS	822	816	780	778	-2	-44
NMHS	1237	1246	1238	1211	-27	-26
Totals	3670	3658	3655	3588	-67	-82

LHTC total = 19

NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education
New Milford, Connecticut
December 19th, 2023

A. Personnel

1. Certified Staff – Appointments

1. **Christine Baluha,(1.0)** BCBA, District Wide. Effective 12/18/2023. Salary \$78,000. Filling a contracted position vacancy.
2. **Sierra Calo,(1.0)** Guidance Counselor at New Milford High School. Effective 12/18/2023. Salary: \$55, 434. Replacing K. Ervin who resigned.

2. Certified Staff – Resignations/Retirements

1. **Isabel Stasko**, Humanities Teacher at Schaghticoke Middle School. Effective January 1, 2024. Relocated to another state.

3. Non-Certified Staff and Licensed Staff – Appointments

1. **Annemarie del Real,(1.0)** Career Center Secretary at New Milford High School. Effective 12/4/2023. Salary: \$20.31. Replacing J. Longtemps who resigned.
2. **Jill Shailor,(1.0)** ParaEducator at LHTC. Effective: 11/27/2023. Salary \$17.48 per hour. Replacing S. McManus who transferred into nursing position in the district.
3. **Alex Fortuna(1.0)**, ISS Monitor at Schaghticoke Middle School. Effective January 2, 2024. Salary: \$24.00 per hour.

4. Non-Certified Staff and Licensed Staff – Resignations/Retirements
None

5. Adult Education Staff – Appointments
None

6. Adult Education Staff – Resignations/Retirements
None

7. Coaching Staff – Appointments

1. **Devin Jasso**, Football coach at New Milford High School for the 2023-2024 school year

8. Coaching Staff – Resignations/ Retirements

None

**New Milford BOE Offices
SPACE PROGRAM**

19-Oct-23

	SPACE COMPONENT	APPROX. SQUARE FOOTAGE NEEDS		
		No.	NSF	Total NSF
	Superintendent's Suite			
	Superintendent's Office (Desk, Credenza, Single Shelving Unit)	1	200	200
	Toilet Room	1	50	50
	Waiting	4	50	200
	Open Office - Administrative Assistant (2 staff)	1	300	300
	Conference Room	1	250	250
	File Room (Active - 6 files)	1	175	175
	File Room (cold storage - 6 files)	1	175	175
	Subtotal			1,350
	Assistant Superintendent's Suite			
	Assistant Superintendent's Office (Desk, Credenza, Conference Room)	1	380	380
	Director of Curriculum (Desk, credenza, guest chairs, 2 file cabinets)	1	180	180
	Waiting	4	50	200
	Open Office - Administrative Assistant (1 staff member, 2 shelves)	1	150	150
	File Room (cold storage - 10 files)	1	200	200
	Subtotal			1,110
	Fiscal Services			
	Finance Director (Desk, credenza, table w/ 2 guest chairs, 2 file cabinets, 1 shelving unit, wall mount TV)	1	220	220
	Open Office (3 staff)	1	450	450
	File Room (Active - 12 files)	1	250	250
	File Room (cold storage - 6 files)	1	175	175
	Subtotal			1,095
	Accounting Offices			
	Accounting Manager (Desk, credenza, table w/ 2 guest chairs, 2 file cabinets, 1 shelving unit, wall mount TV)	1	220	220
	Open Office (3 staff)	1	450	450
	File Room (Active -12 files)	1	250	250
	File Room (cold storage- 6 files)	1	175	175
	Subtotal			1,095

**New Milford BOE Offices
SPACE PROGRAM**

19-Oct-23

	SPACE COMPONENT	APPROX. SQUARE FOOTAGE NEEDS		
		No.	NSF	Total NSF
	Special Education			
	Director's Office (Desk, Credenza, Conference Table (6), 2 file cabinets)	1	380	380
	Inclusion Director (Desk, Credenza, 2 guest chairs, 2 file cabinets)	1	180	180
	Waiting	2	50	100
	Open Office - Administrative Assistants (3 staff)	1	450	450
	File Room (Active -16 files)	1	275	275
	File Room (cold storage - 30 files)	1	500	500
	Subtotal			1,885
	Human Resources			
	Director's Office (Desk, Credenza, small table w/ 2 guest chairs)	1	220	220
	Waiting	2	75	150
	Open Office - Administrative Assistant (3 staff)	1	450	450
	Conference Room (8)	1	250	250
	File Room (active - 15 files)	1	275	275
	File Room (cold storage - 20 files)	1	450	450
	Subtotal			1,795
	Technology			
	Director's Office (Desk, credenza, table w/ 2 guest chairs, 2 file cabinets)	1	220	220
	Open Office - Administrative Assistant (3 staff)	1	450	450
	IT Workroom (6 tables)	1	350	350
	Storage (Active - 3 files, 8 commercial shelving units)	1	250	250
	Storage (cold storage -4 commercial shelving units)	1	175	175
	Subtotal			1,445
	Staff Support Areas			
	Toilet Rooms	4	60	240
	Break Room	1	300	300
	Reception Area	1	150	150
	Mail Room	1	200	200
	Server Closet	1	100	100
	Conference Room	1	450	450
	Meeting Room (max. 48 People)	1	1200	1200

**New Milford BOE Offices
SPACE PROGRAM**

19-Oct-23

	SPACE COMPONENT	APPROX. SQUARE FOOTAGE NEEDS		
		No.	NSF	Total NSF
	Learning Center	1	900	900
	Subtotal			3,540
	Total Area			13,315
	Circulation and Structure		35%	4,660
	Total Net square footage			17,975



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NEW MILFORD BOARD OF EDUCATION



ANNUAL REPORT 2022 – 2023

**NEW MILFORD PUBLIC SCHOOLS
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776**

NEW MILFORD BOARD OF EDUCATION

Mrs. Wendy Faulenbach, Chairperson

Mrs. Leslie Sarich, Vice Chairperson

Mrs. Tammy McInerney, Secretary

Mrs. Sarah Herring, Assistant Secretary

Mr. Dean J. Barile

Mr. Eric Hansell

Mr. Brian McCauley

Mr. Tom O'Brien

Mrs. Olga I. Rella

Mayor Pete Bass, *Ex Officio*

Board of Education Annual Report 2022 – 2023

The New Milford Public Schools served 3,663 students in PreK through grade 12 during the 2022-23 academic year with a staff of 345.31 teachers, 17.15 building administrators, and 250.1 support staff (non-certified staff). The operating budget for the New Milford Public Schools for 2022-23 totaled \$67,767,289.

July 2022

- At a special meeting on July 12, 2022 the Board heard updates on the NMHS roof damage and strategies for moving forward. They also met in executive session to discuss the Superintendent's resignation and next steps. Following the executive session, the Board voted unanimously to accept the resignation of Superintendent Alisha DiCorpo, submitted to the Board on July 6, 2022.
- At its special meeting of July 19, 2022 the Board approved PTO Gifts and Donations in the amount of \$9,500.00; Special Education staffing requests of 2.5 FTEs; and an increase in the Armed School Security Officers hourly rate of pay from \$25.00 to \$27.50. Items of information shared included a transportation credit, 2022-23 legal rates, 2021-22 fiscal year end balance update and NMHS remediation update. The Board approved the employment and salary of the Board Certified Behavior Analyst.
- On July 28, 2022, the Board held special meetings at which they moved to place Superintendent DiCorpo on a non-disciplinary leave of absence from September 3, 2022 through October 4, 2022 and designated the full Board as a personnel search committee for the purpose of selecting an Interim Superintendent of Schools. The Board later appointed Dr. JeanAnn C. Paddyfote as Interim Superintendent effective August 15, 2022 and authorized the Board Chair to negotiate a contract with Dr. Paddyfote pursuant to the general terms and conditions discussed by the Board in executive session and with the assistance of legal counsel.

August 2022

- At a special meeting on August 9, 2022, the Board approved the contract of Interim Superintendent Dr. JeanAnn C. Paddyfote.
- At a special meeting on August 16, 2022, the Board congratulated NMPS retirees **Judith Larkin and Michael Tremmel**.
- The Board approved \$30,000 to be used to outfit each school with exterior public address speakers.
- The Board approved the following curricula:
 - Astronomy College Prep
 - Advanced Placement Biology
 - College Prep Biology
 - Freshman Seminar
 - General Woodworking

- The bid for the Superintendent Search Consultant was awarded to CABA Executive Search Services.
- The Board approved the Authorized Signatures Change Form for the ED-099 Agreement for Child Nutrition Programs.
- The Board heard an update on the NMHS remediation and restoration work.

September 2022

- At a special meeting on September 1, 2022, the Board moved to appoint the Board of Education in its entirety as the Superintendent Search Committee.
- At its regular meeting on September 20, 2022 the Board congratulated **Ms. Jenna Giudice**, New Milford's Teacher of the Year for 2022-23 and **Mrs. Susan Harris**, retiring paraeducator.
- The Board moved to make a request of the Town Council and Board of Finance to take up to \$20,000.00 from the BOE Capital Reserve account for the Wastewater Management Plan for SMS Septic.
- The Board deleted policy 3453.1 Unexpended Class Funds, and approved the following policies:
 - 3453 School Activity Funds
 - 4111.1/4211.1 Equal Employment Opportunity
 - 4118.25/4218.25 Reporting Child Abuse and Neglect
 - 5113 Truancy
 - 5141.21 Administration of Medication
- The Honors Biology curriculum revision was approved.
- The Board approved the Five-Year Curriculum Plan (2022-2027)
- The Board approved the Teacher and Administrator Evaluation Waiver.
- The Board approved Tuition Rates for 2022-2023 as follows:
 - New Milford High School: \$13,877.00
 - Schaghticoke Middle School: \$12,020.00
 - Sarah Noble Intermediate School and Elementary Schools: \$11,862.00
- The Board approved the Twin Lakes contract for PowerSchool support and the contract with Myke Foo Media for 2022-23.
- Theater stipends totaling \$34,077 were approved by the Board.
- The bid for District Security Services was awarded to Securitas for a period of one year.
- The Board approved \$3,500 for Shipman and Goodwin policy services.

- The Board discussed a graduation date for the Class of 2023, NMHS woodshop code compliance costs, and relocation of the administrative offices to SNIS.
- The Board ratified the proposed collective bargaining agreement between the New Milford Board of Education and the New Milford School Administrators Association and authorized the Chairperson of the Board to sign the agreement subject to any necessary further legal review.
- The Board agreed to execute the proposed memorandum of understanding between the New Milford Board of Education and the New Milford School Administrators Association pursuant to the general terms discussed by the Board in executive session and to authorize the Chairperson of the Board to sign the memorandum of understanding pending further legal review.

October 2022

- At its regular meeting on October 18, 2022 the Board recognized:
 - NMPS Retirees: **Betsey Thibodeau** and **Laurie Thornton**
 - NMPS Stars of the Month: **Claudia DeMoura, Gina Fabiano, Jaimee Keppel, and Chantel Kitzke**
- The Board of Education accepted the New Milford Public Schools 2022 Superintendent Search Leadership Profile Report as presented.
- The Board accepted PTO Gifts and Donations in the amount of \$1,595.00.
- The Board approved the following policies:
 - 5158 Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)
 - 6142.1 Curricular Exemptions
 - 6144 Policy for the Equitable Identification of Gifted and Talented Students
- The New Milford High School Graduation Date for 2023 was approved by the Board for Saturday, June 24, 2023 at 4:00 p.m.
- The Board discussed the NMHS Woodshop HVAC Grant, the Lillis Building, the Employment Report, 5158 Administrative Regulation Addressing Improving the Completion Rates of FAFSA, and the 2021-22 Annual Report.
- The Board moved to authorize the Chairperson of the Board to enter into a post-retirement agreement on behalf of the Board with the Administrative Assistant to the Superintendent of Schools in accordance with the terms and conditions discussed by the Board in executive session and pending further legal review.
- The Board discussed review and consideration of attorney-client privileged communication relating to student transportation contract and potential issuance of request for proposals during Executive Session.

November 2022

- At its regular meeting on November 15, 2022, the Board recognized NMPS Stars of the Month: **Alicia Hanelt, Nina Money, Diane Smith**

- The Board approved the following policies:
 - 2500 Retention of Electronic Records and Information
 - 4115.2 Emergency Action Plan for Interscholastic and Intramural Athletic Events
 - 4115.3 Exertional Heat Illness Awareness for Intramural and Interscholastic Athletics
 - 5115 Physical Activity, Undirected Play and Student Discipline
 - 5134 Meal Charging
 - 6141.7 Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum
- The Board approved the following new courses:
 - Grade 6 Accelerated Math
 - Grade 7 Accelerated Math
 - Statistics Honors
- The Board approved the Grade 6 Math curriculum.
- The Board moved to make a request that the Town Council and Board of Finance remove \$233,980.00 from the BOE Capital Reserve Account to fund the proposed NMHS Woodshop HVAC recommendations.
- The Board moved to make a request that the Town Council and Board of Finance remove \$100,000.00 from the BOE Capital Reserve Account to fund expenses, not to exceed that amount related to the Central Office move to SNIS.

December 2022

- The Board held its Annual meeting on December 20, 2022 and elected the following officers:
 - Chairperson – **Mr. Pete Helmus**
 - Vice Chairperson – **Mrs. Wendy Faulenbach**
 - Secretary – **Mrs. Leslie Sarich**
 - Assistant Secretary – **Mrs. Tammy McInerney**
- At its regular meeting on December 20th, the Board reviewed the following policies:
 - 5132 Student Dress Policy
 - 4118.6 Employee Use of the District's Computer Systems and Electronic Communications
 - 5131.9 Student Use of the District's Computer Systems and Internet Safety
- The Board discussed the Central Office Move to SNIS, the Lillis Building, the Employment Report, Field Trips and the following administrative regulations:
 - 4118.6R Administrative Regulation Regarding Employee Use of the District's Computer Systems and Electronic Communications
 - 5131.9R Administrative Regulation Regarding Student Use of the District's Computer Systems and Internet Safety
- The Board approved an amendment to the terms and conditions of employment with the Assistant Superintendent of Schools, Director of Facilities, and Accounting Manager as discussed in Executive Session.

January 2023

- At a special meeting on January 5, 2023, the Board moved to elect Dr. Janet Parlato to the position of Superintendent of Schools, with her initial term starting on February 21, 2023.

- The Board moved to authorize the Board Chairman to negotiate and enter into a contract of employment with the Superintendent-elect pursuant to the terms and conditions discussed by the Board in executive session and subject to any necessary further legal review.
- On January 17, 18, 24 and 26, 2023, the Board of Education conducted three evenings of hearings and adopted a budget on the fourth night for the 2023-2024 school year in the amount of \$71,075,051.

February 2023

- At a special meeting on February 6, 2023, the Board moved to appoint Mrs. Teresa Kavanagh as Human Resources Director effective on or before March 7, 2023.
- The Board moved 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.
- At its regular meeting on February 21, 2023, Chairman, Mr. Helmus welcomed Dr. Janet Parlato as Superintendent.
 - Mrs. Sarah Herring joined the Board and will serve on the Policy and Committee on Learning Subcommittees.
 - Mr. Helmus thanked Dr. JeanAnn Paddyfote for her work as Interim Superintendent.
- The Board approved the Revision of Policy 5118.1 Homeless Students in accordance with Policy 9311, and deleted these policies:
 - 5010 Concepts and Roles in Student Policies
 - 5112.4 Student Enrollment Data
 - 5113.1 Work Permits
 - 5113.14 Senior Privileges
 - 5114.12 Student Due Process
 - 5116 School Census
 - 5117 School Attendance Areas
 - 5118 Nonresident Students
 - 5121 Examination/Grading/Rating
 - 5121.2 Eligibility for Honor Rolls
 - 5122 Student Placement
- The Board moved to approve the Bid Award for student care workers.
- The Board discussed the February 2023 Employment Report, the Field Trip Report, the 2023-2024 Calendar, E-rate Funding, PURA Pegpetia Technology Grant, Town of New Milford Audit Report dated June 30, 2022, Fundraising, and the following Administrative Regulations:
 - 5118.1 R - Administrative Regulation Regarding Homeless Children and Youth
 - 5113.14 R - Administrative Regulation — Junior/Senior Privileges
 - 5121.2 R - Administrative Regulation - Eligibility for Honor Rolls

March 2023

- At its regular meeting on March 21, 2023, in honor of Board Appreciation Month, Superintendent Parlato made a donation on her own to the New Milford Food Bank on behalf of the Board members.

- The Board moved to approve obtaining authorized signatories on the Connecticut State Department of Education School Health, Nutrition and Family Services Child Nutrition Programs Authorized Signatures Change Form.
- The Board moved to approve adding one additional seat for incoming ninth grade students for 2023–2024 for Shepaug Agri-Science.
- The Board awarded the bid for the New Milford High School Woodshop to A&E.
- The Board approved the following policies:
 - 4118.6 Employee Use of the District’s Computer Systems and Electronic Communications
 - 5131.9 Student Use of the District’s Computer Systems and Internet Safety
 - 1151 Green Cleaning Programs
 - 1152 Pesticide Application on School Property
 - 1153 Automatic External Defibrillators
 - 5131.911 Bullying Prevention and Intervention Policy and Safe School Climate Plan
- The Board deleted these policies:
 - Communication Green Cleaning Program
 - 3524.1 Hazardous Materials in Schools Pest Management/Pesticide Application
 - 5141.27 First Aid/Emergency Medical Care/Illness/Use of Automatic External Defibrillators
- The Board discussed Competitive Bid Waiver, Security Enhancements, Retired Employees/Teachers, Central Office Update, New Milford High School Woodshop HVAC Update and Roof Updates, Student Enrichment Update, Science of Reading Update, and the following Administrative Regulations:
 - 1152 R Administrative Regulations Regarding Pesticide Application on School Property
 - 1153 R Administrative Regulations Regarding Automatic External Defibrillators
 - 5131.911 R Administrative Regulations Regarding Bullying Prevention and Intervention and Safe School Climate Plan

April 2023

- At its regular meeting on April 25, 2023, Superintendent Parlato welcomed **Lauren Ellard**, new BOE Clerk.
- The Board moved to approve obtaining authorized signatories on the Connecticut State Department of Education School Health, Nutrition and Family Services Child Nutrition Programs Authorized Signatures Change Form.
- The Board approved the Healthy Food Certification, Food Certification Exemptions for School Fundraisers and Beverage Certification Exemptions.
- The Board moved to approve the BOE Capital Reserve Account withdrawal in the amount of \$750,000 for the construction of a permanent Central Office at Sarah Noble Intermediate School.
- The Board moved to approve the BOE Capital Reserve Account withdrawal for the Security Grant in the amount of \$139,800.
- The Board moved to approve the BOE Capital Reserve Account withdrawal for the New Milford High School gym floor in the amount of \$40,000.
- The Board approved grant ED 244 in the amount of \$161,972.

- The Board heard updates on Central Office, the Projected End of Year Balance, Programming and Support for Multi-Language Learners (ELL), and the following New Milford High School Updates: Woodshop HVAC, Roof, and Batting Cages.

May 2023

- At a special meeting on May 16, 2023, the New Milford High School Career Pathways shared a presentation with members of New Milford High School's administration, teachers and students discussing the Career Pathways.
- The Board approved the Healthy Food Certification, Food Certification Exemptions for School Fundraisers and Beverage Certification Exemptions.
- The Board moved to approve the proposed collective bargaining agreement between the New Milford Board of Education and Teamsters Local 443 – Custodians/Maintainers as discussed by the Board in Executive Session.
- The Board moved to approve the Board to authorize the Chairperson of the Board to sign the successor collective bargaining agreement between the New Milford Board of Education and Teamsters Local 443 – Custodians/Maintainers subject to any necessary further legal review as discussed by the Board in Executive Session.
- The Board moved to approve the Board ratify the proposed collective bargaining agreement between the New Milford Board of Education and Teamsters Local 667 – Food and Nutrition Services Employees as discussed by the Board in Executive Session.
- The Board moved to approve the Board of Education relinquish all statutory rights to the 50 East Street Building (Lillis Building) and property effective June 30, 2023.
- The Board heard updates on IDEA Grant 2023-2025, Central Office, and the New Milford High School Roof.
- At a Special Ad Hoc Meeting on May 17, 2023, the Board discussed the guidelines for the Superintendent Evaluation Process.
- At a Special Ad Hoc Meeting on May 24, 2023, the Board discussed the guidelines for the Superintendent Evaluation Process.

June 2023

- At its regular meeting on June 20, 2023, the Board recognized retirees: **Jennifer Andrea, John Bailey, Tammy Bass, Lia Bauso, Jodi Beckett, Gloria Capone, Vahid Ceric, Susan Comito, Elizabeth Curtis, Elaine Donahue, Jean Ficke, John Green, Judy Grossenbacher, Angela Herdter, Yvonne Lynch, Annette Marcus, Jennifer Morrison, Lisa Mosey, Janice Perrone, Keli Solomon, Susan Sullivan, Joie Tauber, Susan Waldman, Nanci Zimmerman.**
- Superintendent Parlato thanked Ms. Hollander for attending the Adult Education Graduation for her. Superintendent Parlato attended the Schaghticoke Middle School promotion ceremony and the Litchfield Hills Transition Center graduation. Superintendent Parlato acknowledged her 4-month commemoration in the Superintendent position, and thanked the Board, community, faculty and staff.
- The Board moved to approve a \$100,000 deposit to the Turf Field Fund from the year-end balance, pending final audit.
- The Board moved to request that the Town Council and the Board of Finance transfer the 2022/23 end of year balance pending final audit to the Capital Reserve Fund Account.
- The Board approved the following Policies:

- 5000 Non-discrimination (Students)
- 5111 Student Attendance, Truancy and Chronic Absenteeism
- 5125 Confidentiality and Access to Education Records
- 5131 Student Discipline
- 5131.6 Drug and Alcohol Use by Students
- 5135 Chemical Health of Student Athletes
- 5145.12 Policy Regarding Search and Seizure
- 5145.45 Policy Regarding Students and Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990
- 5145.7 Policy Regarding Title IX of the Education Amendments of 1972—Prohibition of Sex Discrimination and Sexual Harassment (Students)
- 5146 Child Sexual Abuse and Assault Response Policy and Reporting
- 5156 Student Privacy (PPRA)
- 5116 Pledge of Allegiance
- 5131.81 Use of Private Technology by Students
- 5141.23 Management Plan for Food Allergies and/or Glycogen Storage Disease
- 5141.5 Suicide Prevention and Intervention
- 5143 Policy Concerning Sunscreen Application in School
- 5157 Physical Restraint and Seclusion and Exclusionary Time Out
- 5159 Education Stability Procedures
- 2110 Uniform Treatment of Recruiters
- 4119 Prohibition on Recommendations for Psychotropic Drugs
- 5142 Administration of Medication
- 5160 Wellness
- 5161 Field Trips
- 6147 Parental Access to Instructional Materials
- 6148 Parent-Teacher Communication
- 6149 Promotion and Retention
- 6159 IDEA—Alternate Assessments
- 6151 Weighted Grading for Honors Classes
- 6154 Homework
- 6155 Credit for Online Courses
- 5000 Non-Discrimination (Students)
- 5131 Student Discipline
- 5131.911 Bullying Prevention and Intervention
- 5163 Transportation
- 5164 School Fundraisers

- The Board moved to repeal the following policies at the conclusion of the 2023 school year:

- 5000 Equal Educational Opportunity
- 5111 Admission, Placement, Age of Entrance
- 5111.1 Foreign Exchange Students
- 5112.3 School Attendance, Admission, Placement, Age of Entrance
- 5113 Truancy

- 5131 Student Conduct
- 5131.1 Student Behavior on School Transportation
- 5131.92 Corporal Punishment
- 5141.27 First Aid/Emergency Medical Care
- 5145.45 Section 504 Procedural Safeguards
- 5145.5 Sexual and Other Unlawful Harassment of Students
- 5145.7 Title IX Sexual Harassment of Students
- 5131.6 Drugs, Alcohol and Tobacco
- 5131.61 Inhalant Abuse
- 5141.5 Suicide Prevention and Intervention
- 5145.12 Student Search and Seizure
- 5145.122 Search and Seizure: Use of Dogs to Search School Property
- 5145.123 Search and Seizure: Use of Metal Detectors
- 5145.2 Freedom of Speech/Expression
- 5156 Research Involving Students
- 5131.81 Electronic Devices
- 5133 Behavior of Participants in Athletic Events
- 5141 Student Health Services
- 5141.22 Students with Chronic Infectious Diseases
- 5141.23 Students with Special Health Care Needs
- 5141.231 Psychotropic Drug Use
- 5141.25 Students with Special Health Care Needs, Accommodating
Students with Special Dietary Needs
- 5141.3 Health Assessments and Immunizations
- 5144 Discipline
- 5144.3 Discipline of Students with Disabilities
- 5145.14 Students—On Campus Recruitment
- 5145.6 Student Grievance Procedures
- 5157 Use of Physical Force and Seclusion
- 6000 Concept & Roles in Instruction
- 6010 Goals & Objectives
- 6113 Released Time
- 6114.1 Fire and Crisis Response Drills
- 6114.3 Emergencies & Disaster Preparedness: Bomb Threats
- 6115 School Ceremonies & Observations
- 5131.1 Student Driving & Parking
- 5141.21 Administration of Medication
- 5145.111 Student/Probation/Police/Courts
- 6111 School Calendar
- 6121.1 Educational Opportunities to Promote Diversity Awareness
- 6140 Curriculum
- 6141.11 Curriculum Research/Experimental Projects
- 6141.312 Migrant Students
- 6141.322 Computers: Websites/Pages
- 6141.324 Posting of Student Work
- 6141.4 Independent Study

- 6141.42 Student Volunteers & Community Service
- 6141.5 Advanced College Placement
- 6141.6 Weighted Grading for Advanced High School Courses
- 6142.2 Student Nutrition and Physical Activity (Student Wellness)
- 6145.2 Interscholastic/Intramural Activities
- 6145.22 Sportsmanship
- 6145.3 Development of Expansion of New Athletic Programs
- 6145.5 Organizations/Associations
- 6146 Graduation Requirements
- 6146.2 Statewide Mastery Examinations
- 6152 Grouping Policy
- 6153 Field Trips
- 6153.1 Educational Tours
- 6154 Homework
- 6156 Use of Technology in Instruction
- 6159 Special Education
- 6161 Textbooks and Other Learning Resource Materials Selection and Adoption
- 6161.21 Fees, Fines & Charges
- 6161.7 Use of Proprietary Software Products
- 6162.51 Protection of Student Privacy Surveys, Certain Physical Examinations, and Parental Access to Information
- 6162.6 Use of Copying Devices
- 6164.12 Acquired Immune Deficiency Syndrome (AIDS)
- 6172.6 Virtual/Online Courses/College/University Courses
- 6173 Homebound Instruction
- 6174 Summer School
- 6176 Career & Vocational Education
- 6177 Use of Community Produced Video Recordings
- 6180 Evaluation of the Instructional Program
- 6200 Adult Education
- 3281/1324 School Fundraising
- 3541 Transportation Services
- The Board moved to approve the following Curriculum:
 - AP Microeconomics
 - CP Chemistry
 - Honors Chemistry
 - Advanced Algebra and Trigonometry
 - Honors Statistics
 - CP Geometry
 - Honors Geometry
 - Business and Personal Law
 - Algebra III
 - Modern America
 - CP Economics
 - Chorus Grade 6

- Chorus Grade 7
 - Chorus Grade 8
- The Board moved to approve the hiring of Mr. Anthony Blake for the New Milford High School Assistant Principal Position.
- The Board moved to approve the employment and salaries of the Non-Bargaining Employees as discussed in executive session.
- The Board discussed the following: End-of-Year Projects Phase 2, Energy Program Update, Excess Cost Update, Projected End of Year Balance Update, Central Office Update, i-Ready Data Share, and the McCarthy Observatory Annual Report.
- The Board discussed the following NMHS Updates/projects:
 - Woodshop HVAC
 - Roof Project
 - Gym
- At a special meeting on June 26, 2023, the Board discussed the following with Attorney Zachary Schurin of Pullman and Comley.
 - Board of Education Member Roles and Responsibilities
 - 2023-24 District Areas of Focus
 - Initial Thinking about Board of Education Goals

NEW MILFORD PUBLIC SCHOOLS

2024-2025 School Calendar

August Days 5

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	30

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

September Days 20

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				

2 Labor Day
 Curriculum Night - date TBD by principal

October Days 21

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	

3 Rosh Hashanah
 14 Columbus Day
 24 Early dismissal for students/PSAT
 Day / Staff PD day

November Days 17

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

5 Parent Conferences (see below)
 (snow date 11/7)
 11 Veteran's Day Observed
 13 Parent Conferences (see below)
 (snow date 11/14)
 27 Early Dismissal Staff/Students
 28-29 Thanksgiving Recess

December Days 15

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			

12 Early Dismissal for students/Staff PD
 23-31 Holiday Recess

January Days 21

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

1 New Year's Day
 20 Martin Luther King Day

February Days 18

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

6 Early Dismissal for students/PD for Staff
 14-17 Presidents' Weekend

March Days 21

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
31				

5 Parent Conferences (see below)
 (Snow date March 12)
 6 Parent Conferences (see below)
 (Snow date March 13)
 13 Staff PD - Delayed Opening Students(2 hr)

April Days 17

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		

14-18 Spring Recess
 18 Good Friday

May Days 21

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	30








15 Staff PD/Early Dismissal for students
 26 Memorial Day
 TBD Spring evening event

June * Days 5

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				

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

* NMHS Graduation Date will be set
 by the Board of Education at its
 September 2024 Meeting.

-  First Day of School
-  Schools Closed
-  Schools Closed for PD or Parent confs.
-  Early Dismissal
-  Late Opening Students / Staff PD (2 hour delay)
-  Last Day of School
-  Contingency for snow days

181 Student Days Total
 186 Teacher Days Total

June 10-16 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 April 18
 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 5
 K-12 12:30 p.m. to 7:30 p.m.
 (Snow date 11/14)

Nov 13
 K-5 1:30 p.m. to 5:30 p.m.
 6-12 12:30 p.m. to 4:30 p.m.
 (Snow date 11/18)

March 5
 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 6
 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)

NEW MILFORD PUBLIC SCHOOLS 2025-2026 School Calendar

August Days 5

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

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

September Days 20

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			

- 1 Labor Day
- 23 Rosh Hashana
- Curriculum Night - date TBD by principal

October Days 21

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

- 2 Yom Kippur
- 13 Columbus Day
- 16 Staff PD/PSAT Day/Early Dismissal for Students

November Days 16

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

- 4 Parent Conferences (see below) (snow date 11/6)
- 11 Veteran's Day Observed
- 13 Parent Conferences (see below) (snow date 11/20)
- 26 Early dismissal Staff/Students
- 27-28 Thanksgiving Recess

December 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	31		

- 11 Staff PD/Early Dismissal for Students
- 23 Early Dismissal Staff/Students
- 24-31 Holiday Recess

January 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	30

- 1 New Year's Day
- 2 Schools closed
- 19 Martin Luther King Day

February Days 18

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

- 5 Staff PD/Early Dismissal for 13-16 President's Weekend

March Days 22

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			

- 4 Parent Conferences (see below) (snow date March 9)
- 5 Parent Conferences (see below) (Snow date March 11)
- 12 Staff PD- 2hr Delay for Students

April Days 16

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	

- 3 Good Friday
- 13-17 Spring Recess

May 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








- 14 Staff PD/Early Dismissal for Students
- 25 Memorial Day
- TBD Spring evening event

June * Days 7

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			

- 9 Last Day of School (early dismissal for students)
- 10 Teacher Work Day

* NMHS Graduation Date will be set by the Board of Education at its September 2025 Meeting.

-  First Day of School
-  Schools Closed
-  Schools Closed for PD or Parent conf.
-  Late Opening Students / Staff PD (2 hour delay)
-  Early Dismissal
-  Last Day of School
-  Contingency for snow days

181 Student Days Total
186 Teacher Days Total

June 11-17: 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 April 17 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 4
K-12 12:30 p.m. to 7:30 p.m.
(Snow date Nov 6)

Nov 13
K-5 1:30 p.m. to 5:30 p.m.
6-12 12:30 p.m. to 4:30 p.m.
(Snow date Nov 20)

March 4
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 11)

March 12
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 18)

Approved Field Trip December 2023

	A	B	C	D	E	F	G	H	I
1	<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>
2	NMHS	10-12	11/29-11/30/23	Wed/Thurs	10	2	SNIS- Environmental Impact Club (own transportation)	0	\$0.00
3	NMHS	11-12	12/12/23	Tuesday	25	2	Garner Correctional Facility (school bus)	2	\$20.00
4	NMHS	11-12	12/19/23	Tuesday	25	2	Garner Correctional Facility (school bus)	2	\$20.00
5	SMS	7-8	12/20/23	Wednesday	22	1	NM Town Hall-Chorus Sing (school bus)	0	\$0.00
6	NMHS	9-12	12/21/23	Thursday	67	4	NES/SNIS/HPS Holiday Chorus Concert (school bus)	1	\$0.00
7	SMS	7-8	12/21/23	Thursday	22	1	NM Town Hall-Chorus Sing (school bus)	0	\$0.00
8	SMS	7-8	1/12/24	Friday	12	1	Naugatuck Valley Comm. College MS Leadership Conf (coach bus)	0	\$15.00
9	NMHS	10-12	3/6/24	Wednesday	30	2	Aquaturf (DECA State Championship) (coach bus)	2	\$85.00
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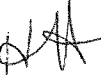
DECEMBER FUNDRAISING REPORT

DEPT	EVENT	FUNDS USE
<u>NMHS</u>		
Asia Club	4 Square Tournament	Scholarships/Field Trip
FBLA	Popcorn Sales	Defray costs of Competition/Conferences
Math Honor Society	Tape a Teacher	Scholarship
Dance Team	Cookie Sales	Team Apparel/Accessories/Banquet
Class of 2024	Snapraise	Offset costs of Senior Activities
Winter Guard	Snapraise	Funds for 2024 Winter Season
SADD	Bake Sale	Materials for Health Fair 2024
<u>SMS</u>		
Leo Club	Stuff a Stocking-Camella's Cupboard	Camella's Cupboard
<u>HPS</u>		
HPS-PE	Kids Heart Challenge	Certificate for PE Equipment
HPS-PTO	Panera	PTO Activities/Grants/Field Trips
HPS-PTO	Movie Night	PTO Activities/Grants/Field Trips
HPS-PTO	On-Line School Store for Apparel	PTO Activities/Grants/Field Trips/Cultural Arts



NEW MILFORD PUBLIC SCHOOLS
Office of the Assistant Superintendent
25 Sunny Valley Rd, Ste A
New Milford, Connecticut 06776
(860) 354-3235 FAX (860) 210-2643

Ms. Holly Hollander
Assistant Superintendent of Schools

To: Dr. Parlato, Superintendent of Schools
From: Holly Hollander, Assistant Superintendent 
Date: November 28, 2023
Re: Donation of Yogibo Lap Tables K-2

Mr. Ed Connors of Yogibo Aviation, has graciously offered to donate 100 Yogibo Lap Tables to New Milford Public Schools. The total value of the donation is \$6700.00. The lap tables will be split between Hill and Plain and Northville Elementary Schools. A copy of the lap table is below. These tables will be used for independent small group work, small group work led by a teacher, and when appropriate, offered as a choice to students as alternate seating.



The students and the staff at Hill & Plain and Northville appreciate the donation.

Yogibo Aviation
5 Aviation Park Drive
Londonderry, NH 03053

Page: 1
Order#: R01-127480
Ticket date: 11/28/23

Sold to: Yogibo Marketing 2023
5B Aviation Park Drive
Londonderry, NH 03053
877-964-4266

Ship to: New Milford Public Schools
25 Sunny Valley Rd
Suite A
New Milford, CT 06776
8603543235

Customer #: C01-1000116642
Sales Rep: JAIM
Customer PO#: per Ed

Ship date: 11/28/2023 12:00
Location: BRKQCINSPC
Default Shipping Meth @BROOKFLD
Terms:

Quantity	Item #	Description	Ship-from location	Price	Selling unit	Ext prc
20	131403	Traybo 2.0 Blue		59.00	Each	1,180.00
20	131404	Traybo 2.0 Turq		59.00	Each	1,180.00
20	131410	Traybo 2.0 Purple		59.00	Each	1,180.00
10	131421	SW Empire Traybo		79.00	Each	790.00
10	131422	SW Rebel Traybo		79.00	Each	790.00
10	131443	SW Child Traybo		79.00	Each	790.00
10	131468	Alien Traybo		79.00	Each	790.00

User: JAIM	Total line items: 7	Order subtotal:	6,700.00
		Tax amount:	0.00
		Order total:	6,700.00
Tender:			
11/28/23 Donations of Product			6,700.00
		Order amt due:	0.00

Thank you for your purchase.
We appreciate your business
Returns will be accepted within 14 days
from the date of purchase.
25% restocking fee may apply.