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

Focus Collaboration Heart Creativity

BOARD OF EDUCATION
MEETING NOTICE

DATE:	**March 19, 2024**
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. **IDEAL STUDENTS RECOGNITION:** Hill & Plain and Northville
4. **IDEAL VOLUNTEERS RECOGNITION:** Board of Education Recognition Month
5. **PTO REPORT**
6. **STUDENT REPRESENTATIVES REPORT**
7. **APPROVAL OF MINUTES**
   A. Approval of the following Board of Education Meeting Minutes:
      1. Regular Meeting Minutes February 20, 2024
      2. Special Meeting Minutes February 20, 2024
      3. Budget Hearing Meeting Minutes January 17, 18, 24 & 25, 2024
8. **SUPERINTENDENT'S REPORT**
9. **SUBCOMMITTEE REPORTS**
   A. Policy
   B. Committee on Learning
   C. Facilities
   D. Operations
10. **BOARD CHAIRMAN'S REPORT**
11. **DISCUSSION AND POSSIBLE ACTION**
    A. Monthly Reports
       1. Budget Position dated February 29, 2024
       2. Purchase Resolution: D-780
       3. Request for Budget Transfers

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B. Capital Reserve Withdrawal - Additional HVAC Evaluation Funds
C. Policies Recommended for Initial Review
    1. 1330 Policy Regarding Use of School Facilities
    2. 3160 Board Budget Procedures and Line Item Transfers
    3. 3260 Disposal of Obsolete or Surplus Equipment/Materials
    4. 3280 Policy Regarding Gifts, Grants, and Bequests to the District
    5. 3300 Purchasing
    6. 3453 School Activity Funds
D. Policies Recommended for Deletion Upon Approval of Policies in 12. C.
    1. 3300 Concepts and Roles in Business and Non Instructional Operations
    2. 3110 Budget Planning
    3. 3152 Spending Public Funds for Advocacy
    4. 3160 Budget and Transfer of Funds
    5. 3230 State and Federal Funds
    6. 3231 Medical Reimbursement for Special Education Students
    7. 3240 Tuition Fees
    8. 3313 Relations with Vendors
    9. 3432 Budget and Expense Report/Annual Financial Statement
    10. 3450 Monies in School Buildings
    11. 3451 Petty Cash Funds
    12. 3513.1 Energy Conservation
    13. 3516.11 Hazardous Materials Communications
    14. 3516.3 Safety
    15. 3516.4 Sex Offender Notification
    16. 3520 Student Data Privacy
    17. 3524.11 Hazardous Material in School
    18. 3532.1 Liability Insurance
    19. 3541.23 Bus Contractor
    20. 3541.313 Routes and Services/Transportation
    21. 3541.44 Transportation/Use of Private Automobiles on School Trips
    22. 3542.31 Free or Reduced Price Lunches
    23. 3542.42 Cafeterias—Handling of School Lunch Funds
    24. 3542.45 Vending Machines

12. <u>ITEMS OF INFORMATION</u>

A. Regulation Updates
    1. 1330 R Administrative Regulation (Appendix 1) Regarding Use of School Facilities
    2. 3280 R Administrative Regulations Regarding Gifts, Grants and Bequests to the School District
    3. 6161 R Administrative Regulations Regarding Textbook Selection and Approval
B. Employment Report - March 2024
C. Enrollment Report - March 1, 2024
D. NMHS Update
    1. Roof
    2. Gym Floor
E. Central Office Update
F. Sarah Noble Oil Tank
G. Field Trip Report
H. Gifts and Donations
I. March Fundraising Report
J. NMHS/SMS Pathways Update

13. Discussion and possible action regarding proposed new cooperative agreement concept with Sherman Board of Education and consideration of attorney-client privileged communication regarding same. Executive session anticipated.

14. <u>ADJOURN</u>

New Milford Board of Education
Meeting Minutes
February 20, 2024
Sarah Noble Intermediate School Library Media Center

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NEW MILFORD, CT.

Present:	Mrs. Wendy Faulenbach, Chairperson Mrs. Tammy McInerney Mr. Brian McCauley Mrs. Leslie Sarich Mr. Eric Hansell Mr. Dean Barile Mrs. Sarah Herring
Absent:	Mr. Tom O'Brien

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

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** Jim King of 5 Tory Lane stated he is a parent of a former NMHS student that was in band and a current student, also in band. He invited the board, and anyone interested to attend the Annual Winter Home Show on March 9, 2024 at 2:00pm. Mr. King stated he will email details for the event tomorrow and invites everyone to attend.	**Public Comment**
3.		**IDEAL EMPLOYEE RECOGNITION** Dr. Parlato stated, unfortunately, Ms. Christy Martin could not be in attendance. Ms. Hollander took a few moments to speak about Ms. Martin. Ms. Hollander stated she is a strong leader that strives to	**IDEAL EMPLOYEE RECOGNITION**

		follow the four pillars of the district: Focus, Heart, Collaboration, and Creativity. Her rules and expectations are clear. She creates a community, and her creativity is demonstrated by how she can reach all her students. Ms. Martin is one to let others shine and supports them from behind the scenes. Ms. Hollander thanked Ms. Martin for all she does for the community.	
4.		**RETIREE RECOGNITION** Dr. Parlato stated Mr. Joe Neff has retired after 43 years service. He began as the Industrial Arts teacher in 1980 and eventually went on to be part of the Adult Education program as well. He taught woodworking as well as computer aided design. He served as the football and wrestling coach. Mr. Neff's instruction was individualized and ensured students had real world connections. Dr. Parlato thanked Mr. Neff for his 43 years of service.	**RETIREE RECOGNITION**
5.		**PTO REPORT** Ms. Byrd stated Hill and Plain and Northville are planning Read Across America Day. Hill and Plain is doing a week long readathon. SMS had a wonderful experience with their 8th grade dance. The high school is busy rescheduling Battle of the Bands.	**PTO REPORT**
6.		**STUDENT REPRESENTATIVES REPORT** Mr. Caldareri stated Northville did halfway Hawaiian Day. Kindergarteners dressed like they were 100 for the 100th day of school. First graders dressed up as dalmatians for the 101 day of school. February is Dental Health Month and students learned to care for their teeth. The Lions Club is coming in to test students' eyes. Hill and Plain wrapped up their Kids Heart Challenge, students and staff learned to care for hearts and minds. They also collected hats, mittens and socks to donate to New Milford Social Services. PTO hosted a family Art Night. Hill and Plain also celebrated the 100th day of school by dressing up like they were 100 years old.	**STUDENT REPRESENTATIVES REPORT**

		Ms. Post stated SNIS had a successful math night. There were demonstrations and people were able to tour through student projects. SNIS also participated in Jump Rope for Heart, raising over $8,000 for the American Heart Association. NMHS had a blood drive and Thursday the jazz band and chorus have a concert. Several students have been recognized, including Brandon Zhang, who was named a National Merit Finalist.	
7.	**A.**	**APPROVAL OF MINUTES** Approval of the following Board of Education Meeting Minutes: 1. Regular Meeting Minutes December 19, 2023 2. Annual Meeting Minutes December 19, 2023 *Mr. Hansell moved to approve the Regular Meeting Minutes December 19, 2023. Seconded by Mrs. Sarich. Vote passed unanimously.* *Mrs. Sarich moved to approve the Annual Meeting Minutes December 19, 2023. Seconded by Mr. Hansell. Vote passed unanimously.*	**APPROVAL OF MINUTES** A. Approval of the following Board of Education Meeting Minutes: 1. Regular Meeting Minutes December 19, 2023 2. Annual Meeting Minutes December 19, 2023 Motion made and passed to approve the Regular Meeting Minutes December 19, 2023. Motion made and passed to approve the Annual Meeting Minutes December 19, 2023.
8.		**SUPERINTENDENT'S REPORT** Dr. Parlato stated she shared her presentation, "Review of Student Performance Topics" earlier. Tomorrow marks her first year being with the district and she thanked the board, staff, and community for its support.	**SUPERINTENDENT'S REPORT**
9.	**A.**	**SUBCOMMITTEE REPORTS** **Policy** Mrs. Sarich stated the subcommittee is moving along to update, delete or combine policies.The goal is to cut down on how many there are and ensure all policies are up to date.	**SUBCOMMITTEE REPORTS** **A. Policy**

	B.	**Committee on Learning** Mrs. McInerney stated there are curricula on the agenda and several course proposals. The SMS course selection is being modeled so students have a choice and can personalize their courses. There will be no additional hires in the 24-25 adopted budget for these courses. Some have already been approved and some are coming up for approval. Ms. Hollander will walk through Science of Reading. The district is seeing growth in student performance. The New Milford Units of Study will continue as planned, and is being revised. On March 21st the district is planning Family Literacy Night.	**B. Committee on Learning**
	C.	**Facilities** *Mr. O'Brien was not in attendance.*	**C. Facilities**
	D.	**Operations** Mr. Hansell stated the expenditures are on track. They had bids for speakers for the theater and stadium.	**D. Operations**
10.		**BOARD CHAIRMAN'S REPORT** Mrs Faulenbach stated subcommittee chairs have changed and thanked all that have taken their new roles. Mrs. Faulenbach thanked Mr. McCauley for all his years on the Facilities subcommittee and all the prior subcommittee chairs. The Board has passed the budget and sent it on to the town. The mayor's budget has not amended the Board's recommended request, and they will be presenting it to Town Council and Board of Finance (BOF) on February 29th at 7:00pm. Mrs. Faulenbach encourages board members and the public to attend. It then goes into the regular budget format: on to the Board of Finance and the referendum. The board negotiations subcommittee will begin negotiations with three bargaining units for this year. Mrs. Faulenbach thanked Mr. Hansell, Mrs. Sarich, and noted she is also part of that subcommittee, for putting in that time. Dr. Parlato has opened up the opportunity to have town leaders	**BOARD CHAIRMAN'S REPORT**

		come into the schools. The student performance workshop earlier is a continuation of getting the information about the schools out there to the public.	
11.	**A.**	**DISCUSSION AND POSSIBLE ACTION** Monthly Reports 1. Budget Position dated January 31, 2024 2. Purchase Resolution: D-779 3. Request for Budget Transfers Mr. Giovannone stated there are no budget transfers. Mrs. Faulenbach reiterated she will follow up with the town regarding the $100,000 turf field contribution. *Mr. Hansell moved to approve monthly reports: Budget Position dated 01/31/24; Purchase Resolution: D-779; and Request for Budget Transfers. Seconded by Mrs. Sarich. Vote passed unanimously.*	**DISCUSSION AND POSSIBLE ACTION** A. Monthly Reports 1. Budget Position dated January 31, 2024 2. Purchase Resolution: D-779 3. Request for Budget Transfers Motion made to approve monthly reports: Budget Position dated 01/31/24; Purchase Resolution: D-779; and Request for Budget Transfers. Motion passed unanimously.
	B.	**Bid Awards** **1. Bid Award RFP E-2324-006 -NMHS Stadium Speakers** **2. Bid Award RFP E-2324-007 -NMHS Theatre Speakers** No Discussion. *Mrs. Sarich moved to approve the Bid Awards: RFP E-2324-006 -NMHS Stadium Speakers; RFP E-2324-007 -NMHS Theatre Speakers. Seconded by Mr. Hansell. Vote passed unanimously.*	**B. Bid Awards** **1. Bid Award RFP E-2324-006 -NMHS Stadium Speakers** **2. Bid Award RFP E-2324-007 -NMHS Theatre Speakers** Motion made to approve Bid Awards: RFP E-2324-006 -NMHS Stadium Speakers; RFP E-2324-007 -NMHS Theatre Speakers. Vote passed unanimously.
	C.	**Policies Recommended for Approval:** **1. 6160 Parent and Family Engagement Policy for Title I Students**	**C. Policies Recommended for Approval:** **1. 6160 Parent and Family Engagement**

		No Discussion. *Mrs. McInerney moved to approve the Policies Recommended for Approval. Seconded by Mr. McCauley. Vote passed unanimously.*	**Policy for Title I Students** Motion made to approve Policies Recommended for Approval. Motion passed unanimously.
	D.	**Policies Recommended for Initial Reading** 1. 2500 Policy Regarding Retention and Disposition of Records and Information 2. 4118.6 Policy Regarding Employee Use of the District's Computer Systems 4218.6 and Electronic Communications 3. 5131 Student Discipline 4. 5131.81 Use of Private Technological Devices by Students 5. 5131.9 Policy Regarding Student's Use of District Computers Systems and Internet Safety 6. 6141 Policy Addressing Enrollment in Advanced Course or Program and Challenging Curriculum 7. 6144 Equitable Identification of Gifted and Talented Students No Discussion.	**D. Policies Recommended for Initial Reading** 1. 2500 Policy Regarding Retention and Disposition of Records and Information 2. 4118.6 Policy Regarding Employee Use of the District's Computer Systems 4218.6 and Electronic Communications 3. 5131 Student Discipline 4. 5131.81 Use of Private Technological Devices by Students 5. 5131.9 Policy Regarding Student's Use of District Computers Systems and Internet Safety 6. 6141 Policy Addressing Enrollment in Advanced Course or Program and Challenging Curriculum 7. 6144 Equitable Identification of Gifted and Talented Students
	E.	**Policies Recommended for Deletion.** 1. 6171.41 Title I Programs 2. 6141.7 Policy Addressing Enrollment in Advanced Course or Program and Challenging Curriculum	**E. Policies Recommended for Deletion** 1. 6171.41 Title I Programs 2. 6141.7 Policy Addressing Enrollment in Advanced Course or

		Mrs. McInerney stated the policies are not being removed, but have been captured elsewhere.	Program and Challenging Curriculum
		Mrs. McInerney moved to approve Policies Recommended for Deletion. Seconded by Mr. McCauley. Vote passed unanimously.	Motion made to approve Policies Recommended for Deletion. Motion passed unanimously.
	F.	**Curriculum** **1. AP Government** **2. AP Psychology** **3. Advanced Chorus Honors** **4. Criminal Justice** **5. Kindergarten Health** **6. Grade 1 Health** **7. Grade 2 Health** **8. Grade 3 Health** **9. Grade 4 Health** **10. Grade 5 Health** **11. Introduction to Business** **12. Russian Studies Honors**	**F. Curriculum** **1. AP Government** **2. AP Psychology** **3. Advanced Chorus Honors** **4. Criminal Justice** **5. Kindergarten Health** **6. Grade 1 Health** **7. Grade 2 Health** **8. Grade 3 Health** **9. Grade 4 Health** **10. Grade 5 Health** **11. Introduction to Business** **12. Russian Studies Honors**
		Mr. Barile stated he was concerned about one of the textbooks assigned for the AP Government course. He felt there were biases and positions taken in the book. He hopes the teachers communicate to students that even authors have opinions and it's okay to question that. Mrs. Faulenbach stated if board members want to review a book, she encourages them to do so.	
		Mr. McCauley moved to approve the above Curricula. Seconded by Mrs. McInerney. Vote passed unanimously.	Motion made to approve the above Curricula. Motion passed unanimously.
	G.	**Course Proposals** **1. Art Appreciation** **2. Basic Life Support in CPR/AED/First Aid** **3. Explorations in Science** **4. French IV/V College Prep** **5. Concert Chorus** **6. Exercise Physiology**	**G. Course Proposals** **1. Art Appreciation** **2. Basic Life Support in CPR/AED/First Aid** **3. Explorations in Science** **4. French IV/V College Prep** **5. Concert Chorus**

		7. Nutrition and Wellness **8. PE Boot Camp** Mrs. Sarich asked if there is an existing CPR course. Ms. Hollander stated yes, but this one is a continuation. *Mr. McCauley moved to approve the above Course Proposals. Seconded by Mrs. Sarich. Vote passed unanimously.*	**6. Exercise Physiology** **7. Nutrition and Wellness** **8. PE Boot Camp** Motion made to approve the above Course Proposals. Motion passed unanimously.
12.	**A.**	**ITEMS OF INFORMATION** **Regulation Updates** 1. 2500 R Administrative Regulations Regarding Retention and Disposition of Records and Information 2. 4118.6 R Administrative Regulations Regarding Employee Use of the District's 4218.6 R Computer Systems and Electronic Communications 3. 5118.1 R Administrative Regulations Regarding Homeless Children and Youth 4. 5131 R Administrative Regulations Regarding Student Discipline 5. 5131.9 R Administrative Regulations Regarding Student's Use of the District's Computer Systems and Internet Safety 6. 6141 R Administrative Regulations Regarding Enrollment in Advance Course or Program and Challenging Curriculum Mrs. Faulenbach stated the board does not approve regulations. Regulations drive the policies, which the board adopts.	**ITEMS OF INFORMATION** **A. Regulation Updates** 1. 2500 R Administrative Regulations Regarding Retention and Disposition of Records and Information 2. 4118.6 R Administrative Regulations Regarding Employee Use of the District's 4218.6 R Computer Systems and Electronic Communications 3. 5118.1 R Administrative Regulations Regarding Homeless Children and Youth 4. 5131 R Administrative Regulations Regarding Student Discipline 5. 5131.9 R Administrative Regulations Regarding Student's Use of the District's Computer Systems and Internet Safety 6. 6141 R Administrative Regulations Regarding Enrollment in Advance

			Course or Program and Challenging Curriculum
	B.	**Employment Report** Mrs. Kavanaugh stated there are 3.0 open paraprofessional positions, 3.0 food positions and 1.0 open counselor position. She has interviewed and extended an offer for the split Hill and Plain/Northville position. The STEM position is still open. The Spanish position is being backfilled mid-March.	**B. Employment Report**
	C.	**Enrollment Report - December 2023** Dr. Parlato stated the district enrollment is stable.	**C. Enrollment Report**
	D.	**Audit Report - June 30, 2023** Mr. Giovannone stated the major takeaway is that there are no material weaknesses. Mrs. Faulenbach, appreciated all the work. Mrs. Faulenbach asked to confirm that this is for 22/23. Mr. Giovannone stated yes.	**D. Audit Report - June 30, 2023**
	E.	**NMHS Update** 1. **Roof** 2. **Belfor Restorations** **Roof:** Mr. Cunningham stated there is no movement between the bonding company and town. The bonding company may pursue in-field testing to see if the roof still meets the safety standards. It could be as much as 40% of the roof that is in question and it may have to be replaced. It is essential to have the warranty on the roof to get full reimbursement by the Dept. of Administrative Services. Mrs. Faulenbach stated she is having discussions with the town and will continue to bring back information to the board. **Belfor Restorations:** Mr. Cunningham stated he is waiting to do a final walkthrough with members of the high school staff, Belfor, and the town. He is hoping it will be completed by the next subcommittee meeting. Mrs. McInerney asked if Belfor was still working in the	**E. NMHS Update** 1. **Roof** 2. **Belfor Restorations**

		building. Mr. Cunningham stated they are, in the evening.	
	F.	**Central Office Update:** Mr. Cunningham stated the next phase would be to hire a company to get cost estimates for a stand alone building on the SNIS campus. Mrs. Faulenbach added that this is where we are in the project and has not heard of other options. Once gathered, that data will keep the conversation at the forefront with the town. Mrs. McInerney asked if the district was looking at a brick and mortar, or a prefab building. Mr. Cunningham stated prefab may be a cheaper alternative but is still expensive when you factor in the ADA, HVAC, and other requirements. Mrs. Faulenbach stated building on SNIS campus may not happen, but the project needs to move forward and it starts with getting this report and data done. Mr. Cunningham mentioned the district should remember it will have to do HVAC evaluations in the future, which are unfunded state mandates. Mrs. Faulenbach agreed that there are potential large building challenges. There's HVAC, Central Office, the high school roof, and then general maintenance. Mr. Cunningham stated he has done a lot to make the current Central Office space a separate location, including looking to upgrade the alarm system. Mrs. Faulenbach stated there may need to be additions to what is already in place. Mrs. Faulenbach asked Mr. Giovannone how much was requested for Central Office to be at SNIS. Mr. Giovannone stated it was $150,000 and there is $46,000 remaining. Mrs. Faulenbach stated the dollar amount used was for a short term plan. Mr. Cunningham stated he was careful not to add permanent alterations so the spaces can go back to being used as classrooms. Mrs. Herring asked about privacy. Dr. Parlato stated there are things she would like to see happen to add	**F. Central Office Update**

		to the privacy.	
	G.	**Sarah Noble Oil Tank** Mr. Cunningham stated the district has brought in gas for boilers, so there is no longer a need for an oil tank on site. CT DEEP gave a Notice of Violation (NOV). Mr. Cunningham explained he had Weston and Sampson write a letter of compliance and an order of operations in reply. Since the NOV was sent to the board and him directly, he took on the project and it is no longer part of the MBC. It is now necessary to decide if the oil tank is removed or permanently closed. It will require soil sampling, and ensuring there has not been leakage. Mrs. Faulenbach stated the oil tank was under the purview of MBC; they and the town are aware of the NOV. The town had set aside funds for MBC to handle the project, and these funds are now available to the Board. This will not be billed to the taxpayer. Mr. Barile asked if they would be checking for remediation first. Mr. Cunningham stated yes, the oil will first be removed, then an RFP will need to be done for sampling. Next phase would be to get options for removing the tank or abandoning it in place. Mr. Hansell stated that there should not be any surprises since they are working with Mr. Healy and town. Mr. Cunningham stated he feels good about it and with the fact they are working with Weston and Sampson.	**G. Sarah Noble Oil Tank**
	H.	**Training** Mr. Cunningham stated Facilities did OSHA 10 training for the grounds and maintenance crew. He wanted to do it because of a liability standpoint and for their personal protection, since they are using large equipment. The staff was receptive. It was a series of professional development seminars that he would like to continue to do.	**H. Training**

	I.	**Field Trip Report** No Discussion	**I. Field Trip Report**
	J.	**Gifts and Donations** No Discussion	**J. Gifts and Donations**
	K.	**February Fundraising Report** Dr. Parlato stated it is a mix of scholarships and charitable activities.	**K. February Fundraising Report**
	L.	**Schaghticoke Middle School Course Selection** Ms. Hollander stated Mrs. Scoralick explained in the COL meeting that she is looking for students to be able to make choices in their schedule.	**L. Schaghticoke Middle School Course Selection**
	M.	**Science of Reading Update** Dr. Parlato stated there is a possibility the state will consider the waiver applications for towns that were originally denied. Ms. Hollander added, especially for those creating their own curriculum. Dr. Parlato noted the district met with many people to try and make that happen	**M. Science of Reading Update**
13.	**A.**	**DISCUSSION AND POSSIBLE ACTION** **Mid-year review of Superintendent performance goals. Executive session anticipated.** *Mr. McCauley moved to enter into Executive Session to discuss the mid-year review of Superintendent performance goals and further moved that the Board invite into the session Superintendent Dr. Janet Parlato. Seconded by Mr. Hansell. Vote passed unanimously.* *The Board entered Executive Session at 7:50pm.* *The Board returned from Executive Session at 8:32pm.*	**DISCUSSION AND POSSIBLE ACTION** **A. Mid-year review of Superintendent performance goals. Executive session anticipated.** Motion made to enter into Executive Session to discuss the mid-year review of Superintendent performance goals and further moved that the Board invite into the session Superintendent Dr. Janet Parlato. Motion passed unanimously.
14.		**ADJOURN**	**ADJOURN**

		Mr. McCauley moved to adjourn the meeting at 8:32 p.m. Seconded by Mr. Barile. Vote passed unanimously.	Motion made to adjourn the meeting at 8:32 p.m. Motion passed unanimously.

Respectfully submitted:

Tammy McInerney
Secretary
New Milford Board of Education

New Milford Board of Education
Special Meeting Minutes
February 20, 2024 - 5:30 pm
Sarah Noble Intermediate School Library Media Center

RECEIVED
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2024 FEB 22 P 3:16
NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mrs. Tammy McInerney Mrs. Leslie Sarich Mrs. Sarah Herring Mr. Brian McCauley Mr. Dean Barile
Absent:	Mr. Eric Hansell Mr. Tom O'Brien
Also Present:	Dr. Janet Parlato, Superintendent Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Holly Hollander, Assistant Superintendent

1.	**Call to Order** The special meeting of the New Milford Board of Education was called to order at 5:30 p.m. by Mrs. Wendy Faulenbach, Chairperson.	**Call to Order**
2.	**Public Comment** None	**Public Comment**
3. **A.**	**DISCUSSION** **Presentation: Review of Student Performance Topics** Dr. Parlato gave her presentation on student achievement, looking at specific data points, potential causes for achievement challenges, planned action steps, impact of those initiatives and accountability for student growth and achievement. **Four-Year Cohort Graduation Rate:** Mrs. McInerney asked about the special needs students who go on to the transition program. Dr. Parlato confirmed those students are included in the numbers. **Two or Four Year College Entrance:** Mr. McCauley asked if this is compared to other districts. Dr. Parlato stated not in her presentation but will provide that information.	**DISCUSSION** **A. Presentation: Review of Student Performance Topics**

	Percentage of Chronically Absent Students in the District: Dr. Parlato stated students who are absent more than 18 times are considered chronically absent. Mrs. McInerney noted the numbers have tripled for 22/23. Mrs. Faulenbach asked how truancy fits into it. Dr. Parlato stated truancy is based on how many times a student is absent in a month. Unfortunately DCF does not step in as often and districts have had to increase family engagement officers and truancy officers. Mr. McCauley asked what happens for students who miss more than 10% of the year. Dr. Parlato stated 9-12 grade students will lose credit if absences cannot be explained. K-8 is possible retention. Mrs. Faulenbach asked if this data allows them to flag these instances and cross reference how it affects grades. Dr. Parlato stated Powerschool will send out letters starting at four absences. Ms. Hollander added each building has an attendance committee and there is a district attendance committee. The number of students absent in 2022/2023 is 717 students. That is HPS and Northville combined, plus some. Mr. Barile asked if the district tracks mental health. Dr. Parlato stated the school counselors and psychologists follow that. **Teacher Attendance:** Dr. Parlato stated the district average of teachers absent is 14.2 days for 2021/2022. Mrs. McInerney asked if there is a way to account for the rise in absences. Dr. Parlato stated anecdotally, kids coming back from Covid are harder: behaviorally and emotionally. Mrs. McInerney added that it is taking a toll on the teacher. **High Needs Students Over Time** Dr. Parlato stated in 23/24 the district had 8.8% English Learner (EL) students. In 14/15 it was 2.7%. Dr. Parlato added that the Free/Reduced Lunch percentage is also up, giving numerous implications in terms of staffing needs. **Smarter Balanced English/Language Arts Achievement** Dr. Parlato stated this demonstrates the percentage of students who have met ELA proficiency and who have	

made their ELA growth target.

Smarter Balanced Mathematics Achievement
Mrs. McInerney stated the numbers are sad. Dr. Parlato agreed and stated this is why we're having this presentation. Mr. McCauley stated from his professional experience, students who were in 6th grade during Covid are missing fundamental skills that they need to make up. Mrs. Faulenbach stated next year, prior to budget, there will be a curriculum drill down, and the district can defend or explain things that it might need. It's about understanding where we are and what we need to do in all areas. If we don't ask these questions, it's a missed opportunity. The district is down 20% in math compared to 2018/20219. Mrs. McInerney added that the community needs to understand that resources are needed.

Mrs. Faulenbach stated there is a parent obligation component and is also reflected in these numbers. Mrs. Herring added that sometimes there is a lot of emphasis placed on sports and not so much academics anymore.

SAT English/Language Arts and Math Achievement
Dr. Parlato stated in 2018 the SAT changed, creating a new baseline.

Next Generation Science Standards Achievement
Dr. Parlato stated this is adopted in many states. Mrs. Sarich asked why there was a dip. Dr. Parlato stated they are different groups of kids.

Grades 6-12 Co-Curricular Offerings
Dr. Parlato stated the co-curricular offerings are high, with more than 30 clubs at Schaghticoke and 50 at the high school. Mrs. McInerney noted there are 107 students participating in theater.

Current Ninth Graders with 3+ Failing Grades in Q2
Dr. Parlato noted this is data for this current Q2 year. There are 40 students in 9th grade with three or more F's. Mrs. Herring asked how we prepare students for the grading system at the high school. At SMS, they

	may not get an F, and then in high school they do. Mrs. McInerney stated she is worried about the homework load, she has noticed there is less homework for SMS students and it can be culture shock going into high school. Mrs. Herring brought up the grading system and how it can be discouraging to students who do not speak English. Perhaps a softer way to grade EL students, such as an effort grade. Mrs. Hollander stated they are working on how to address the different levels of EL students. **iReady Growth in English/Language Arts & Math for 2022/23** Mrs. Faulenbach asked if there is a comparison for other districts. Dr. Parlato stated not for iReady. Ms. Hollander stated this year's numbers show promise and they are addressing gaps to move students forward. **Potential Cause of Achievement Challenges:** ***Impact of Covid*** Dr. Parlato stated the impact included the following: learning loss and incomplete learning, disconnection from school, less clarity about the purpose of relevance of school content, and ongoing increase in anxiety. **Potential Cause of Achievement Challenges:** ***Increased Student Needs Across the District*** Dr. Parlato stated there is almost triple the number of EL students, double the students who qualify free/reduced lunch and an increased number of students with severe disabilities. **Potential Cause of Achievement Challenges:** ***Impact of Poverty upon Student Performance*** Dr. Parlato stated there can be lowered vocabulary exposure, less access to nutrition and health care, more stress at home, and lower quality of childcare and early learning opportunities. This creates a gap going into Kindergarten. **Potential Cause of Achievement Challenges:** ***Disconnect between grade level expectations and the instructed curriculum***	

	Dr. Parlato stated it's about making sure teachers have an understanding of the grade level standards for their subject areas or classes and ensuring that the actual curriculum is what is being instructed. **Current Action Steps to Increase Student Performance** Dr. Parlato stated the district is focusing on goals and strategic ambitions. The expectation is that everyone is at or above grade level. The purpose is to unify the district, set goals in writing and increase faculty participation. It's important to stay connected to district goals in a common format, including having stability in leadership and decision making. When it is related to classroom instruction, it includes a development of effective instruction and instructional rounds. Mr. Barile asked if teachers will try to look better on days they are being observed. Dr. Parlato stated the teachers 'do their thing,' without showing off in her experience. Mrs. Olson stated for special ed teachers, one focus is to provide specialized training. With turnover and new hires, there needs to be consistent training, including common language and common goals. For students with disabilities, it's about inclusion. Pulling a student out of class puts them on a different trajectory and the district is looking at more in-classroom instruction. One option is to introduce co-teaching with EdAdvance. Not only does it help the student, but the teacher to student ratio goes from 1:20 to 1:10. Mr. Barile asked if students with disabilities (SWD) ever exit the program. Mrs. Olson stated they do. Dr. Parlato added the students are reviewed and tested regularly to determine that. Mrs. Faulenbach stated that in 2019 students with an IEP who enrolled in a 2 or 4 year college after graduation went from 51.2% in 2019 to 23.3% in 2022. Mrs. Faulenbach asked if there was anything to explain it. Mrs. Olson stated it is different cohorts, that is a large gap and vocational programming is a needed consideration. Dr. Parlato stated a larger conversation has to be about programming in general. It's mapping out what we have and what we want to see. Mrs. Olson added they are including Parents As Partners workshops and post	

	reflection surveys. Mrs. McInerney asked about Parent University. Ms. Hollander stated they don't have the community engagement and are looking to work with the Youth Agency to re-engage families since Covid. Ms. Hollander stated they are building a strong system to support student success by looking at district data, learning communities, learning walks, climate committees, and teacher leadership. Mrs. Olson stated, to increase student performance they will continue to improve behaviors and regulation for SWD in a least restrictive environment, while keeping students and staff safe. This includes new staff training, Board Certified Behavior Analyst (BCBA) staff training, and master teacher trainings. There are trainings in place for paraeducators, and they are continuing with the school-based health centers. Dr. Parlato stated in the analysis of current programming, it is about meeting the needs of all the learners. Planning and Development of Future Programming is to expand school-to-career options. They are doing interviews and focus groups with students. The purpose is to honor student voices and gathering data on what works. **Planned Action Steps to Increase Academic Performance** Mrs. Olson stated it will take three years to see the efficiency of what the district is doing. It's looking at what programs should look like for kids that need something different. Dr. Parlato stated they looked at Newtown and Pomperaug programs that are similar in what New Milford is looking to do. Ms. Hollander stated the data platform, such as iReady, is something all teachers are starting to use. It's an essential piece to ensure there is curriculum alignment throughout the grade levels. Dr. Parlato stated she is aware we have work to do. She would like to see scores improve and student achievement increase across all grade levels. Mrs.	

	Herring noted when Kindergarten became full day it changed the expectations for each grade level because academics were pushed more in Kindergarten. It could be adding to anxiety and worry. Dr. Parlato stated purposeful play has been introduced because of that.	
4.	**Adjourn** *Mrs. McInerney moved to adjourn the meeting at 6:50 p.m., seconded by Mr. McCauley.*	**Adjourn** *Motion made and passed unanimously to adjourn the meeting at 6:50 p.m.*

Respectfully submitted:

Tammy McInerney
Secretary
New Milford Board of Education

New Milford Board of Education
Budget Hearings & Adoption Minutes Revised
January 17, 18, 23 & 24, 2024
Sarah Noble Intermediate School Library Media Center

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Budget Hearing Minutes Revised
January 17, 2024
Sarah Noble Intermediate School Library Media Center

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Eric Hansell Mr. Brian McCauley Mrs. Tammy McInerney Mr. Tom O'Brien Mr. Dean Barile Mrs. Sarah Herring Mayor Pete Bass, Ex officio
Absent:	Mrs. Sarich and Mrs. Rella

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mr. Jeffrey Turner, Technology Director Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Mrs. Gwen Gallagher, Northville Elementary School Principal Mrs. Catherine Calabrese, Hill and Plain Elementary School Principal

1.		Call to Order Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was called to order at 7:00pm. by Mrs. Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order.	**Call to Order** **Pledge of Allegiance**
2.		**Presentation of the Superintendent's Proposed 2024-2025 Budget** Mrs. Faulenbach stated there is an outline on budget proceedings available, noting that there is an opportunity for the public to be heard at the end of tonight's meeting. The following two evenings the public will have a chance to speak at the beginning and end of the meetings. On the last night, the public will be allowed to speak at the beginning of the meeting. Dr. Parlato began by presenting the proposed 24-25 budget. The presentation discussed the	**Presentation of the Superintendent's Proposed 2024-2025 School Budget**

		following: ● Overview of the budget; ● Fixed costs and how they impact the proposed budget; ● Items that are controllable and fixed; ● Use these as a springboard for questions and discussion; ● Create connections for district priorities and proposed items. Dr. Parlato discussed the mission statement, and stated the new additions are the ideas the district lives by: Focus, Collaboration, Heart, and Creativity. Dr. Parlato gave the budget development timeline and stated it began in October, leading up to January. It is a collaborative effort, based on the needs of each school and the departments. The goals include working towards PreK-12 students academic targets, relationship strengthening, and creating a welcoming school climate. Dr. Parlato explained that budget priorities include: ● Student support; ● High quality teaching and learning, by using strategies and new programs to maximize student learning; ● Future-focused programming to build opportunities for careers and real world experiences. Dr. Parlato went on to review the fixed costs: ● Contractual salaries for all bargaining units; ● Contractual benefits for all bargaining units; ● Bus contract; ● Utilities; ● Insurance; ● Agriscience seats (3 more than last year). Dr. Parlato stated this is an increase of $2,157,470 or 3.05%.	

		Dr. Parlato discussed the ESSER cliff and explained ESSER III funds are expiring September 30, 2024. All funds must be expended by that date. New Milford received $2,588,252. A portion was spent on 13.5 certified positions. The positions were created to address needs that came from the pandemic: learning loss, incomplete learning, mental health challenges, etc., but those needs will continue after September. Dr. Parlato requested to move 7.5 of the 13.5 positions to the district budget. This includes 2 English Language Learner (ELL) positions, 1 Pathways Coordinator, 2 Grades K-8 Curriculum Specialists (Math and Reading/Language Arts), 1 nurse, 0.5 In-School Suspension Monitor, 0.5 Preschool Teacher, and 0.5 School Counselor. It is a total of $641,130 for salary and benefits. Dr. Parlato continued, stating there are additional requests to increase the School Security Officer pay from $25/hour to $30/hour. Also, increase the budget for Athletics and Field Trip Transportation. With the bus system not being reliable for club and activity transport, the district has needed to go to more costly, outside vendors. Dr. Parlato proposed the district add Certified Nursing Assistant and Emergency Medical Technician Programs. This all connects to Pathways at the high school. Dr. Parlato also requested an increase to out-of-district placement tuition, non-bargaining unit employee salaries and benefits, and other miscellaneous items such as legal, etc. Dr. Parlato stated the overall proposed budget amount is $73,883,539. Dr. Parlato went over the positions that would not be carried over once the ESSER funding expires in September 2024 and other proposed reductions of currently held positions not ESSER-funded. It is a reduction of $561,494. Dr Parlato summarized the process is honest, transparent, and thoughtful. There are specific conversations about the budget. Important student needs are persisting and increasing.	

		Dr. Parlato concluded by thanking her cabinet and administrators for putting forth fair and thoughtful ideas. Mrs. Faulenbach opened it up to questions. Mr. McCauley asked if there are still math and reading coaches in the elementary schools. Ms. Hollander stated there are 4.0 at the K-5 level and 1.0 at 6-8 level. Mrs. Herring asked if the Pathways Coordinator is paid as a teacher and if they are working with students. Dr. Parlato stated yes, it is a school counselor position for career readiness. Mrs. Herring asked about the additional nurse for the transition program at The Maxx. Dr. Parlato stated if the student needs care urgently, yes. Mrs. Herring then asked about the 0.5 school counselor and where they would be. Dr. Parlato stated they will be at Sarah Noble. The district already pays half of it, and the ESSER grant pays the other half so that half will move to the school budget. Mr. O'Brien asked how many positions would be left with the reduction of 2 placeholders from the out placement tuition line. Mrs. Olson stated 5. Mr. O'Brien stated it is a risky move. Dr. Parlato agreed it is a risk but there are placeholders that still exist in the budget. Mrs. Faulenbach added it is a reduction from this year's budget. Ms. McInerney pointed out that the funds would have to come from somewhere in the operations budget if the outplacement line is exhausted and additional students require outplacement. Mr. Barile asked if there is a number for the students that pay tuition to attend New Milford Public Schools. Dr. Parlato stated yes and it will be reviewed by Mr. Giovannone. Mr. Hansell asked regarding the reduction of tutors, and if they were being fully utilized. Dr. Parlato stated the district had a hard time finding teachers to take the tutor positions. Mr. Hansell asked to clarify that it is not an educational loss. Dr. Parlato stated it is always a loss when positions are unfilled. Mr. Hansell stated the	

		school based health clinics were using ESSER funds. Dr. Parlato stated the mental health component of that is covered by CIFC, the money from ESSER was for the construction of that medical piece and that money was not used. Mr. Hansell wanted to clarify that there would not be any public funds going towards that project. Dr. Parlato stated the only way funds would go towards it is if the district is billed for a secretary to help with the clerical piece of billing insurance. That would be what the district would cover. Mr. Hansell stated he wanted to make sure it doesn't become a taxpayer funded medical clinic. Dr. Parlato stated they have no plans for that. Mr. Hansell then asked about the ELL, increasing by 2 employees. Mr. Hansell asked, of the kids that come in, how long do they stay, and do they have the support to eventually transition out. It is a concern, if they don't need to be in there anymore, they should be transitioned. Dr. Parlato said they take assessments every year to see who can be moved out. Mrs. Herring stated she is concerned about losing 4 reading and math interventionists and tutors. Mrs. Herring stated she thinks funds should go towards direct work with the students. Dr. Parlato stated the Coaches will begin to take on interventionists roles in their duties. Mrs. Herring asked what books are being used in math for grades 7-8. Ms. Hollander stated they are making sure students are ready for 9th grade in 8th grade. Currently there is a disconnect, so it's being realigned and that is happening in 6th grade right now. Mrs. Herring asked if they're creating the lessons. Ms. Hollander stated they are trying to figure that out - if the district wants to purchase or create its own. Dr. Parlato added, circling back to Mrs. Herring's original question, that it is not eliminating interventionists totally, there are still interventionists in the General Fund.	
3.		**Discussion of the Superintendent's Proposed 2024-2025 Budget including but not limited to,**	**Discussion of the Superintendent's Proposed 2024-2025 Budget including but**

		PK - Grade 5, Transportation, Benefits, Revenue, District-Wide Departments Dr. Parlato began by stating this is a great way to showcase the work of the schools. Mrs. Calabrese, Mrs. Gallagher and Mrs. Bilko gave a collaborative presentation. Mrs. Calabrese stated that at HPS, there are 35.95 staff members and HPS is projected to have 396 students next year. She then broke it down by grade for students and teachers. Mrs. Gallagher stated there are 40.85 staff members at NES. It is projected to have 434 students next year. She stated the numbers are on par with the current school year. Mrs. Bilko stated SNIS is projected to have 747 students next year and 4th grade has a slightly lower enrollment than the 3rd and 5th grades. Mrs. Bilko stated there are roughly 1,500 students between the schools and displayed some of the work that's been happening in the schools. Mrs. Gallagher discussed the Heggerty, UFLI and Science of Reading programs stating they focus on the five pillars of reading and strong Tier 1 instruction. It's in support of the students. Coaches are in the classrooms modeling and working with the teachers. Dr. Parlato added that if students are not reading at grade level by 3rd grade it is very difficult to catch up. Mrs. Gallager, Mrs. Calabrese and Mrs. Bilko showed the iReady fall vs. winter scores and showed that there was improvement across the three schools. Their efforts are making an impact. Mrs. Gallagher noted it is a diagnostic tool and the district can dive down deep and see where a student may be struggling. Mrs. Bilko stated iReady is a heavy lift. It is all new, and the transition has been a group effort. It was important to make sure teachers are prepared so they can teach to the kids. It's lots of	**not limited to, PK - Grade 5, Transportation, Benefits, Revenue, District-Wide Departments**

		mathematical language so students can talk through the math problems. Mrs. Gallagher stated they have academic Interventions. Interventionists work with the tier 2 students a few times a week. Tier 3 students are seen each day. Mrs. Bilko stated there are related services through counselors and social workers, to help students with social emotional needs. This helps them manage emotions and frustrations so they can regulate and be ready to learn. Mrs. Calabrese showed the budget for the three schools and the percentage of what they are in the overall budget. Mrs. Gallagher stated the budget ensures to continue to help support students. Mrs. Bilko added that it is centered on the whole child learning and growing. Mrs. Faulenbach thanked Mrs. Gallagher, Mrs. Calabrese, and Mrs. Bilko and asked if there were any questions. Mrs. McInerney asked about the NES budget overview. NES breakdown of class sizes for PreK vs. HPS, and that there is a large difference. Mrs. Gallagher stated it is most likely a typo. Mr. Barile asked how the iReady compares to state standardized tests. Mrs. Bilko stated iReady helps gauge how students are doing throughout the school year. It's a snapshot in time, and given the scores they feel strongly that students will perform better on the standardized tests. Dr. Parlato stated it is one of the reasons the district selected iReady. Dr. Parlato thanked the PreK-5 team and acknowledged the assistant principals. Mr. Hansell asked when SBAC's are taken. Mrs. Bilko stated it is in April and results are released over the summer.	

		Mrs. Faulenbach stated there will be a workshop on where the district is with test scores in February. Mrs. Faulenbach asked what the amount is to move the 0.5 HPS from ESSER to the General Fund. Mr. Giovannone stated $36,000 all in. Mrs. Faulenbach began reviewing the budgets for the K-5 schools. Mr. Hansell asked for clarification on the 0.5 FTE on page 12. Mr. Giovannone stated it is going up 15.9%. If not for the addition of the 0.5 FTE, it would only go up approximately 3%. Mr. McCauley asked about the Special Education break out. Mr. Giovannone stated Special Education and Pupil Personnel is the same as it has been. Mrs. Faulenbach asked if there were any questions about the NES budget. There were none. Mrs. Faulenbach moved on to SNIS. Mr. Hansell asked on page 23, the addition from ESSER is the ELL teacher. Mr. Giovannone stated yes, it is absorbing one of the ELL teachers. Dr. Parlato stated one is SNIS and one is SMS. Mr. Hansell asked about the counselor. Mrs. Faulenbach and Dr. Parlato stated 0.5 is being taken from ESSER and being added to the General Fund, 0.5 was already in the General Fund. Mr. Hansell asked about the school counselors. Dr. Parlato stated there is increased anxiety in students, there is a mental health need for it. She hopes it dissipates, but doesn't think it is just from Covid. Mr. Hansell clarified stating, so there was already a need before Covid. Mr. McCauley stated there has always been a need for more counselors. Mr. Barile added that the specialists, once the teachers are up to speed, may not be needed as much.	

		Mrs. Faulenbach stated the appendices are very helpful, and to readdress Mr. Hansell's question, it would be helpful to see what we have for support in the district. As enrollment has declined, some of the needs in these areas have actually increased. Concerns are brought up every year by the community and staff regarding support services in mental health. Mrs. Herring asked about the positions being removed, and asked if these people lose their jobs or get absorbed somewhere else. Dr. Parlato stated some may be absorbed depending on retirements and if some of them are more senior, they will have bumping rights. Mrs. McInerney thanked them for presenting. **Transportation:** Mr. Giovannone presented the Department of General Administration. He stated there is an increase of 5.88% regarding stipends, salary/non-cert transportation and pupil transportation. Mrs. Faulenbach, asked about pupil transportation. Mr. Giovannone stated it is for normal general education transportation. Mrs. Faulenbach asked what the size of the fleet is. Mr. Giovannone stated there are 47 drivers and the district is in year two of its five year contract. Mr. Hansell asked about tracking and swiping of student IDs, and stated that the cost is a concern. Dr. Parlato stated the swiping is not in her budget. Mr. Hansell stated there is a need for being able to track the bus, but is worried it will be a disappointment and essentially be diminishing returns because it will be more frustration than a benefit. Dr. Parlato stated the sample app the bus company provided was not good. She agreed it can be helpful but needs to be high quality. Mr. O'Brien asked what swiping is. Dr. Parlato stated it's when the students swipe as they get on or off the bus.	

		Mrs. McInerney asked Dr. Parlato if the app the bus company has shown has met her satisfaction. Dr. Parlato stated no. Mrs. McInerney asked to confirm the district won't be funding it. Dr. Parlato stated that was correct, the district won't spend it unless it is worth the dollars. Mrs. Faulenbach asked to clarify the 0.5 Courier position, if the cost is neutral. Mr. Giovannone stated yes, Mrs. Faulenbach noted it will be a zero increase to the overall budget. Mr. Giovannone confirmed yes. Mr. Giovannone continued by going over the benefits and stated some line items are provided by the state, some are provided by The Hartford and some by CIRMA, which does workers compensation. Mrs. Herring asked about the increase in pension and what is attributed to it. Dr. Parlato stated that is the town pension for non-certified staff. Mayor Bass stated in the year prior, the amount of return was much less than forecast, so this is to make up for that loss of return. Mr. Giovannone stated it is not based on participation change but investment change. Mr. Giovannone stated regarding health insurance, he anticipates an increase of 7%. Mrs. Faulenbach stated the Town and the Board have spent a lot of time reviewing this, and it's truly collaborative. Mrs. Faulenbach asked what the public trend is. Dr. Parlato stated she will provide that. Mrs. Faulenbach stated she would like to have that number as a comparison. The SPP grew because benefits are a huge topic. Mr. Giovannone stated there are conversations with Brown & Brown on whether it's worth staying on SPP. Mr. Giovannone stated, regarding revenue, that excess cost is for outplacement for students including transportation. Mr. O'Brien asked when the district will get the actual number. Mr. Giovannon stated it is a long process. Mr. O'Brien asked to confirm it will not be until May that we will know that number. Mr. Giovannone stated yes. It is a projection from the state that could change.	

		Mr. Giovannone stated, going though the budget, Medicaid has been changed based on actuals. The FOI fees are a legacy item, set to zero. Building use fees are changing slightly. The EXCEL tuition, Special Education tuition and DCF placed tuition are remaining flat. Admissions/athletic gate receipts and parking permit fees are flat. Mrs. McInerney asked about the reduction in athletic gate receipts and if it's because students now get in for free. Mrs. Faulenbach stated yes. Mr. Giovannone confirmed that over the last 3 years parking fees went from $215 to $100. Mrs. McInerney noted that both those line items changed because people came to the BOE and spoke about it. Mr. Barile asked about the $801,000 out of district costs budgeted and asked if New Milford was not bringing in as many students as it is paying to send out of district. He asked how we ensure students are residents. Dr. Parlato stated she will show him our residency procedures. Mrs. McInerney noted that the money for Sherman students goes to the town and that amount is not reflected in the district budget. Mr. Giovannone continued by going through the Department of Fiscal Services & Operations. It is an increase of 7.32% and includes staffing. Mr. Giovannone noted the L.A.P. and Cyber Insurance is going up 9.88%. Mr. Giovannone then stated the BOE salary line item originally created was too high and the professional services line included an amount for police presence for board meetings and hearings that are not needed. Mr. Giovannone stated in the slide of the Office of the Superintendent, salary lines are per contract. Dues and fees lines went up because it was not enough to carry the line item going forward. Mr. Hansell asked who Board members should send additional questions to as they come up. Mrs.	

		Faulenbach stated to send them to Dr. Parlato and herself. Depending on the nature of the question, Mrs. Faulenbach asked to allow for some time, but they will make sure questions are answered by next Wednesday.	
4.		**Opportunity for the Public to be heard** Megan Byrd, 2 Carlson Rd., stated in Dr. Parlato's presentation there were two sections she wanted to address. For the ESSER funds, the ELL increase was cited as the reason to keep the ELL funds in there. Mrs. Byrd asked, isn't ELL mandated. There is a certain number of staff per population. Shouldn't that be considered a mandated amount as well and should be part of the non-negotiable. This is the same for the nurse who is specific to the special needs population, which is also mandated. They should be noted that they are mandated by the State so, if cuts are made, it cannot apply to those items. There still is a huge need for counseling, and she is not sure why they are considering cutting those positions. Ms. Byrd stated it stood out to her.	**Opportunity for the Public to be heard**
5.		**Recessed to Thursday, January 18, 2023** The budget hearing meeting of the New Milford Board of Education was called to recess at 9:06 p.m. by Mrs. Faulenbach, Chairperson.	**Recessed to Thursday, January 18, 2023** **The meeting recessed at 9:06 p.m.**

Budget Hearing Minutes
January 18, 2024
Sarah Noble Intermediate School Library Media Center

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

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Mr. Raymond Manka, New Milford High School Principal Mr. Keith Lipinsky, New Milford High School Athletic Director Ms. Linda Scoralick, Schaghticoke Middle School Principal

1.	**Call to Order** **Pledge of Allegiance** The budget hearing meeting of the New Milford Board of Education resumed at 7:00pm by Mrs. Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order to resume the meeting.	**Call to Order** **Pledge of Allegiance**
2.	**Opportunity for the Public to be heard** • None	**Opportunity for the Public to be heard** • None
3.	○ **Discussion of the Superintendent's Proposed 2023-2024 Budget including, but not limited to, Grades 6-12 and District-Wide Departments** **Middle School:** Mrs. Faulenbach stated the presentation will begin with Ms. Scoralick and SMS. Ms. Scoralick began by stating middle school years are important to provide the foundation for high school, college, and career. It is to help students embrace challenges, respect others,	○ **Discussion of the Superintendent's Proposed 2023-2024 Budget including, but not limited to, Grades 6-12 and District-Wide Departments**

	learn to contribute to society, and take on larger responsibilities. Ms. Scoralick stated the demographic is shifting. There are more MLL (Multi Language Learner) students and more SE (Special Education) students. There is also an increase in the students qualifying for free or reduced meals. There is an increased level of financial need for families as well as a need for help with social skills/behaviors. There are currently 776 students, 917 members of the SMS community and 140 staff. Ms. Scoralick stated there has been a major focus on improving climate and culture. Staff has been doing this by setting up clear expectations, fostering student and teacher leadership, improving the physical plant, and integrating fun with spirit days, such as pep rallies and non-academic activities. The school has been working hard on improving academics. They are going back to basics, working on engagement and motivation for students. Another area of focus is Humanities: addressing gaps in communication and improving reading, writing, making arguments, etc. ELA has been focusing on vocabulary and vertical alignment for writing. For the MLL students, the focus has been to improve overall support, not through ESL classes but a push-in format with structured study. Ms. Scoralick stated the school is also completing an inventory to identify areas for growth. In math, they are working on unpacking data use, and building a model classroom with the 6th grade classroom. They are working on building general capacity with head teachers, working with EdAdvance. There has been lots of work with STEM, and a push to create additional courses that are more hands-on and relevant. The budget priorities include maintaining current programing in academics, athletics, and clubs and activities. Costs have gone up drastically and there is a need for more supplies to support Unified Arts. There has also been increases to transportation costs with having to utilize coach buses.	

	Ms. Scoralick stated she is hoping for funds to improve course offerings specifically for technology courses. They are working on a new curriculum for STEM, to complement Project Lead the Way. Computer Science is currently being rewritten to make it more hands-on, with topics that are relevant. The school is introducing Digital Media, and is requesting funds for robotics and coding to support STEM classes. Mrs. Scoralick concluded by stating she is requesting funds to broaden opportunities outside of the classroom and to give students a chance to find their voice. Student leaders recently collaborated with the School Climate Committee. There is a hope to give student leaders more opportunities so students can learn from guest speakers and network. Mrs. Scoralick stated she worked hard to bring back assemblies, but this requires funding to bring in guest speakers. She concluded by thanking everyone for the continued support. Mrs. Faulenbach opened it up for questions. Mr. O'Brien asked where guest speakers are in the budget. Ms. Scoralick stated under Professional Services. Mrs. Faulenbach asked what is the total dollar amount allocated to that, and is it already allocated or a new addition. Ms. Scoralick stated they found savings from other places to add dollars to that line item and estimates about $12,000. Mrs. Rella asked if the $12,000 is embedded in Professional Services. Ms. Scoralick stated yes. Mrs. Faulenbach stated Mr. Giovannone can give an update on that and distribute it to the board members. Mr. Barile asked what the books are under Improving Academics. Ms. Scoralick stated the books are geared towards student engagement and motivation. The goal is to have them aligned with what the students are learning. Mr. Barile clarified by stating the books are used to inspire students to want to learn the curriculum. Ms. Scoralick stated yes. Mr. O'Brien asked if the teachers were reading the books too. Ms. Scoralick stated yes.	

	Ms. Scoralick stated many students are not English speaking, so they are documenting where the needs are, and are working on growing so they can grow. Mr. Barile asked if the school would then use that metric to measure themselves against that growth. Ms. Scoralick stated yes. Mrs. Faulenbach asked about moving things from ESSER to the General Fund and asked how the In-School Suspension Monitor works. Ms. Scoralick stated they monitor students in in-school suspension. There is a counseling process that incorporates things such as writing an apology letter. It's about education, growth, and reflection to prevent behaviors happening again. Mrs Faulenbach asked how this was handled before ESSER funds. Ms. Scoralick stated it was a rotating duty of staff. In the previous six-day model, there were up to 42 people in that position, making it hard to stay consistent with completion. Teachers would do it as a duty, so now they are able to be hall monitors and on cafeteria duty. Mrs. Faulenbach asked what the dollar amount is. Mr. Giovannone stated it is $32,381. Mrs. Rella asked if there is a way to get an explanation for the $70,000 in Other Services. Mr. Giovannone stated he will break out those line items for the next meeting. Mr. Hansell asked, in regards to the In-School Suspension Monitor, do we track student incidents and are they falling off since having the position. Ms. Scoralick stated yes, it spiked a bit last year with the new administration but it's beginning to trail off. Mr. Hansell stated it is important to let the town know the value of it and the improvement it's having. Dr. Parlato stated there is state legislation that happened to move away from out of school suspensions to in-school suspension. Mrs. Herring stated there has not been a purchase of new programs or textbooks in years. Ms. Scoralick stated they are using the resources that the staff already has on hand. They are also creating the curriculum. Mrs. Ziu-Pires has been spearheading the instructional routines, and discussing mathematical thinking. Mrs.	

	Herring asked to confirm the school is developing it itself. Ms. Scoralick stated yes under Mrs. Ziu-Pires' lead. Mrs. Faulenbach asked on page 27 of the budget, the increase in SMS besides contractual is $80,000 for the entire school. Mr. Giovannone stated yes, if you take salaries out, the increase is $58,238 dollars. Mrs. Sarich asked about computer education, compared to last year. Ms. Scoralick stated they are writing new courses for that, like the Computer Science class. They are asking for robotics kits and bridge building kids for the STEM classes. Mrs. Rella asked about the transportation expense for Field Trips. Ms. Scoralick stated unless the students stay in town and do it during school hours, they have to reserve a coach bus. Mr. Giovannone stated, of the $69,550, $45,900 of that is purely related to transportation, $6,500 is insurance, and some for ancillary items. Mrs. Faulenbach asked if that is separate from what Ms. Scoralick just stated about coach buses. Mr. Giovannone stated no, that is part of it. Mrs. Faulenbach asked for a list of clubs and activities. Dr. Parlato stated she would provide that. Mrs. Rella asked about the workbooks for languages. Since SMS eliminated a whole grade for language, why an increase. Ms. Scoralick stated the budget was created in October, and the hope is to be able to fill the position, so she budgeted for it. Mrs. Rella confirmed that without the teachers there won't be a need for it. Ms. Scoralick agreed. Mr. Hansell asked if the extra ELL teacher was coming from ESSER and if it would be a second ELL instructor. Mr. Giovannone stated that it includes the 1.0 new FT ELL from ESSER. Mr. Hansell asked if ELL instructors have a language in which they specialize. Dr. Parlato clarified that ELL does not mean the teacher speaks a specific language, a bi-lingual teacher does. An ELL teacher is certified to teach others how to speak English. Mrs. Rella asked if it is for two teachers. Mr. Giovannone stated yes. Mrs. McInerney added that	

	this is the addition of one ELL teacher and a raise for a second ELL teacher. Mrs. Faulenbach added it is for one position coming from ESSER, being pulled to the General Fund and one already in the General Fund. Mrs. Rella asked for a synopsis of what the EL program entails. Ms. Scoralick stated ESL classes used to be a Unified Art. At the beginning of last year, they became core classes, so English is essentially their World Language class. Ms. Scoralick added that she is trying to support students and add in a structured study hall. Mr. McCauley asked about ELL, and stated they are mandatory based on the number of students. Dr. Parlato stated she will send out more information about it but essentially if you have 20 plus students, then you need the bi-lingual teacher. Mrs. McInerney added that one is mandated (bi-lingial), and one is not state mandated (ELL) but needs to be addressed for the students. Mrs. Herring asked about the increase of staff. Mr. Giovannone stated it is the ISS monitor, and contractual increases. If you back out the $32,281 it would show an increase of 3% budgeted for existing people. Mrs. Faulenbach asked about structured study halls. Ms. Scoralick stated 504 and MLL students can use structured study halls for identified needs. Mrs. Faulenbach asked where we are with the number of study halls. Ms. Scoralick stated she didn't have an exact number, but it has drastically decreased. Mrs. McInerney stated the structured study halls are necessary for students who need the time for schoolwork. Mrs. Rella asked about the 20% increase in security. Mr. Giovannone replied that it has to do with the MoU for school security officers. Mrs. Faulenbach added it was discussed last night. Mrs. Herring stated structured study halls shouldn't turn into a reteaching period. Ms. Scoralick stated it is being counted as one of the 5 instructional periods.	

	Mrs. Rella asked about the $4,000 for printing student account. Mr. Giovannone stated it is mislabeled and is part of other services for Transportation. Mrs. Rella asked why it is new. Mr. Giovannone answered that it is for transportation for the new student leadership programs. Dr. Parlato thanked the assistant principals as well. **High School:** Mr. Manka thanked his team and instructional staff saying they are doing great every day. Mr. Manka stated they live by standards and are aware of the needs of students, staff, and stakeholders. It is important to compete and excel in the changing world. At NMHS there are currently 57 MLL students. They are proud of the staff and student supported Wingman program. There's Pathways work leading to innovative programing and opportunities. They have introduced the Scientific Research Based Interventions and supporting students, it is a multi tiered system of support, responsive to the needs of students and staff. Mr. O'Brien asked what multi-tiered system support does. Mr. Manka stated they try to triage for root problems. With school avoidance, they have to find out why it is happening, then provide resources so that a student is comfortable with school and assist the child to be better equipped with tools. Mr. Manka went on to review the budget and how NMHS was involved with the Vision of the Graduate. The focus is on academic components in the classroom as well as the social and emotional growth mindset, and self management. Mr. Manka stated that with the Pathways program, they are looking for one staff addition for internships and career connected learning. He reiterated they secured a two-year grant with a two-year rewrite to explore new courses that would be early college experience. This would be advantageous growth since New Milford is one of the schools with the lowest amount of college experience or college credit. This is open to all students and there are over 50 teachers who	

	are interested in participating. Mr. Manka met with staff from Naugatuck Community College, and would like to return a pathway for CNA at NMHS utilizing resources from Naugatuck Valley. Mrs. McInerney asked if it is the intention that all 8th graders will go through a pathway, or is it still optional. Mr. Manka stated it is not mandatory but could be something in the future. Mrs. McInerney stated she thinks it is one of the most exciting things for the district. Mr. O'Brien asked Mr. Manka if he could explain how incoming freshmen are exposed to this. Mr. Manka stated a great resource is Mr. Turner working with the staff, and putting it in the right website channels. It is also about talking to incoming freshmen about the course selection process. Mr. Manka stated he wants to make sure students know what it is and isn't, as well as the community and parents. It's about creating precise communication. Mr. O'Brien agreed it is very exciting. Mr. Barile asked if it is different from where a counselor helped students find their pathway and how it is different from a ConnectEDU. Mr. Manka stated it is similar to other structures and models. The Pathways program provides a similar outcome and a realization for students to find their passion or know what they don't want. It can be costly for a student to spend two years at a college to then decide they are following a path they no longer want. Mrs. Rella asked if they're planning to expand to trades. Mr. Manka stated yes, he is looking into allied health, manufacturing, education, and CNA. Mrs. Faulenbach asked how the schools are promoting the Pathways Coordinator, which is a position coming from ESSER to the General Fund, and what communication is happening for the students going from 8th to 9th grade. Mr. Manka stated, when the time is right, it becomes part of the document for course selection in PowerSchool. He is also planning pop-up seminars that will be live and virtual, and recognizes that there is an element of marketing that has to happen. Naviance is also a critical tool that can be used.	

	Dr. Parlato stated Naviance helps provide career interest inventories. Mrs. Rella asked if Naviance is talked about in the classrooms. Mr. Manka stated yes, it's done though the guidance counselors. Mr. Manka continued the presentation stating school wide programming includes the Wingman movement and the Peer-to-Peer program. There are 146 student leaders that oversee a student led activity based program. They utilize Google Forms for feedback that goes back to the staff. The Peer-to-Peer program has NMHS freshman mentees pair with an upperclassmen mentor to discuss topics including academics and communication with peers and teachers. Mr. Manka stated he is looking for a 1.0 FTE Pathways Program Coordinator. **NMHS Athletics:** Mr. Lipinsky stated that athletics is an extension of education. NMHS won the Michael's Cup award the last two years, which is centered around sportsmanship, community involvement, and positive spirit. He stated athletics is about teamwork, dealing with adversity, and learning to behave when things don't go your way. Mr. Lipinsky displayed a list of all athletics and stated there are 568 student-athletes participating in athletics. Mr. Lipinsky displayed a pie chart of the athletics budget. He asked for an increase in transportation since All-Star is not available after school and has had to look elsewhere to book buses. Mr. Lipinsky stated the data on GPA for athletes vs. non-athletes shows they are focused, driven, and want to succeed. Athletes are 1/2 GPA higher than non-athletes. The request for athletics will help with equipment for 28 athletic programs including transportation, dues, rental fees, and event staffing. Mrs. Rella asked why the athletic trainer went from $67,000 to $125,000. Mr. Giovannone stated it is a realignment. Originally, it was a contracted service and is now a direct hire. Mrs. Faulenbach asked if it was a cost benefit. Mr. Giovannone stated yes, since it is a	

	direct employee. Mr. O'Brien asked to clarify that it is an increase in this line item but a decrease in the contract line item. Mr. Giovannone said yes, it's $56,375 and the rest is contractual for a secretary within athletics. It is part of the non-certified salary line. Mrs. Faulenbach asked for the breakout of certified staff and secretarial staff. Mr. Giovannone stated he would break it out in the next meeting. Mrs. Faulenbach asked if that position has been taken out of contractual services and the $56,000 is part of the $58,000. Mr. Giovannone stated yes, they are adding $56,000 for the Athletic Trainer and $2,000 for secretarial. Mr. McCauley asked where the transportation increase is. Mr. Giovannone stated it is in Athletics. Mrs. Rella asked about the dues and fees. Mr. Lipinsky stated it is the dues to be members of the leagues such as CIAC, etc. Those fees have gone up, including tournament fees. Mrs. Rella noted in the salaries line, there is a 6.25% increase. Mr. Giovannone stated it is contractual and going to the highest step in the administrator contract. Mrs. McInerney asked about Science, Transportation, and Field Trips. Mr. Giovannone stated it is mis-labeled in the book and will be relabeled in the board adopted book. This is for textbooks. The line item is correct but the explanation is incorrect. Mrs. McInerney asked why the salary went down for the Tech Ed Salary. Dr. Parlato stated there is potential for attrition. Mrs. McInerney asked why the Career Ed Salary is going up. Mr. Giovannone stated that is for the additional Pathways Coordinator coming from ESSER. Mrs. McInerney asked why music transportation increased. Mr. Giovannone stated it is for world championships. Mrs. McInerney asked if the dues and fees for music is for sheet music. Mr. Giovannone stated the budget is currently too low. Things like competitions are becoming more and more expensive. Mrs. Rella asked about Transportation Field Trips and noted it is a $30,000 increase. Mr. Manka stated fund raising efforts have been going towards transportation.	

	Mrs. Faulenbach asked for clarification on transportation, if transportation is paid for through fundraising and if so, is it not covering as much. Mr. Manka stated fundraising is utilized to make things happen for students that otherwise would not be able to take place. Mr. Barile asked where the data from the Google Forms are housed. Mr. Manka stated Mr. Turner would have that. Mrs. Faulenbach stated they will get that. Dr. Parlato added that the district has Google Enterprise for Education. Mrs. Faulenbach stated it's good to hear the updates on the programs. It's how we measure how we're doing. Dr. Parlato stated it is a gift to hear from the five schools, and see the showcase of the work being done. **Technology:** Mr. Turner stated the key priority regarding Technology is it should enhance teaching and learning, and should always have a long range plan in place. It is the thought process of what you want to do. The teaching is the same, it is the tools that change. It is important within the IT department to have a safe, private environment. The department works collaboratively to enhance teaching and learning. The vision is really looking at the learning tools, where they're used, and how it is tied into curriculum and sport. The tech department has 9.0 FTE serving 3,650 students in the district. Mr. O'Brien asked what Tech 1 is. Mr. Turner said that is day to day responsibilities, fixing chrome books, etc. Tech 2 is about purchasing hardware and making higher level decisions. Mr. Turner added there are also more than 700 staff they support within the district and more than 7,000 devices. The IT budget is looking at a .89% decrease which includes a continued concentration of infrastructure over a five-year plan using E-Rate funding for a 60% discount. Mr. Turner explained that by using money wisely or from Capital Improvement, it allows him to almost double the district's money. He is working to	

	continually update switches and access points. The district was recently awarded an ECF grant giving the district an additional 3,000 chrome books. Mr. Turner stated that by using E-Rate and the ECF and Pegpetia grants, he has saved $1,397,625.00. He will continue to apply for these grants for upgrades to the schools projectors, a podcast room, and more. Another planned project is to update the audio visual in the NMHS theater, the SNIS streaming studio, SMS cafeteria, SNIS gymnasium, and HPS gymnasium. Mr. Turner then went over infrastructure, including the upgrades to switches, access points, servers, and phones, explaining it is done in a sequential way so it doesn't hurt the budget. Also, the E-Rate dollars are required to be used towards infrastructure. Mr. O'Brien asked where E-Rate came from. Mr. Turner stated that it is a federal subsidy. Mr. Turner stated he is working on upgrading educational technology, some of the PC's in the district are six to nine years old, and really should be swapped out every five years. This also includes capital improvements such as hardware. Mr. Turner then explained that for software, Powerschool is the main database. The software is updating constantly but the staff is acclimating well. Mrs. Herring asked how many chromebooks during Covid were not returned, or came back damaged beyond repair. Mr. Turner stated he has a decent idea, but not a number off hand. He added that going forward he would like to make it so any school chromebook that is not returned can be remotely locked with a note to anyone trying to access it that it needs to be returned. Mrs. Faulenbach asked if the district offered insurance on chromebooks. Mr. Turner said they instead fix the devices in house. It is more cost effective. Mr. Turner added that the K-2 won't carry it to and from school. Grades 3-5 will have extras in the classroom. Mrs. Faulenbach asked how the district handles the financial responsibility to the student if a chromebook is stolen or damaged. Mr. Turner stated it is taken as a	

	case by case basis and using their best judgment. Also, taking into account if the student gets free or reduced lunch, but that he would like to come up with a more firm policy. Mrs. Faulenbach asked if it was fair to say they have recouped money. Mr. Turner said yes, and will get the exact numbers. Mrs. Herring asked how the smart boards were holding up. Mr. Turner said the HS had 75%-80% replaced because of the fire and he is working to install more. The new ones have a 10 year life span. The model he is acquiring is on the lower end but has a high upside. Mr. Barile asked about insurance on any chromebooks stolen or lost. Mr. Giovannone stated it is not covered under current policy because there is a $10,000 deductible. Mr. Barile asked if they would include it when buying in bulk. Mr. Giovannone stated no. Mr. Turner said it's a tight limit and the repairs can take a long time when sending it out to a 3rd party to fix it. Mrs. McInerney asked if the 1st line and 5th line on page 70 is a realignment. Mr. Turner said yes. Mr. Giovannone added that the Network Admin was budgeted separately, now it is realigned to be budgeted with Systems Analyst and IT Director. That shows up four lines down where you see the increase of 26.32%. Mrs. Faulenbach stated there are notations regarding the 5 Year Capital that will be addressed later. Mrs. McInerney asked if there's any savings to the Media line now that there is internal video recording and if they still need to utilize an outside vendor. Mr. Turner stated they are still using the outside vendor, and the contract goes to July 1st. Mrs. McInerney asked if it will be renewed. Mr. Turner stated that is a conversation that has to be had because if they do not use an outside vendor then it is him running the video recording. It comes down to who will run it. Mrs. Faulenbach asked where data from School Messenger is stored. Mr. Turner said it's tied to PowerSchool. It comes from PowerSchool, goes out through PowerSchool, and you can see all the messages that went out. For security, it's in the	

software package, and only certain people can see certain things.

Human Resources:

Mrs. Kavanaugh stated HR supports the mission through supporting the employees so they can support the students. HR handles employee relations, contract negotiations, Title IX, benefit administration, certification compliance, state reporting, talent acquisitions, and district volunteers all while following federal, state, and DOL laws/forms.

Mrs. Kavanaugh stated that they have partnered with an outside vendor to help with getting volunteers in the schools. The district website has a QR code that leads to a Google Form that volunteers fill out. There is no more fingerprinting and the process is more efficient. With the new system, they have added over 100 volunteers. There is also a cost savings because they are not paying to fingerprint volunteers anymore.

Mrs. Faulenbach stated it is important to let parents know and have PTO also send out the message. Mrs. McInerney asked if parents have to pay for the background check. Mrs. Kavanaugh stated no. Mrs. McInerney asked if departments know about new processes. Mrs. Kavanaugh stated yes.

Mrs. Kavanaugh went on to state that the district hired 91 total people this year. Some positions were filled twice and 73% of employees take benefits, plus dependents. Any time an employee needs assistance they can call the office.

Mrs. Kavanaugh stated, when it came to hiring, she utilized career fairs, a few specifically for paraeducators. She also partnered with ESS and sat outside SNIS one afternoon and hired eight people. The department is conducting new strategies with exit surveys, which she noted is optional. If it is a certified staff member leaving, the state requires a report as to why. Mrs. Kavanaugh has started a Paraeducator of the Year program, which she hopes will invigorate that profession.

	Mrs. Kavanaugh noted, in the budget, substitute salaries went up, mostly because of the minimum wage increase. The proposal going forward takes into account inflation and Mrs. Kavanaugh wants the district to be prepared for that. Professional services went down, which is a reflection of the new volunteer process. Most everything else remained flat, except for dues. Society of Human Resource Management (SHRM) dues went up. Mrs. Kavanaugh stated she finds SHRM helpful because it can provide job descriptions, form templates, and more. Since she started almost a year ago, Mrs. Kavanaugh stated she has taken time to look at how she can streamline processes. Taking inventory of what we have and how we want to move forward. There are also changing laws, and mandates from the state that have to be accounted for. Mrs. Kavanaugh stated she is focusing on being ahead of the curve and taking a more proactive approach by having a bigger presence in the schools. Mrs. McInerney asked if substitutes were paid per day. Mrs. Kavanaugh stated yes. Mrs. McInerney noted the district pays ESS and ESS hires the substitute. She then asked what the amount would be if it was done in-house. Mrs. Kavanaugh stated she will get that and that she just signed a new addendum with them today. Mrs. McInerney said last year substitute salaries went up, but because they utilize ESS it was a bigger jump. Mrs. Kavanaugh stated a full day substitute is paid $120/day, and the district pays ESS $159.60/day per substitute. Mrs. Kavanaugh stated ESS provides the substitutes. The substitutes do not work for the district, so there is no insurance. The district is not responsible for recruitment, and ESS does other add-ons like give a bonus to someone who comes in on a difficult day to fill. Mrs. Faulenbach stated that was part of the conversation when it was done in-house. Mrs. McInerney asked if the $120/day rate is for a building sub. Mrs. Kavanaugh stated it is the daily sub rate and building subs have the same rate. Mrs. Rella added the	

	difference is that building subs just know they have a job every day. Mrs. Faulenbach concluded that she has taken notes on questions that need to be answered coming out of tonight's meeting. She also noted that there will be an exploratory survey sent to parents of 6-12 grades regarding bus usage and any other questions should be sent out between now and next week's meetings.	
4.	**Opportunity for the Public to be heard** • None	**Opportunity for the Public to be heard**
5.	**Recessed to Wednesday, January 24, 2024** The meeting recessed at 9:26 p.m.	**Recessed to Wednesday, January 24, 2024** The meeting recessed at 9:26 p.m.

Budget Hearing Minutes
January 24, 2024
Sarah Noble Intermediate School Library Media Center

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

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director

1.	**Call to Order** **Pledge of Allegiance** The budget hearing meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mrs. Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order.	**Call to Order** **A. Pledge of Allegiance**
2.	**Opportunity for the Public to be heard** • **None**	**Opportunity for the Public to be heard**
3.	**Discussion** **Superintendent's Proposed 2024-2025 Budget including, but not limited to, District-wide Departments** Mrs. Faulenbach began by stating that the Board had received emails regarding correspondence and acknowledged that all the Board members got the emails. **Department of Pupil Personnel and Special Education Budget** Mrs. Olson thanked everyone for their support and dedication to her department, then went on to explain that IDEA (Individuals with Disabilities Education Act) is a federal law protecting birth to 22 year olds. It is full of mandates so students get what they need and have opportunities just like everyone else. Mrs. Olson stated they support and embrace the mission, to compete and excel in an ever changing world while embracing challenges and showing respect to others. Mrs. Olson spoke about the six pillars of IDEA: • All children can learn; • Students with Disabilities (SWD) are General Education students first; • In free and appropriate education; • In an Individual Education Plan (IEP); • Educating SWDs in the least restrictive environment; • Parents are integral to the team and their child's strongest advocate. Mrs. Olson went over the structure of the two departments including staff.	**Discussion** **Superintendent's Proposed 2024-2025 Budget including, but not limited to, District-wide Departments**

	Mrs. Olson then explained how New Milford compares to the state average for SWD, and explained that New Milford hovers right below the state average. This shows that the district is doing comprehensive evaluations consistently. Mrs. Olson stated that although district enrollment is decreasing, SWD is increasing, and it is something to be aware of. Then Mrs. Olson showed the different classification of disabilities and where the district is with each one by the numbers. Mrs. Olson showed how the SWD were by each school with an increase projected for next year. There is a state performance plan and New Milford has met all nine indicators for Early Childhood in its 14 plus consecutive years of having indicators. There is also a new law passing for Kindergarten Entry age, PL 23-208, which will impact three to four year old classes. Mrs. Olson then went on to discuss the Litchfield Hills Transition Center, stating it services students up to 22 years of age, after they age out of high school, so they become active community participants. It keeps them in the community and it is a cost savings. It would cost approximately $1,900,000 to send the students out of the district. There is also revenue from students brought in from other districts. Ashley Albanese is the Transition Coordinator and organizes community activities, building in recreation and leisure with learning. One new initative is to afford students one year at NCC through the IDEA grant. They get a sampling of what it means to be a college student and some students have gone on to take more courses. Mrs. Olson then segued into unfunded mandates. PA 23-137 requires BOEs to provide special education until an eligible student graduates high school or until the end of the school year when the student reaches 22, whichever occurs first. This went into effect July 1, 2023. This year the department is absorbing it through ODP (Out of District Placement). The numbers will increase each year. Mrs. Olson stated the ESS program (Effective School Solutions) program, continues to be highly successful. It provides tier 3 services for the most at risk students,	

	but keeps kids in the district and in the schools if at all possible. ESS brings in counseling and therapy. It ends up being a cost avoidance because it is keeping students in district and helps us bring students back to the district. The ESS program is making a critical impact on mental health and creating cost savings for the district's financial health. Mrs. Olson stated she wanted to address mental health issues. The statistics about youth suicide is a concern. Increased bullying is associated with mental health needs, some students may be hospitalized and school refusal becomes, and is, a big issue. **Out of District Placements:** Mrs. Olson stated that out of district placements is a huge budget driver. When she is asked why we have to place students out of district, it is because they have exhausted all in-district options and cannot meet the students' needs. It could be part of an expulsion, or a safety issue. If a student isn't safe towards others or themselves, they need to be in an environment that can handle that. The district also absorbed three students this year who moved to New Milford and were already placed out-of-district. Mrs. Olson said they really do exhaust all options. The cost for out of district placement is projected to go up. She puts in anticpatory placeholders. The placeholder for 24/25 is five spots at a cost of $4,047,616. There are rising costs for out of district placements. There can be a waiting list, and her staff has to sometimes refer to three to four different programs. It's not an easy process. Mrs. Olson noted that compared to the state, New Milford has 3.85% students placed out. State has a 6.55% prevalence rate, so New Milford is below the state level. Transportation is another factor and there is an 18% increase in cost. New Milford has 15 runs and 18 schools that require transportation. The budget has five place holders for ODP students and transportation cost is $30,000 for each student. There are fewer staff and drivers plus fuel and maintenance impacts. When a child is really unsafe, a van aide needs to be included, adding to the cost. Mrs. Olson stated the top 10 highest	

place students, highest cost students, including tuition and transportation is $2,435,865.00.

Mrs. Olson stated there are wonderful things happening in the district:

- The SWD is below state average;
- They are meeting targets for increased graduation rates;
- Met all targets for inclusion:
  -Increase regular class placements,
  -Decreased separate class placements,
  -Met all indicators for three to five years olds for 15 consecutive years;
- Met target for transition goals and services;
- Met target for timely and accurate reporting.

Current initiatives are focusing on co-teaching through EdAdvance and parent surveys after PPTs. They are looking to increase unified courses in NMHS, including exploring unified theater/music, aligning all individual learning centers, providing increased paraprofessional PD opportunities, and developing a district-wide threat and risk assessment protocol.

Mrs. Olson then showed slides of Yuki, the district therapy dog, along with slides of Unified Sports, showing the diversity and celebrating differences.

Mrs. Faulenbach asked if there were questions.

Mr. McCauley asked how many of the six placeholders we are using this year. Mrs. Olson stated it's not so much the number of placeholders but the fact they have not gone over budget. There are a few placements she is still working on.

Mrs. McInerney asked how the new Kindergarten age will affect the EXCEL preschool students with disabilities. Will the four year olds stay in the 4's program. Mrs. Olson stated the number is not large, it's more an impact for the three year olds and how they can differentiate it next year for them.

Mrs. Faulenbach asked about the $541,967 from the unfunded mandate for 22 year-olds and asked if that was absorbed this year. Mrs. Olson stated it is absorbed when doing calculations out of district. Mr.

	Giovannone stated the $541,000 is for 2026 and tied directly to the 22 year old extension. Mrs. Faulenbach stated it is a projection for two years from now and moving forward those are costs that have to be recognized. Mrs. Olson stated, in defense to a child, to end abruptly impacts the student, so now it's the end of fiscal year. Mr. Hansell asked about the EdAdvance training. Mrs. Olson stated it is a RESC (Regional Educational Service Center). They offer training for a number of areas and co-teaching is one of them. It's a cost effective method and it has been over 10 years since it was last revisited. Mr. Barile asked if there was a listing of classification for SWD, if he could see how many students fall into these categories and how it is determined. Mrs. Olson stated for a student to receive special education services, they go through testing and observation. Then staff and family have to meet, discuss findings, and go through criterias. Mr. Barile asked if it includes mental and physical disabilities. Mrs. Olson stated yes, there are many classifications under IDEA. Mrs. McInerney noted that ESS is no longer at the high school and asked what is being done for students that have anxiety and depression and the kids who do not come to school due to these issues. Mrs. Olson stated there are layers of support. ESS was moved from NMHS to SMS to help with earlier intervention. NMHS has a well rounded counseling department and substance abuse counselor, so ESS was seen to be needed at an earlier age. Mr. O'Brien noted the total tuition Out Placement, on page 51, is around $4,497,000, which is more than the budgeted tuition on slide 21, and asked if that $450,000 accounts for the placeholders. Mrs. Olson confirmed it is the placeholders. Mr. Giovannone stated there are five tuition placeholders still there with the existing placements moving forward. Mrs. Rella asked to confirm that transportation was under transportation. Mr. Giovannone stated yes, funds in the placeholder includes $120,000 per student, which includes tuition and transportation.	

	Mrs. Faulenbach asked if anything could be done to keep students in district and run something similar to ESS in-house. Mrs. Olson stated that could be done if controlled and managed. It's a possibility but currently the program is running very well. Mrs. Faulenbach asked what the cost is for the program. Mrs. Olson stated it is about $159,000 and covers 1.0 social worker, licenses, etc., all overseen by a consultant and administrators. ESS pays for the benefits. Mrs. Rella asked if there were any other additional costs. Mrs. Olson stated no and added that they provide summer services. Mrs. Faulenbach asked about the transportation for Litchfield Hills. Mrs. Olson stated the district purchased three vehicles over time. One was through a grant and one through ESSER funds. It helps so students can go out into the community. Mrs. Faulenbach noted it was good to have the vehicles. Mrs. Olson stated they are widely used to their fullest extent including jobs and even to Naugatuck Community College. Mrs. Faulenbach stated she wanted to be clear that questions the BOE members ask are reflective of doing their own due diligence. Mrs. Rella asked how many total students are outplaced right now. Mrs. Olson stated 36. Mrs. Rella asked if that includes 36 outplaced right now plus the five place holders. Mrs. Olson stated yes and she is projecting 32 next year with five place holders. Mr. O'Brien asked why social worker salaries are not under Mrs. Olson's department. Mrs. Olson stated it was like that when she came into the district. Mr. Hansell asked about the increase in Assistive Technology. Mrs. Olson stated it is no longer an option or add on, it's a way of life. It includes iPads and other tech devices. They are utilized during evaluations and it is mandated the district includes assistive technology in their evaluations and a student's IEP. Mr. Hansell asked if it was a hardware system. Mrs. Olson clarified that it is a contracted person doing this. Mrs. Sarich	

asked if it is done annually. Mrs. Olson confirmed that it is.

Mrs. Faulenbach asked about the full-time nurse being paid through the ESSER fund for Litchfield Hills. Mrs. Olson stated all buildings have nurses except Litchfield Hills and there is a specific student who has medical needs. Should this student need medical care there is not enough time to call 911, the district has to protect and provide services. Mrs. Faulenbach asked if there is a classification of that nurse's category. Mrs. Olson stated an RN is what was recommended. Dr. Hack was consulted and approved the hiring of this RN. There is a benefit to having a nurse in the building and may have another student next year who will also require the RN.

Mr. O'Brien noted there was a big drop in professional services for the EXCEL program. Mrs. Olson stated the district contracted with IPP for years to provide support for extremely impaired students, but that is no longer being offered. They then went to RESC, EdAdvance took it on and it became a cost savings. Mr. Giovannone stated the remaining dollars is roughly $120,000 in savings.

Department of Instruction (DOI):

Ms. Hollander reviewed the roles and responsibilities associated with Assistant Superintendent and stated her department oversees grants, Title IX, kindergarten report cards, state mandates, and now the new Kindergarten entry registrations. Success is due to strong alignment of systems. One example is iReady, it provides data so teachers can make instructional adjustments for their students. The foundation is on planning, executing, and refining. The DOI proposed budget supports district priorities. The increase to Professional Services reflects cost increases and not additions to the budget.

Some highlighted programs are MLL (Multi Language Learner), Summer offerings, AgriScience, and Adult Education.

MLL data is looked at three times a year so the district can see trends or anticipate needs. Mr. Hollander noted

	that the numbers have increased. Once the district has 20 MLL students in a school who speak the same language, the district needs to have a bilingual teacher. All of NM schools qualify for bilingual Spanish teachers. The plan is to offer summer school similar to last year; it is the Summer Learning Lab and Credit Recovery. Educational opportunities to students in grades 9-12 include WCA of International Studies, Agriscience, and Abbott Tech. Adult Education is also under the Assistant Superintendent's budget and is something to be very proud of. It supports workforce interest and last year 16 students graduated from the adult educational program. Ms. Hollander stated with clarity, they can develop systems needed to address needs. On any given day, when a teacher is absent, a third of those teaching positions are not covered by a substitute. The school has to pull teachers from other parts of the building. There needs to be a focus on curriculum coherence, analysis to address needs, and support common language learning. Ms. Hollander shared data points on teaching and learning to ensure students meet target growth. Prior to Covid, there was little growth in the district. Only in this past fall to winter is growth seen. She contributes this growth to careful selection and onboarding materials. Robust systems identifying students' needs through assessments. The same is seen for math. The 6th grade curriculum redesign is complete and the content and materials are now aligned to the K-5 materials. It puts students' strategies in the center. Ms. Hollander then spoke about the Accelerated Math Pathways. Prior to this work, students were recommended to accelerated math and entered the program in 6th grade, but as the student went into high school, the growth became stagnant. Before there was only one entry point, but now students can enter at other times and it is through high school.	

	Ms. Hollander then went over the impact of the 24-25 budget. She stated she continues to use data to drive decisions for teaching and learning, meeting the state Department of Education standards and regulations. Mrs. Faulenbach opened it up for questions. Mrs. Rella asked about the Agriscience slide and if the program is full. Ms. Hollander stated yes. Mr. Giovannone explained if a student has a spot for the Agriscience program, or one of the other schools such as Abbott Tech and they move, the district does not backfill them. Agriscience currently has 28 spots and that is increasing to 31, based on the required average. Mrs. McInerney noted that tuition costs are broken down for Shepaug and WCAIS but not for Abbott Tech. Ms. Hollander noted the district does not pay for that. Mrs. McInerney asked if the district pays for the transportation and Mrs. Faulenbach stated yes. Mr. McCauley stated before Covid, they had a rep for the magnet school and it was mentioned in 2022 the program was going back to Danbury. Mrs. Rella stated that hasn't happened yet. Mr. O'Brien stated he realized last year how competitive Shepaug is and asked if the others are as competitive. Dr. Parlato stated that Abbott Tech is for sure, not sure about AIS. Mrs. Faulenbach stated in the past, there was a waiting list and that they would provide the board with the details for AIS. Mrs. Faulenbach asked how the district communicates information about summer school to parents so they know what the schedule is and can plan accordingly. She has felt that in the past, it wasn't communicated as much as it could be. Ms. Hollander stated they started looking at data for each individual student. The teachers are speaking directly to parents, including it as part of conversation in conferences. For credit recovery it's a little harder. They try to look at who may need it and identify students so they don't get too far behind. All seats were filled last summer and once students finished the course they were debriefed and there was follow up once school started again. Mrs. Faulenbach asked about transportation for the summer	

	school program. Ms. Hollander stated that the district provides transportation for them. Dr. Parlato noted that that doesn't happen in every district. Mrs. Faulenbach stated getting students there is part of the component. Mrs. Rella asked how many students attended high school summer school. Ms. Hollander stated there were 20 seats available. Mrs. Olson added that her students utilized it too, and shared transportation costs with Ms. Hollander's department. Mrs. Rella asked if any student that is struggling with having enough credits to graduate is eligible for this program. Ms. Hollander stated yes but there are limited seats. Mrs. Rella asked if counseling and others make recommendations. Ms. Hollander stated yes, there are some parents not interested in it. There are other options, one is a paid option, and an online option. Dr. Parlato asked to clarify there were 25 seats and 17 for Special Education. Mrs. Olson stated she believes so. Mr. Barile asked if the curriculum specialists are working more with teachers or students. Ms. Hollander stated they are really working with teachers but are in the classroom looking at teacher support. Mr. Barile noted that a third of classes have no subs and asked why. Dr. Parlato stated it is a national problem. Mrs. Faulenbach added that they had to increase sub rates recently. Ms. Hollander stated when a teacher calls out, it's a big challenge to fill with subs. Mrs. McInerney asked if a more legible accelerated math pathways slide could be sent out. It's important for people to see how those pathways exist. There is lots of talk about how that's going to get accomplished. Ms. Hollander stated there is a lot of focus for struggling students, but there also is a need to focus on the students that need enrichment. Before Covid, it was plateauing or regressing. Now it's growing. Mrs. McInerney asked if kids placed in accelerated math stay there. Ms. Hollander stated yes, they're identifying kids who are doing well up to 5th grade and helping them see beyond. Mrs. McInerney noted that was a good thing because some kids were skipping things like Pre Algebra and going straight into Algebra, and that can create issues. She stated it is	

	good for parents to see this road map and know the levels. Ms. Hollander stated a student can go into accelerated math in 7th grade now. Mrs. McInerney noted it's mostly accelerated in 6th, but there are kids pushed into higher levels and shouldn't have been. Mrs. Ziu-Piers (from the public), added the new criteria was put in place to avoid just that. Ms. Hollander continued by stating she knew work had to be done for K-5; math was flatlining. Her team looked into what the criteria should be, set standards, and made sure students had opportunities. She met with other districts and listened to how they onboarded it. It was carefully implemented. Mrs. Faulenbach stated on page 44 of the budget, there has been talk about what's being moved from ESSER to the General Fund and wanted to ask about the 50115 $179,521. Mr. Giovannone stated that number represents the 2.0 Curriculum Specialists coming from ESSER to the General Fund. Mrs. Faulenbach asked if the removal of the 3.5 tutors is a reflection of reduction. Mr. Giovannon stated yes. Mrs. Faulenbach noted tutor positions have remained unfilled for more than one fiscal year. Ms. Hollander stated yes. Mrs. Rella asked how many have remained open. Ms. Hollander stated of the 9.5 positions, only two have been consistently filled. Mrs. Faulenbach asked about the 6.5 Special Education tutors. Mrs. Olson stated there are 3 vacancies. Mrs. Herring asked if there has been an increase in the hourly wage. Ms. Hollander stated they raised it once. It used to be a great way for certified teachers to get experience, but now the district cannot even fill classroom positions. Mrs. Herring suggested raising the pay to get a better pool of people. Mrs. Faulenbach added that in addition to the low wage, there is a need for the tutor to have a teaching certification. Mrs. Faulenbach clarified that she asked about the tutors because it's about finding the best fit to allocate the dollars. The tutors and interventionists have been reduced from 12 to eight. Dr. Parlato noted there were already eight in the General Fund and four paid through ESSER, with a total of 12. Mrs. Faulenbach	

	noted that the proposal is to leave eight in the General Fund. Dr. Parlato stated yes. Mrs. Faulenbach asked which line is for the interventionists. Mr. Giovannone stated they are distributed throughout the schools' budgets. Mrs. Rella asked if the $88,000 was for one interventionist position or two. Mr. Giovannone stated one. Mrs. Faulenbach asked if it is fair to say that the interventionists, coaches, and curriculum specialists are similar in cost depending on where they're located. Dr. Parlato stated they are part of the teacher's bargaining unit. Mr. Hansell asked to clarify that the 3.5 tutor positions being eliminated were unfilled spots and the interventionists are all filled. Dr. Parlato stated yes. They are K-5 and considered a reduction in force. The people in those positions would have bumping rights because they would have more seniority than a newly hired teacher. The work of the four interventionists is being spread out to the eight that remain. Mrs. Rella asked if some schools won't have interventionists. Dr. Parlato stated all schools will have interventionists. Mrs. Faulenbach asked for the exact breakdown by school. Dr. Parlato stated 1.0 was reduced at SNIS leaving 3, and 1.5 were reduced at Hill and Plain leaving 2.0. One is split between Hill and Plain and Northville, so Northville will lose 0.5 leaving 2.0 there. SMS has a reduction of 1.0 leaving 1.0 remaining. Mrs. Faulenbach confirmed that leaves eight total and noted the average salary is a base of $85,000 with an additional $25,000 for insurance. Mrs. Rella asked about the ELL cut. Ms. Hollander stated that was a shortage area, they were using a certified teacher with the intervention model to give students support. They now have certified staff. So now that person has been re-deployed to a position within their certification range. Dr. Parlato stated she could not keep this staff member as an interventionist because she was not certified. Mrs. Rella wanted to confirm it was not a cut. Ms. Hollander stated no. Mr. Barile asked if that was reflected on the personnel page in the detailed staffing data. Ms. Hollander stated it was confusing because that staff member wasn't really an interventionist, she was EL support. Mr.	

	Giovannone stated it is broken down in Appendix C6 it is all captured there. Mrs. Faulenbach stated she wanted to discuss the coaches. Ms. Hollander stated the district has a total of 5.0 coaches. There are 2.0 for K-2 math and literacy. 2.0 at SNIS for math and literacy and 1.0 at SMS for literacy (Humanities). Mrs. McInerney asked if the coaches work with teachers. Ms. Hollander stated they do, they model lessons and are working with kids alongside the classroom teacher. Mrs. Faulenbach noted some are paid from the General Fund and some from the Title 1 grant. Dr. Parlato stated yes, and clarified Title 1 is not part of the ESSER fund. ESSER is going away and Title 1 is not. Mrs. Faulenbach noted that it is not completely in Title 1. Ms. Hollander stated that was correct. Mrs. Rella asked if the Title 1 funds received changed. Ms. Hollander stated no, the percentages did not change. Mr. Barile asked what the percentage of the split is. Mr. Giovannone stated some are 50/50; 2.0 are on the grant and 3.0 are the General Fund. Mrs. Faulenbach asked what the cost is for the 3.0 on the General Fund. Mr. Giovannone stated $128,000. There are 3.0 total: 2.0 are 100% on the General Fund and one is 50/50. Mrs. McInerney stated in Appendix C, she would like a breakdown of coaches, interventionists and tutors. She does not see them under certified or non-certified. Mr. Giovannone stated tutors and coaches are listed there and some are under the Department of Instruction. Mrs. Rella stated it would be helpful for the board to have Y/Y comparison spreadsheets, how they are allocated and dollar amounts. Mrs. Faulenbach stated that it was covered verbally. Mrs. Rella agreed but stated it gets confusing. Mrs. Faulenbach said they would try to put a spreadsheet together. Ms. Hollander stated some are under the Department of Instruction and some are under school budgets. Mrs. McInerney stated it is difficult to see that here. Mr. Giovannone stated he would put something together. Mrs. Faulenbach stated ESSER funds being taken and pulled into General Funds means the operational	

	budget goes up. Some may be moved to the General Fund, some may be eliminated. Title 1 funds are paid for by Title 1, and the operational budget is not impacted in that case. Dr. Parlato clarified there are no tutors on ESSER. Mr. Hansell asked when the district first got the ESSER funds and created these temporary positions, and hired great people, why didn't they slowly move them over to the school budget. They're making a big impact and now it's all coming in at once. The ESSER fund was meant for temporary employees but it wasn't used for temporary employees and now they need to be moved. Mr. Hansell asked if there was any way to offset the cost of the $641,000 for those people. Mrs. Faulenbach stated everything should be looked at in the budget and see what is relevant to the budget cycle. So when the positions are paid though ESSER, the total dollar amount has to be reviewed and determine what can be moved into the General Fund and what has to be pulled out. It requires going line by line and coming up with a number that advocates for the district while using taxpayer dollars wisely. Mrs. Rella asked if they could reapply the tutor funds to other areas and asked for the dollar amount. Mr. Giovannone stated they are paid $17/hour and there is a transfer request to utilize those tutor funds that we do not anticipate spending. They are looking at savings this year and corresponding to what can happen for next year. Mrs. McInerney asked why they're keeping the tutor positions in the budget if there was such a problem filling them. Ms. Hollander stated she is hopeful she can fill them. Mrs. McInerney suggested shifting those monies to other positions. Dr. Parlato stated that's the board's decision. Mrs. McInerney asked if there's a way to add the 4.0 interventionists back into the budget. If there are not enough tutors, there needs to be someone forward facing to the students. Mrs. Faulenbach encourages conversation and they should be drilling down. There are interventionists in the budget, but clearly there is a reduction. Dr. Parlato added there is a reduction in what was ESSER funded.	

	Mrs. McInerney replied that the bottom line is 4.0 interventionists will no longer be operating with students and she is not comfortable with that. The way students are currently growing indicates student support is needed. **Facilities and Maintenance** Mr. Cunningham gave a breakdown of the staff and said they embrace challenges with vigor. There are more than 200 acres occupied by the district. Nine ball diamonds and two turf fields are utilized not just by students, but year round by the community. Last year, they received more than 400 facility use forms. There are more than a dozen acres of sidewalks and more than 750,000 sq. ft. of commercial space. Summer is the busiest time. The team is quick to address issues. Mr. Cunningham stated he keeps costs down by addressing more projects in-house and embracing technology; for example, using drones to look at rooftops. Overall savings have led to the ability to purchase needed equipment such as a plotter. Now schematics can be scanned, shared easily, and archived. The doors installed at SNIS were supposed to cost $25,000 and it came in at half that. The drone can also be used to make sure students and staff are flowing properly out of the building during a fire drill. It all ties back into the safety and security of students. Mr. Cunningham stated he is asking for budgeting for the ESC BMS (Building Management System) contract. ESC is the company in charge of the BMS. They were already hired before Mr. Cunningham was hired. ESG brought in ESC and it was part of their package. The district has an annual preventative maintenance contract with them. Also, the McCarthy Observatory, which is a district facility, needs physical maintenance performed on it. Mr Cunningham stated he is also asking for budget for annual fire hydrant inspections. In the past, this was performed by the water company. Now the responsibility falls to the district and they need to be able to absorb the cost.	

	Budget drivers include an increase of 2% in the Repair/Building line, $5,000 for The McCarthy observatory, and 2% in the Custodial Supplies line. Mrs. Herring noted that the Larson House needs painting. Mr. Cunningham agreed and stated he put it into capital, noting the walkway needs to be repaired and they had to cover an area where an abandoned dry well was located. Mr. Cunningham stated he wants to work on roof and siding next. Mrs. Herring thought it might be a good student project. Mr. Cunningham stated given the age of the building it would need to be treated as a historical building. Also, given the traffic on Route 7, it wouldn't be safe. Updates need to be made to the farm house and observatory. Mrs. Herring asked about mice at SMS. Mr. Cunningham stated they have a pest management plan, and it's mandated by the state. It includes setting bait traps and is a downside to commercial buildings with food. Mrs. Herring asked about air quality at SMS. Mr. Cunningham stated that is coming from the state and they have encumbered money to pay for that. It includes bringing in a company to facilitate that project to measure indoor air quality. Mrs. Herring noted that SMS was partially air conditioned with open classrooms. Now that they are not open any more, some rooms are freezing and some hot. She hopes the air can be redirected so it's more even. Mr. Cunningham stated it needs to be addressed. The end game is improving indoor air quality. The buildings are used year round too by Park and Rec and Youth Agency. Mr. Barile asked if it means a new air system or replacement of parts equal to heat and cooling. Mr. Cunningham stated he is looking into that. Mrs. Faulenbach asked about the CoGen system and where it was in the budget. Mr. Cunningham stated the expectation is they will be able to pay for it with energy savings. Mr. Giovannone confirmed it is not in the budget. Mr. O'Brien stated the doors at SNIS look great and inquired about the trades the Facilities staff specialize in. Mr. Cunningham stated they have several licenses. There's a low voltage person, licensed plumber,	

electrician, and HVAC. In all, there are five licenses on their team. Mr. O'Brien asked if Mr. Cunningham hires specifically someone with those licenses. Mr. Cunningham stated he does. Mr. O'Brien asked what the grounds crew does in the winter besides plowing. Mr. Cunningham stated they upkeep equipment and come into the buildings to do maintenance. They are utilized all year round.

5 Year Capital Plan:

Mr. Giovannone stated last year the 5 Year Capital Plan was always included in the budget book and is a very fluid document. Funding can be done on a project by project basis. There are monies coming out that have to be approved by the BOE, Town Council, and Board of Finance. They have to be broken out into several pieces including athletics, band, and music.

Mr. Turner stated technology is included for theater upgrades. It's a large number but over five years, a full upgrade can be accomplished. Line items one and four are tied to E-Rate, which more than doubles the purchasing power. AV is a reduction. Mr. Turner stated he is using the Pegpetia grant and SNIS and SMS will be the next areas to tackle.

Mr. Cunningham stated the capital request had money encumbered for security enhancements. It includes updating alarm panels, vehicle replacement, and a scissor lift that will go higher than 40'. Hill and Plain needs septic tank improvements. The state is pushing for bottle filling stations. The Northville roof is at end of life and can no longer be patched, same for the roof at the Larson House. There is also a need to get air conditioning to the large areas in school, such as the gyms and cafeterias.

Mr. Giovannone stated in total, the 24/25 for projects totals $714,000 and is nowhere in the operational budget request of $73,000,000. Mrs. Faulenbach added that if we did add these capital projects to the General Fund budget, it would add 1% to the budget overall. Mr. Giovannone stated the last line in the 5 Year Capital Plan is for projects which cannot be fully supported by the district alone. They include roof projects, paving, etc. There are other large projects

	with large dollar amounts that the district will need to work on with the town. Mrs. Faulenbach stated Central Office and staff have done a tremendous job.	
6.	**Recessed to Thursday, January 25, 2024** Mrs. Faulenbach recessed the meeting at 9:45pm.	**Recessed to Thursday, January 25, 2024** **The meeting recessed at 9:45pm.**

Budget Hearing Minutes
January 25, 2024 (January 24th was postponed due to inclement weather)
Sarah Noble Intermediate School Library Media Center

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

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director

1. **A.**	**Call to Order** **Pledge of Allegiance** The budget hearing meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mrs. Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order.	**Call to Order** **A. Pledge of Allegiance**
2.	**Public Comment** • Walter O'Connor of 3 Portland Drive, stated he wanted to note in the last decade and a half how underappreciated the Board of Education is and most people don't realize the amount of work they do.	**Public Comment**

3. A.	**Discussion of the Superintendent's Proposed 2024-2025 Budget including, but not limited to, wrap-up issues and questions** **Discussion and Possible Action:** **A. Monthly Reports** Mr. Giovannone stated that there is no big surprise on the Purchase Resolution. The district is spending down some appropriated 5 Year Capital money. There is a request for two transfers, previously mentioned. The first is to move money to purchased services from salaries for nursing. The second transfer request is to fill the line item for cybersecurity. This year's tutor line is not expended, and those funds can be used to fill the gap for cyber insurance. *Mrs. McInerney moved to approve the monthly reports: Budget Position, Budget Transfer Request and Purchase Resolution D778, seconded by Mrs. Sarich, passed unanimously.*	**Discussion of the Superintendent's Proposed 2024-2025 Budget including, but not limited to, wrap-up issues and questions** **Discussion and possible action** **A. Monthly Reports** Motion made and passed unanimously to approve the monthly reports: Budget Position, Budget Transfer Request and Purchase Resolution D778 .
	B. Capital Reserve Withdrawal - McCarthy Observatory Mrs. Faulenbach stated the observatory is considered a jewel in New Milford and at this time she is bringing forward a motion to help fund their telescope project. The town has matched, so it's a split collaborative contribution. Mr. John Gebauer from the observatory stated the observatory opened December 2, 2000, and has been in operation since. It is just one of two observatories located at a public high school in CT. The mission has been to share the wonders of science to the community. Exposing students to science at a young age enhances curiosities. People can experience all the observatory has to offer free of charge. Even people who are vision and hearing impaired can experience astronomy. In 2005, they filed as a 501c3, and there is an MoU with the New Milford Board of Education to keep operations going. The observatory has had 50,000 visitors, mentored students, and discovered four asteroids. It is a town asset but rapid changes in technology have put them	**B. Capital Reserve Withdrawal - McCarthy Observatory**

	behind the curve and portions of the equipment are in need of replacement. In December of last year, they began a fundraising campaign to help keep the observatory operating for the next 25 years. They are seeking to replace the telescope mount, optical tube, and scientific imaging camera. It is a multistage plan to replace one component at a time and increase incremental improvements. The goal is to raise $75,000. So far they have received a donation from an anonymous source, $10,000 from a foundation, as well as other donations. The new equipment will allow students to understand and seek out orbits of potentially hazardous asteroids. They will continue to mentor students to be involved in the sciences. Several students have graduated and gone on to universities and careers in a scientific path. He thanked everyone for their support. *Mrs. Rella moved to approve the Capital Reserve Withdrawal of $12,500 for the McCarthy Observatory, seconded by Mr. O'Brien and passed unanimously.*	Motion made and passed unanimously to approve the Capital Reserve Withdrawal of $12,500 for the McCarthy Observatory.
4.	**Vote on Adoption of the 2024-2025 Board of Education Budget** *Mr.McCauley moved to approve the Adoption of the Superintendent's 2024-2025 proposed budget, seconded by Mrs. Sarich.* Mrs. Faulenbach stated that we will begin with a basic discussion. Mr. O'Brien wanted to say thank you to Dr. Parlato for putting together a tight and transparent budget that fits the district's needs. One concern he has is losing the interventionists, but trusts Dr. Parlato's judgment and supports the budget. Mr. McCauley agreed with Mr. O'Brien, at first looking at the increase he was surprised, but a fixed cost increase of 3.05% is in line with inflation. Especially knowing the ESSER cliff is coming and the fact that Danbury asked for $125,000,000. He thinks New Milford used ESSER funds well. It created positions that they couldn't have in the past and thanked the team. Mrs. McInerney stated she is grateful for the administrators who have presented. It's a huge task.	**Vote on Adoption of the 2024-2025 Board of Education Budget**

	She believes it is a fiscally responsible budget but is nervous about reducing interventionists and wants to have conversations about that. They serve the most disenfranchised students. She is otherwise willing to listen to what anyone has to say before making a decision. Mrs. Sarich thanked the cabinet and administrators, noting this was a lot of work. Mrs. Rella thanked the cabinet, principals and administrators for doing a great job and explaining everything with their budgets.	
	Mrs. Faulenbach made a motion to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $90,442 for the purpose of decreasing the line item from DOGA BAZ25043. Seconded by Mrs. Sarich. Mrs. Faulenbach stated insurance has been discussed. It fluctuates and she reached out to see if that number could change. After a meeting with the town, the Mayor, and the actuary, they are authorized to reduce it by 1% and that is the $90,442. Mrs. Faulenbach noted that there is a risk on insurance, but is going by what our actuary has allowed. She stated she feels confident with it. There was an opportunity to review insurance numbers and now they can adjust it rather than take away a position. Mr. O'Brien asked how they estimate that it's ok to lower the $90,000. Mr. Giovannone stated it has to do with state partnership plans. Earlier in the week the state partnership gave an update. After looking to mimic the number from the state it was and confirmed the district can move down 1%. Dr. Parlato stated it is claims history in the state partnership plan and making a projection based on that. Mrs. Faulenbach added she always goes back to verify things, and this is one of them. She was appreciative she could sit down with the town and work this out.	**Motion made and passed unanimously to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $90,442 for the purpose of decreasing the line item for DOGA BAZ25043.**

	Mrs. Rella asked if Dr. Parlato was comfortable with the reduction. Dr. Parlato answered she was comfortable with doing it. Mrs. Faulenbach added that the 1% is actually a conservative number and it has been memorialized. Mr. McCauley stated he appreciated Mrs. Faulenbach's extra work and how she dives deep. **Amendment passed unanimously** **Mrs. Faulenbach made a motion to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $228,238 for the purpose of decreasing the line items identified as: BDZ10007 by $37,909, BLD10002 by $76,212, BLB10000 by $30,570, and BDZ10002 by $83,547. These are the 3.0 coaches not to remain in the General Fund and not paid by Title 1. Seconded by Mr. Barile.** Mrs. Faulenbach stated this is not easy. This does not eliminate all the coaches. The ones paid by Title 1 are remaining, but this was a component she wanted to explore. Mrs. Faulenbach opened it for discussion. Mrs. McInerney stated she's wondering where these coaches are located. Mrs. Faulenbach clarified that from the General Fund there are 2.0 full time coaches, a 0.5 and a 0.5. Mrs. McInerney asked how much of an impact that will have on curriculum and training curriculum. Mrs. Faulenbach stated that she's looking at all the proposals. There's no doubt when you move items around there's impact. She's looking to hold on to some of these components by utilizing Title 1. There will be impact because when dealing with a base of 3.05% on fixed costs, everything has an impact. She is planning to hold on to some of the other curriculum supports. Mrs. McInerney stated she appreciates the discussion, but wants to make sure there will be support in place if these positions are removed. Mrs. Faulenbach stated she personally will not have a motion in any other instructional reductions. Mrs. Rella asked if these were ESSER positions. Mrs. Faulenbach stated they were not. Mrs. McInerney	**Motion made and passed unanimously to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $228,238 for the purpose of decreasing the line items identified as: BDZ10007 by $37,909, BLD10002 by $76,212, BLB10000 by $30,570, and BDZ10002 by $83,547. These are the 3.0 coaches not to remain in the General Fund and not paid by Title 1.**

	stated they were from the operational fund and it is a reduction in force. Mrs. Faulenbach stated it is a challenge when faced with the ESSER cliff and 13 positions. Mrs. McInerney clarified these coaches are academic coaches that help deliver curriculum to the classroom. **Amendment passed unanimously.**	
	Mrs. Faulenbach made a motion to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $37,000, for the purpose of decreasing the line item identified as BTZ27143, object code 55110. Seconded by Mrs. Rella. Mrs. Faulenbach stated we do have instances where we may have a transportation case or a situation where we have a certain run that a student cannot be accommodated in a vehicle, that amount is roughly $37,000, and paid to make sure those services are met. She stated she wants to find a way to be able to have that fleet address that situation or work with the bus company. It is a circumstance that can be corrected and she wants to take it out. Mrs. McInerney asked if that was being pulled from the $480,600. Mr. Giovannone stated yes. Mrs. Faulenbach stated it's difficult when transportation is challenging enough and it takes time to work through it. It's part of the transportation budget but it needs to be corrected. **Amendment passed unanimously.**	**Amendment made and passed unanimously to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $37,000, for the purpose of decreasing the line item identified as BTZ27143, object code 55110.**
	Mrs. Faulenbach made a motion to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $45,000, for the purpose of decreasing the line item identified for 1.0 General Education and 2.0 Special Education tutors, based on the unfilled positions. Seconded by Mrs. Sarich. Mrs. Faulenbach stated some of these positions have not been filled. Mrs. Sarich noted that it has been multiple years they have not been filled. Mrs. Rella stated 6.5 haven't been filled. Mrs. Faulenbach noted it does not reduce the line in its entirety. Those areas have been held open and can't be filled so the money should be put elsewhere.	**Amendment made and passed unanimously to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $45,000, for the purpose of decreasing the line item identified for 1.0 General Education and 2.0 Special Education tutors, based on the unfilled positions.**

	Amendment passed unanimously. **Mrs. Faulenbach made a motion to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $20,350, for the purpose of decreasing the line item BGZ22343 object code 54420. Seconded by Mr. Hansell.** Mrs. Faulenbach stated for copiers, there is room for reduction in usage based on more digital use. That item can be moved and it does not affect the instructional component. Mr. O'Brien stated the figure is staying the same in the proposed budget and if we are returning copiers. Mr. Giovannone stated it has to do with usage. Previously, the district did not have the full scope of usage and we now have that from Base Technologies. With that information, Mr. Giovannone stated he feels ok to make the reduction based on what anticipated actuals will be going forward. **Amendment passed unanimously.** Mrs. Faulenbach asked what the dollar amount is in reduction. Mr. Giovannone stated it reduces it by $421,030. Mrs. Sarich thanked Mrs. Faulenbach for digging deep. Mrs. Faulenbach stated there is a lot and it's a direct result of everyone working together. Mrs. Faulenbach stated she appreciated looking at some of these things. There was already a $500,000 reduction before it came to the Board. Mrs. Rella noted all together it is a million. Mrs. McInerney asked how the remaining eight interventionists will be dispersed throughout the K-8 schools to help the students who need it. The interventionists pull groups of kids aside for extra support. The test scores were heartbreaking and Mrs. McInerney wants to ensure we can support these students with the remaining interventionists. Dr. Parlato stated she feels we have appropriate coverage. There could always be more, but believes	**Amendment made and passed unanimously to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $20,350, for the purpose of decreasing the line item BGZ22343 object code 54420.**

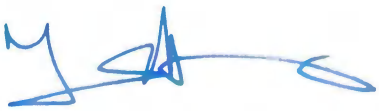
	with the eight remaining interventionists, there's enough coverage. Mrs. McInerney asked if Dr. Parlato was willing to own that decision. Dr. Parlato stated yes.	
	Mrs. Herring made a motion to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $179,549, for the purpose of decreasing the line item identified as BDZ10000 for the 2.0 K-8 Curriculum Specialists. Seconded by Mr. Barile. Mrs. Herring stated in her experience, the classroom needs more direct interaction with the students. She has worked with coaches and interventionists, but curriculum specialist is new verbiage, and she doesn't think this much money is necessary to implement new curriculum. Mrs. Herring stated she does not feel the money is necessary to spend at this point. It also adds another layer of someone else coming in and telling teachers how to do their job. In the past, these people had less experience than she did in the subject areas. Mr. Barile added it is a carryover from ESSER and the district is now picking up that money. ESSER funds are temporary funds for a reason. As Mrs. Herring stated, it may be an extra layer not needed. Mr. O'Brien asked Ms. Hollander to comment on the motion. Ms. Hollander stated curriculum, instruction, and accountability go hand and hand. Our teacher workforce has changed and with it so has learning how to teach There is a need to have experts with deep knowledge of the content. We were in silos before, and we have to come together. We do not have the ability to take teachers out of the classrooms. They need the materials and pacing as they work with their students. Having the curriculum specialists is important and there is evidence of impact. It's an investment in students and gains. Mrs. Faulenbach stated she wasn't planning on going further on instructional reductions. She has tried to hold on to recommendations made and does not want to take these two components out. She understands it is ESSER related, but thinks this is important for staff support.	**Amendment made and failed to amend the Superintendent's Proposed 2024-2025 budget by decreasing it by $179,549, for the purpose of decreasing the line item identified as BDZ10000, the 2.0 K-8 Curriculum Specialists.**

	Mr. Barile understands scores can fluctuate, and it's hard to say the curriculum specialists have a direct impact. Ms. Hollander stated the curriculum specialists are writing their own curriculum; the other option is to purchase materials. These are very expensive programs because you have to develop them. The district is saving money by building its own. They have met with the State Department and local officials and have been acknowledged for it. Dr. Parlato stated there is excellence in our work. Mrs. Rella noted that the reading waiver hasn't been approved. Ms. Hollander stated yes, but it is being reviewed, what was originally submitted is different from where we are now. The district is seeing growth in the students and hopes the state will recognize the efforts and accountability. Mrs. Rella asked what happens if the state comes back and doesn't approve and the district has to purchase the program. Ms. Hollander stated we have another year to implement the curriculum. Dr. Parlato stated they are asking to resubmit because the work has grown so much over the last several months and have asked Senator Harding to help legislatively. The strategy is to hope for a resubmission. Mrs. Rella asked if there is an estimated cost of what a program would be. Ms. Hollander stated she doesn't have an exact number, but can get a few quotes to see what it would cost. Dr. Parlato stated it is over $300,000. Mr. Barile noted it would be 2 years it would pay for itself. Mr. Hansell asked if the district is looking for a waiver from the state to not have to buy materials. Ms. Hollander stated yes, as long as you can show the	

	necessary components. Mr. Hansell asked if any districts have been successful. Ms. Hollander stated some who have written there own have been more successful. There are also districts that purchased programs and are struggling more. Districts that developed their own are seeing more success. Mrs. McInerney stated this topic is near and dear to her. Curriculum is one of the most important things we oversee as a board. There are new Pathways being introduced at the HS and new curriculum at SMS due to the world language issue. Curriculum needs to be more consistent and needs to be tied together. The district is at a precipice and needs to support the curriculum. The curriculum specialists are critical to the students' success. Mrs. Herring noted that these are K-8 positions, not high school. Ms. Hollander stated that K-8 are working with the department chair at the high school, bridging grades 8-9. Mr. Hansell noted that the district will have to make hard choices going forward over the next few years because of the increasing unfunded mandates. The district is seeing the MLL students explode and it's all coming at a cost, since MLL is unfunded as well. The board will have to start looking at staffing like this because we can't keep going to the taxpayer. Maybe not this year, but someone will lose something. It's because of these unfunded mandates and how we vote. Mrs. Faulenbach stated we already have been affected by it. Every year we make these decisions. We have seven bargaining units. The town has 3. Our staff are compensated through those negotiations. When looking at discretionary, what's left over of $500,000 in a $74,000,000 budget, that's not egregious, but Mr. Hansell is right because we have to start thinking outside the box. This is why we had the insurance conversation today. Each year we make tough choices. The whole board takes into consideration the taxpayer. The core of the budget is based on contracts, busing, health insurance, staffing, legal, etc., and surprises from the state. It's frustrating and it's why municipalities and BOEs are struggling.	

	Mrs. McInerney stated she agrees with Mr. Hansell, it's important to keep spending low. We have done our duty and she does not think curriculum is where we want to start cutting. Taxpayers want children in town to have a good education. Mr. Barile agreed with Mrs. McInerney that everyone wants what is best for kids. Reduction does not mean less care. It's a balancing act. It's a fair motion and Mr. Hansell is correct. Over the last 10 years, the budget has gone up $13,000,000 and there are 800 fewer kids. Mrs. Rella thanked Ms. Hollander for the explanation. Mrs. Faulenbach asked if the 2.0 Curriculum Specialists are moving from ESSER to the General Fund. Ms. Hollander stated yes. **The amendment failed 2-7.** **Aye: Mrs. Herring and Mr. Barile.** **No: Mrs. Rella, Mrs. Sarich, Mr. Hansell, Mrs. Faulenbach, Mrs. McInerney, Mr. O'Brien, Mr. McCauley.** Mr. Giovannone stated the budget stands at $73,462,509. 3.87% and was reduced by $421,030. *Mrs. Faulenbach moved to adopt the 2024-2025 budget in the amount of $73,462,509 as amended by the Board. Seconded by Mrs. McInerney.*	**Motion made and passed unanimously to adopt the 2024-2025 budget in the amount of $73,462,509 as amended by the Board.**
5.	**Adjourn** *Mr. O'Brien moved to adjourn the meeting at 8:17 pm, seconded by Mr. Barile and passed unanimously.*	**Adjourn** **Motion made and passed unanimously to adjourn the meeting at 8:17 p.m.**

Respectfully submitted:



Mrs. Tammy McInerney
Secretary
New Milford Board of Education

BUDGET POSITION DATED 2/29/24

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	18,188,506	13,166,885	590,263	98.15%
100'S	SALARIES - NON CERTIFIED	10,270,703	-123,202	10,147,502	6,239,139	3,056,094	852,269	91.60%
200'S	BENEFITS	11,919,826	0	11,919,826	8,980,585	2,456,568	482,673	95.95%
300'S	PROFESSIONAL SERVICES	4,190,999	100,766	4,291,765	2,520,553	917,813	853,399	80.12%
400'S	PROPERTY SERVICES	966,567	0	966,567	525,715	205,647	235,205	75.67%
500'S	OTHER SERVICES	10,646,901	22,435	10,669,336	6,721,359	3,283,344	664,634	93.77%
600'S	SUPPLIES	2,785,432	0	2,785,432	1,566,970	843,400	375,062	86.53%
700'S	CAPITAL	117,648	0	117,648	75,524	13,182	28,942	75.40%
800'S	DUES AND FEES	95,448	0	95,448	94,864	584	0	100.00%
900'S	REVENUE	-2,213,525	0	-2,213,525	-165,979	0	-2,047,546	7.50%
	GRAND TOTAL	**70,725,653**	**0**	**70,725,653**	**44,747,236**	**23,943,516**	**2,034,901**	**97.12%**

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	239,768	0	296,741	44.69%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,252,122	0	2,252,122	1,312,176	939,946	0	100.00%
51202	SALARIES - NON CERT - SUBSTITUTES	984,000	0	984,000	830,828	0	153,172	84.43%
51210	SALARIES - NON CERT - SECRETARY	2,214,497	0	2,214,497	1,331,833	770,150	112,514	94.92%
51225	SALARIES - NON CERT - TUTORS	260,695	-22,435	238,260	99,828	36,185	102,246	57.09%
51240	SALARIES - NON CERT - CUSTODIAL	2,002,422	0	2,002,422	1,282,840	676,939	42,643	97.87%
51250	SALARIES - NON CERT - MAINTENANCE	1,001,597	0	1,001,597	582,334	298,315	120,949	87.92%
51285	SALARIES - NON CERT - TECHNOLOGY	524,386	0	524,386	310,106	190,276	24,004	95.42%
51336	SALARIES - NON CERT - NURSES	494,475	-100,766	393,709	249,426	144,283	0	100.00%
	TOTAL	**10,270,703**	**-123,202**	**10,147,502**	**6,239,139**	**3,056,094**	**852,269**	**91.60%**

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	635,016	0	635,016	370,742	0	264,274	58.38%
52201	BENEFITS - MEDICARE	547,443	0	547,443	345,665	0	201,778	63.14%
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	33,156	0	1,494	95.69%
52810	BENEFITS - HEALTH INSURANCE	9,044,200	0	9,044,200	6,761,834	2,282,366	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	105,000	0	105,000	66,308	38,692	0	100.00%
52830	BENEFITS - LIFE INSURANCE	128,000	0	128,000	89,103	38,897	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	400,375	0	400,375	288,635	96,613	15,127	96.22%
	TOTAL	**11,919,826**	**0**	**11,919,826**	**8,980,585**	**2,456,568**	**482,673**	**95.95%**

EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	31,945,654	0	31,945,654	18,188,506	13,166,885	590,263	98.15%
51200	NON-CERTIFIED SALARIES	10,270,703	-123,202	10,147,502	6,239,139	3,056,094	852,269	91.60%
52000	BENEFITS	11,919,826	0	11,919,826	8,980,585	2,456,568	482,673	95.95%
53010	LEGAL SERVICES	265,000	0	265,000	259,719	5,281	0	100.00%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	26,855	0	48,145	35.81%
53200	PROFESSIONAL SERVICES	2,458,546	100,766	2,559,312	1,308,176	586,277	664,858	74.02%
53201	MEDICAL SERVICES - SPORTS	2,700	0	2,700	2,595	0	105	96.11%
53210	TIME & ATTENDANCE SOFTWARE	11,500	0	11,500	4,129	0	7,371	35.90%
53220	IN SERVICE	113,450	0	113,450	48,512	2,185	62,753	44.69%
53230	PUPIL SERVICES	610,783	0	610,783	381,581	239,307	-10,105	101.65%
53300	OTHER PROF/ TECH SERVICES	37,910	0	37,910	7,184	4,650	26,076	31.22%
53310	AUDIT/ACCOUNTING	43,313	0	43,313	43,313	0	0	100.00%
53500	TECHNICAL SERVICES	223,047	0	223,047	176,384	1,900	44,763	79.93%
53530	SECURITY SERVICES	231,700	0	231,700	153,487	78,213	0	100.00%
53540	SPORTS OFFICIALS SERVICES	118,050	0	118,050	108,617	0	9,433	92.01%
54101	CONTRACTUAL TRASH PICK UP	81,720	0	81,720	72,018	9,702	0	100.00%
54301	REPAIRS & MAINTENANCE	483,287	0	483,287	315,484	108,363	59,440	87.70%
54302	FIRE / SECURITY MAINTENANCE	1,700	0	1,700	0	1,700	0	100.00%
54303	GROUNDS MAINTENANCE	12,200	0	12,200	3,948	200	8,052	34.00%
54310	GENERAL REPAIRS	39,070	0	39,070	10,392	9,226	19,452	50.21%
54320	TECHNOLOGY RELATED REPAIRS	43,163	0	43,163	12,393	15,078	15,692	63.64%
54411	WATER	68,195	0	68,195	33,569	33,026	1,600	97.65%
54412	SEWER	14,300	0	14,300	14,300	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	222,932	0	222,932	63,611	28,352	130,969	41.25%
55100	PUPIL TRANSPORTATION - OTHER	220,595	0	220,595	145,376	40,998	34,221	84.49%
55101	PUPIL TRANS - FIELD TRIP	23,000	0	23,000	12,959	3,188	6,854	70.20%
55110	STUDENT TRANSPORTATION	5,931,003	0	5,931,003	3,660,861	2,135,711	134,431	97.73%
55200	GENERAL INSURANCE	315,645	22,435	338,080	338,080	0	0	100.00%
55300	COMMUNICATIONS	26,396	0	26,396	26,396	0	0	100.00%
55301	POSTAGE	32,700	0	32,700	8,828	23,384	489	98.51%
55302	TELEPHONE	44,342	0	44,342	44,342	0	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	863	0	100.00%
55505	PRINTING	28,810	0	28,810	6,219	9,702	12,889	55.26%
55600	TUITION - TRAINING	30,000	0	30,000	1,038	0	28,963	3.46%
55610	TUITION - PUBLIC PLACEMENTS	1,265,684	0	1,265,684	860,382	147,276	258,027	79.61%
55630	TUITION - PRIVATE PLACEMENTS	2,676,461	0	2,676,461	1,601,742	920,951	153,768	94.25%
55800	TRAVEL	44,265	0	44,265	8,000	1,271	34,995	20.94%
56100	GENERAL INSTRUCTIONAL SUPPLIES	175,426	0	175,426	82,711	30,405	62,311	64.48%
56110	INSTRUCTIONAL SUPPLIES	423,105	0	423,105	257,414	21,644	144,047	65.95%
56120	ADMIN SUPPLIES	32,418	0	32,418	10,015	1,976	20,426	36.99%
56210	NATURAL GAS	241,956	0	241,956	126,486	115,470	0	100.00%
56220	ELECTRICITY	1,028,987	0	1,028,987	453,770	567,648	7,569	99.26%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	226,856	0	226,856	190,533	36,323	0	100.00%
56260	GASOLINE	40,294	0	40,294	18,179	2,768	19,346	51.99%
56290	FACILITIES SUPPLIES	332,728	0	332,728	261,611	51,691	19,426	94.16%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	2,119	770	13,586	17.54%
56292	UNIFORMS/ CONTRACTUAL	13,222	0	13,222	0	5,500	7,722	41.60%
56293	GROUNDSKEEPING SUPPLIES	25,445	0	25,445	2,861	1,232	21,353	16.08%
56410	TEXTBOOKS	25,979	0	25,979	16,652	0	9,327	64.10%
56411	CONSUMABLE TEXTS	82,838	0	82,838	70,200	2,942	9,696	88.30%
56420	LIBRARY BOOKS	67,171	0	67,171	50,043	3,684	13,444	79.99%
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	13,867	1,347	18,086	45.69%
57340	COMPUTERS	48,624	0	48,624	43,890	0	4,734	90.26%
57345	INSTRUCTIONAL EQUIPMENT	61,524	0	61,524	25,416	13,041	23,067	62.51%
57400	GENERAL EQUIPMENT	3,000	0	3,000	1,718	141	1,141	61.97%
57500	FURNITURE & FIXTURES	4,500	0	4,500	4,500	0	0	100.00%
58100	DUES & FEES	95,448	0	95,448	94,864	584	0	100.00%
EXPENDITURE TOTAL		**72,939,178**	**0**	**72,939,178**	**44,913,215**	**23,943,516**	**4,082,447**	**94.40%**

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	-78,880	0	10,455	115.28%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	-9,270	0	-45,730	16.85%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-12,829	0	-15,122	45.90%
44800	REGULAR ED TUITION	-143,800	0	-143,800	-35,000	0	-108,800	24.34%
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	-10,000	0	-8,400	54.35%
44861	PARKING PERMIT FEES	-27,800	0	-27,800	-20,000	0	-7,800	71.94%
REVENUE TOTAL		**-2,213,525**	**0**	**-2,213,525**	**-165,979**	**0**	**-2,047,546**	**7.50%**

GRAND TOTAL	**70,725,653**	**0**	**70,725,653**	**44,747,236**	**23,943,516**	**2,034,901**	**97.12%**

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	-150,000
Fiscal Year End 21/22 Deposit	2,816,025
New Security Grant Set-Asside	-139,800
1/2 of NMHS Fire Insurance Claim Shortfall	-28,538
Approved by BoF - 5 year Capital Withdraw 23/24	-984,078
Observatory Contribution	-12,500
Fiscal Year End 22/23 Deposit	1,568,696
***TOTAL AS OF 2/29/24**	**4,627,494**

*DOES NOT REFLECT PAYMENT OF 2023 OR 2024 BOE PORTION OF ESG PROJECT

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
CONTRIBUTION - FROM BOE 22/23 FYE BALANCE	100,000
TOTAL AS OF 2/29/24	**528,840**

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
5YR CAPITAL	FACILITIES	HAWLEY CONSTRUCTION CORP	DUST COLLECTOR PROJECT - NMHS WOODSHOP	$ 135,139.00	57300
5YR CAPITAL	NMHS	SOUND STAGE PRODUCTIONS	SOUND SYSTEM EQUIPMENT & INSTALL - NMHS THEATER	$ 59,800.00	57345
5YR CAPITAL	IT	CDW	LENOVO GEN 3 CHROMEBOOK'S (263 UNITS)	$ 49,970.00	57340
GENERAL	FACILITIES	HOME DEPOT	23/24 YEARLY - FACILITIES MAINTENANCE SUPPLIES	$ 30,000.00	54301
5YR CAPITAL	NMHS	SOUND STAGE PRODUCTIONS	SOUND SYSTEM EQUIPMENT & INSTALL - NMHS ATHLETIC FIELD	$ 29,893.00	57345
GENERAL	FACILITIES	HAT CITY PAPER	23/24 YEARLY - FACILITIES CUSTODIAL SUPPLIES	$ 19,000.00	54301
GRANT	***DISTRICT***	***REBEL INTERACTICE GROUP***	***WEBSITE DESIGN***	***$ 18,900.00***	***55500***
5YR CAPITAL	IT	DNR LABORATORIES	AV/AUDIO UPGADES - SNIS GYM	$ 14,999.95	57340
5YR CAPITAL	IT	DNR LABORATORIES	AV/AUDIO UPGRADES - HPS GYM	$ 14,923.00	57340
5YR CAPITAL	IT	DNR LABORATORIES	AV/AUDIO UPGADES - SMS CAFÉ	$ 14,876.00	57340
GENERAL	DISTRICT	INTECH HEALTH VENTURES	ACA (AFFORDABLE CARE ACT) REPORTING SERVICES	$ 12,760.00	53200
GENERAL	DISTRICT	M&J BUS INC.	OUT OF DISTRICT TRANSPORTATION SERVICES (1 STUDENT)	$ 12,360.00	55110
GENERAL	IT	CDW	DELL PRECISION 3660 TOWERS (7 UNITS)	$ 11,200.00	57340
GENERAL	DOI	BRAIN POP	SCHOOL WIDE ACCESS TO BRAINPOP ELL/K-3/3-8	$ 10,656.00	53050
GENERAL	NMHS	ALL-STAR	23/24 YEARLY - ATHLETIC TRANSPORTATION	$ 10,000.00	55100
GENERAL	FACILITIES	WESTON & SAMPSON ENGINEERS	DISTRICT WIDE PETROLEUM STORAGE TANK INVENTORY & REVIEW	$ 8,700.00	54301
GENERAL	DISTRICT	CROWN CASTLE INC.	INTERNET FEES - FEBRUARY THROUGH JUNE	$ 6,354.00	55300
GENERAL	IT	PC PARTS PLUS	CHROMEBOOK REPAIR PARTS	$ 5,927.30	54320
GENERAL	IT	TREASURER, STATE OF CT, CEN	INTERNET ACCESS CEN LINE	$ 5,806.80	53500
GENERAL	FACILITIES	MCKENNEY MECHANICAL	CIRCULATOR PUMP REPAIR AND REINSTALL - NMHS	$ 5,019.00	54301

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

BUDGET TRANSFER REQUESTS

Requesting Approval Across MOC

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG/OBJ	PROJECT	LOCATION	ORG/OBJ	PROJECT
DISTRICT-1	23/24 FIVE YEAR CAPITAL MONEY THAT WAS ALREADY WITHDRAWN FROM THE CAPITAL RESERVE. TRANSFER REQUEST IS A REALLOCATION FROM CHROMEBOOKS TO SMARTBOARDS.	$77,374.57	DISTRICT	C0000000-57340	00549 CHROMEBOOK REFRESH	DISTRICT	C0000000-57340	00551 SMARTBOARD REFRESH

Informational Within Major Object Code

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT

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

3-B
Operations Sub-Committee
March 2024

TO: **Dr. Janet Parlato, Superintendent**
FROM: **Anthony J. Giovannone, Director of Fiscal Services and Operations**
Date: **March 5, 2024**
RE: **Capital Reserve Withdraw - Additional HVAC Evaluation Funds**

The Board of Education (BOE) already withdrew funds in the amount of $100,000 towards this project which is being conducted by Consulting Engineering Services, Inc. At that time we knew additional funds would be needed but not the amount. We now know the additional amount required is $150,000 which would bring the total project to $250,000.

It is for this reason we are now requesting an additional $150,000 from the BOE Capital Reserve account to facilitate this project.

The current balance in the Board of Education Capital Reserve Account is $4,267,494 as of March 1, 2024. This balance **does** include the deposit from 22/23 Fiscal Year End but **does not** factor in the pending ESG payments for December 2023 or 2024 of approximately $932,000 combined.

Both myself and Mr. Matt Cunningham will be available to speak to this request in person at both the Operations Subcommittee on 3/12/24 as well as the full Board of Education meeting on 3/19/24.

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

This policy is proposed based on the policy audit completed by Shipman & Goodwin.

The policy has been modified to include the priority list for scheduling the use of facilities according to organization type. The fee schedule is in an Administrative Regulation, Appendix 1.

Series 1000 **1330**
Community/Board Operation

POLICY AND ADMINISTRATIVE REGULATION (APPENDIX 1) REGARDING USE OF SCHOOL FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the New Milford Board of Education (the "Board") may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

Facility	Application Submitted To
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Director of Facilities

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use and Organization Type

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

<u>Order of priority and Organization type</u>

1. All activities under the jurisdiction of the Board of Education.

   Local Town Government and Continuing Education

   Parent-Teacher and Other Associated Groups: (*e.g.*, PTO, Booster Clubs, After Graduation Committees and similar organizations).

2. Recreation for Children: (e.g. Girl and Boy Scouts Organizations, Youth Agency, Parks & Recreation, and other similar organizations).

   Recreation for Adults: Non-Profit Organizations (e.g. Adult cultural or recreational activities, Senior Citizens and other similar organizations).

3. Other Non-Profit Groups: (e.g. Church Youth Groups, Service Organizations, Church Meetings).

   Commercial Ventures: This category includes commercial ventures of definite cultural value, for the specific benefit of the youth of New Milford.

4. Political Party Meetings: To be used for conducting party business and not for rallies with the exception of caucuses.

   Private Party Meetings: Civic and Fraternal programs (e.g. Women's Club, Condo Associations, alumni groups, Masons, Elks, etc.).

5. Commercial Venture: This category includes commercial venture for organizational promotion.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.

2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.

3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.

4. Obscene advertising, decorations or materials shall not be permitted on school property.

5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.

6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The Use of School Facilities Fee Schedule is set forth in 1330R Appendix 1.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

Conn. Gen. Stat. § 10-239
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

Approved: NEW MILFORD PUBLIC SCHOOLS
Revised: New Milford, Connecticut

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the New Milford Board of Education (the "Board") to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Board and the Town of New Milford, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board or the Town of New Milford, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities**,** including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this _____day of _____, 20__.

Signatures:

_____

_____

ADMINISTRATIVE REGULATION
USE OF FACILITIES FEE SCHEDULE

(Effective July 1, 2023 - retroactive)

Elementary and Intermediate Schools

Org. Type	Classroom	Cafetoreum	Library	Kitchen	Gym, MPR	Fields/Parking
1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2	$0.00	$0.00	$0.00	$0.00	$0.00	$5.00
3	$50.00	$150.00	$150.00	$100.00	$150.00	$125.00
4	$75.00	$200.00	$200.00	$150.00	$250.00	$175.00
5	$125.00	$350.00	$250.00	$200.00	$350.00	$225.00

Middle and High Schools

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Arena	MPR	Theater	Turf Fields
1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	based on # of athletes *
3	$50.00	$150.00	$150.00	$150.00	$150.00	$250.00	$150.00	$600.00	based on # of athletes *
4	$75.00	$200.00	$200.00	$200.00	$250.00	$450.00	$250.00	$800.00	$200.00/hour
5	$125.00	$350.00	$250.00	$300.00	$350.00	$750.00	$350.00	$1,200.00	$250.00/hour

Utility Fees (per event)

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Theater	Turf Field Lights
1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2	$6.00	$16.00	$6.00	$9.00	$16.00	$26.00	$15.51 (per hour) 2 hour minimum
3	$6.00	$16.00	$6.00	$9.00	$16.00	$26.00	$15.51 (per hour) 2 hour minimum
4	$6.00	$16.00	$6.00	$9.00	$16.00	$26.00	$15.51 (per hour) 2 hour minimum
5	$6.00	$16.00	$6.00	$9.00	$16.00	$26.00	$15.51 (per hour) 2 hour minimum
A/C Charges Where Applicable	$35.00	$70.00	$65.00	$35.00	$70.00	$250.00	n/a

- Custodial overtime fees will be billed at $39.12 per hour Monday-Saturday, $52.16 per hour on Sundays.
- Turf Field Overtime rate will be $50.00 per hour for 1-3 hours of use; $150.00 flat rate for 3+ hours per Monday-Saturday event; and $200.00 flat rate for 3+ hours per Sunday event.
- A.V. or Computer Tech. fees will be billed at $37.00 per hour Monday-Saturday, $47.00 per hour on Sundays.
  (Required for NMHS Theatre Sound Booth and any other on-site support)
- Cafeteria employees' services will be billed separately and in addition to any fees incurred by this permit.
- There will be a one time application fee of $20.00 for groups in Org. Type 2 & 3.
- There will be a one time application fee of $30.00 for groups in Org. Type 4 & 5.
- There will be a flat rate fee of $175.00 per use for the school piano or sound system.

There will be a flat rate fee of $150.00 each per use for a school computer, copier, and/or audio/visual equipment.

Fee of $25.00 per use of Turf Field Sound Booth (organization types 2-5). Usage of this also requires pre-use authorization form.

Fee of $150.00 per use of Turf Field Booster Barn (organization types 2-5). Usage of this also requires pre-use authorization form.

* 1-30 participants	$350
* 31-60 participants	$550
* 61-90 participants	$750
* 91+	$10 per athlete

This policy is recommended by Shipman & Goodwin as part of the policy audit of Series 3000.

Series 3000 **3160**
Business

BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education (the "Board") shall prepare an itemized estimate of its budget each year for submission to the fiscal authority, Board of Finance, (the "Fiscal Authority") for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

Salaries
Employee Benefits
Purchased Services
Tuition, Public In-State
Tuition, All Other
Supplies
Property
Utilities
Grounds Maintenance
Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the "Itemized Estimate."

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A monthly budget report shall be prepared in the same format as the Itemized Estimate showing for each budgetary category line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for

the difference. Such budget report shall be presented to the Board at the regularly scheduled monthly meeting.

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one of the broad budgetary categories in the Itemized Estimate (as set forth above) to another as needed.

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers between the broad budgetary categories in the Itemized Estimate made in such instances shall be announced at the next regularly scheduled meeting of the Board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Legal Reference:

Conn. Gen. Stat. § 10-221
§ 10-222

Approved: NEW MILFORD PUBLIC SCHOOLS
Revised: New Milford, Connecticut

DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school system, the Superintendent of Schools or his/her designee shall notify the of Mayor the Town of the equipment or materials approved for disposal, and shall request a written response within 15 days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

Approved: June 11, 2002
Revised: June 10, 2008
Revised: February 25, 2014
Revised: September 21, 2021
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

This policy is recommended as per the Shipman & Goodwin audit of Series 3000.

Series 3000 **3280**
Business

POLICY 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 Superintendent will approve gifts to a school that are valued under $1,000 and meet criteria established by the administrative regulations established in accordance with this policy. The Board of Education will accept gifts that are valued over $1,000 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 $1,000.

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: June 11, 2002
Revised: June 10, 2008
Revised: March 8, 2011
Reviewed: February 25, 2014
Revised: December 21, 2021
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: NEW MILFORD PUBLIC SCHOOLS
Revised: New Milford, Connecticut

This policy is recommended by Shipman & Goodwin as per the audit of Series 3000.

Series 3000 **3300**
Business

PURCHASING

I. DEFINITIONS

For purposes of this policy:

A. "Goods or service" includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.

B. "General services" include all services that result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).

C. "Property" means real property or personal property.

D. "Special or Professional Services" are those that involve the furnishing of judgment, expertise, advice or effort by persons other than New Milford Board of Education ("Board") employees, and may result in the delivery of reports, recommendations, designs, or other documents to assist the Board with a project or venture, but need not involve the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services personnel, special education evaluators, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical.

II. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Consultation with Municipality Regarding Contracts for Goods or Services

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Board shall consult with the legislative body of the municipality, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

B. Consultation with Municipality Regarding Contracts for Payroll Software and Insurance

The Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, prior to purchasing payroll processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

When possible, the Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty insurance, and workers' compensation insurance.

III. THRESHOLD PROCUREMENT AMOUNTS

The following thresholds shall apply to the Board's procurement of goods or general services and special or professional services.

	Anticipated Expenditure	**Procedure**
Goods or General Services	Under $15,000	Direct purchase from the vendor. Competitive quotes and/or bidding not required.
Goods or General Services	$15,000 to $24,999	Competitive quotes required. See Section V.
Goods or General Services	$25,000 or more	Competitive bidding required. See Section IV.
Special or Professional Services	Under $15,000	Competitive proposals not required.
Special or Professional Services	$15,000 to $24,999.99	Informal competitive proposals required. See Section VI.
Special or Professional Services	$25,000 or more	Formal competitive proposals required. See Section VI.

IV. GOODS OR GENERAL SERVICES: COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process **($25,000** or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of **$25,000** or more must be made by sealed competitive bid. As set forth below, such purchases in the amount of at least **$15,000**, but less than **$25,000**, may be awarded by the Superintendent of Schools or designee (collectively referred to as "Superintendent"). Such purchases in the amount of **$25,000** or more must be awarded by the Board.

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a form of contract whenever possible.

The Superintendent shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent on the website of the municipality and/or Board and in a daily local newspaper, if publication in a newspaper is required by law. At least five (5) calendar days must intervene between the date of the website and/or newspaper publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public, and the name of the bidder(s) and total cost(s) shall be read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent will tabulate and analyze the bids. For contracts of at least **$15,000**, but less than **$25,000**, the Superintendent shall make a provisional award, subject to finalization of the contract or other applicable conditions, to the Selected Bidder, as that term is defined below. For contracts of **$25,000** or more, the Board shall make a provisional award, subject to finalization of the contract or other applicable conditions, to the Selected Bidder, as that term is defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the "New Milford Board of Education" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder (1) whose bid meets the requirements, terms and conditions contained in the bid specifications and (2) is deemed to meet the criteria identified below among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work (the "Selected Bidder"). To be considered as a Selected Bidder, the bidder must have submitted all of the required information identified in the bid specifications. The determination of the Selected Bidder shall then be made after consideration of the objective criteria identified below and after consideration of a cooperative agreement with the municipality as described in Section I.B, above. Unless otherwise required by law, the Board reserves the right to award the bid to a Selected Bidder that is not the lowest bidder. In such instance, the reason for the selection shall be documented and preserved by the Superintendent or as may be required by law.

In determining the Selected Bidder the following criteria will be considered, as applicable:

(1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.

(2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.

(3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.

(4) Delivery or completion time.

(5) Cost and/or considerations of additional value included in the proposal.

(6) Involvement in litigation.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Selected Bidder, and one of the bidders has its principal place of business located within the Town of New Milford, the award will be made to the local bidder.

G. Rejection of Bids

The Superintendent has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids, and unexplained erasures.

The Superintendent retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Board or the Superintendent to reject any and all bids.

H. Advisement of Bid Award

Upon acceptance of the Selected Bidder, a letter will be sent to the successful bidder(s) announcing the selection of the chosen bidder. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

V. GOODS OR GENERAL SERVICES: COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least $1,000 but less than **$25,000**. Purchases of goods or services that involve an expenditure of less than $1,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section VII.)

B. Process for Obtaining Quotations

Generally, quotations, either oral or written, should be solicited by the Superintendent from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent may send requests to a limited number of selected vendors. If such request includes a date for submission of quotations, vendors must furnish all of the necessary information to the Superintendent by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after

consideration of a cooperative agreement with the municipality as described in Section I.B, above.

VI. SPECIAL OR PROFESSIONAL SERVICES: COMPETITIVE PROPOSAL PROCESS

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services shall be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Waivers from the competitive proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section VII.) Funds must be available in the proper account in order to solicit proposals.

Purchases of Special or Professional Services that are expected to be less than **$15,000** shall be made directly by the Superintendent, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (**$15,000 to $24,999**)

Purchases of Special or Professional Services for at least **$15,000** but less than **$25,000** shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent. The Superintendent shall provisionally award the contract, subject to finalization of the contract or other applicable conditions, to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements. Nothing in this Section should be construed to limit in any way the right of the Superintendent to reject any and all proposals.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent in accordance with State law.

C. Formal Competitive Proposal Process (**$25,000** or more)

A Request for Proposals ("RFP") for purchases of Special or Professional Services for **$25,000** or more shall be prepared by the Superintendent. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a form of contract whenever possible. The award of any such contracts for **$25,000** or more shall be approved by the Board.

The Superintendent will arrange to have a legal notice requesting proposals published on the website of the municipality and/or the Board and in a daily local newspaper, if publication in a newspaper is required by law, at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such website and/or newspaper notice, except as provided by law. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

An evaluation of the proposals will be made by the Superintendent. The contract shall be provisionally awarded, subject to finalization of the contract or other applicable conditions, to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP. Nothing in this Section should be construed to limit in any way the right of the Superintendent to reject any and all proposals.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent in accordance with State law.

VII. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The processes identified in this policy may be waived for any of the following reasons:

(1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.

(2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.

(3) In the opinion of the Superintendent, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.

(4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.

(5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.

(6) Regional or cooperative purchases.

(7) Cooperative agreement with the local municipality.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent, in their sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent must, in writing, state the reason(s) for granting such Waiver.

VIII. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, including but not limited to those described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, as amended from time to time, to the extent it is required to do so. See Appendix A.

When procuring property and/or services purchased with Federal funds as part of the National School Lunch Program, including Connecticut School Nutrition Program funds, the Board will comply with relevant regulations in the Code of Federal Regulations, including but not limited to those described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, 7 C.F.R. § 220.16, and 7 C.F.R. § 210.21 through 7 C.F.R. § 210.23, as amended from time to time, to the extent it is required to do so. The Board's school nutrition program director, management, and staff tasked with National School Lunch Program procurement responsibilities shall complete annual training on Federal procurements standards and retain records to document compliance with this requirement. The Board shall also comply with school food authority procurement reviews and audits, as may be required and in accordance with applicable law.

IX. COMPLIANCE WITH GRANTS

When procuring goods or services pursuant to a Federal or State grant or award, the Board will comply with applicable grant or award requirements and assurances made in connection with such funds. Such requirements may include, but are not limited to, use of such funds for authorized purposes and the inclusion of required contract provisions in any contract funded by Federal or State grants.

X. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

Legal References:

State Law:

Conn. Gen. Stat. §10-241c	Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance.
Conn. Gen. Stat. §10-241d	Local board of education consultation with municipality re goods and services. Cooperative arrangements.
Conn. Gen. Stat. §10-241e	Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program.

Federal Law:

2 C.F.R. § 200.317 through 2 § C.F.R. 200.327.
2 C.F.R. § 200.81 (definition of property).
7 C.F.R. § 210.21 through 2 C.F.R. § 210.23.1

United States Department of Agriculture, Food and Nutrition Service, Policy Memorandum SP 39-2017, *Local Agency Procurement Reviews for School Food Authorities* (June 30, 2017).

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NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

APPENDIX A

Procurement Standards for the Acquisition of Property or Services
Under a Federal Award
2 C.F.R. §§ 200.317-300.327

This Appendix addresses procurements of property and services under a Federal award. Whenever these Federal Uniform Guidance Procurement Standards, as may be amended from time to time, are applicable to procurements made by the Board of Education (the "Board"), the Board shall apply the more restrictive procurement rules, to the extent it is required to do so.

2 C.F.R. §	FULL TEXT OF C.F.R. SECTION	BRIEF SUMMARY
200.317	**Procurements by States**	
	When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non–Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non–Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.	A State must follow the same policies and procedures when making procurements under a Federal award and when making procurements using non-Federal funds. The Board must follow 2 C.F.R. §§ 200.318 through 200.327 when making procurements under a Federal award.
200.318	**General Procurement Standards**	
200.318(a)	The non–Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non–Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.	The Board must have and use documented procurement procedures consistent with State, local, and Federal requirements for procurements made under a Federal award.

200.318(b)	Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.	The Board must maintain oversight of its contractors.
200.318(c)(1)	The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.	The Board must have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. Board officers and employees (and their immediate family members, partners, and organizations which employ or are about to employ them) must not have a financial or other interest in a contract and must not solicit or accept gifts from contractors or subcontractors. The standards of conduct must provide for disciplinary actions for violations. *See* Code of Conduct Governing Procurements Under a Federal Award.
200.318(c)(2)	If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.	The Board's conflict of interest policy must cover relationships with certain parent, affiliate, or subsidiary organizations, if any.
200.318(d)	The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives,	The Board must avoid acquisition of unnecessary or duplicative items.

	and any other appropriate analysis to determine the most economical approach.	
200.318(e)	To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.	The Board is encouraged to use intergovernmental agreements or inter-entity agreements.
200.318(f)	The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.	The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.
200.318(g)	The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.	The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.
200.318(h)	The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.	The Board must award contracts to responsible contractors, after considering contractor integrity, compliance with public policy, past performance, and financial and technical resources.
200.318(i)	The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	The Board must maintain procurement records.
200.318(j)(1)	The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity	The Board may only use time-and-materials type contracts in limited circumstances.

	is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.	
200.318(j)(2)	Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.	The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.
200.318(k)	The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.	The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.
200.319	**Competition**	
200.319(a)	All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.	The Board must conduct procurement transactions in a manner providing full and open competition.
200.319(b)	In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and	Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. The Board

	excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.	must avoid practices that are restrictive of competition.
200.319(c)	The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.	The Board is generally prohibited from using geographical preference in the evaluation of bids or proposals.
200.319(d)	The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.	The Board must have written procedures for procurement transactions that ensure that solicitations (1) incorporate a clear and accurate description of technical requirements and (2) identify all requirements the offeror must fulfill and all other factors to be used in evaluating bids or proposals.

200.319(e)	The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.	The Board must ensure all prequalified lists are current and include enough qualified sources to ensure open and free competition.
200.319(f)	Noncompetitive procurements can only be awarded in accordance with § 200.320(c).	Noncompetitive procurements must be awarded in accordance with § 200.320(c).
200.320	**Methods of Procurement to be Followed**	
200.320	The non–Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.	The Board must have and use documented procurement procedures for procurements made under a Federal award or sub-award.
200.320(a)	Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non–Federal entity, formal procurement methods are not required. The non–Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:	For purchases under the simplified acquisition threshold, or a lower threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).
200.320(a)(1)	(1) Micro-purchases— (i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non–Federal entity should distribute micro-purchases equitably among qualified suppliers. (ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non–Federal entity considers the price to be reasonable based on research, experience, purchase	Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or

	history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non–Federal entity. (iii) Micro-purchase thresholds. The non–Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non–Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non–Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section. (iv) Non–Federal entity increase to the micro-purchase threshold up to $50,000. Non–Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non–Federal entity may self-certify a threshold up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following: (A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit; (B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or, (C) For public institutions, a higher threshold consistent with State law. (v) Non–Federal entity increase to the micro-purchase threshold over $50,000. Micro-purchase thresholds higher than $50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.	other information and documents its files accordingly.

200.320(a)(2)	(2) Small purchases— (i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non–Federal entity. (ii) Simplified acquisition thresholds. The non–Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non–Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.	For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from an adequate number of qualified sources.
200.320(b)	Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non–Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non–Federal entity determines to be appropriate:	For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.
200.320(b)(1)	(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are	In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or

	willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.	more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.
200.320(b)(2)	(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non–Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non–Federal entity, with price and other factors considered; and (iv) The non–Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services	Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the responsible offeror with the most advantageous proposal.

	whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.	
200.320(c)	Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply: (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section); (2) The item is available only from a single source; (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non–Federal entity; or (5) After solicitation of a number of sources, competition is determined inadequate.	The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.
200.321	**Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms**	
200.321(a)	The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.	The Board must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
200.321(b)	Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business	Affirmative steps include, among other things, placing qualified small and minority businesses and

	enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	women's business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.
200.322	**Domestic Preferences for Procurements**	
200.322(a)	As appropriate and to the extent consistent with law, the non–Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.	The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.
200.322(b)	For purposes of this section: (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.	
200.323	**Procurement of Recovered Materials**	
200.323	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of	The Board must follow standards in procuring certain items over $10,000

	the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and recourse recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.	to ensure, among other things, the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
200.324	**Contract Cost and Price**	
200.324(a)	The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.	The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.
200.324(b)	The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.	The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.
200.324(c)	Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.	Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.

200.324(d)	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
200.325	**Federal Awarding Agency or Pass-Through Entity Review**	
200.325(a)	The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements when the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or passthrough entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.	The Board must make technical specs for procurements available upon request by the Federal awarding agency or passthrough entity.
200.325(b)	The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.	Upon request, the Board must make procurement documents available for pre-procurement review by the Federal awarding agency or passthrough entity in a number of circumstances.
200.325(c)	The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through	The Board is exempt from pre-procurement review if the Federal

	entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.	awarding agency or passthrough entity determines that its procurement systems comply with the standards of this part.
200.326	**Bonding Requirements**	
200.326	For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:	For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or passthrough entity may accept the Board's bonding requirements if it determines that its interest is adequately protected.
200.326(a)	A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptable of the bid, execute such contractual documents as may be required within the time specified.	The Board must require a bid guarantee of 5% of the bid price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.
200.326(b)	A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a	The Board must require a performance bond for 100% of the

	contract to secure fulfillment of all the contractor's obligations under such contract.	contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.
200.326(c)	A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.	The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.
200.327	**Contract Provisions**	
200.327	The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.	The Board must include the Federal contract provisions in its contracts.

This policy is recommended by Shipman & Goodwin as per the audit of Series 3000.

Series 3000 **3453**
Business

SCHOOL ACTIVITY FUNDS

The Superintendent or his/her designee may establish school activity funds to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 2) the finances of that part of the cost of the driver education program that is not provided by local appropriations; and/or 3) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amounts received as gifts or donations).

The Superintendent or his/her designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any school activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

Legal Reference:

Conn. Gen. Stat. §10-237.

Approved: NEW MILFORD PUBLIC SCHOOLS
Revised: New Milford, Connecticut

This policy is proposed based on the policy audit completed by Shipman & Goodwin.

The policy has been modified to include the priority list for scheduling the use of facilities according to organization type. The fee schedule is in an Administrative Regulation, Appendix 1.

Series 1000 **1330**
Community/Board Operation

POLICY AND ADMINISTRATIVE REGULATION (APPENDIX 1) REGARDING USE OF SCHOOL FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the New Milford Board of Education (the "Board") may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

Facility	Application Submitted To
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Director of Facilities

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use and Organization Type

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

<u>Order of priority and Organization type</u>

1. All activities under the jurisdiction of the Board of Education.

   Local Town Government and Continuing Education

   Parent-Teacher and Other Associated Groups: (*e.g.*, PTO, Booster Clubs, After Graduation Committees and similar organizations).

2. Recreation for Children: (e.g. Girl and Boy Scouts Organizations, Youth Agency, Parks & Recreation, and other similar organizations).

   Recreation for Adults: Non-Profit Organizations (e.g. Adult cultural or recreational activities, Senior Citizens and other similar organizations).

3. Other Non-Profit Groups: (e.g. Church Youth Groups, Service Organizations, Church Meetings).

   Commercial Ventures: This category includes commercial ventures of definite cultural value, for the specific benefit of the youth of New Milford.

4. Political Party Meetings: To be used for conducting party business and not for rallies with the exception of caucuses.

   Private Party Meetings: Civic and Fraternal programs (e.g. Women's Club, Condo Associations, alumni groups, Masons, Elks, etc.).

5. Commercial Venture: This category includes commercial venture for organizational promotion.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.

2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.

3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.

4. Obscene advertising, decorations or materials shall not be permitted on school property.

5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.

6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The Use of School Facilities Fee Schedule is set forth in 1330R Appendix 1.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

Conn. Gen. Stat. § 10-239
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

Approved: NEW MILFORD PUBLIC SCHOOLS
Revised: New Milford, Connecticut

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the New Milford Board of Education (the "Board") to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Board and the Town of New Milford, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board or the Town of New Milford, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities**,** including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this _____day of _____, 20__.

Signatures:

_____

_____

ADMINISTRATIVE REGULATION
USE OF FACILITIES FEE SCHEDULE

(Effective July 1, 2023 - retroactive)

Elementary and Intermediate Schools

Org. Type	Classroom	Cafetoreum	Library	Kitchen	Gym, MPR	Fields/Parking
1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2	$0.00	$0.00	$0.00	$0.00	$0.00	$5.00
3	$50.00	$150.00	$150.00	$100.00	$150.00	$125.00
4	$75.00	$200.00	$200.00	$150.00	$250.00	$175.00
5	$125.00	$350.00	$250.00	$200.00	$350.00	$225.00

Middle and High Schools

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Arena	MPR	Theater	Turf Fields
1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	based on # of athletes *
3	$50.00	$150.00	$150.00	$150.00	$150.00	$250.00	$150.00	$600.00	based on # of athletes *
4	$75.00	$200.00	$200.00	$200.00	$250.00	$450.00	$250.00	$800.00	$200.00/hour
5	$125.00	$350.00	$250.00	$300.00	$350.00	$750.00	$350.00	$1,200.00	$250.00/hour

Utility Fees (per event)

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Theater	Turf Field Lights
1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2	$6.00	$16.00	$6.00	$9.00	$16.00	$26.00	$15.51 (per hour) 2 hour minimum
3	$6.00	$16.00	$6.00	$9.00	$16.00	$26.00	$15.51 (per hour) 2 hour minimum
4	$6.00	$16.00	$6.00	$9.00	$16.00	$26.00	$15.51 (per hour) 2 hour minimum
5	$6.00	$16.00	$6.00	$9.00	$16.00	$26.00	$15.51 (per hour) 2 hour minimum
A/C Charges Where Applicable	$35.00	$70.00	$65.00	$35.00	$70.00	$250.00	n/a

- Custodial overtime fees will be billed at $39.12 per hour Monday-Saturday, $52.16 per hour on Sundays.
- Turf Field Overtime rate will be $50.00 per hour for 1-3 hours of use; $150.00 flat rate for 3+ hours per Monday-Saturday event; and $200.00 flat rate for 3+ hours per Sunday event.
- A.V. or Computer Tech. fees will be billed at $37.00 per hour Monday-Saturday, $47.00 per hour on Sundays.
  (Required for NMHS Theatre Sound Booth and any other on-site support)
- Cafeteria employees' services will be billed separately and in addition to any fees incurred by this permit.
- There will be a one time application fee of $20.00 for groups in Org. Type 2 & 3.
- There will be a one time application fee of $30.00 for groups in Org. Type 4 & 5.
- There will be a flat rate fee of $175.00 per use for the school piano or sound system.

There will be a flat rate fee of $150.00 each per use for a school computer, copier, and/or audio/visual equipment.

Fee of $25.00 per use of Turf Field Sound Booth (organization types 2-5). Usage of this also requires pre-use authorization form.

Fee of $150.00 per use of Turf Field Booster Barn (organization types 2-5). Usage of this also requires pre-use authorization form.

* 1-30 participants	$350
* 31-60 participants	$550
* 61-90 participants	$750
* 91+	$10 per athlete

This policy is recommended as per the Shipman & Goodwin audit of Series 3000.

Series 3000 **3280**
Business

POLICY 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 Superintendent will approve gifts to a school that are valued under $1,000 and meet criteria established by the administrative regulations established in accordance with this policy. The Board of Education will accept gifts that are valued over $1,000 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 $1,000.

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: June 11, 2002
Revised: June 10, 2008
Revised: March 8, 2011
Reviewed: February 25, 2014
Revised: December 21, 2021
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: NEW MILFORD PUBLIC SCHOOLS
Revised: New Milford, Connecticut

Administrative Regulations Regarding Textbook Selection and Approval

The Superintendent shall oversee the selection of textbooks. Evaluation and recommendations for textbook selection shall be made by school administrators and teachers. Teacher participation on curriculum committees and teacher consultation with administration for the purpose of recommending appropriate textbooks to access District curriculum is essential. Textbooks are defined as the primary or basic reading for students in a particular subject and/or student section in a semester or during an entire school year, and that resource which provides 50% or more of the information upon which the program of instruction is based. Supplemental and reference books shall not be considered to be textbooks. The guidelines below have been set forth by the Superintendent to assist administrators and teachers in the textbook selection process.

In considering a text for selection, the following guidelines should be considered:

1. Is the text consistent with the goals and objectives of the curriculum or program?
2. Does the text have a high probability of assisting students who will use it in achieving course or program objectives?
3. Does the text stimulate growth in factual knowledge and literary appreciation?
4. Does the text help students develop abilities in critical reading and thinking?
5. Does the text create an awareness of and foster an appreciation of cultural diversity?
6. Does the text allow sufficient flexibility for meeting the special needs of individual students and groups of students?

Textbook Selection

Curriculum development determines textbook selection. Textbooks do not determine the curriculum. They are a resource for students to access curriculum.

Teachers serving on Curriculum Committees will review textbooks utilizing the above guidelines and criteria on the textbook worksheet evaluation form, 6161 R, Form #1, before making a recommendation to the Principal and Superintendent or designee. The textbook review form, 6161 R, Form #2, will be completed and submitted to the Superintendent or designee with the signatures of the Curriculum Committee Chair and the Principal.

Textbook Approval

The Superintendent or designee will review the textbook to ensure a fair and comprehensive review of textbooks was used to make the selection. The final decision to approve a textbook as part of the curriculum proposal process is the responsibility of the Superintendent of Schools.

Regulation approved:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Worksheet for Textbook Evaluation

Author(s) _____ Title _____

Publisher _____ Date _____ Grades _____

Textbook Evaluation Criteria	Poor	Adequate	Superior
1. Is the book suitable to the objectives of the course? Attach same.			
2. Are facts accurate? Are they significant? Are they carefully tied together so as to result in useful understandings?			
Is the reading difficulty of materials including vocabulary sentence structure, paragraph structure, and concepts presented suitable for the students for whom the book is intended?			
4. Are the materials interestingly written and presented in a manner that is appealing to the age group for which it is intended?			
5. How well, in terms of proposed use, does this book contribute to appropriate balance of representative points of view in the curriculum? If this book stresses any one point of view in terms of cultural, racial, or ethnic background, state on the reverse side what objectives this meets in the course- Be specific.			
6. Does the book include an appropriate number and variety of clear illustrative materials which enrich content, such as pictures charts, graphs, and diagrams?			
7. Is there an organized plan for developing skills which could include locating, gathering, organizing, and evaluating information, interpreting ideas, developing basic concepts, and developing critical thinking?			
8. Does this book build on skills preceding it and prepare students for these skills needed in future grades? (Refer to appropriate curriculum guide).			
9. Are the table of contents, index and appendix suitable?			
10. Are there carefully correlated and properly graded supplemental exercises and/or drills?			
11. Are such reading aids as variations in type, center, heads, side heads, italics, etc., used effectively?			
12. Is the physical format (typograph, binding, design, quality of paper) appropriate?			
13. Does the teacher's manual make maximum contribution to successful use of the book?			
14. Are the author(s) recognized as authorities in the field?			

_____
Signature of Evaluator

Procedures:

1. Teachers will complete this form and return it to the building principal.
2. The request will be reviewed and when, if approved by the building administrator, sent to the Superintendent or designee.
3. The Superintendent or designee will check to determine if any conflicts exist about use of this book at different grades or schools.
4. The Superintendent will approve or deny the request.

Note: Any change in textbook, which was previously approved by the Superintendent, will require approval from the Board of Education by a 2/3 vote of its members.

Book Title:_____ **Author(s)**:_____

Cost of Book:_____**#of copies needed**:_____**Grade Listed**:_____**Course Listed**:_____

Catalog # for ordering:_____ **Publisher**:_____ **Copyright**:_____

1. Explain factors necessitating change/deficiencies/inadequacies of present text.

_____

_____

_____

2. Reasons for including book in program. Briefly describe where end how this book would support our curriculum. Attach any pertinent critical review of this book.

_____

_____

3. Please offer a synopsis of the book that would be suitable to explain its major theme(s) to the public-

_____

_____

4. How well does this book, in your judgment, do the following?

	Fair	Good	Very Well	Excellent	N/A
a) reflect material that is of lasting value					
b) make an effort to represent controversial viewpoints fairly					
c) depict pluralistic nature of society					
d) represent quality of writing/production					
e) how does the cost compare to the cost of other books.					

Explain:_____

_____

5. Does this book contain material you believe could be controversial or disturbing? If so, what in this book or in the way the book would be used would provide parents confidence that the book will not be inappropriate for their children?

This proposal was prepared by_____

Building Principal Approval_____ Date_____

Superintendent Approval _____ Date_____

NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education
New Milford, Connecticut
March 19, 2024

A. Personnel

Certified Staff – Appointments

1. **Deborah DeGennaro**, (1.0) School Counselor at Northville Elementary School and Hill and Plain Elementary School. Effective March 25th, 2024. Salary $97,622. Replacing P. Laedke.

2. **Alicia Hynes**, (1.0) Spanish Teacher at Schaghticoke Middle School. Effective March 13, 2024. Replacing N. Sari.

Certified Staff – Resignations/Retirements

1. **Victor Moro**, Special Education Teacher at Schaghticoke Middle School. Effective March 28th, 2024. Took a position in another CT district.

2. **Michael Scaramellino**, STEM Teacher at Schaghticoke Middle School. Effective February 20, 2024. Took a position in another CT district.

3. **Paula Sidebotham**, Special Education Teacher at Sarah Noble Intermediate School. Effective March 22, 2024. Took a position in another CT district.

Non-Certified Staff and Licensed Staff – Appointments

1. **Amanda Scriber**, 0.5 FTE Adult Education Secretary at New Milford High School. Effective March 11th, 2024. Salary $15.69 Hourly. Replacing R.Jain.

Non-Certified Staff and Licensed Staff – Resignations/Retirements

1. **Hector Andujar**, Night Custodian at Schaghticoke Middle School. Effective February 12, 2024

2. **Jordine Ashe**, Night Custodian at Schaghticoke Middle School. Effective February 12, 2024

3. **Michael Forgue,** Assistant Head Cook at New Milford Highschool. Effective February 6th, 2024. Due to personal reasons.

4. **Samantha Ledeboer**, ParaEducator at Hill and Plain Elementary School. Effective February 23rd, 2024. Samantha took a positon as a Student care worker with EdAdvanced.

5. **Jennifer Tirella**, ParaEducator at Schaghticoke Middle School. Effective March 15th, 2024. Due to commuting distance.

Adult Education Staff – Appointments

None

Adult Education Staff – Resignations/Retirements

None

Coaching Staff – Appointments

None

Coaching Staff – Resignations/ Retirements

None

New Milford Enrollment Matrix By School

Date: March 4, 2024

NES	Actual 6/1/23		Proj 23-24	Actual 03/04/24	Proj Variance
PK	56		53	51	-2
K	139		140	133	-7
1	134		135	135	0
2	128		134	135	1
Totals	457		462	454	-8

HPS	Actual 6/1/23		Proj 23-24	Actual 03/04/24	Proj Variance
PK	48		55	39	-16
K	117		117	123	6
1	120		112	119	7
2	105		120	118	-2
Totals	390		404	399	-5

Actual 6/1/23		Tot Proj 23-24	Actual 03/04/24	Proj Variance
104		108	90	-18
256		257	256	-1
254		247	254	7
233		254	253	-1
847		866	853	-13

SNIS	Actual 6/1/23		Proj 23-24	Actual 03/04/24	Proj Variance
3	252		254	231	-23
4	262		257	259	2
5	250		260	263	3
Totals	764		771	753	-18

SMS	Actual 6/1/23		Proj 23-24	Actual 03/04/24	Proj Variance
6	281		250	241	-9
7	255		278	281	3
8	286		252	255	3
Totals	822		780	777	-3

NMHS	Actual 6/1/23		Proj 23-24	Actual 03/04/24	Proj Variance
9	293		296	306	10
10	334		299	297	-2
11	302		339	315	-24
12	308		304	290	-14
Totals	1237		1238	1208	-30

	Actual 6/1/23	Actual 03/02/23	Proj 23-24	Actual 03/04/24	Proj Variance	Actual Variance
PK-2	847	845	866	853	-13	6
SNIS	764	763	771	753	-18	-11
SMS	822	826	780	777	-3	-45
NMHS	1237	1242	1238	1208	-30	-29
Totals	3670	3676	3655	3591	-64	-79

LHTC total = 19

NEW MILFORD PUBLIC SCHOOLS

Facilities Subcommittee Report

March 12, 2024

<u>Items for Information and Discussion</u>

A. NMHS Updates

1. NMHS Woodshop HVAC

Hawley Construction has ordered the new dust collector. There is no confirmation date for arrival but based on previous HVAC related equipment lead times we anticipate this item arriving late spring. They will be pouring the concrete pad for this exterior dust collector as soon as weather permits. Most likely the month of April.

2. Roof Project

A solution for addressing the missing fasteners and clips is still being developed. Leaks still persist in some isolated areas. Greenwood is aware and continues to make site visits to address them. Attached with this meeting packet are reference photographs.

3. Belfor Restorations

Belfor Restoration are still completing punch list items as of this writing.

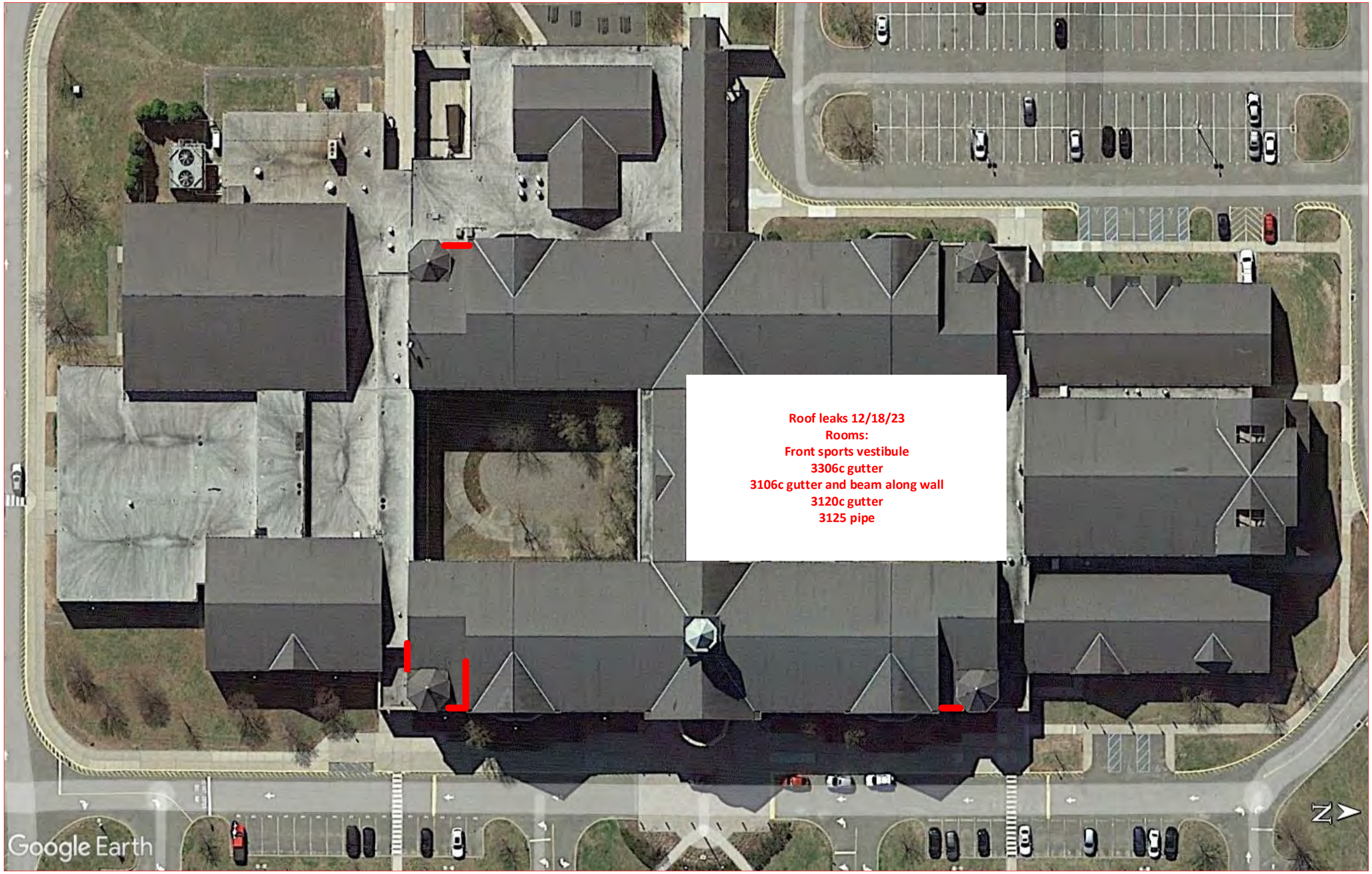
4. Gym Floor

Dalene Flooring is creating a rendering of the gym floor and once that has been provided to Facilities and the Athletic Director it will be shared with the Subcommittee. We anticipate having that for the April meeting .

B. Sarah Noble Oil Tank

A compliance plan to address the CT DEEP notice of violation was submitted by Weston & Sampson on behalf of the schools. All oil has been removed from the tank and scope work is being developed for the permanent closure of that underground stage tank.

B. Security Improvements. To be discussed in the anticipated Executive Session.


Roof leaks 12/18/23
Rooms:
Front sports vestibule
3306c gutter
3106c gutter and beam along wall
3120c gutter
3125 pipe
Google Earth

MILFORD
SCHOOL

Approved Field Trip March 2024

	A	B	C	D	E	F	G	H	I
1	**School**	**Grade/Dept.**	**Trip Date**	**Day(s) of the Week**	**# of Students**	**# of Adults**	**Destination**	**Subs**	**Student Cost**
2	NMHS	9-12	4/17-4/21/24	Wed-Sun	29	6	WGI World Championships Dayton OH (coach)	0	$550.00
3	NMHS	11-12	3/13/24	Wednesday	50	3	NY Federal Reserve (coach)	2	0.00 (Perkins Grant)
4	NMHS	9-12	4/13/24	Saturday	29	5	Westhill HS-Winter Percussion (school bus)	0	$0.00
5	NMHS	9-12	4/6/24	Saturday	29	5	Shelton Intermediate School (school bus))	0	$0.00
6	NMHS	9-12	3/23/24	Saturday	29	5	Norwalk HS (school bus)	0	$0.00
7	NMHS	9-12	3/16/24	Saturday	29	5	Bunnell HS (school bus)	0	$0.00
8	NMHS	9-12	3/2/24	Saturday	29	5	Newtown HS (school bus)	0	$0.00
9	NMHS	9-12	5/3/24	Friday	64	7	Yankee Stadium Chorus (coach bus)	1	$100.00
10	NMHS	9-12	11/13-11/16/24	Mon-Wed	70	7	Walt Disney World (Band/Color Guard Performing) Air	2	$1675-$1895 Depending on Flights
11	NES	1	4/23/24	Tuesday	138	15	WCSU "James and the Giant Peach" (school bus)	0	0.00 (PTO)
12	NES	2	5/17/24	Friday	75	6	NM Library (school bus)	0	0.00 (PTO)
13	NES	2	5/24/24	Friday	60	3	NM Library (school bus)	0	0.00 (PTO)
14	NES	2	5/14/24	Tuesday	75	6	SNIS (Grade 2 transition) (school bus)	0	$0.00
15	NES	2	5/15/24	Wednesday	75	6	SNIS (Grade 2 transition) (school bus)	0	$0.00
16	NMHS	11-12	4/11/24	Thursday	42	2	Porter & Chester Institute (school bus)	0	0.00 (Perkins)
17	NMHS	11-12	3/26/24	Tuesday	25	2	Garner Correctional Facility (Sociolgy Class) (school bus)	0	$15.00
18	NMHS	11-12	4/2/24	Tuesday	25	2	Garner Correctional Facility (Sociolgy Class) (school bus)	0	$15.00
19	NMHS	11-12	4/11/24	Thursday	25	2	Garner Correctional Facility (Sociolgy Class) (school bus)	0	$15.00
20	NMHS	11-12	4/2/24	Tuesday	42	2	Lincoln Tech Institute (school bus)	0	0.00 (LTI)
21	NMHS	11-12	3/26/24	Tuesday	25	2	Carpenters Local 326 (coach)	0	0.00 (Perkins)
22	NMHS	11-12	3/28/24	Thursday	42	2	Naugatuck Valley Community College (coach)	0	0.00 (Perkins)
23	NMHS	12	5/23/25	Friday	350	12	Six Flags New England ('25 Senior Trip) (coach)	TBD	TBD
24	NMHS	11-12	3/28/25	Thursday	5	1	Boehringer Ingelheim (no tranportation)	0	$0.00
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Updated 3/13/2024

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MARCH 2024 FUNDRAISING REPORT

DEPT	EVENT	FUNDS USE
NMHS		
Class of 2024	Restaurant Fundraiser-Chipotle	Senior Activities
FBLA	Sale of Krispy Kreme Doughnuts	Offset Transportation Costs/Equipment
Class of 2024	Bake Sale at Basketball Game	Senior Activities
Student Council	Ticket Sale for Winter Semi-Formal Dance	Dance Expenses/Other School Events
FBLA	Volleyball Exhibition Game	Transportation/Equipment Fees
Key Club	Valentines Day Chocolate Sale	Key Club Scholarship/Service Projects
Winter Percussion	Winter Drum Drive	Winter Percussion Trip to WGI
NMHS Band	Butterbraid Sales	Spring Trip 2024
Gymnastics	Snapraise	Team Apparel/Senior Night Activities
Asia Club	Asian Candy Sale	Field Trip/Senior Scholarship
Theater	Character Breakfast	Offset Cost of Little Mermain Production
Chorus	Sale of Yankee Tickets	Offset Cost of Field Trip
Chorus	Panera Fundraiser	Raise Funds for May Field Trip
Math Honor Society	Pi-Day Carnival	Scholarship for Math Honor Society
Key Club	Brave the Shave	St. Baldrick's Foundation Donation
SNIS		
PTO	Kids Kreations Art Project	Student Enrichment
PTO	Family Wreath Making	Student Enrichment
PTO	Butter Braids Sales	Student Enrichment
HPS		
PTO	Family Paint Night	PTO Activities
PTO	Sale of Frozen Baked Goods	Field Trips/Assemblies
PTO	Sale of Barkley Socks	Field Trips/Assemblies

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
5YR CAPITAL	FACILITIES	HAWLEY CONSTRUCTION CORP	DUST COLLECTOR PROJECT - NMHS WOODSHOP	$ 135,139.00	57300
5YR CAPITAL	NMHS	SOUND STAGE PRODUCTIONS	SOUND SYSTEM EQUIPMENT & INSTALL - NMHS THEATER	$ 59,800.00	57345
5YR CAPITAL	IT	CDW	LENOVO GEN 3 CHROMEBOOK'S (263 UNITS)	$ 49,970.00	57340
GENERAL	FACILITIES	HOME DEPOT	23/24 YEARLY - FACILITIES MAINTENANCE SUPPLIES	$ 30,000.00	54301
5YR CAPITAL	NMHS	SOUND STAGE PRODUCTIONS	SOUND SYSTEM EQUIPMENT & INSTALL - NMHS ATHLETIC FIELD	$ 29,893.00	57345
GENERAL	FACILITIES	HAT CITY PAPER	23/24 YEARLY - FACILITIES CUSTODIAL SUPPLIES	$ 19,000.00	54301
GRANT	***DISTRICT***	***REBEL INTERACTICE GROUP***	***WEBSITE DESIGN***	***$ 18,900.00***	***55500***
5YR CAPITAL	IT	DNR LABORATORIES	AV/AUDIO UPGADES - SNIS GYM	$ 14,999.95	57340
5YR CAPITAL	IT	DNR LABORATORIES	AV/AUDIO UPGRADES - HPS GYM	$ 14,923.00	57340
5YR CAPITAL	IT	DNR LABORATORIES	AV/AUDIO UPGADES - SMS CAFÉ	$ 14,876.00	57340
GENERAL	DISTRICT	INTECH HEALTH VENTURES	ACA (AFFORDABLE CARE ACT) REPORTING SERVICES	$ 12,760.00	53200
GENERAL	DISTRICT	M&J BUS INC.	OUT OF DISTRICT TRANSPORTATION SERVICES (1 STUDENT)	$ 12,360.00	55110
GENERAL	IT	CDW	DELL PRECISION 3660 TOWERS (7 UNITS)	$ 11,200.00	57340
GENERAL	DOI	BRAIN POP	SCHOOL WIDE ACCESS TO BRAINPOP ELL/K-3/3-8	$ 10,656.00	53050
GENERAL	NMHS	ALL-STAR	23/24 YEARLY - ATHLETIC TRANSPORTATION	$ 10,000.00	55100
GENERAL	FACILITIES	WESTON & SAMPSON ENGINEERS	DISTRICT WIDE PETROLEUM STORAGE TANK INVENTORY & REVIEW	$ 8,700.00	54301
GENERAL	DISTRICT	CROWN CASTLE INC.	INTERNET FEES - FEBRUARY THROUGH JUNE	$ 6,354.00	55300
GENERAL	IT	PC PARTS PLUS	CHROMEBOOK REPAIR PARTS	$ 5,927.30	54320
GENERAL	IT	TREASURER, STATE OF CT, CEN	INTERNET ACCESS CEN LINE	$ 5,806.80	53500
GENERAL	FACILITIES	MCKENNEY MECHANICAL	CIRCULATOR PUMP REPAIR AND REINSTALL - NMHS	$ 5,019.00	54301

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