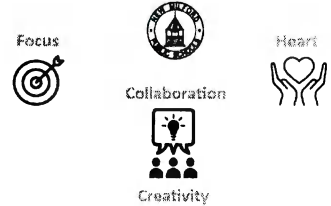


NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776



BOARD OF EDUCATION
MEETING NOTICE

DATE: November 21, 2023 TIME: 7:00 P.M. PLACE: Sarah Noble Intermediate School – Library Media Center
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REVISED 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.

4. STUDENT RECOGNITION: SCHAGHTICOKE MIDDLE SCHOOL

5. PTO REPORT

5. STUDENT REPRESENTATIVE REPORT

6. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes:
 - 1. Regular Meeting Minutes October 19, 2023

7. SUPERINTENDENT'S REPORT

- A. Update on School Culture and Climate Efforts

8. SUBCOMMITTEE REPORTS

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

9. BOARD CHAIRMAN'S REPORT

10. DISCUSSION AND POSSIBLE ACTION

- A. Monthly Reports
 - 1. Budget Position dated October 31, 2023
 - 2. Purchase Resolution: D-776
 - 3. Request for Budget Transfers
- B. Policies for First Review:
 - 1. 2300 Policy and Administrative Regulations Regarding Holds on the Destruction of

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- Electronic Information and Paper Records
- 2. 5112 Admission to the Public Schools At or Before Age Five
- 3. 5115 Recess and Play-Based Learning
- 4. 5158 Policy and Administrative Regulations to Improve Completion Rates of the Free Application for Federal Student (Aid)

C. Policies for Approval:

- 1. 4116 Increasing Educator Diversity Plan
- 2. 4118.25 Reports of Suspected Abuse and Neglect of Children or Reports of Sexual
4218.25 Assault of Students by School Employees
- 3. 5141.5 Policy and Administrative Regulations Regarding Suicide Prevention and Intervention
- 4. 5142 Administration of Student Medications in Schools
- 5. 6147 Parental Access to Instructional Material

D. Policies Recommended for Deletion

- 1. 2000 Concepts and Roles in Administration
- 2. 2000.1 Board-Superintendent Relations
- 3. 2100 Administrative Organization
- 4. 2112 Professional Development Opportunities
- 5. 2120 Administrative Assignments
- 6. 2130 Job Descriptions
- 7. 2131 Superintendent of Schools
- 8. 2132 Assistant Superintendent of Schools
- 9. 2133 Principal
- 10. 2141 Recruitment and Appointment of Superintendent
- 11. 2151 Appointment of Administrative and Supervisory Personnel
- 12. 2152 Assignment of Supervisory Personnel
- 13. 2210 Administrative Leeway in Absence of Board of Education Policy
- 14. 2231 Policy and Regulation System
- 15. 2240 Educational Research in District Schools
- 16. 2250 Monitoring of Product and Process Goals
- 17. 2400 Evaluation of the Superintendent

E. HVAC Evaluation Bid Award

11. **ITEMS OF INFORMATION**

A. Regulation Updates

- 1. 2300 R Administrative Regulations Regarding Holds on the Destruction of Electronic Information and Paper Records
- 2. 5141.5R Administrative Regulations Regarding Suicide Prevention and Intervention
- 3. 5158 R Administrative Regulations to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)

B. Employment Report

C. Enrollment Report - November 1, 2023

D. NMHS Roof Update

E. Central Office Update

F. NMHS Graduation Date

G. Parent/Teacher Conference Data

H. Professional Services Expenses Examples

I. Food Service Fund Balance towards Free Meals and Community Eligibility Provision

J. Update on Transportation

K. District Data

L. ESG/NV5 December 2023 Billing Status

12. **ADJOURN**

**New Milford Board of Education
Meeting Minutes
October 19, 2023
Sarah Noble Intermediate School Library Media Center**

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NEW MILFORD, CT

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

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Mrs. Teresa Kavanagh, Director of Human Services Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mr. Antonio Caldareri, Student Representative
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1.	A.	Call to Order Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:03 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 Mr. Joseph Failla of 17 Cobbler Lane stated his daughter went through New Milford Public Schools. After reading a recent newspaper article regarding a student who claimed to have had his school lunch taken from him, he was reminded of a similar situation with his daughter approximately nine years ago. She went to purchase lunch and was told she could not have it because she had no funds in her account and was given an option for a cheese sandwich. She refused the sandwich and went without eating. Mr. Fayette stated as a 15 year old, she was mortified. His daughter called him and he was immediately in touch with the school district. He noticed she was spending more than what lunch should cost and found out she was paying for other	Public Comment

	<p>students who didn't have money on their accounts. Mr. Failla stated that if it is really just these two instances, it can be understood, but doubts it hasn't happened more. He noted there are parents who are willing to put together a fund to help students pay for their lunch. His daughter has not forgotten it, even though it was years ago. Mr. Failla stated there should be a way to address this or come up with a better policy. Mr. Failla stated he came to speak because it happened recently and his 23 year old remembers it like it was yesterday.</p> <p>Mr. Faulenbach stated the Superintendent will speak to this more in her report if Mr. Failla would like to stay.</p> <p>Mrs. Kimberly Moran, of 1 Agnus Lane, stated she wanted to address the bus situation. She is a parent of a middle schooler on bus 23 and has been heavily impacted by the lack of drivers. She asked if the district can make it more equitable among the town for affected students. Her route has been affected at least 11/12 times, where other buses/kids have not been impacted. It is not equitable and not educationally sound. Parents are going into work late, leaving early or carpooling. Mrs. Moran asked the board to come up with another solution. She stated she called the Department of Education, and they were shocked to hear this was happening. She stated something better needs to be done.</p> <p>Mrs. Faulenbach stated the Superintendent's report will have comments on transportation. She also stated she encourages people to come to the board of education meetings to speak. It is necessary to have transparency.</p> <p>Mr. Bill Dunkel of 24 Everwood Dr. stated he lives along bus route 23, and is being impacted by the transportation issues. Mr. Dunkel stated last year it was terrible; they dealt with it, and are dealing with it again this year. His kids' routes have been impacted 10 times and it's not even the end of October. It hasn't snowed yet. How will it be handled when it's snowing? Will the kids be driving</p>	
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		in terrible conditions because of being on a late bus? He stated they cannot live like last year.	
3.		<p>RETIREE RECOGNITION</p> <p>Dr. Parlato stated the district wanted to honor Mrs. Eileen Gillette for 36 years of service. Mrs. Gillette worked in the HR department handling the onboarding of new employees, paperwork for new hires, and did it all with kindness and grace. Her leadership kept the HR department running seamlessly. On behalf of the board, Dr. Parlato wished Mrs. Gillette the best of luck in retirement.</p> <p>Mrs. Dana O'Rourke, president of the secretaries' union, came to the podium to recognize Mrs. Eileen Gillette and stated Mrs. Gillette began working for the New Milford Board of Education on May 4th, 1987. Anyone who has spoken to the Board has spoken to Mrs. Gillette. She has been a constant in a district which has had a lot of recent turnover the last few years. Mrs. O'Rourke wished Mrs. Gillette a happy and healthy retirement.</p>	RETIREE RECOGNITION
4.		<p>STUDENT RECOGNITION: NEW MILFORD HIGH SCHOOL</p> <p>Dr. Parlato stated the Board wanted to honor students from New Milford High School who have demonstrated the principles driving the school year: focus, collaboration, heart and creativity. This month's award winners are Lais Maia, Rachel Waight (could not attend), Finlay Savoir, Riley Tierney, and Charlie Vaughey. Lais Maia and Rachel Waight both had a strong review from staff and are leaders to their peers.</p> <p>Finlay Savoir is a pioneer with pathways internship work. He has done an internship with a law firm, and now plans to pursue law. Brady O'Neill, was October's rotary award winner and part of the New Milford advisory board. Riley Tierney has gone above and beyond in the brand new student initiative, Peer to Peer. Charlie Vaughey was part of a group to represent varsity sports, including field hockey and softball.</p>	STUDENT RECOGNITION: NEW MILFORD HIGH SCHOOL
5.		<p>PRESENTATION: UPDATE FROM ENERGY SYSTEMS GROUP AND NV5</p> <p>For the presentation Dr. Wells from NV5 was available via phone. Doreen Hamilton and Steve</p>	PRESENTATION: UPDATE FROM ENERGY SYSTEMS GROUP AND NV5

	<p>Richmond from ESG, (Energy Systems Group), were present.</p> <p>Dr. Wells began by explaining that NV5 provides engineering and consulting services for sustainability, energy efficiency, renewable energy, environmental compliance, design engineering, commissioning and power delivery.</p> <p>NV5 did a preliminary assessment of potential for New Milford. They put together requests for proposals, evaluated the bidders/interviewed and ESG was selected. NV5 helped the town negotiate an energy services agreement with ESG. Once kicked off, NV5 reviewed drawings and scope of work. This is a guaranteed project, and the savings ESG said they would provide to the town have to be met. If it comes up short, then ESG will write a check to the town or do more work to generate more savings. Given the timing of Covid, it has been a challenging project, but in the end the town will be provided with quality improvements.</p> <p>Dr. Wells explained what the energy performance contract consists of, and how savings are met. It is no cost to the town, it is eco friendly, and creates a better environment for everyone in the schools.</p> <p>Mr. Helmus asked when the verification measurement starts. Dr. Wells stated he can provide an example, but does not have one specifically for the New Milford project. Once all ECM's have been installed and are functioning, then the first one-year period begins. There are quarterly reviews, and then a full year review provided by ESG.</p> <p>Mr. Helmus stated the contract was extensive and originally the East Street building was included but no longer is, and asked why. Mrs. Hamilton stated she will find out when and why it was taken out. Mr. Cunningham stated for East Street there was a minimal scope of work.</p> <p>Mr. Helmus asked if the construction project was run through the MBC. Mrs. Hamilton stated it went through many boards on the town side but could not recall specific ones. Mr. Helmus asked who was the</p>	
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	<p>main point of contact for the project. Mrs. Hamilton stated Jack Healy.</p> <p>Mr. Helmus stated he was disappointed in the amount of information given; there has not been much communication with the board. Mrs. McInerney asked if the board voted on the contract when ESG came to present. Mrs. Faulenbach confirmed the board made a motion and the contract was signed by the town.</p> <p>Mrs. McInerney stated it is important to know how it hits the current budget and how it will affect the school budget moving forward. Mrs. Faulenbach stated it is her understanding that last year the payment was made out of savings to Eversource. This December the next payment will be due. The board is $\frac{2}{3}$ of the project. Mr. Giovannone confirmed December payment is \$446,000. Mrs. Faulenbach stated the Board needs to know how they are going to budget and pay for it.</p> <p>Mr. Helmus asked where the items promised to the board were: dashboard, report card, etc.</p> <p>Mr. Hansell stated it seems like the project isn't completed yet and asked for the completion date. Mr. Richmond stated it would be no more than 6 weeks from now. There are a few items left to complete. Mrs. Rella asked when the board can expect to see the dashboard of savings. The project is supposed to be self funded.</p> <p>Mrs. Faulenbach asked, even though there's no dashboard, is there a complete breakdown of savings to date. Mrs. Hamilton stated there is building by building information, but it is preliminary because construction is not complete. The payment is due in December because it is payment in advance at a 1.67% finance rate for a 20-year term.</p> <p>Mrs. Faulenbach mentioned the board and town are entering budget preparation and wants to make sure the amount can be covered. She asked if the project was behind. Mr. Richmond stated there was no official completion date. Everything but the solar has been complete since the spring. Mrs.</p>	
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	<p>Faulenbach asked how it makes money. Mrs. Hamilton stated generating energy for each building brings a big decrease to net zero for electricity. ESG is working on a web portal to get a building by building breakdown.</p> <p>Mrs. Hamilton continued the presentation to show energy use reduction, energy and infrastructure measures for each building, what has been completed, and what is currently in progress.</p> <p>Mrs. Faulenbach asked who is deciding on the needs of the buildings. Mrs. Hamilton stated someone from the district and someone from the town, discussed priorities for each building.</p> <p>Mrs. Sarich noted the boiler at the East Street building wasn't there listed on the grid.</p> <p>Mrs. McInerney mentioned there was a fire at the high school in 2022, and asked if there was anything that ESG had to replace. Mrs. Hamilton stated some things had been installed already and were replaced. Mr. Helmus asked if NV5 was part of the insurance claim, and Mr. Giovannone stated for the town yes, but not the board.</p> <p>Mrs. Faulenbach asked when the needs for each building were formalized. Mrs. Hamilton stated she does not remember, but can ask her engineer.</p> <p>Mrs. Rella asked if anything was checked after the fire. Mrs. Hamilton did not check air quality, but that was not part of their scope of work for that building.</p> <p>Mrs. Hamilton continued her presentation stating ESG did boiler replacements, cooling tower replacement, RTU replacements, and chiller replacements. They replaced the boilers at Sarah Noble and the cogeneration units at the high school are quieter. Dr. Wells added the cogen is run year round at the high school because it can generate electricity for less cost than buying it from Eversource.</p>	
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	<p>Mr. Hansell asked what is the time before failure for solar panels. Mr. Richmond stated it is 25 years. Mr. Hansell asked if that included the electronics in the panels. Mr. Richmond stated the 25 years are for the panels themselves. Mr. O'Brien noted he did not think Hill and Plain was supposed to have solar panels and is concerned because it has a 40-year-old roof. He asked why solar panels were put on an old roof that is scheduled to be replaced in the next few years. Mrs. Hamilton stated there were meetings regarding all the roofs, and Hill & Plain was always part of the discussions. Mr. O'Brien asked why ESG did not suggest holding off on putting the panels on Hill and Plain. Mrs. Hamilton stated the panels can extend the life of the roof, and there were other reasons why it was done. Mr. Richmond added there were incentives that were only available at that time, and waiting 3 years could mean losing those incentives.</p> <p>Mr. Helmus stated he thought ESG would handle the removal and replacement fee for the panels at Hill & Plain, and asked how that is incorporated into the savings cost. Mr. McCauley stated he did not remember the Hill & Plain roof being discussed with the Board. Mrs. Hamilton stated the discussion was had with the school facilities director, and the town's head of buildings, but doesn't recall a formal vote.</p> <p>Mrs. Hamilton continued her presentation stating lighting has been redone, fixtures, etc. Building Management System, BMS, was done in town building. Additional measures include building improvements, pipe and valve fitting insulation, transformer upgrades, water conservation, and plug load controllers. Financially the project is at \$14,300,000, financed over 20 years at 1.67%. The project cost was \$2,000,000 but there is a guaranteed \$17,658,788 in savings.</p> <p>Mrs. Faulenbach stated there is no capital outlay, and asked what expenditures in this contract are not capital. Is there anything fee based, finance based, etc.? Dr. Wells stated there is a maintenance contract on the cogeneration, and the first of five years is</p>	
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		<p>included in the contract. Mrs. Faulenbach asked what happens after five years. Dr Wells stated the district is maintaining newer equipment, so they will not be spending as much, and things will last longer. Mrs. Faulenbach wants to make sure the district, NV5, and ESG are doing their due diligence with taxpayer dollars.</p> <p>Mrs. Hamilton added there is investment tax credit money, along with additional funds that solar and cogen are eligible for, and additional buckets of money they will work to find.</p> <p>Mrs. Rella asked how they should know what to budget for, if there is no dollar amount. Mr. Giovannone stated he continues to budget as if no NV5/ESG project is happening. The line item that does not actually go to Eversource, and can be used towards that payment. That is why seeing a dashboard by building would be helpful, so he can see what is attributable to these projects.</p> <p>Mr. Faulenbach stated board members should send additional questions to her and she will make sure they are sent to the Mayor and Mrs. Hamilton. Mr. Helmus stated he appreciated NV5 and ESG coming out to discuss all of this.</p>	
6.		<p>PTO REPORT</p> <p>Mrs. Byrd stated the PTOs at each school have been busy with events for students and families as well as with fundraising efforts.</p> <p>The Hill and Plain PTO had a very successful fall festival and mum sale. The students loved the inflatable obstacle course and having visits from local goats. This was followed up with their annual pie sale, which also went very well.</p> <p>Northville kicked off their year with an outdoor movie night which families enjoyed and more recently they held their Halloween Monster Bash on Friday the 13th.</p> <p>Sarah Noble has their costume ball tomorrow night. They are having a Dough-Raiser tonight at Panera Bread until 8pm.</p>	PTO REPORT

		<p>Schaghticoke Middle School PTO held a great welcome back night with inflatables, food trucks and more in late September. Through early November, they are hosting grade level dances at The Maxx.</p> <p>The High School PTO supported Spirit Week by selling flamingos to flock staff doors as a PTO fundraiser and sold refreshments and roses at the homecoming dance held on Saturday evening.</p> <p>The preK-5 schools are all currently hosting Boosterthon at their schools. They had two days of mini-lessons on how to be a World Changer as part of Booster's World Changer Workshop. Students are considering what they can do to become a World Changer.</p> <p>The Town Wide PTO is still offering the discount cards to local businesses. To get one, see Mrs. Byrd or any of the PTO's. Cost is \$10 and will last through August. Mrs. Byrd stated they are also deep in the final planning stages of the 4th annual Sip and Shop event which will be November 17th from 6:30 - 9:00pm at JPCC. The PTO is very excited to have both the cafeteria and the gym this year. It is almost full with vendors already. It's a great way to get early holiday shopping done and support the PTO and local businesses and craftspeople.</p>	
7.		<p>STUDENT REPRESENTATIVES REPORT</p> <p>Mr. Caldareri stated Sarah Noble had "SNIS Pledge Week" where they reviewed an attribute of the Pledge each morning. This week is the introduction of the "SNIS School Wide Service Project" where they are going to raise awareness about breast cancer and raise money to help the local community. On Friday, the PTO had their Boo Bash.</p> <p>Northville had their monthly CARES assembly where students learned about responsibility. The 2nd graders learned about food waste. The Northville Fire Department brought different trucks and the students enjoyed learning about fire safety. That</p>	<p>STUDENT REPRESENTATIVES REPORT</p>

		<p>night was their annual Monster Bash. The staff is working on implementing the new math program.</p> <p>At New Milford High School, last week was spirit week: senior toga day. There was a pep rally where the chorus sang the national anthem. The New Milford marching band got to perform, and there were great games.</p>	
8.	A.	<p>APPROVAL OF MINUTES Approval of the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> September 19, 2023 Minutes <p><i>Mr. Helmus moved to approve the September 19, 2023 minutes. Seconded by Mr. McCauley.</i></p>	<p>APPROVAL OF MINUTES A. Approval of the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> September 19, 2023 Minutes <p>Motion made and passed unanimously to approve the September 19, 2023 minutes. Motion passed unanimously.</p>
9.		<p>SUPERINTENDENT'S REPORT</p> <p>Dr. Parlato stated the kindness in motion mini grant project has received several proposals for kindness projects. Over the next week the recipients will be announced. Dr. Parlato then explained the chain of communication in the school district. Board policy 1312 stated that complaints will be handled and resolved as close to their origin as possible starting with the teacher, principal, and then up. If school administrators and the central office staff are not told about concerns, they cannot help. Dr. Parlato thanked those who have already contacted her.</p> <p>Dr. Parlato stated she continues to work with the bus company and will work on spreading out the late and missing runs more evenly. Tomorrow Mr. Giovannone, and Dr. Parlato are meeting with the vice president of the bus company to explain their frustration. It is a loss of instructional time and an inconvenience for families and she is working hard to fix it.</p> <p>Speaking to the lunch debt, Dr. Parlato stated the current lunch debt, as of October 1st, was over \$6,500, and growing approximately \$1,000 per</p>	<p>SUPERINTENDENT'S REPORT</p>

	<p>week. This is a much larger number than seen in prior years.</p> <p>If a child does not have funds in their account they still get a regular lunch. The staff does not take a lunch tray away. Students are served a regular lunch in the cafeteria in their school. At the end of year, the outstanding lunch debt is covered by the district's general fund. The taxpayer dollars cover that lunch debt.</p> <p>Ms. Hollander and Mr. Jason O'Connor of the New Milford Youth Agency spoke regarding an internet safety grant. Mr. O'Connor stated when he saw the opportunity for the grant he knew to collaborate with Ms. Hollander. It will be a joint effort between the district, town, PD, and Youth Agency. The kickoff event will be October 25th at the New Milford High School auditorium from 6:00-7:30pm. Anyone in the community is welcome to attend, and the Youth Agency will provide child care during that time so parents can sit and listen. Topics will cover keeping kids safe online, current apps, trends, etc. There will be individual presentations for grades 5-12, and in the spring there will be another presentation as well as curriculum development in the schools. Mr. O'Connor noted this is grant money that won't be seen again.</p> <p>Ms. Hollander stated this initiative is just the beginning. It has been discussed with the Mayor, the Chief of Police, and the PTO. The project will include SADD (Students Against Destructive Decisions), the local community, and school providers with a shared interest. Scott Driscoll will do the presentation.</p> <p>Mr. Helmus circled back to school lunches and noted the community has raised funds to try and help pay for school lunches. Mr. Helmus stated he was told the Mayor was waiting for direction from the Superintendent regarding those funds. Dr. Parlato confirmed the district can receive those funds..</p>	
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10.	A.	<p>BOARD CHAIRMAN’S REPORT</p> <p>Mrs. Faulenbach thanked Mrs. McInerney for attending the last town-wide PTO meeting and stated ongoing communication is very important. The 2024 Board meeting dates are posted. The budget meetings will be January 16th, 17th and January 23rd and 24th. The public is welcome and encouraged to come. There will be a joint meeting on October 30th with the Board of Finance, Board of Education, and Town Council.</p> <p>Mrs. Faulenbach echoed what Dr. Parlato stated about the importance of coming to the board regarding concerns. Mrs. Faulenbach hears the transportation issue loud and clear. She will do everything possible to fix the issue, and is just as frustrated. Mrs. Faulenbach stated she appreciates the efforts of Ms. Hollander and Mr. O’Connor.</p> <p>Mrs. Rella asked for clarification on the PTO meeting dates. Mrs. Faulenbach replied she has sent them out and will send them again.</p>	<p>BOARD CHAIRMAN’S REPORT</p>
11.	A.	<p>DISCUSSION AND POSSIBLE ACTION</p> <p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated September 30, 2023 2. Purchase Resolution: D-775 3. Request for Budget Transfers <p>Mr. Giovannone thanked the board for the opportunity to present earlier in the evening. He then stated, regarding the monthly reports, the major difference from last month's report to this one is the payroll encumbrances are now comparable for future reports over prior years.</p> <p><i>Mr. O’Brien moved to approve monthly reports: Budget Position dated 9/30/23; Purchase Resolution: D-775; and Request for Budget Transfers. Seconded by Mr. Hansell.</i></p>	<p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated September 30 2023 2. Purchase Resolution: D-775 3. Request for Budget Transfers <p>Motion made to approve monthly reports: Budget Position dated 9/30/23; Purchase Resolution: D-775; and Request for Budget Transfers. Motion passed unanimously.</p>

	<p>B. Bid Awards</p> <ol style="list-style-type: none"> 1. RFP E-2324-002 NMHS Theater Equipment 2. RFP E-2324-003 SNIS Streaming Studio Proposal 3. RFP E-2324-001 NMHS Wood Shop Upgrade <p><i>Mrs. McInerney moved to approve Bid Awards RFP E-2324-002 NMHS Theater Equipment, RFP E-2324-003 SNIS Streaming Studio Proposal and RFP E-2324-001 NMHS Wood Shop Upgrade. Seconded by Mrs. Sarich.</i></p> <p>C. Policies for Approval:</p> <ol style="list-style-type: none"> 1. 1105 Non-Discrimination 2. 5163 Transportation 3. 4112.8 Nepotism (Certified) 4212.8 Nepotism (Non-Certified) <p>Mrs. Rella asked Dr. Parlato to point out to the board the changes that were made to the Transportation policy. Dr. Parlato stated no changes were made. The regulation and procedure will be changed.</p> <p><i>Mrs. McInerney moved to approve the Policies for Approval. Seconded by Mr. McCauley.</i></p> <p>D. Policies Recommended for Deletion.</p> <ol style="list-style-type: none"> 1. 1000 Concepts and Roles in Community Relations 2. 1110 Administration and School Relation with Board 3. 1112 News Media Relationships 4. 1112.5 Media Access to Students 5. 1120 Public Participation at BOE Meetings 	<p>B. Bid Awards</p> <ol style="list-style-type: none"> 1. RFP E-2324-002 NMHS Theater Equipment 2. RFP E-2324-003 SNIS Streaming Studio Proposal 3. RFP E-2324-001 NMHS Wood Shop <p>Motion made to approve Bid Awards RFP E-2324-002 NMHS Theater Equipment, RFP E-2324-003 SNIS Streaming Studio Proposal and RFP E-2324-001 NMHS Wood Shop Upgrade. Motion passed unanimously.</p> <p>C. Policies for Approval:</p> <ol style="list-style-type: none"> 1. 1105 Non-Discrimination 2. 5163 Transportation 3. 4112.8 Nepotism (Certified) 4212.8 Nepotism (Non-Certified) <p>Motion made to approve Policies for Approval. Motion passed unanimously.</p> <p>D. Policies Recommended for Deletion</p> <ol style="list-style-type: none"> 1. 1000 Concepts and Roles in Community Relations 2. 1110 Administration and School Relation with Board
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	<p>E. Curriculum</p> <ol style="list-style-type: none"> 1. Communications Arts I 2. Communications Arts 2 3. Computer Science I 4. Computer Science II 5. Introduction to Acting 6. STEM 6 7. 6th Grade Introduction to Digital Media 8. Criminal Justice 9. English 9 for MLL Students 10. ESL 1 11. ESL 2 12. Art Appreciation <p>Mrs. Hollander clarified the items in 10. E. are course proposals, not curriculum. Mrs. McInerney stated now that World Language is classified as Unified Arts, time is freed up to allow students to take other courses that may be more meaningful to them. These proposed courses are exciting. The same applies to the proposed courses for the high school. They will keep students engaged and on track for graduation.</p> <p><i>Mr. Helmus moved to approve the following Curricula: Communications Arts I, Communications Arts 2, Computer Science I, Computer Science II, Introduction to Acting, STEM 6, 6th Grade Introduction to Digital Media, Criminal Justice, English 9 for MLL Students, ESL 1, ESL 2, Art Appreciation. Seconded by Mrs. Rella.</i></p> <p>F. East Street Building</p> <p>Mr. Helmus gave a history of the East Street building reading aloud emails between himself, the</p>	<p>E. Curriculum</p> <ol style="list-style-type: none"> 1. Communications Arts I 2. Communications Arts 2 3. Computer Science I 4. Computer Science II 5. Introduction to Acting 6. STEM 6 7. 6th Grade Introduction to Digital Media 8. Criminal Justice 9. English 9 for MLL Students 10. ESL 1 11. ESL 2 12. Art Appreciation <p>Motion made to approve the following Curricula: Communications Arts I, Communications Arts 2, Computer Science I, Computer Science II, Introduction to Acting, STEM 6, 6th Grade Introduction to Digital Media, Criminal Justice, English 9 for MLL Students, ESL 1, ESL 2, Art Appreciation. Motion passed unanimously.</p> <p>F. East Street Building</p>
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	<p>mayor and others in the town. Mr. Helmus stated on August 10, 2023 the mayor posted on Facebook there was mold in the building. According to the mayor, the mold was due to a cracked boiler, because it was only running at 2 PSI, it had to be run at full capacity, creating extensive moisture in the building and causing the mold. At the December 2022 Board of Education meeting, board member Eric Hansell requested to put together a plan to give the building back to the town, have the process be expedited, with continued maintenance until the transfer is done.</p> <p>The statement on Facebook by the mayor was that this was not done, meanwhile the cracked boiler continued to run, adding tremendous amounts of moisture to the building.</p> <p>Then on August 11, 2023, the mayor posted on Facebook an update on East Street School and posted that a consultation was done with the attorney and a declaration of limited local emergency was proposed for the building.</p> <p>Mr. Helmus stated those are the key takeaways from the mayor's post. Mr. Helmus responded by stating when the mayor posts that the building was not taken care of, that is not accurate. According to the Facilities Director, in an email on August 14, 2023, his team conducted almost daily walkthroughs of the building. Additional information was provided and given to the town. There were several IAQ reports and none of them, even the most recent one, conducted by the town, indicated any health hazards.</p> <p>Mr. Helmus stated his second take away from the mayor's facebook post regarding the mold, was that the mold was caused by the continuous running boiler. This is not accurate. According to an email from the Facilities Director, fans were placed in the boiler room, helping to exhaust steam, and at no time was it reported that steam was entering other rooms or the interstitial spaces. Additionally, the temperature and dew points necessary to foster mold growth were not present during the winter months.</p>	
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	<p>Mold cannot grow in the cold. The fact that the boiler could not keep the building above a temperature to avoid an adverse working condition for the employees is evidence enough to prove the conditions were not conducive to mold growth. Also, once the heat was off for the season, building inspections were still conducted and again, much like the IAQ reports, it was never recorded that mold was observed.</p> <p>Mr. Helmus continued by stating an invitation was extended to the mayor and the entire Town Council and the entire Board of Education to do a walk through of the East Street building. That walkthrough was conducted on June 17, 2023, exactly two weeks before the official transfer date. Not one of the participants on that tour made any comments about mold.</p> <p>Mr. Helmus stated his third takeaway regarding the mayor's facebook post, when the mayor posted the moisture was growing the mold, that is not accurate. Moisture is one factor in mold growth and there are clear indicators and knowledge that the internal temperature in the building was hovering about 50 degrees, and could not keep the building above 65 degrees, even during warmer weather. When the weather was warmer the boiler was shut down.</p> <p>Mr. Helmus' fourth takeaway from the mayor's Facebook post, was that the mayor stated a limited air quality study done by Fuss & O'Neill implies a health hazard. Mr. Helmus stated that is not accurate. No such claim was made in the Fuss & O'Neill IAQ report of August 2023. Fuss & O'Neill did not report on the chemical and airborne contamination. The Fuss & O'Neill from August 2023 indicates the client, the mayor, made a predetermination that created a biased narrative into the study. Mr. Helmus quoted from the Fuss & O'Neill August 2023 report, "based on the information provided by the client, over the past year the heating system was partially operating. During this time steam leaked between the boiler plates and entered the building." This is in direct conflict with BOE information that indicated the</p>	
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	<p>boiler was operating with fans venting the room to the outside.</p> <p>Mr. Helmus made his last point stating that when the mayor says he did everything necessary and in his power to expedite the transfer of the building from the Board of Education to the town, this is not correct. At the December 2022 BOE meeting, there were some actions agreed to by the mayor. One of them was to memorialize an agreement with the town concerning Camella's Cupboard. Camella's, at the time, was occupying the gymnasium of East Street and had a valid building use agreement with the Board of Education. At the time, and in Mr. Helmus' own opinion, it was extremely important to get this MOU in place so that political radicals within the town could not weaponize the media in any way that might interfere with or alter budget adoption. Given the nature of Facebook and the moderator biases this was an almost guaranteed outcome of transfer without an MOU. It would have resulted in a rabbit hole of discussion that had very little to do with the proposed budget. As the board chair at that time, Mr. Helmus wanted to avoid that rabbit hole.</p> <p>Immediately after the board had finished its budget deliberations, at the beginning of February, Mr. Helmus turned his attention back to the East Street transfer. He wants to remind the board and public that the mayor had stated he would discuss the East Street situation with the Town Council in January. According to the Town Council agendas and minutes, this never happened. Mr. Helmus checked with the board attorney to see if there was any correspondence with the town attorney or the mayor, and the board attorney stated he had not. Mr. Helmus asked the then interim Superintendent, Dr. Paddyfote, if she had heard anything, she had not. Mr. Helmus then called Angela Chastain personally to see if she had received clarity from the mayor or the town. She replied to say she saw the board had taken East Street out of the budget for the next year, and was wondering if Mr. Helmus could provide an update. The only update Mr. Helmus could provide was to inform Mrs. Chastain that he was waiting on an MOU from the town. Mr. Helmus asked Mrs.</p>	
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	<p>Chastain if everything was okay and if she needed to highlight any concerns to the Facilities Director, and she indicated everything was okay. Mr. Helmus then asked Mrs. Chastain if she would be willing to write an email to the mayor asking for status and clarification and to copy Mr. Helmus. Mr. Helmus asked for this email to hopefully spur the conversation towards an agreeable resolution and transfer date. Mrs. Chastain did follow through and write an email. Mr. Helmus proceeded to read aloud those emails to the board.</p> <p>On February 23, 2023, Mrs. Chastain wrote an email to Mayor Pete Bass stating “the BOE took maintenance of East Street out of their budget for the next fiscal year. This indicates to me they are anticipating a transfer of the building soon. I am writing to check in about Camella’s Cupboard once the transfer is complete. I know you and I have spoken about the possibility of us staying at East Street until a decision has been reached on the building. I would feel much better going forward if we could execute a memorandum of understanding so there are no surprises and we can adequately anticipate costs. I am away at the moment but will be back in town the week of March 6, 2023, and could meet with you then to discuss. As an aside, we are again seeing increased numbers with extra SNAP benefits expiring next week, I don’t think we’ve seen the worst of it yet.”</p> <p>On Thursday May 23, 2023, Mayor Pete Bass responded, “Hi Angie, thanks for the email. As we discussed when you came to visit me about your concerns regarding the education administration leaving East Street, we will look to accommodate Camella’s. I agree with you that we will see more food insecurities. When you get back, let’s meet and discuss.” At this point in time Mr. Helmus responded on Monday February 27th stating, “Hello Mayor Pete, As a reminder from the BOE meeting from December 20th, I thought you were going to have Randy (town attorney) contact Zach (board attorney) to work out a MOU for Camella’s. This was an action that I assumed gave a final decision for the transfer date. At the time the BOE was left</p>	
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	<p>unsure if you or the Town Council wanted to expedite a transition date, or if there were other concerns that needed to be attended to. I thought we left that meeting thinking that an MOU was seen as a logical and the most practical approach to reach the smoothest transition possible for all stakeholders. For clarity, Camella's has a building use agreement with the BOE that is good until March 31, 2023. If an MOU had an effective date of April 1st, I am confident we can get it on the BOE agenda and set a target transfer date coincidental to the building use agreement. Again, I think this is the most logical and practical approach. Please let me know how you see the situation and if needed, suggest an alternative plan that might better fit the town needs for a plan for a smooth transition of the East Street transfer."</p> <p>Mr. Helmus then followed up with an email to the board attorney asking him to "Please reach out to Randy, share this most recent email, see if we can get some positive movement going."</p> <p>The board attorney responded stating he had sent an email to Randy DiBella asking for clarification. Mr. DiBella responded asking for the language the BOE suggests as to Camella's Cupboard, he will clear it with Mayor Bass so that he can draft it into an assumptive provision in MOU. Attorney DiBella included that if the board attorney wished to draft the MOU, that was fine, and if not, to inform him of the terms and conditions of the facility surrender and he would write it. That was dated February 27, 2023.</p> <p>About an hour later, on February 27th, the town attorney, Randy DiBella responded "Hi Zach (board attorney), Mayor Bass just spoke with me about an email to you. He (the Mayor) will send info as to his position regarding the transfer and informed me (Attorney DiBella) it is his (the Mayor) understanding there is no agreement with Camella's Cupboard, rather a summary of transfer and a transfer of funds from line item regarding the property's maintenance. I (Attorney DiBella) will contact you on the note." At that point in time the</p>	
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	<p>board attorney contacted Mr. Helmus and Dr. Parlato. His email read “Hi Pete and Janet, I assumed there was a lease agreement with Camella’s but after looking over my notes it is actually just a facilities use agreement pursuant to the board’s facility use policy. I’d like to confirm, if possible, would Matt Cunningham have the documentation? Also, while we discussed the transfer back in December, I believe we were waiting on the town to make a commitment to continue hosting Camella’s, so I do not think the board ever passed a resolution passing East Street back to the town. Would you be able to confirm that as well.”</p> <p>Mr. Helmus responded to the board attorney that “they had not transferred the building back to the town’s control and have not held a meeting to discuss an agreement on that transfer date. I propose we set a target date of April 1st. We are not seeking to interfere with the town or any agreement they may make with Camella’s. We have no intention of interfering with the town’s decision on how they want to use that building after the transfer. We have a building use agreement with Camella’s that expires March 31, 2023. It would be nice if the town had an MOU with Camella’s stating something simple, like the town continues to support Camella’s by letting them to use this space after the building transfer and the town will give Camella’s a two months’ notice to vacate. That MOU would make the entire board vote unanimously to the building transfer as it would send a message of courtesy and collaboration to the board as well as Camella’s. I think that’s a simple plan and request. It’s a clean transfer and keeps it out of the current budget discussion.”</p> <p>Mrs. Faulenbach wanted Mr. Helmus to confirm, he’s going through these emails to clarify the delay in turning over the building. Mr. Helmus stated yes, there was a conversation that the Board of Education delayed the transfer and that was one of the causes of the current condition of the building. In summary there was a request to the mayor’s office asking for an MOU from the town in order to</p>	
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	<p>expedite the transfer, that MOU was never agreed upon and the mayor never responded regarding Mr. Helmus' email regarding the transfer or the MOU. The only conversations were through the town attorney. The mayor, the entire Town Council, and Board of Education were invited to a walkthrough of the East Street Building on June 17, 2023. No one present made any comments about extensive mold. The mayor chose not to attend. Mr. Helmus shared documents of a report showing pictures of East Street from 2019 and not much looks different to today. The mayor has been in the building over the years and the Facilities meeting minutes over the years, shows a constant discussion regarding the boiler. Mr. Helmus also distributed information regarding mold and how air quality tests cannot detect mold levels. The documents included excerpts from OSHA and NIOSH. They state there is no standard testing for mold so if someone says air quality reports have detected mold, that's not the truth.</p> <p>Mrs. Faulenbach stated the East Street school transfer has been finalized, and the board is completely out of East Street. Dr. Parlato confirmed they are. Mrs. Faulenbach stated at this point in time it is a town building. Mrs. Faulenbach stated she was surprised to see the presentation about East Street at Town Council Monday night. She had made it clear to members of the board and the mayor she could not attend. It was hard to watch and not have a say. Many have asked about East Street and moving forward. Mrs. Faulenbach hopes it's a true collaboration.</p> <p>Mrs McInerney stated having served on the board for almost eight years, she is truly disheartened about the narrative regarding the previous buildings the board has occupied. For the better part of 10 years, the board has been trying to leave East Street and solutions were denied, leaving them stuck there. The board doesn't own school buildings but needs to maintain them, and huge capital expenses are outside of their scope. The town didn't do their due diligence to find another building or solution. As a volunteer, she is disappointed in how the Board of</p>	
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	<p>Education has been treated. It's not right, and not deserved. She wished she knew the Town Council meeting was going to be that way, so they could have attended.</p> <p>Mr. Faulenbach noted it was on the Town Council agenda but listed as East Street School, and it wasn't known it was going to include a presentation. She wants to make it clear for the record, there was a mention at Town Council that the air quality reports were FOIA'd from the Board of Education. She never received a request for FOIA. The day before the Town Council meeting, the mayor asked for the reports and the board provided them that afternoon. If it's asked for, she gives information to the mayor.</p> <p>Mr. McCauley stated he tries not to make public comments that are hurtful to others who also volunteer their time for the town, this board included, for the betterment of the town. The Board of Education works for the kids and to be attacked by members of the Town Council and the mayor, it's disheartening and gutting. He could go to the public, to Facebook, but doesn't and does it in private and does it through emails. It disgusts him because it's an attack on the Board of Education. It takes away from the credibility. They are not the board of buildings. They have spent hours volunteering and gone through a series of superintendents just to have the mayor and Town Council kick them, with no remorse. Mr. McCauley states he works collaboratively with everyone.</p> <p>Mrs. Sarich stated she is surprised the nine of them are still sitting there given how the town has treated them.</p> <p>Mr. McCauley stated they are there for the kids. Mrs. Sarich agreed and stated yes, that's why we're still here. The way they were treated has been horrible.</p> <p>Mr. O'Brien stated the comments he's heard shows the contempt the Town Council has for the Board of Education's Facilities Department. The mayor came in December and insisted the heat stays on. Then six</p>	
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		<p>months later, the mayor says because the heat was on, it destroyed the plaster. The town is not being honest in working with the board. MBC talks as though facilities cannot change a light bulb and it's not right.</p> <p>Mr. McCauley stated Mr. Cunningham knows everything about these buildings and it's so impressive, yet there is never any mention of how much Mr. Cunningham knows and how well his department takes care of the buildings. The narrative that goes out to the community through Facebook is despicable. Mr. Cunningham has given every courtesy to the mayor and Town Council to view the buildings and this is how it comes back to us.</p> <p>Mrs. Faulenbach reminded the board there is a meeting on October 30th and the board has been invited to sit and collaborate with acting bodies.</p> <p>Mrs. Sarich asked if the mayor had been in contact with an agenda.</p> <p>Mrs. Faulenbach stated the agenda was posted. They are looking for opening comments from the chair. Mrs. Faulenbach stated she will come up with something.</p> <p>Then Mrs. Faulenbach wanted to clarify that the Board of Education has more meetings than any other acting bodies in the town and more sub committees. They have the most aggressive public servant agenda of any municipality. They have not, not had a quorum for seven to eight years. Not one meeting canceled for lack of quorum. That shows hard work. Whether this was done intentionally or not, it's not good and really hurtful. The board will go on the 30th, but watching the Town Council meeting, it was outrageous. It was quite the show. Mrs. Faulenbach stated she understands having to account to the taxpayer and giving visuals, but it could have been done as a team. When this town faced a real tragedy of not one but two fires, the board was the first to sit down and be part of the process. They all owe it to the town to work better together. Not say it, not post it, but do it.</p>	
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		<p>Mr. Helmus asked for a formulation of a motion. Mr. Helmus asked that a motion be formulated that correspondence received from the town attorney dated August 17, 2023, be made public and to instruct the board chair to release it to the public.</p> <p>Mrs. Faulenbach asked Mr. Helmus if this was the path he wanted to go down.</p> <p>Mr. Helmus stated yes. It speaks to the actions of the mayor and the legislative body towards the Board of Education.</p> <p>Motion was made. Seconded by Mrs. McInerney.</p> <p>Mr. Helmus went on to state that the collaboration in this town is broken, and the town and public need to know that. He is tired of being pounded on a regular basis that the board is just bad people, and takes bad care of the students. He's exhausted by it and needs the public to know about this so the public can now make decisions based on their knowledge.</p> <p>Mrs. Rella stated the board should make sure they are doing this as a board, and it is not just Mr. Helmus with his agenda against the mayor. Mrs. Rella stated she is speaking as Olga Rella, board member and not a pawn of the mayor. Mrs. Rella stated she wants to make sure the board doesn't get dragged into the fight Mr. Helmus has been creating for this past year. Mrs. Rella stated she is against this vote, she does not think it is beneficial to the board, and it is a personal battle.</p> <p>Mrs. Faulenbach stated this meeting tonight is not about the mayor of New Milford and that needs to be taken out of it and personalities need to be taken out of it. Some board members are keeping their opinions to themselves and asks them to be patient with those who can't do it anymore.</p> <p>Mr. McCauley stated he wouldn't normally want to release something like this and he doesn't think it's a case of two people going at it. The whole board has been attacked and it's mind boggling.</p>	
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	<p>Mrs. Faulenbach asked for everyone to give their opinion.</p> <p>Mr. McCauley stated there has been a lot of information thrown out about how we conduct our business and how the buildings have been taken care of. He personally wants it to end and will vote for it to be released.</p> <p>Mr. Hansell stated there's certainly an issue here, it cannot be denied, but doesn't see the root cause of it. Where is the heart of the issue for the matter at hand. Since he cannot identify the root cause he's hesitant to make a rash move that might exacerbate things. Mr. Hansell stated he would not vote to release the correspondence.</p> <p>Mr. Helmus, responding to Mr. Hansell, stated the root cause is that diplomacy has failed. The board tried to work with the town on a transfer. They did not receive an MOU. That was a failure. When touring the building only a few Town Council members showed up and no one mentioned seeing mold. Within weeks of giving the building back, there were pictures on FB talking about how bad it was. If we want to restore diplomacy, let's recognize it.</p> <p>Mrs. Rella stated, if you ask any of the Camella's people, starting in April they had to clean the toilet seats because there was mold on them.</p> <p>Mr. Helmus stated that information is second hand.</p> <p>Mrs. Rella stated for Mr. Helmus to go ask them, and they will tell him.</p> <p>Mrs. McInenery stated that's not pertinent to this conversation. We've sat here for well over a year and been put through a lot. The board cannot stop the public from going off of misinformation, but to threaten a volunteer is not right. They all put their heart and soul and time in; time away from families to be on the board. To get a letter like that is despicable, and the public should know. She stated</p>	
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	<p>she will vote to make the letter public because the public should see it.</p> <p>Mr. Helmus reminded the board that the district staff moved out because of adverse working conditions. The heat could not be maintained and he was tired of the lack of solutions to take care of the staff. If the boiler had not failed, they would still be in that building today. In 2020, the district had \$7000 in capital reserve, and they couldn't afford to buy a copy machine.</p> <p>Mrs. Faulenbach agrees with everything she's heard. After getting the letter, she hoped they could talk to the town in a private discussion. East Street has been something discussed since she's been on the board. She was unaware of the Pirie report, and if a report like that came in about East Street, why wasn't it shared with the board? She never saw it.</p> <p>Mr. Helmus noted how Mrs. Faulenbach, on her own time, worked hard to find a solution with the mayor on where central office could be relocated. The narrative is so powerful about the board being negligent and costing town money and deliberately hiding something. That's hard to let go. They should have had a seat at the table at Monday's Town Council meeting. It would have given a chance for diplomacy, and no one was invited. Dr. Parlato wasn't invited. Watching that meeting, the board got hammered by the Town Council.</p> <p>Mrs. Faulenbach stated she is the one that has to go there Monday to request the capital reserve.</p> <p>Mr. McCauley replied to Mrs. Faulenbach stating the fact you have to go there and request the capital reserve and you might not get it based on their reaction to the decision tonight. What's bothersome the most is that there is a real fear. That's the heart of this matter. We have to walk on eggshells to get the money to repair these buildings. Why isn't the district being supported for these things?</p> <p>Mrs. Rella stated this vote is only going to divide us more. We might as well cancel the October 30th</p>	
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	<p>meeting.</p> <p>Mr. McCauley pointed out that that is part of the problem, because we as volunteers are here for the town.</p> <p>Mrs. Faulenbach stated that what's sad about the 30th is we had some great ideas on capital and transportation. It's clear the board was sent correspondence that was threatening, and it has caused a problem. It crossed the line, and drew that line in cement, not sand.</p> <p>Dr. Parlato stated, for the board's consideration, the communication they are talking about has numerous inaccuracies, for that to be released would include these inaccuracies. It also looks official because it's on a legal letterhead.</p> <p>Mrs. Herring stated she did not have the same reaction because she wasn't on the board at the time, and was able to brush it off because it wasn't aimed at her. She did not realize the letter included inaccuracies, and maybe it's not a great idea to put it out there.</p> <p>Mrs. Faulenbach stated that was her concern as well. The letter is not 100% accurate, and will vote against releasing it. Given the inaccuracies, they'll spend more time defending themselves.</p> <p>Mrs. McInerney stated good people don't write something like that to a volunteer. That letter was threatening and bullying. It was inappropriate and unnecessary.</p> <p>Mr. McCauley stated he appreciates Mr. Helmus' motion, because it got this out.</p> <p><i>Mr. Helmus motioned that correspondence received on August 17, 2023, by the town attorney be made public and released to the public, and instruct the board chair to do so. Seconded by Mrs. McInerney. The motion passed 5-4 with Mr. Helmus, Mrs. Sarich, Mrs. McInerney, Mr. McCauley and Mr. O'Brien in favor. Mrs. Faulenbach, Mrs. Herring,</i></p>	<p>Motion made to release correspondence received on August 17, 2023 by the town attorney be made public and released to the public, and instruct the board chair to do so. Motion passed 5-4.</p>
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		<p><i>Mrs. Rella and Mr. Hansell opposed.</i></p> <p>G. Capital Reserve Withdrawal</p> <p>Mrs. Faulenbach stated there has been a lot done from the beginning of the fire reimbursement claim to now. There is a \$57,000 gap to cover and the hope is the board will split the difference with the town. Mrs. Faulenbach asked Mr. Giovannone what the claim amount was originally for. Mr. Giovannone stated it was approximately \$14,500,000. Mrs. Faulenbach stated there have been many calls and there have been other areas of these claims where CIRMA has been less demanding on actual invoices, that should be recognized.. Out of \$14,500,000, it's good to get it this close. The hope is to split the difference with the town and close the account.</p> <p>Mr. Helmus agreed on a \$14,500,000 claim, to be this close, is a fair enough proposal.</p> <p><i>Mr. Helmus moved to approve the request from Capital Reserve in the amount of \$28,538.34 for the NMHS Fire Claim Reimbursement. Seconded by Mr. Hansell.</i></p>	<p>G. Capital Reserve Withdrawal</p> <p>Motion made to approve the request from Capital Reserve in the amount of \$28,538.34 for the NMHS Fire Claim Reimbursement. Motion passed unanimously.</p>
12.	<p>A. HVAC Reports & Grants</p> <p>Dr. Parlato stated the due date is December 31st and the district is gearing up for application.</p> <p>B. Kindergarten Entry Age</p> <p>Mrs. Hollander stated the entry age is changing and any changes need to be communicated to the community. The district will need to be mindful that child care centers may not have the space to handle this. Mrs. Rella asked what the cutoff date is. Ms. Hollander stated it is September 1st. Mrs. Rella asked if the district could open more spots in preschool. Mrs. Olsen stated that the model is for</p>	<p>ITEMS OF INFORMATION</p>	<p>ITEMS OF INFORMATION</p> <p>A. HVAC Reports & Grants</p> <p>B. Kindergarten Entry Age</p>

	<p>special education students. Mrs. Rella suggested trying to open more spots.</p> <p>C. Internet Safety: Collaborative Grant with the Town of New Milford Previously discussed in the Superintendent's Report.</p> <p>D. Employment Report - September 2023 Mrs. Kavanaugh stated they have several new hires. Catherine Calabrese will be starting next week as the new Hill & Plain Principal. Mr. McCauley stated he is happy the district has hired more paraprofessionals.</p> <p>E. Enrollment Report - October 2, 2023 Dr. Parlato stated enrollment is on track. The district is down 85 students and the projection was 80.</p> <p>F. NMHS Fire Reimbursement Update Previously discussed in the meeting.</p> <p>G. Central Office Update Mr. Cunningham stated installation on the double doors will begin as soon as possible. Dr. Parlato asked when the permit came in. Mr. Cunningham replied it came in yesterday. Mrs. Faulenbach stated she is disappointed it took three months to get doors, considering it is a safety issue. Mrs. Faulenbach also stated, regarding central office, she will work hard to make sure there is a more permanent home for central office.</p> <p>H. 2024 Board Meeting Dates Dr. Parlato stated that the dates are informational.</p> <p>I. Field Trip Report No discussion.</p> <p>J. Entitlement Grants 2023-2004 No discussion.</p> <p>K. SNIS Oil Tank Mr. Cunningham stated the district is looking to pursue abandoning the tank in place. Jack Healy is heading up the project. Mr. Helmus noted the oil project has been in discussion since 2018 and is</p>	<p>C. Internet Safety: Collaborative Grant with the Town of New Milford</p> <p>D. Employment Report - September 2023</p> <p>E. Enrollment Report - October 2, 2023</p> <p>F. NMHS Fire Reimbursement Update</p> <p>G. Central Office Update</p> <p>H. 2024 Board Meeting Dates</p> <p>I. Field Trip Report</p> <p>J. Entitlement Grants 2023-2004</p> <p>K. SNIS Oil Tank</p>
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New Milford Board of Education
Meeting Minutes
October 19, 2023
Sarah Noble Intermediate School Library Media Center

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		disappointed it has taken five years to see what should be done with it.	
13.		ADJOURN <i>Mr. Hansell moved to adjourn the meeting at 10:12 p.m. Seconded by Mrs. Sarich.</i>	ADJOURN Motion made to adjourn the meeting at 10:12 p.m. Motion passed unanimously.

Respectfully submitted:



Tammy McInerney
Secretary
New Milford Board of Education



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	31,945,654	0	31,945,654	8,009,536	23,370,601	565,517	98.23%
100'S	SALARIES - NON CERTIFIED	10,270,703	0	10,270,703	2,718,030	5,155,158	2,397,516	76.66%
200'S	BENEFITS	11,919,826	0	11,919,826	5,123,601	5,896,619	899,607	92.45%
300'S	PROFESSIONAL SERVICES	4,190,999	0	4,190,999	1,458,596	1,595,705	1,136,699	72.88%
400'S	PROPERTY SERVICES	966,567	0	966,567	231,882	262,018	472,667	51.10%
500'S	OTHER SERVICES	10,646,901	0	10,646,901	2,887,378	6,724,813	1,034,710	90.28%
600'S	SUPPLIES	2,785,432	0	2,785,432	864,866	1,371,239	549,327	80.28%
700'S	CAPITAL	117,648	0	117,648	39,297	21,008	57,342	51.26%
800'S	DUES AND FEES	95,448	0	95,448	67,498	15,738	12,211	87.21%
900'S	REVENUE	-2,213,525	0	-2,213,525	-93,394	0	-2,120,131	4.22%
GRAND TOTAL		70,725,653	0	70,725,653	21,307,290	44,412,899	5,005,464	92.92%

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	2,307	0	534,202	0.43%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,252,122	0	2,252,122	559,013	1,613,305	79,804	96.46%
51202	SALARIES - NON CERT - SUBSTITUTES	984,000	0	984,000	205,564	0	778,436	20.89%
51210	SALARIES - NON CERT - SECRETARY	2,214,497	0	2,214,497	673,237	1,265,094	276,166	87.53%
51225	SALARIES - NON CERT - TUTORS	260,695	0	260,695	33,333	26,316	201,046	22.88%
51240	SALARIES - NON CERT - CUSTODIAL	2,002,422	0	2,002,422	681,811	1,151,998	168,613	91.58%
51250	SALARIES - NON CERT - MAINTENANCE	1,001,597	0	1,001,597	301,442	531,640	168,514	83.18%
51285	SALARIES - NON CERT - TECHNOLOGY	524,386	0	524,386	155,182	322,270	46,934	91.05%
51336	SALARIES - NON CERT - NURSES	494,475	0	494,475	106,141	244,534	143,800	70.92%
TOTAL		10,270,703	0	10,270,703	2,718,030	5,155,158	2,397,516	76.66%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	635,016	0	635,016	172,363	0	462,653	27.14%
52201	BENEFITS - MEDICARE	547,443	0	547,443	154,373	0	393,070	28.20%
52300	BENEFITS - PENSION	1,025,142	0	1,025,142	1,025,142	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	34,650	0	34,650	5,893	0	28,757	17.01%
52810	BENEFITS - HEALTH INSURANCE	9,044,200	0	9,044,200	3,516,442	5,527,758	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	105,000	0	105,000	24,338	80,662	0	100.00%
52830	BENEFITS - LIFE INSURANCE	128,000	0	128,000	32,366	95,634	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	400,375	0	400,375	192,684	192,564	15,127	96.22%
TOTAL		11,919,826	0	11,919,826	5,123,601	5,896,619	899,607	92.45%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	31,945,654	0	31,945,654	8,009,536	23,370,601	565,517	98.23%
51200	NON-CERTIFIED SALARIES	10,270,703	0	10,270,703	2,718,030	5,155,158	2,397,516	76.66%
52000	BENEFITS	11,919,826	0	11,919,826	5,123,601	5,896,619	899,607	92.45%
53010	LEGAL SERVICES	265,000	0	265,000	250,079	14,921	0	100.00%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	2,975	0	72,025	3.97%
53200	PROFESSIONAL SERVICES	2,458,546	0	2,458,546	772,817	973,982	711,747	71.05%
53201	MEDICAL SERVICES - SPORTS	2,700	0	2,700	0	0	2,700	0.00%
53210	TIME & ATTENDANCE SOFTWARE	11,500	0	11,500	2,974	0	8,526	25.86%
53220	IN SERVICE	113,450	0	113,450	42,947	1,800	68,703	39.44%
53230	PUPIL SERVICES	610,783	0	610,783	149,906	418,338	42,539	93.04%
53300	OTHER PROF/ TECH SERVICES	37,910	0	37,910	3,215	2,605	32,090	15.35%
53310	AUDIT/ACCOUNTING	43,313	0	43,313	43,313	0	0	100.00%
53500	TECHNICAL SERVICES	223,047	0	223,047	124,731	36,523	61,793	72.30%
53530	SECURITY SERVICES	231,700	0	231,700	20,815	147,535	63,350	72.66%
53540	SPORTS OFFICIALS SERVICES	118,050	0	118,050	44,823	0	73,227	37.97%
54101	CONTRACTUAL TRASH PICK UP	81,720	0	81,720	28,212	53,508	0	100.00%
54301	REPAIRS & MAINTENANCE	483,287	0	483,287	143,693	105,563	234,031	51.58%
54302	FIRE / SECURITY MAINTENANCE	1,700	0	1,700	0	1,700	0	100.00%
54303	GROUPS MAINTENANCE	12,200	0	12,200	2,240	0	9,960	18.36%
54310	GENERAL REPAIRS	39,070	0	39,070	8,492	4,915	25,663	34.32%
54320	TECHNOLOGY RELATED REPAIRS	43,163	0	43,163	986	4,153	38,024	11.90%
54411	WATER	68,195	0	68,195	16,289	50,306	1,600	97.65%
54412	SEWER	14,300	0	14,300	9,323	4,978	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	222,932	0	222,932	22,647	36,896	163,389	26.71%
55100	PUPIL TRANSPORTATION - OTHER	220,595	0	220,595	57,635	45,575	117,385	46.79%
55101	PUPIL TRANS - FIELD TRIP	23,000	0	23,000	2,894	7,335	12,772	44.47%
55110	STUDENT TRANSPORTATION	5,931,003	0	5,931,003	1,371,893	4,430,842	128,268	97.84%
55200	GENERAL INSURANCE	315,645	0	315,645	315,645	0	0	100.00%
55300	COMMUNICATIONS	26,396	0	26,396	20,129	5,606	661	97.50%
55301	POSTAGE	32,700	0	32,700	3,026	29,186	489	98.51%
55302	TELEPHONE	44,342	0	44,342	35,815	8,527	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	4,408	2,729	863	89.21%
55505	PRINTING	28,810	0	28,810	5,064	6,765	16,981	41.06%
55600	TUITION - TRAINING	30,000	0	30,000	0	0	30,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	1,265,684	0	1,265,684	434,271	490,052	341,361	73.03%
55630	TUITION - PRIVATE PLACEMENTS	2,676,461	0	2,676,461	636,813	1,698,198	341,450	87.24%
55800	TRAVEL	44,265	0	44,265	-215	0	44,480	-0.49%
56100	GENERAL INSTRUCTIONAL SUPPLIES	175,426	0	175,426	42,264	23,381	109,781	37.42%
56110	INSTRUCTIONAL SUPPLIES	423,105	0	423,105	175,765	34,247	213,093	49.64%
56120	ADMIN SUPPLIES	32,418	0	32,418	4,892	1,479	26,047	19.65%
56210	NATURAL GAS	241,956	0	241,956	51,208	190,748	0	100.00%
56220	ELECTRICITY	1,028,987	0	1,028,987	294,891	731,286	2,810	99.73%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	226,856	0	226,856	0	226,856	0	100.00%
56260	GASOLINE	40,294	0	40,294	9,525	9,075	21,694	46.16%
56290	FACILITIES SUPPLIES	332,728	0	332,728	159,009	135,749	37,970	88.59%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	474	2,416	13,586	17.54%
56292	UNIFORMS/ CONTRACTUAL	13,222	0	13,222	0	5,500	7,722	41.60%
56293	GROUNDKEEPING SUPPLIES	25,445	0	25,445	1,111	2,920	21,414	15.84%
56410	TEXTBOOKS	25,979	0	25,979	10,751	2,723	12,504	51.87%
56411	CONSUMABLE TEXTS	82,838	0	82,838	64,995	2,308	15,535	81.25%
56420	LIBRARY BOOKS	67,171	0	67,171	36,283	2,126	28,762	57.18%
56430	PERIODICALS	13,981	0	13,981	10,381	100	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	3,290	326	29,684	10.86%
57340	COMPUTERS	48,624	0	48,624	28,779	205	19,639	59.61%
57345	INSTRUCTIONAL EQUIPMENT	61,524	0	61,524	9,006	20,803	31,715	48.45%
57400	GENERAL EQUIPMENT	3,000	0	3,000	1,512	0	1,488	50.39%
57500	FURNITURE & FIXTURES	4,500	0	4,500	0	0	4,500	0.00%
58100	DUES & FEES	95,448	0	95,448	67,498	15,738	12,211	87.21%
EXPENDITURE TOTAL		72,939,178	0	72,939,178	21,400,684	44,412,899	7,125,595	90.23%



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	-64,819	0	-3,606	94.73%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	-5,822	0	-49,178	10.59%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-7,753	0	-20,198	27.74%
44800	REGULAR ED TUITION	-143,800	0	-143,800	-15,000	0	-128,800	10.43%
44822	SPECIAL ED TUITION	-34,660	0	-34,660	0	0	-34,660	0.00%
49103	DCF TUITION	-85,000	0	-85,000	0	0	-85,000	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-18,400	0	-18,400	0	0	-18,400	0.00%
44861	PARKING PERMIT FEES	-27,800	0	-27,800	0	0	-27,800	0.00%
REVENUE TOTAL		-2,213,525	0	-2,213,525	-93,394	0	-2,120,131	4.22%

GRAND TOTAL	70,725,653	0	70,725,653	21,307,290	44,412,899	5,005,464	92.92%
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BOE Capital Reserve Acct #43020000-10101	
MUNIS Balance as of 7/1/22	3,039,825
Contribution Towards NMHS Roof Replacement	-450,000
Approved by BoF - 5 year Capital Withdraw 22/23	-980,030
Close and return of Security Grant Set-Asside	201,875
Wastewater Management Plan - SMS	-20,000
NMHS Woodshop	-233,980
Central Office to SNIS move money - 1 of 2	-100,000
Fiscal Year End 21/22 Deposit	2,816,025
New Security Grant Set-Asside	-139,800
Central Office to SNIS move money - 2 of 2	-50,000
1/2 of NMHS Fire Insurance Claim Shortfall	-28,538
Approved by BoF - 5 year Capital Withdraw 23/24	-984,078
*TOTAL AS OF 10/31/23	3,071,298

*BEFORE ANY FISCAL YEAR END 22/23 DEPOSIT

Turf Field Replacement Acct Contributions #43020000-10130	
FROM BOE 17/18 FYE BALANCE	50,000
FROM BOE 18/19 FYE BALANCE	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 16/17, 17/18, 18/19	10,225
FROM TOWN DATED 6/4/20	50,000
FROM TOWN DATED 6/16/21	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 19/20	3,765
FROM BOE TEAM FEE'S & BANNER SALES - 20/21	1,890
FROM BOE 20/21 FYE BALANCE	100,000
FROM TOWN DATED 6/9/22	50,000
CONTRIBUTION - FROM BOE 21/22 FYE BALANCE	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 21/22 & 22/23	12,960
TOTAL AS OF 10/31/23	428,840



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

Funding	Location	Vendor Name	Description	Amount	Object Code
5 YEAR CAPITAL	FACILITIES	GENGRAS FORD LLC	FORD F-550 FOR FACILITIES	\$ 91,383.00	57400
GENERAL	DISTRICT	MURPHY RD HOLDINGS (ALL AMERICAN)	23/24 YEARLY - TRASH PICKUP ALL LOCATIONS	\$ 64,240.31	54101
GRANT	IT	B&H PHOTO	SUPPLIES FOR NMHS THEATER	\$ 31,053.17	57345
GENERAL	DISTRICT	TELESERV (NEW ERA TECHNOLOGY)	ANNUAL PHONE MAINTENANCE CONTRACT	\$ 22,757.40	55302
GENERAL	IT	LIMINEX INC (GOGUARDIAN)	GOGUARDIAN SUBSCRIPTION	\$ 21,888.00	53500
GENERAL	SPED	JOHN G. GELINAS	23/24 YEARLY - PSYCHIATRIC EVALUATIONS	\$ 20,000.00	53230
GENERAL	SPED	CHILDREN'S CENTER OF HAMDEN	TUITION FROM MAY 2023 FOR STUDENT (1)	\$ 12,713.58	53200
GENERAL	FACILITIES	REPUBLIC SERVICES INC	CHEMICAL DISPOSAL OF LAB MATERIALS @ NMHS	\$ 11,905.40	58100
GENERAL	DOI	BRIDGEPORT BOARD OF EDUCATION	SEPTEMBER TUITION FOR STUDENTS (2)	\$ 10,340.00	55610
GENERAL	DOI	UNIVERSITY OF BRIDGEPORT	FALL INTERN (1)	\$ 8,000.00	51202
GENERAL	SPED	SHORELINE READING	23/24 YEARLY - READING TUTORING - 53 SESSIONS	\$ 7,950.00	53200
GENERAL	SPED	CENTER FOR CHILDREN W/SPECIAL NEEDS	EVALUATION FOR STUDENT (1)	\$ 6,000.00	53200
GENERAL	NMHS	SANDY HOOK PROMISE FOUNDATION	WINGMAN STUDENT TRAINING	\$ 5,400.00	53200
GENERAL	NMHS	CIAC	CAS MEMBERSHIP DUES	\$ 5,200.00	58100



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3A-3
NOVEMBER 2023 MEETING

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

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

Note from Shipman & Goodwin:

This Policy and Administrative Regulations are not mandatory, but are best practice.

**Series 2000
Administration**

New 2300

**POLICY REGARDING HOLDS ON THE
DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS**

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References:

Rules 34 and 45 of the Federal Rules of Civil Procedure
General Letter 2009-2 of the Public Records Administrator Record Retention
Schedules Towns, Municipalities and Boards of Education

Approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

ADMINISTRATIVE REGULATIONS REGARDING HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 2300 regarding holds on the destruction of electronic information and paper records. The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

II. HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a “litigation hold” to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the district’s record retention policy.

The Records Custodian shall issue a “litigation hold” memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a “litigation hold” memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any “litigation hold” memorandum shall be sent to the District IT department.

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically stored information. He/she shall work with the District’s IT personnel to ensure compliance with the litigation hold. Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will

be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the “litigation hold” memorandum and will ensure that the “litigation hold” memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References:

General Letters 96-2, 2001-1, 2009-2 of the Public Records Administrator
Record Retention Schedules Towns, Municipalities and Boards of Education
Rules 34 and 45 of the Federal Rules of Civil Procedure
Silvestri v. General Motors Corp., 271 F.3d 583 (4th Cir. 2001)

Regulation approved:
Revised

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

[Note: Although we have included this sample notice in our model policy documents for the convenience of our Board of Education clients, the notice does not need to be approved as a Board policy].

NOTICE REGARDING A LITIGATION HOLD
CONCERNING ELECTRONIC INFORMATION AND PAPER DOCUMENTS

This memorandum places a “litigation hold” on all documents, both paper and electronically stored information, concerning **[identify the matter that is subject to the litigation hold]**. Materials that fall under this litigation hold include, but are not limited to, e-mail, word processing documents, spreadsheets, databases, calendars, voice mail, internet usage files and network access information **[the school district can be more specific in the identification of documents if that information is available]**. All District employees are to immediately suspend any and all document destruction, including any scheduled document destruction or electronic information deletion programs, for any materials that might fall within the parameters of this memorandum. If you have questions as to what materials are subject to the litigation hold, you are to contact the Records Custodian **[insert name and contact information]**.

If you are in possession of materials subject to this litigation hold, you shall take steps to preserve and store these materials. Paper documents are to be copied and segregated in a separate hard copy file. Electronic information is to be stored in computer folders and saved on the network drive and/or saved to a removable disk which is to be clearly marked and stored in a safe and appropriate location **[the school district can develop its own set of storage guidelines for identified materials]**. Under no circumstances are you to destroy or delete materials, documents or electronic information that might be subject to this litigation hold without the written permission of the Records Custodian.

You must give prompt attention to the issues addressed in this memorandum, specifically the responsibility to identify and preserve documents and electronic information concerning **[the matter that is subject to the litigation hold]**. Serious consequences may result from the failure of District employees to take immediate and reasonable precautions to properly preserve information. Therefore, you must acknowledge your receipt and understanding of this memorandum in writing or via e-mail.

The restrictions put into place by this memorandum are ongoing until you receive notice in a memorandum from the Records Custodian that the litigation hold is no longer in effect. You are encouraged to direct any questions concerning this memorandum to the Records Custodian.

Note from Shipman & Goodwin:

Increasing Educator Diversity Plan (formerly titled Plan for Minority Educator Recruitment) (October 2023 Revision)

Under prior law, boards of education were required to develop and implement a “plan for minority educator recruitment” to reduce racial, ethnic and economic isolation and provide students with opportunities to interact with teachers from a variety of racial, ethnic, and economic backgrounds. Effective July 1, 2023, state law requires that such plan be named the “increasing educator diversity plan.” The new law also changes various references from “minority” to “diverse” without redefining the term’s underlying meaning. We revised our model policy to account for these language adjustments. Boards of education should note that, pursuant to Section 10 of Public Act 23-167, they are now required to submit their “increasing educator diversity plan” to the Commissioner of Education by March 15, 2024 for review and approval. In customizing and implementing their plans, boards of education should be mindful of state and federal legal requirements as well as evolving legal developments in the wake of the United States Supreme Court’s decision in *Students for Fair Admissions, Inc. v. President and Fellows of Harvard College* and *Students for Fair Admissions, Inc. v. University of North Carolina*.

Series 4000
Personnel

4116

INCREASING EDUCATOR DIVERSITY PLAN

In accordance with Sections 10-4a(3), 10-220(a), 10-156ee, and 10-156hh of the Connecticut General Statutes, the New Milford Board of Education (the “Board”) has developed the following written plan for increasing educator diversity:

1. All recruiting sources will be informed in writing of the Board's non-discrimination policy.
2. Each Board employee involved in hiring educators for the New Milford Public Schools (the “District”) shall successfully complete the video training module relating to implicit bias and anti-bias in the hiring process, developed pursuant to Connecticut General Statutes § 10-156ee, prior to such employee’s participation in the educator hiring process for the District.
3. The Board will develop contacts with local training and educational institutions, including those with highly diverse enrollments, to publicize job openings within the District and to solicit referrals of diverse and qualified candidates.

4. The Board will develop contacts with local community organizations, including diverse community organizations, to publicize job openings within the District and to solicit referrals of diverse and qualified candidates.
5. The Board will maintain, or expand, as appropriate, its help-wanted advertising to include print and/or broadcast media that is targeted to diverse individuals.
6. The Board will participate in local job fairs, including those that are sponsored by diverse community organizations or otherwise targeted toward diverse individuals.
7. The Board, or its designee, will maintain records documenting all actions taken pursuant to this plan, including correspondence with recruitment agencies and other referral sources, job fair brochures and advertising copy.
8. The Board will review on an annual basis the effectiveness of this plan in increasing diverse applicant flow and attracting qualified candidates for employment.

Legal References:

Connecticut General Statutes §10-4a (3) Educational interests of state identified
Connecticut General Statutes §10-220(a) Duties of boards of education
Connecticut General Statutes §10-156ee Duties re minority teacher recruitment
Connecticut General Statutes §10-156hh Completion of video training module
re implicit bias and anti-bias in hiring
process for certain school district
employees

Approved: August 15, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note from Shipman & Goodwin:

Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students By Employees (October 2023 Revision)

Under current law, school employees must make certain mandated reports, as described in this policy. Our model policy contains several appendices, one of which contains relevant excerpts of statutory definitions of sexual assault and related terms covered by mandatory reporting laws and the policy. Effective October 1, 2023, the definition of “sexual contact” and “sexual assault in the fourth degree” have been expanded to include sexual contact with the deceased. We revised our model appendix to reflect the new definitions.

**Series 4000
Personnel**

**4118.25
4218.25**

**REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR
REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the New Milford Board of Education (“Board”) to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon the child other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or

exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to the child's well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of that person's duties, has regular contact with students and who provides services to or on behalf of students enrolled in the New Milford Public Schools ("District"), pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutorily mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutorily mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon the child;
 - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age,

who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:

- i) sexual assault in the first degree;
- ii) aggravated sexual assault in the first degree;
- iii) sexual assault in the second degree;
- iv) sexual assault in the third degree;
- v) sexual assault in the third degree with a firearm; or
- vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutorily Mandated Reporters

The following procedures apply only to statutorily mandated reporters, as defined above.

- a) When an employee of the Board of Education who is a statutorily mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee.
 - (a) An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families ("DCF") or the local law enforcement agency. DCF has

established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.

- (b) An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.
- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or Building Principal's designee, and/or the Superintendent or Superintendent's designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or Superintendent's designee directly.
- (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or Superintendent's designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.
- (5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or Building Principal's designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or Commissioner of DCF's designee) shall submit a copy of the written or electronic report to the

Commissioner of Education (or Commissioner of Education's designee).

5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters

The following procedures apply only to employees who are not statutorily mandated reporters, as defined above.

- a) When an employee who is not a statutorily mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or Superintendent's designee, to be followed by an immediate written report to the Superintendent or Superintendent's designee.
 - (2) If the Superintendent or Superintendent's designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of DCF.

6. Contents of Reports

Any report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child* and the child's parents or other person responsible for the child's care;
- b) the age of the child;
- c) the gender of the child;

- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or the child's siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

- a) The Superintendent or Superintendent's designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District's

investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.

- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect or sexual assault, as appropriate.
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- a) If, upon completion of the investigation by the Commissioner of DCF ("Commissioner"), the Superintendent has received a report from the Commissioner that the Commissioner has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the DCF Child Abuse and Neglect Registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner

of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.

- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10—151.. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
 - d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
 - e) Regardless of the outcome of any investigation by the Commissioner of DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
 - f) The District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 2 of this policy.
9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board, the Superintendent shall permanently suspend the provision of such services, and

direct the individual to refrain from any contact with students enrolled in the District.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 2, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The District shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy, Guidelines and Posting of Careline Information

This policy shall annually be distributed electronically to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. Guidelines regarding identifying and reporting child sexual abuse developed by the Governor's task force on justice for abused children shall annually be distributed electronically to all school employees, Board members, and the parents or guardians of students enrolled in the schools under the jurisdiction of the Board. The Board shall post the Internet web site address and telephone number for the DCF Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of DCF.
- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of DCF at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.
- d) Beginning July 1, 2023, all school employees, as defined above, shall complete the (1) training regarding the prevention and identification of, and response to, child sexual abuse and assault; (2) bystander training program; and (3) appropriate interaction with children training program. Each employee must repeat these trainings at least once every three years. Such trainings shall be identified or developed by DCF.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to DCF. The State Department of Education shall have access to such records upon request.

- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an investigation by the Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of the sexual assault and abuse prevention and awareness program identified or developed by DCF, as outlined in Board Policy 5146, **Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with the school employee's obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Beginning July 1, 2023, and annually thereafter, information regarding the sexual abuse and assault awareness and prevention program identified or developed by DCF shall be distributed electronically to all school employees, Board members, and the parents or guardians of enrolled students.

Legal References:

Connecticut General Statutes:

Section 10-151	Employment of teachers. Definitions. Tenure. Notice and hearing on failure to renew or termination of contract. Appeal.
Section 10-221s	Posting of Careline telephone number in schools. Investigations of child abuse and neglect. Disciplinary action.
Section 17a-101 <u>et seq.</u>	Protection of children from abuse. Mandated reporters. Educational and training programs. Model mandated reporting policy.
Section 17a-101q	Statewide Sexual Abuse and Assault Awareness and Prevention Program.
Section 17a-103	Reports by others. False reports. Notifications to law enforcement agency.
Section 46b-120	Definitions.
Section 53a-65	Definitions.

Public Act No. 22-87, “An Act Concerning the Identification and Prevention of and Response to Adult Sexual Misconduct Against Children.”

Public Act 23-47, “An Act Concerning Various Revisions to the Criminal Law and Criminal Justice Statutes.”

Approved: August 15, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Appendix A

RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATORY REPORTING LAWS AND THIS POLICY

An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.

Intimate Parts (Conn. Gen. Stat. § 53a-65)

"Intimate parts" means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

Sexual Intercourse (Conn. Gen. Stat. § 53a-65)

"Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.

Sexual Contact (Conn. Gen. Stat. § 53a-65)

"Sexual contact" means (A) any contact with the intimate parts of a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person, or (B) for the purposes of subdivision (4) of subsection (a) of section 53a-73a, ... any contact with the intimate parts of a dead human body, or any contact of the intimate parts of the actor with a dead human body, for the purpose of sexual gratification of the actor.

Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70)

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in

section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other

person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) subjects another person to sexual contact and such other person is mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (3) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)

A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) physically helpless, or (D) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (E) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal; or (4) such person engages in sexual contact with a dead human body; or (5) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (6) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (7) such person is a school employee and subjects another person to sexual contact who is a

student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (8) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (9) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (10) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

APPENDIX B

Operational Definitions of Child Abuse and Neglect

The purpose of this policy is to provide consistency for staff in defining and identifying operational definitions, evidence of abuse and/or neglect and examples of adverse impact indicators.

The following operational definitions are working definitions and examples of child abuse and neglect as used by the Connecticut DCF.

For the purposes of these operational definitions,

- A person responsible for a child's health, welfare or care means:
 - the child's parent, guardian, or foster parent; an employee of a public or private residential home, agency or institution or other person legally responsible under State law for the child's welfare in a residential setting; or any staff person providing out-of-home care, including center-based child day care, family day care, or group day care.
- A person given access to a child is a person who is permitted to have personal interaction with a child by the person responsible for the child's health, welfare or care or by a person entrusted with the care of a child.
- A person entrusted with the care of a child is a person who is given access to a child by a person responsible for the health, welfare or care of a child for the purpose of providing education, child care, counseling, spiritual guidance, coaching, training, instruction, tutoring or mentoring.
- **Note:** Only a "child" as defined in the policy above may be classified as a victim of child abuse and/or neglect; only a "person responsible," "person given access," or "person entrusted" as defined above may be classified as a perpetrator of child abuse and/or neglect.
 - While only a child under eighteen may be a victim of child abuse or neglect, a report under mandatory reporting laws and this policy is required if an employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, as set forth in this policy, and the perpetrator is a school employee.

Physical Abuse

A child may be found to have been physically abused who:

has been inflicted with physical injury or injuries other than by accidental means,

is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment, and/or

has injuries at variance with the history given of them.

Evidence of physical abuse includes, but is not limited to the following:

excessive physical punishment;

bruises, scratches, lacerations;

burns, and/or scalds;

reddening or blistering of the tissue through application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.;

injuries to bone, muscle, cartilage, ligaments:
fractures, dislocations, sprains, strains, displacements, hematomas, etc.;

head injuries;

internal injuries;

death;

misuse of medical treatments or therapies;

malnutrition related to acts of commission or omission by an established caregiver resulting in a child's malnourished state that can be supported by professional medical opinion;

deprivation of necessities acts of commission or omission by an established caregiver resulting in physical harm to child; and/or

cruel punishment.

Sexual Abuse/Exploitation Sexual Abuse/Exploitation

Sexual Abuse/Exploitation is any incident involving a child's non-accidental exposure to sexual behavior.

Evidence of sexual abuse includes, but is not limited to the following:

rape;

penetration: digital, penile, or foreign objects;

oral / genital contact;

indecent exposure for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;

incest;

fondling, including kissing, for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;

sexual exploitation, including possession, manufacture, or distribution of child pornography, online enticement of a child for sexual acts, child prostitution, child-sex tourism, unsolicited obscene material sent to a child, or misleading domain name likely to attract a child to an inappropriate website;

coercing or forcing a child to participate in, or be negligently exposed to, pornography and/or sexual behavior;

disease or condition that arises from sexual transmission; and/or

other verbal, written or physical behavior not overtly sexual but likely designed to “groom” a child for future sexual abuse.

Legal References: Federal Law 18 U.S.C. 2251 Sexual Exploitation of Children.

Emotional Maltreatment-Abuse

Emotional Maltreatment-Abuse is an:

act(s), statement(s), or threat(s), which

has had, or is likely to have an adverse impact on the child; and/or

interferes with a child's positive emotional development.

Evidence of emotional maltreatment-abuse includes, but is not limited to, the following:

rejecting;

degrading;

isolating and/or victimizing a child by means of cruel, unusual, or excessive methods of discipline; and/or

exposing the child to brutal or intimidating acts or statements.

Indicators of Adverse Impact of emotional maltreatment-abuse may include, but are not limited to, the following:

depression;

withdrawal;

low self-esteem;

anxiety;

fear;

aggression/ passivity;

emotional instability;

sleep disturbances;

somatic complaints with no medical basis;

inappropriate behavior for age or development;

suicidal ideations or attempts;

extreme dependence;

academic regression; and/or

trust issues.

Physical Neglect

A child may be found neglected who:

has been abandoned;

is being denied proper care and attention physically, educationally, emotionally, or morally;

is being permitted to live under conditions, circumstances or associations injurious to the child's well-being; and/or

has been abused.

Evidence of physical neglect includes, but is not limited to:

inadequate food;

malnutrition;

inadequate clothing;

inadequate housing or shelter;

erratic, deviant, or impaired behavior by the person responsible for the child's health, welfare or care; by a person given access to the child; or by a person entrusted with the child's care which adversely impacts the child;

permitting the child to live under conditions, circumstances or associations injurious to the child's well-being including, but not limited to, the following:

substance abuse by caregiver, which adversely impacts the child physically;

substance abuse by the mother of a newborn child and the newborn has a positive urine or meconium toxicology for drugs;

psychiatric problem of the caregiver which adversely impacts the child physically;

exposure to family violence which adversely impacts the child physically;

exposure to violent events, situations, or persons that would be reasonably judged to compromise a child's physical safety;

non-accidental, negligent exposure to drug trafficking and/or individuals engaged in the active abuse of illegal substances;

voluntarily and knowingly entrusting the care of a child to individuals who may be disqualified to provide safe care, *e.g.*, persons who are subject to active protective or restraining orders; persons with past history of violent/drug/sex crimes; persons appearing on the Central Registry;

non-accidental or negligent exposure to pornography or sexual acts;

inability to consistently provide the minimum of child-caring tasks;

inability to provide or maintain a safe living environment;

action/inaction resulting in death;

abandonment;

action/inaction resulting in the child's failure to thrive;

transience;

inadequate supervision:

creating or allowing a circumstance in which a child is alone for an excessive period of time given the child's age and cognitive abilities;

holding the child responsible for the care of siblings or others beyond the child's ability; and/or

failure to provide reasonable and proper supervision of a child given the child's age and cognitive abilities.

Note:

- Inadequate food, clothing, or shelter or transience finding must be related to caregiver acts of omission or commission and not simply a function of poverty alone.
- Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level.
- The presence of legal or illegal substances in the bodily fluids of (1) a parent or legal guardian or (2) a pregnant person shall not form the sole or primary basis for any action or proceeding by the Department. Any action or proceeding by the Department must be based on harm or risk of harm to a child and the parent or guardian's ability to provide appropriate care for the child.
- Adverse impact may not be required if the action/inaction is a single incident that demonstrates a serious disregard for the child's welfare.

Medical Neglect

Medical Neglect is the unreasonable delay, refusal or failure on the part of the person responsible for the child's health, welfare or care or the person entrusted with the child's care to seek, obtain, and/or maintain those services for necessary medical, dental or mental health care when such person knows, or should reasonably be expected to know, that such actions may have an adverse impact on the child.

Evidence of medical neglect includes, but is not limited to:

frequently missed appointments, therapies or other necessary medical and/or mental health treatments;

withholding or failing to obtain or maintain medically necessary treatment from a child with life-threatening, acute or chronic medical or mental health conditions; and/or

withholding medically indicated treatment from disabled infants with life-threatening conditions.

Note: Failure to provide the child with immunizations or routine well-child care in and of itself does not constitute medical neglect.

Educational Neglect

Except as noted below, **Educational Neglect** occurs when a school-aged child has excessive absences from school through the intent or neglect of the parent or caregiver.

Definition of School-Aged Child: Except as noted below, a school-aged child is a child five years of age and older and under 18 years of age who is not a high school graduate.

Note: Excessive absenteeism and school avoidance may be presenting symptoms of a failure to meet the physical, emotional or medical needs of a child. Careline staff shall consider these potential additional allegations at the time of referral.

Criteria:

- **For children school-aged to age 12, excessive absenteeism** may be indicative of the parent's or caregiver's failure to meet the educational needs of a student.
- **For children older than age 12, excessive absenteeism**, coupled with a failure by the parent or caregiver to engage in efforts to improve the child's attendance, may be indicative of educational neglect.
 - For children older than age 12, excessive absenteeism through the child's own intent, despite the parent's or caregiver's efforts, is not educational neglect. Rather, this is truancy, which is handled through the school district.

Child's Characteristics. In determining the criteria for excessive absenteeism, the following characteristics of the child shall be considered by the social worker:

- Age;
- Health;
- Level of functioning;
- Academic standing; and
- Dependency on parent or caregiver

Parent or Caregiver's Characteristics. In determining the criteria for excessive absenteeism, the following characteristics of the parent or caregiver shall be considered by the social worker:

- Rationale provided for the absences;
- Efforts to communicate and engage with the educational provider; and
- Failure to enroll a school-aged child in appropriate educational programming (including homeschooling)

Exceptions (in accordance with Conn. Gen. Stat. § 10-184):

1. A parent or person having control of a child may exercise the option of not sending the child to school at age five (5) or age six (6) years by personally appearing at the school district office and signing an option form. In these cases, educational neglect occurs if the parent or person having control of the child has registered the child at age five (5) or age (6) years and then does not allow the child to attend school or receive home instruction.
2. A parent or person having control of a child seventeen (17) years of age may consent to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form.

Note: Failure to sign a registration option form for such child is not in and of itself educational neglect.

Emotional Neglect

Emotional Neglect is the denial of proper care and attention, or failure to respond, to a child's affective needs by the person responsible for the child's health, welfare or care; by the person given access to the child; or by the person entrusted with the child's care which has an adverse impact on the child or seriously interferes with a child's positive emotional development.

Note: Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level. Adverse impact is not required if the action/inaction is a single incident which demonstrates a serious disregard for the child's welfare.

Note: The adverse impact may result from a single event and/or from a consistent pattern of behavior and may be currently observed or predicted as supported by evidence-based practice.

Evidence of emotional neglect includes, but is not limited to, the following:

inappropriate expectations of the child given the child's developmental level;
failure to provide the child with appropriate support, attention and affection;
permitting the child to live under conditions, circumstances or associations;
injurious to the child's well-being including, but not limited to, the following:

substance abuse by caregiver, which adversely impacts the child emotionally;

psychiatric problem of the caregiver, which adversely impacts the child emotionally; and/or

exposure to family violence which adversely impacts the child emotionally.

Indicators may include, but are not limited to, the following:

depression;

withdrawal;

low self-esteem;

anxiety;

fear;

aggression/ passivity;

emotional instability;

sleep disturbances;

somatic complaints with no medical basis;

inappropriate behavior for age or development;

suicidal ideations or attempts;

extreme dependence;

academic regression; and/or
trust issues.

Moral Neglect

Moral Neglect: Exposing, allowing, or encouraging the child to engage in illegal or reprehensible activities by the person responsible for the child's health, welfare or care or person given access or person entrusted with the child's care.

Evidence of Moral Neglect includes but is not limited to:

stealing;

using drugs and/or alcohol; and/or

involving a child in the commission of a crime, directly or by caregiver indifference.

Appendix C

INDICATORS OF CHILD ABUSE AND NEGLECT

Indicators of Physical Abuse

HISTORICAL

Delay in seeking appropriate care after injury

No witnesses

Inconsistent or changing descriptions of accident by child and/or parent

Child's developmental level inconsistent with history

History of prior "accidents"

Absence of parental concern

Child is handicapped (physically, mentally, developmentally) or otherwise perceived as "different" by parent

Unexplained school absenteeism

History of precipitating crisis

PHYSICAL

Soft tissue injuries on face, lips, mouth, back, buttocks, thighs or large areas of the torso

Clusters of skin lesions; regular patterns consistent with an implement

Shape of lesions inconsistent with accidental bruise

Bruises/welts in various stages of healing

Burn pattern consistent with an implement on soles, palms, back, buttocks and genitalia; symmetrical and/or sharply demarcated edges

Fractures/dislocations inconsistent with history

Laceration of mouth, lips, gums or eyes

Bald patches on scalp

Abdominal swelling or vomiting

Adult-size human bite mark(s)

Fading cutaneous lesions noted after weekends or absences

Rope marks

BEHAVIORAL

Wary of physical contact with adults

Affection inappropriate for age

Extremes in behavior, aggressiveness/withdrawal

Expresses fear of parents

Reports injury by parent

Reluctance to go home

Feels responsible (punishment "deserved")

Poor self-esteem

Clothing covers arms and legs even in hot weather

Indicators of Sexual Abuse

HISTORICAL

Vague somatic complaint

Excessive school absences

Inadequate supervision at home

History of urinary tract infection or vaginitis

Complaint of pain; genital, anal or lower back/abdominal

Complaint of genital itching

Any disclosure of sexual activity, even if contradictory

PHYSICAL

Discomfort in walking, sitting

Evidence of trauma or lesions in and around mouth

Vaginal discharge/vaginitis

Vaginal or rectal bleeding

Bruises, swelling or lacerations around genitalia, inner thighs

Dysuria

Vulvitis

Any other signs or symptoms of sexually transmitted disease

Pregnancy

BEHAVIORAL

Low self-esteem

Change in eating pattern

Unusual new fears

Regressive behaviors

Personality changes (hostile/aggressive or extreme compliance)

Depression

Decline in school achievement

Social withdrawal or poor peer relationships

Indicates sophisticated or unusual sexual knowledge for age

Seductive behavior, promiscuity or prostitution

Substance abuse

Suicide ideation or attempt

Runaway

Indicators of Emotional Abuse

HISTORICAL

Parent ignores/isolates/belittles/rejects/scapegoats child

Parent's expectations inappropriate to child's development

Prior episode(s) of physical abuse

Parent perceives child as "different"

PHYSICAL

(Frequently none)

Failure to thrive

Speech disorder

Lag in physical development

Signs/symptoms of physical abuse

BEHAVIORAL

Poor self-esteem

Regressive behavior (sucking, rocking, enuresis)

Sleep disorders

Adult behaviors (parenting sibling)

Antisocial behavior

Emotional or cognitive developmental delay

Extremes in behavior - overly aggressive/compliant

Depression

Suicide ideation/attempt

Indicators of Physical Neglect

HISTORICAL

High rate of school absenteeism

Frequent visits to school nurse with nonspecific complaints

Inadequate supervision, especially for long periods and for dangerous activities

Child frequently unattended; locked out of house

Parental inattention to recommended medical care

No food intake for 24 hours

Home substandard (no windows, doors, heat), dirty, infested, obvious hazards

Family member addicted to drugs/alcohol

PHYSICAL

Hunger, dehydration

Poor personal hygiene, unkempt, dirty

Dental cavities/poor oral hygiene

Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day after day

Constant fatigue or listlessness

Unattended physical or health care needs

Infestations

Multiple skin lesions/sores from infection

BEHAVIORAL

Comes to school early, leaves late

Frequent sleeping in class

Begging for/stealing food

Adult behavior/maturity (parenting siblings)

Delinquent behaviors

Drug/alcohol use/abuse

Note from Shipman & Goodwin:

Admission to the Public Schools at or Before Age Five (NEW)

Under current law, boards of education are required to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the district to attend school in accordance with state law. In addition, current law requires children to be at least five years old on or before January 1 of the school year in order to enroll in the public schools. Beginning July 1, 2024, children must turn five years old on or before September 1 of the school year in order for that child's parent or guardian to enroll the child in kindergarten. The new law further provides, effective July 1, 2024, that a child who is not five years old on or before September 1 of the school year may be admitted to public school (1) upon written request by the child's parent or guardian to the school principal and (2) after the principal and an appropriate certified staff member conduct an assessment of the child to ensure that admitting the child is developmentally appropriate. In light of the new statutory requirements, we drafted a new policy to address admission to the public schools. We will continue to monitor whether additional guidance will be provided by the State Department of Education as related to the new statutory provisions.

**Series 5000
Students**

5112

ADMISSION TO THE PUBLIC SCHOOLS AT OR BEFORE AGE FIVE

The New Milford Board of Education (the "Board") complies with its legal obligation to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the Board's jurisdiction to attend school in accordance with Connecticut General Statutes § 10-184.

Effective July 1, 2024, the New Milford Public Schools (the "District") shall be open to resident children five years of age and over who reach age five on or before the first day of September of any school year. For children who will not reach the age of five on or before the first day of September of the school year, the child's parent or guardian may submit a written request to the principal of the school seeking early admission to the District. Upon receipt of such written request, the principal and an appropriate certified staff member shall assess such child to determine whether admitting the child is developmentally appropriate. For decisions relating to early admission to the District, the decision of the principal and appropriate certified staff shall be final.

The Superintendent or designee shall be responsible for developing administrative regulations in furtherance of this policy. Such regulations shall identify procedures for the receipt and processing of requests for early admission to the District and for assessing whether early admission of a child is developmentally appropriate.

Legal Reference:

Connecticut General Statutes

- | | |
|--------|---|
| 10-15c | Discrimination by public schools prohibited. School attendance for five-year-olds |
| 10-220 | Duties of boards of education |
| 10-221 | Board of education to prescribe rules, policies, and procedures |
| 10-184 | Duties of parents. School attendance age requirements |

Public Act 23-208, "An Act Making Certain Revisions to the Education Statutes."

Approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note from Shipman & Goodwin:

Recess and Play-Based Learning (formerly titled Physical Activity, Undirected Play and Student Discipline) (October 2023 Revision)

Public Act No. 23-159 and Public Act No. 23-101 add new play-based learning requirements for pre-school through fifth grade. Beginning with the 2024-2025 school year, each board of education must provide for play-based learning during the instructional time of each regular school day for students in preschool and kindergarten. Teachers who instruct students in grades one to five must be permitted to utilize play-based learning during the instructional time of a regular school day. We revised this policy to include these upcoming play-based learning requirements. The new law also includes a definition of “recess,” which has been incorporated throughout the policy. Finally, we have made minor technical revisions for clarity.

**Series 5000
Students**

5115

RECESS AND PLAY-BASED LEARNING

It is the policy of the New Milford Board of Education (the “Board”) to promote the health and well-being of district students by encouraging healthy lifestyles and mental health wellness, including promoting physical exercise, activity and play as part of the school day within the New Milford Public Schools (“District”).

For purposes of this policy, a “school employee” is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

For purposes of this policy, “recess” means the time during the regular school day for each student enrolled in elementary school that is devoted to physical exercise of not less than twenty minutes in total pursuant to Conn. Gen. Stat. § 10-221o.

I. Deprivation of Recess or Undirected Play Period as a Form of Discipline

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, for recess, except that a planning and placement team (“PPT”) may develop a different schedule for students requiring special education and related services.

The administration may include additional time, beyond the twenty (20) minutes required for recess, devoted to undirected play during the regular school day for elementary school students.

In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the full twenty (20) minutes of recess or additional time devoted to undirected play during the regular school day, except in accordance with this policy or as determined by a student's Section 504 team or PPT.

A. Recess Period

School employees may prevent or otherwise restrict a student from participating in the entire time devoted to recess as a form of discipline only under the following circumstances:

- 1) When a student poses a danger to the health or safety of other students or school personnel; or
- 2) If there are two or more periods devoted to recess in a school day, then when the prevention or restriction of recess is limited to the period of recess that is the shortest in duration, provided that the student still participates in at least twenty minutes of recess in a school day.

School employees may prevent or restrict a student from participating in the entire time devoted to recess as a form of discipline, in accordance with this policy, only one time during a school week, unless the student is a danger to the health or safety of other students or school personnel.

School employees may not prevent or restrict a student from participating in the entire time devoted to recess if such prevention or restriction is related to the student's failure to complete school work on time or to the student's academic performance.

This policy distinguishes between a) discipline that is imposed before recess begins and b) discipline imposed during recess or methods used to redirect a student's behavior during recess. School personnel may impose discipline during recess as a result of student's behavior during recess, if such discipline is in accordance with Board policies and procedures. School personnel may also use methods to redirect a student's behavior, in the event such behavior warrants redirection, during recess. For clarity, the prohibition against preventing or restricting a student's participation in the time devoted to recess shall apply to student conduct that occurs prior to the recess time, rather than during the recess time.

B. Undirected Play Period

School employees may not discipline elementary school students by preventing them from participating in the full time devoted to undirected play, if any, during the regular school day, except when a student poses a danger to the health or safety of other students or school personnel, or as determined by a student's Section 504 team or PPT.

II. Play-Based Learning Requirements for Pre-Kindergarten to Grade Five

Effective July 1, 2024, the Board directs the District administration to 1) provide for play-based learning during the instructional time of each regular school day for all students in kindergarten and any preschool program operated by the Board; and 2) permit a teacher to utilize play-based learning during the instructional time of the regular school day for all students in grades one to five, inclusive.

A. Definitions for Section II

- 1) "Free play" means unstructured, voluntary, child-initiated activities that are performed by a child for self-amusement and have behavioral, social and psychomotor rewards, except free play may be structured to promote activities that are child-directed, joyful and spontaneous.
- 2) "Guided play" means learning experiences that combine the child-directed nature of free play with a focus on learning outcomes and adult guidance.
- 3) "Play-based learning" means a pedagogical approach that emphasizes play in promoting learning and includes developmentally appropriate strategies that can be integrated with existing learning standards. Play-based learning does not mean time spent in recess or as part of a physical education course or instruction.
- 4) "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.
- 5) "Instructional time" means the time of actual school work during a regular school day.

B. Play-Based Learning Requirements for Pre-Kindergarten and Kindergarten

Play-based learning shall be provided during the instructional time of each regular school day for all students in kindergarten and any preschool program operated by the Board. Such play-based learning shall:

- 1) be incorporated and integrated into daily practice;

- 2) allow for the needs of such students to be met through free play, guided play and games; and
- 3) be predominantly free from the use of mobile electronic devices.

C. Play-Based Learning Requirements for Grades One to Five, Inclusive

The Board permits teachers to utilize play-based learning during the instructional time of a regular school day for all students in grades one to five, inclusive. Such play-based learning:

- 1) may be incorporated and integrated into daily practice;
- 2) shall allow for the needs of such students to be met through free play, guided play and games; and
- 3) shall be predominantly free from the use of mobile electronic devices.

D. Play-Based Learning for Students with IEPs or Section 504 Plans

Any play-based learning utilized shall comply with a student's individualized education program ("IEP") or Section 504 plan.

E. Deprivation of Play-Based Learning as a Form of Discipline

School employees may not discipline elementary school students by preventing them from participating in the full time devoted to play-based learning, if any, during the regular school day, except when a student poses a danger to the health or safety of other students or school personnel, or as determined by a student's Section 504 team or PPT.

III. Prohibition on Compulsion of Physical Activity as a Form of Discipline

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

IV. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with the requirements of this policy may be subject to having the individual's contract for services suspended by the district.

Legal References:

Connecticut General Statutes:

§ 10-221o Lunch periods. Recess. Boards to adopt policies addressing limitation of physical exercise

§ 10-221u Boards to adopt policies addressing the use of physical activity as discipline

Public Act No. 23-159, “An Act Concerning Teachers and Paraeducators”

Public Act No. 23-101, “An Act Concerning the Mental, Physical and Emotional Wellness of Children”

Approved: November 15, 2022
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note from Shipman & Goodwin:

Suicide Prevention and Intervention (October 2023 Revision)

Under current law, boards are required to adopt a written policy and procedures for addressing youth suicide prevention and youth suicide attempts. State law also authorizes, but does not require, boards of education to establish a student assistance program, which if established by the board must identify risk factors for youth suicide, procedures to intervene with such youths, referral services, and training for teachers and other school professionals and students who provide assistance to such program. If established, such student assistance program must comply with statutory requirements, including but not limited to Public Act 23-167's new requirement that the risk factors identified in a school district's student assistance program be based on the state-wide strategic suicide prevention plan developed by the Connecticut Suicide Advisory Board ("CSAB"). In addition, boards of education may now use an assessment, from a list recommended by the Connecticut State Department of Education ("CSDE"), to determine the suicide risk of students who: (1) exhibit mental health distress, (2) have been identified as at risk of suicide or (3) are considered to be at an increased risk of suicide based on the risk factors identified by statute and in the CSAB's suicide prevention plan.

We updated our policy and administrative regulations to comply with current legislative requirements. Boards of education should take note that, if they choose to adopt a student assistance program and/or use an assessment recommended by the CSDE, they must ensure such program and assessment comply with Public Act 23-167 and relevant state guidance and statutes, and align with board policy and administrative regulations regarding suicide prevention and intervention.

In reviewing, revising and implementing policy and procedures regarding youth suicide prevention and intervention, we recommend that boards and school districts consult closely with their school medical advisor, if any, and other qualified mental health professionals, as these policies, regulations and procedures are informed by both medical and mental health best practices as well as legal recommendations.

This policy and administrative regulations will be reviewed by the school medical advisor and other qualified health professionals before it is approved. If that review does not occur before November 7, 2023, the policy and administrative regulations will be brought forward in December 2023.

**Series 5000
Students**

5141.5

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING
SUICIDE PREVENTION AND INTERVENTION**

The New Milford Board of Education (the "Board") recognizes that suicide is a complex issue and that schools are not mental health treatment centers. The New Milford Public Schools (the "District") cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, school personnel may become aware of specific factual

circumstances in which a student has communicated a suicidal intent or other specific circumstances in which a student is at risk for suicide. In such cases, the Board is committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or who communicates that they are considering attempting suicide.

Any Board employee who has knowledge that a student has made a suicidal threat or attempt or exhibited suicidal ideation must immediately report this information to the building principal or designee, who will, in turn, notify appropriate Pupil Personnel Services staff. Pupil Personnel Services staff, with administrative assistance, if necessary, will contact the student's family and appropriate resources within and outside the school system, as permitted by law. The Board further directs the school staff to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school. Information concerning a student's suicide attempt, threat or risk will be shared with others only as permitted by state and federal law.

In recognition of the need for youth suicide prevention procedures, the Board directs the Superintendent or designee to adopt and maintain administrative regulations addressing youth suicide prevention.

[OPTIONAL: In consultation with the District's medical advisor and other qualified mental health professionals, the District may also establish a student assistance program, in accordance with statutory requirements, to identify risk factors for youth suicide; procedures to intervene with such youths; referral services; and training for teachers and other school professionals and students who provide assistance in the program.]

Training will be provided for teachers, other school staff, and students regarding the prevention of and response to youth suicide.

Legal Reference:

Connecticut General Statutes § 10-220a

Connecticut General Statutes § 10-221(f)

Public Act 23-167, "An Act Concerning Transparency in Education."

Approved: June 20, 2023

Revised:

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

Note from Shipman & Goodwin:

These administrative regulations detail steps school staff should take after identifying a potentially suicidal youth and/or once students have been identified as being at risk of attempting suicide. These regulations involve medical and mental health concerns, as well as related legal recommendations. As such, we recommend that the Board and the District closely involve the school medical advisor and mental health team in the adoption, revision and implementation of these procedures.

If, after consultation with the school medical advisor and other qualified mental health professionals, the District adopts a student assistance program in accordance with Connecticut General Statutes § 10-221(f) and Sections 79 through 80 of Public Act 23-167, the District will need to ensure that such program complies with Board policy and relevant state guidance and statutes. In such instance, we recommend that the District not adopt these model administrative regulations and instead develop District-specific procedures to ensure consistency and coherence with the student assistance program.

**Series 5000
Students**

5141.5 R

**ADMINISTRATIVE REGULATIONS REGARDING
SUICIDE PREVENTION AND INTERVENTION**

The New Milford Board of Education (the “Board”) recognizes that suicide is a complex issue and that schools are not mental health treatment centers. The New Milford Public Schools (the “District”) cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, school personnel may become aware of specific factual circumstances in which a student has communicated a suicidal intent or other specific circumstances in which a student is at risk for suicide, and in such cases, the Board and the District are committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or who communicates that they are considering attempting suicide. The following procedures shall be implemented toward this end.

Management of Suicidal Risk

- I. Any staff member who becomes aware of a student who may be at risk of suicide must immediately notify the building principal or designee. This must be done even if the student has confided in the staff person and asked that the communication be kept confidential. The principal or designee will then notify an appropriate Pupil Personnel Services staff member (“Designated Staff Member”).
- II. The Designated Staff Member shall interview the student, consider available background information, and determine whether, in the Designated Staff Member’s judgment, the student is “at-risk” or “in imminent danger.”

III. If the student is assessed to be “at-risk”:

- A. The Designated Staff Member shall notify the student's parent/guardian and request a meeting with them as soon as possible, preferably that same day.
- B. When the parent/guardian arrives at school, the Designated Staff Member shall meet with the parent/guardian to discuss:
 - 1. the seriousness of the situation;
 - 2. the need for an immediate suicide risk evaluation at a medical or mental health facility, or other appropriate evaluation(s);
 - 3. the need for continued monitoring of the student at home if the student is released following the evaluation;
 - 4. referral to appropriate professional services outside the school system; and
 - 5. a request for the parent/guardian to sign a release of information form permitting communication between the school and the facility to which the student will be taken, the student’s therapist and other appropriate individuals.
- C. The Designated Staff Member shall document in writing the course of events, including what transpired at the meeting and the outcome.
- D. The Designated Staff Member may notify other staff, if permitted by state and federal law, as necessary to promote the safety of the student and others.
- E. The Designated Staff Member may refer the student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.
- F. The Designated Staff Member or the team shall monitor the student’s progress and shall consult as necessary with family, school staff, and outside professionals, if permitted by state and federal law.

IV. If the student is assessed to be “in imminent danger”:

- A. The Designated Staff Member shall ensure that the student is not left alone.
- B. The Designated Staff Member shall notify the parent/guardian and request that the student be picked up at school and taken to a medical or mental health professional for thorough suicidal risk evaluation.

- C. When the parent/guardian arrives at school, the Designated Staff Member shall meet with the parent/guardian to discuss:
1. the seriousness of the situation;
 2. the need for an immediate suicide risk evaluation at a medical or mental health facility, or other appropriate evaluation(s);
 3. the need for continued monitoring of the student at home if the student is released following the evaluation;
 4. referral to appropriate professional services outside the school system; and
 5. a request for the parent/guardian to sign a release of information form permitting communication between the school and the facility to which the student will be taken, the student's therapist and other appropriate individuals.

In addition, the Designated Staff Member:

- a. shall document in writing the course of events, including what transpired at the meeting and the outcome;
- b. shall inform the principal of the course of events and the outcome;
- c. may notify other staff, as necessary to promote the safety of the student and others, if permitted by state and federal law; and
- d. shall refer the student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.

- D. In instances where the parent/guardian is unable to come to school after being notified that their child has been identified as "in imminent danger" and the student must be picked up from school and taken for a thorough suicidal risk evaluation, the Designated Staff Member shall notify the parent/guardian of the District's intent to and arrange transport of the student to an appropriate evaluation/treatment site by means of emergency vehicle (*e.g.*, ambulance or police cruiser). The Designated Staff Member shall arrange for an emergency vehicle to transport the student to the hospital or an appropriate mental health facility; shall inform hospital/facility staff of known information pertaining to the situation; and shall plan follow-up in relation to hospital staff or mental health facility staff decisions as to how to proceed.

In addition, the Designated Staff Member:

1. shall provide, over the telephone, information to the parent/guardian as to available resources outside and within the school system and shall plan follow-up contacts;
 2. may notify police if the student poses a threat to the safety of self or others, or as dictated by other circumstances;
 3. shall document in writing the course of events and the outcome;
 4. shall inform the principal of the course of events and the outcome;
 5. may notify other staff, as necessary to promote the safety of the student and others; and
 6. shall refer the student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.
- E. If the parent/guardian does not agree with the school's determination that the student is in imminent danger or for any other reason refuses to take action, the Designated Staff Member shall meet with the building principal to develop an immediate plan focused on the safety of the student. The Designated Staff Member shall document in writing the course of events and the outcome.
- F. When a student assessed to have been "in imminent danger" returns to the school, the Designated Staff Member or the appropriate school-based team (if such referral has been made) shall coordinate consultation with outside professionals, supportive services in school, and changes in the instructional program, when necessary and as permitted by state and federal law.
- V. When addressing students who may be "at risk" or "in imminent danger" of suicide, the Designated Staff Member shall consider, in light of the particular circumstances, whether a report to the Department of Children and Families is necessary and/or appropriate in accordance with statutory mandated reporting obligations, Board policy, and/or applicable law.

Suicide Education/Prevention - Students and Staff

- I. As part of the District's Health Education Curriculum and Developmental Guidance Curriculum, students will be educated regarding suicide risk factors and danger signals, and how they might appropriately respond if confronted with suicidal behavior, verbalizations, or thoughts.

- II. Annually, in-service training for school staff will be held in each school building to discuss suicide risk factors, danger signals, and the procedures outlined in these regulations.

Legal Reference:

Connecticut General Statutes § 10-220a

Connecticut General Statutes § 10-221(f)

Public Act 23-167, “An Act Concerning Transparency in Education.”

Regulation approved: June 20, 2023

Revised:

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

[OPTIONAL: STUDENT ASSISTANCE PROGRAM]

[NOTE TO CLIENT: Connecticut General Statutes § 10-221(f) and Sections 79 through 80 of Public Act 23-167 authorize, but do not require, boards of education to establish a student assistance program. Among other things, such student assistance program must identify risk factors for youth suicide based on the state-wide strategic suicide prevention plan developed by the Connecticut Suicide Advisory Board ("CSAB"), procedures to intervene with such youths, referral services, and training for teachers and other school professionals and students who provide assistance in the program.]

Pursuant to Public Act 23-167, boards of education may also use an assessment, from a list of assessments recommended by the Connecticut State Department of Education ("CSDE"), to determine the suicide risk of students who: (1) exhibit mental health distress, (2) have been identified as at risk of suicide or (3) are considered to be at an increased risk of suicide based on the risk factors identified in state law and in the CSAB's suicide prevention plan.

Boards wishing to adopt a student assistance program and/or an assessment from the list recommended by the CSDE are advised to do so in consultation with their medical advisor and qualified mental health services professionals, ensure such program and assessment comply with Public Act 23-167 and relevant state guidance and statutes, and ensure its alignment with board policy and administrative regulations regarding suicide prevention and intervention.]

Note from Shipman & Goodwin:

Administration of Student Medications in the Schools (October 2023 Revision)

In 2022, the General Assembly revised state law regarding the administration of medication in schools to allow specified school personnel to maintain and administer opioid antagonists to students in emergency circumstances, provided certain requirements are met. Among other things, boards of education were authorized to enter into agreements with prescribing practitioners and pharmacists (“prescribers”) related to the distribution and administration of opioid antagonists (e.g., Narcan) for the reversal of an opioid overdose. The law was revised again this year to specify that this agreement may apply to any intranasally (administered through the nose) or orally administered opioid antagonists. The law was also revised to allow boards of education and prescribers to enter into agreements permitting boards to install a “secure box” containing opioid antagonists and/or a “vending machine” distributing opioid antagonists on their premises, provided certain requirements are met. We have revised our model policy to include provisions for boards that enter into these new agreements.

This policy will be reviewed by the School Medical Advisor and School Nurses prior to approval. If this is not accomplished prior to November 7, 2023, the policy will be reviewed in December.

**Series 5000
Students**

5142

**ADMINISTRATION OF
STUDENT MEDICATIONS IN THE SCHOOLS**

A. Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist.

Before or after school program means any child care program operated and administered by the New Milford Board of Education (the “Board”) and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such

programs do not include public or private entities licensed by the Office of Early Childhood or Board enhancement programs and extra-curricular activities.

Cartridge injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Coach means any person holding a coaching permit who is hired by the Board to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before or after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route;
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth in Sections D and E below.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for

the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests that are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational therapist means an occupational therapist employed full time by the Board and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the Board who meets the requirements of the Board for employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the Board and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapter 370 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the Board as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by the Board who has met the minimum standards as established by the Board for performance as a teacher and

has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

B. General Policies on Administration of Medications

- (1) Except as provided below in Sections D and E, no medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber;
 - (b) the written authorization of the student's parent or guardian or eligible student; and
 - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
- (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
- (3) Except as provided in Sections D and E, medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by:
 - (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
 - (b) students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
 - (ii) there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
 - (iii) the school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;

- (iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan;
 - (v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
 - (vi) such medication is transported to school and maintained under the student's control in accordance with this policy; and
 - (vii) controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such student against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the student against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the student against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;

- (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
 - (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (d) a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to provide for prompt treatment to protect such student against serious harm or death, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written order requiring the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to protect the student against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of a cartridge injector by the student at all times in order to protect the student against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

- (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (e) a student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:
 - (i) the parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and
 - (ii) a qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.
- (f) a coach of intramural or interscholastic athletic events or licensed athletic trainer who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
 - (i) the school nurse has determined that a self-administration plan is not viable;
 - (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
 - (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section K of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
 - (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section H of this policy, when appropriate.
- (g) an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm

or death due to a medically diagnosed allergic condition, and the following additional conditions are met:

- (i) there is written authorization from the student's parents/guardian to administer the medication in school;
 - (ii) medication is administered pursuant to the written order of (A) a physician licensed under chapter 370 of the Connecticut General Statutes, (B) an optometrist licensed to practice optometry under chapter 380 of the Connecticut General Statutes, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes;
 - (iii) medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor and under the supervision of the school nurse;
 - (iv) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and
 - (v) the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations.
- (h) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:
- (i) there is written authorization from the student's parents/guardians to administer the medication;
 - (ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;
 - (iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school

nurse and school medical advisor, if any, and voluntarily agrees to administer the medication;

- (iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and
 - (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
- (i) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
 - (i) only to a student enrolled in such program; and
 - (ii) in accordance with Section L of this policy.
- (j) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
 - (i) training in administration of medications as part of their basic nursing program;
 - (ii) successful completion of a pharmacology course and subsequent supervised experience; or
 - (iii) supervised experience in the administration of medication while employed in a health care facility.
- (4) Medications may also be administered by a parent or guardian to the parent or guardian's own child on school grounds.
- (5) Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the

medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

- (1) The Board permits blood glucose testing by students who have a written order from a physician or an advanced practice registered nurse stating the need and capability of such student to conduct self-testing, or the use of continuous blood glucose monitors (CGM) by students diagnosed with Type 1 diabetes, who have a written order from a physician or an advanced practice registered nurse.
- (2) The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician or an advanced practice registered nurse stating that such student is capable of conducting self-testing on school grounds.
- (3) The Board will not require a student using a continuous glucose monitor approved by the Food and Drug Administration for use without finger stick verification to undergo finger stick verification of blood glucose readings from a continuous glucose monitor on a routine basis. Finger stick testing of a student using a continuous glucose monitor so approved by the Food and Drug Administration shall only be conducted: (1) as ordered by the student's physician or advanced practice provider; (2) if it appears that the continuous glucose monitor is malfunctioning; or (3) in an urgent medical situation.
- (4) The Board shall purchase or use existing equipment owned by the Board to monitor blood glucose alerts transmitted from continuous glucose monitors of students with Type 1 diabetes to dedicated receivers, smartphone/tablet applications, or other appropriate technology on such equipment.
- (5) In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
 - (a) The student's parent or guardian has provided written authorization;
 - (b) A written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;

- (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional;
- (d) The school nurse shall provide general supervision to the selected school employee;
- (e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon;
- (f) The school nurse and school medical advisor have attested in writing that the selected school employee completed the required training; and
- (g) The selected school employee voluntarily agrees to serve as one who may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section D, “regular school hours” means the posted hours during which students are required to be in attendance at the individual school on any given day.
- (2) The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.
 - (a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.
 - (b) In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
- (3) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) to maintain and administer the epinephrine in cartridge injectors for the

purpose of emergency first aid as described in Paragraph (2) above, in the absence of the school nurse.

- (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - (b) The selected personnel, before conducting such administration, must annually complete the training made available by the Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid.
 - (c) The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.
- (4) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (3) above shall be on the grounds of each school during regular school hours.
- (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.
 - (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall use an effective and reasonable means of communication to notify one or more qualified school employees and other staff in the school that the selected and trained personnel identified in Paragraph (3) above shall be responsible for the emergency administration of epinephrine.
- (5) The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication, and the Regulations adopted by the Department of Education.
- (6) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.

- (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine.
 - (b) The Board shall annually notify parents or guardians of the need to provide such written notice.
- (7) Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:
 - (a) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and
 - (ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.
 - (b) A medication administration record shall be:
 - (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with the Document and Record Keeping section of this policy.

E. Opioid Antagonists for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section E, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day. "Regular school hours" does not include after-school events such as athletics or extracurricular activities that take place outside the posted hours.
- (2) For purposes of this section, an "opioid antagonist" means naloxone hydrochloride (e.g., Narcan) or any other similarly acting and equally safe drug that the FDA has approved for the treatment of a drug overdose.
- (3) In accordance with Connecticut law and this policy, a school nurse may maintain opioid antagonists for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of such opioid antagonist.

- (a) The school nurse, in consultation with the Board's medical advisor, shall determine the supply of opioid antagonists that shall be maintained in the individual school.
 - (b) In determining the appropriate supply of opioid antagonists, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
 - (c) The school nurse shall be responsible for the safe storage of opioid antagonists maintained in a school and shall ensure any supply of opioid antagonists maintained is stored in a secure manner, in accordance with the manufacturer's instructions, and in a location where it can be obtained in a timely manner if administration is necessary.
 - (d) The school nurse shall be responsible for maintaining an inventory of opioid antagonists maintained in the school, tracking the date(s) of expiration of the supply of opioid antagonists maintained in a school, and, as appropriate, refreshing the supply of opioid antagonists maintained in the school.
- (4) The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Board's policies and procedures regarding the emergency administration of opioid antagonists in the event of a known or suspected opioid overdose.
- (5) A school nurse shall be approved to administer opioid antagonists for the purpose of emergency first aid, as described in Paragraph (3) above, in the event of a known or suspected opioid overdose, in accordance with this policy and provided that such nurse has completed a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.
- (6) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), coach(es), school paraprofessional(s), and/or licensed physical or occupational therapist(s) employed by the Board to maintain and administer the opioid antagonists for the purpose of emergency first aid as described in Paragraph (3) above, in the absence of the school nurse.

- (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - (b) The selected personnel, before administering an opioid antagonist pursuant to this section, must complete a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.
 - (c) All school personnel shall be notified of the identity of qualified school employees authorized to administer an opioid antagonist in the absence of the school nurse.
- (7) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (6) above, shall be on the grounds of each school during regular school hours.
- (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.
 - (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall use an effective and reasonable means of communication to notify one or more qualified school employees and other staff in the school that the selected and trained personnel identified in Paragraph (6) above shall be responsible for the emergency administration of opioid antagonists.
 - (c) If a Board employee becomes aware of a student experiencing a known or suspected opioid overdose on school grounds but outside of regular school hours and opioid antagonists and/or the school nurse or other qualified school employee is not available to administer opioid antagonists for the purpose of emergency first aid, the Board employee will call 9-1-1.
- (8) The District may also maintain intranasally or orally administered opioid antagonists in a secure box, pursuant to an agreement with a prescriber or pharmacist that permits the District to install on the District's premises a secure box. For the purposes of this section, a "secure box" means a

container that (A) is securely affixed in a public location, (B) can be accessed by individuals for public use, (C) is temperature controlled or stored in an environment with temperature controls, (D) is tamper-resistant, (E) is equipped with an alarm capable of detecting and transmitting a signal when accessed by individuals, and (F) is equipped with an alarm capable of alerting first responders when accessed by individuals, unless equipping the container with such an alarm is commercially impracticable. Such agreement shall address the environmental controls necessary to store such opioid antagonist, establish procedures for replenishment of such opioid antagonist, and establish a process for monitoring the expiration dates of such opioid antagonist and disposing of any expired opioid antagonist. The secure box shall not contain an opioid antagonist in an amount greater than the amount necessary to serve the community in which it is installed. The secure box may also contain an automatic external defibrillator or other products used to treat a medical emergency. The District shall post signage disclosing the presence of such opioid antagonists and usage directions for such opioid antagonist, in the language or languages spoken in the community in which the secure box is installed. If the District is unable to maintain the secure box, or the supplies necessary to maintain the secure box are unavailable, the District shall remove such secure box, and all signs required under this policy concerning such secure box, as soon as practicable but in no event later than five days after the District discovers that it is unable to maintain such secure box or the supplies necessary to maintain such secure box.

- (9) The District may also maintain, pursuant to an agreement with a prescriber or pharmacist that permits the District to operate a vending machine for the distribution of intranasally administered opioid antagonists, a vending machine for such purposes. The vending machine shall either be kept at a location that maintains a temperature that is at all times consistent with the manufacturer's package insert or has the ability to maintain an environment, independent of the external environment, that is appropriate for the opioid antagonist, in accordance with manufacturer's package insert. The District shall display, clearly and conspicuously, on the outside of or adjacent to the vending machine or upon the distribution of the opioid antagonist:
- (a) Information concerning the signs and symptoms of an overdose;
 - (b) Instructions for the use of the opioid antagonist;
 - (c) Information about the services that are offered in Connecticut to treat opioid use disorder; and
 - (d) an Internet web site address that contains, or a quick response (QR) code that directs an individual to an Internet web site that contains, information concerning the signs and symptoms of an overdose, overdose response and instructions for the use of the opioid

antagonist.

- (10) The administration and storage of opioid antagonists pursuant to this policy must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Board's medical advisor.
- (11) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that opioid antagonists shall not be administered to such student pursuant to this section.
 - (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of opioid antagonists.
 - (b) The Board shall annually notify parents or guardians of the need to provide such written notice of refusal.
- (12) Following the emergency administration of an opioid antagonist by a school nurse or selected and trained personnel as identified in this section:
 - (a) Immediately following the emergency administration of an opioid antagonist by a school nurse or selected and trained personnel as identified in this section, the person administering the opioid antagonist must call 911.
 - (b) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the opioid antagonist;
 - (ii) The Superintendent of Schools; and
 - (iii) The student's parent or guardian.
 - (c) A medication administration record shall be:
 - (i) Created by the school nurse or submitted to the school nurse by the personnel who administered the opioid antagonist, as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section F of this policy.
- (13) In the event that any provisions of this Section E conflict with regulations adopted by the Connecticut State Department of Education concerning the

use, storage and administration of opioid antagonists in schools, the Department's regulations shall control.]

F. Documentation and Record Keeping

- (1) Each school or before or after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:
 - (a) the name of the student;
 - (b) the student's state-assigned student identifier (SASID);
 - (c) the name of the medication;
 - (d) the dosage of the medication;
 - (e) the route of the administration, (e.g., oral, topical, inhalant, etc.);
 - (f) the frequency of administration;
 - (g) the name of the authorized prescriber;
 - (h) the dates for initiating and terminating the administration of medication, including extended-year programs;
 - (i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
 - (j) the date the medication is to be reordered (if any);
 - (k) any student allergies to food and/or medication(s);
 - (l) the date and time of each administration or omission, including the reason for any omission;
 - (m) the dose or amount of each medication administered;
 - (n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication; and
 - (o) for controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.
- (3) Written orders of authorized prescribers, written authorizations of a parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before or after school programs and school readiness programs, in the student's program record.
- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be

received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.

- (5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.
 - (a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities upon receipt of a signed approval form (RC-075) from the Office of the Public Records Administrator, so long as such record is superseded by a summary on the student health record.
 - (b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.
- (6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained in the athletic offices;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

G. Errors in Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:

- (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this policy if necessary;
 - (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s); and
 - (c) the principal shall notify the Superintendent or the Superintendent's designee.
- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.
 - (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before or after school programs and school readiness programs, in the student's program record.
 - (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

H. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) use of the 911 emergency response system;
 - (b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (c) administration of emergency medication in accordance with this policy;
 - (d) contact with a poison control center; and

- (e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

I. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to, the following:
 - (a) availability on a regularly scheduled basis to:
 - (i) review orders or changes in orders and communicate these to personnel designated to give medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given properly;
 - (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(g), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;
 - (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(g), above, to prepare for and implement their responsibilities related to the administration of specific

medications during school hours and during intramural and interscholastic athletics as provided by this policy;

- (v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and
 - (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.
- (b) In addition, the school nurse shall be responsible for:
- (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
 - (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
 - (iii) performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, who have been newly trained to administer medications; and,
 - (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, regarding the needs of any student receiving medication.

J. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals

designated in accordance with Section B(3)(g), above, who are designated to administer medications shall at least annually receive training in their safe administration, and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, shall be allowed to administer medications.

- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, shall include, but is not necessarily limited to, the following:
 - (a) the general principles of safe administration of medication;
 - (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping; and
 - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
- (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) who administer epinephrine as emergency first aid, pursuant to Section D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.
- (4) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s), coach(es) and/or school paraprofessional(s) who administer opioid antagonists as emergency first aid, pursuant to Section E above, shall annually complete a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.]

- (5) The Board shall maintain documentation of medication administration training as follows:
- (a) dates of general and student-specific trainings;
 - (b) content of the trainings;
 - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
 - (d) names and credentials of the nurse or school medical advisor, if any, trainer or trainers.
- (6) Licensed practical nurses may not conduct training in the administration of medication to another individual.

[Local boards of education that employ their own bus drivers should include the following language.]

- (7) Bus Drivers.
- (a) Not later than June 30, 2019, the Board shall provide training to all of its school bus drivers, which training may be completed using an online module, on topics including, but not limited to, the following:
 - (i) the identification of the signs and symptoms of anaphylaxis;
 - (ii) the administration of epinephrine by a cartridge injector;
 - (iii) the notification of emergency personnel; and
 - (iv) the reporting of an incident involving a student and a life-threatening allergic reaction.
 - (b) On and after July 1, 2019, the Board shall provide the training described in subsections J(6)(a), above as follows:
 - (i) In the case of a school bus driver who is employed by the Board, such training shall be provided to such school bus driver following the issuance or renewal of a public passenger endorsement to operate a school bus pursuant to Conn. Gen. Stat. 14-44(a), to such school bus driver; and
 - (ii) In the case of a school bus driver who is not employed by the Board at the time when such endorsement is issued or

renewed to such school bus driver, upon the hiring of such school bus driver by the Board, except the Board is not required to provide such training to any school bus driver who has previously received such training following the most recent issuance or renewal of such endorsement to such school bus driver.

- (c) In the event that the Board employs school bus drivers, the Board will comply with all documentation and record-keeping requirements required by law.]

K. Handling, Storage and Disposal of Medications

- (1) All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(f) above, and epinephrine or naloxone to be used for emergency first aid in accordance with Sections D and E above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(f) above.
- (2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine and naloxone to be used as emergency first aid in accordance with Sections D and E above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.
- (3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine and naloxone intended for emergency first aid in accordance with Sections D and E above.
- (4) Emergency Medications
 - (a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse or, in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication.

- (b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
- (5) All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- (6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before or after school program and school readiness program shall maintain a current list of such authorized persons.
- (7) All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.
- (8) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before or after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- (9) Medications that must be refrigerated shall be stored in a refrigerator at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medications may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box that is affixed to the refrigerator shelf.
- (10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
 - (a) non-controlled drugs shall be destroyed in the presence of at least one witness;
 - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies; and

- (c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue, and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.
- (11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:
- (a) in containers for the exclusive use of holding medications;
 - (b) in locations that preserve the integrity of the medication;
 - (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.
- (12) In no event shall a school store more than a three (3) month supply of a medication for a student.

L. School Readiness Programs and Before or After School Programs

- (1) As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before or after school programs run by the Board, which are exempt from licensure by the Office of Early Childhood:
- (a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
 - (b) Except as provided by Sections D and E above, no medication shall be administered in these programs without:
 - (i) the written order of an authorized prescriber; and
 - (ii) the written authorization of a parent or guardian or an eligible student.

- (c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before or after school program, additional nursing services are required for these programs.
 - (d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered in these programs.
 - (e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.
 - (f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision-making regarding medication administration.
 - (g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- (2) Local poison control center information shall be readily available at these programs.
 - (3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.
 - (4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section J of this policy.

- (5) All medications must be handled and stored in accordance with Section K of this policy. Where possible, a separate supply of medication shall be stored at the site of the before or after school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
- (6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained by the program;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student's cumulative health record.
- (7) The procedures for the administration of medication at school readiness programs and before or after school programs shall be reviewed annually by the school medical advisor, if any, and school nurse supervisor.

M. Review and Revision of Policy

In accordance with the provisions of Conn. Gen. Stat. Section 10-212a(a)(2) and Section 10-212a-2 of the Regulations of Connecticut State Agencies, the Board shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, if any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:

Connecticut General Statutes:

Public Act No. 23-52, "An Act Concerning The Department of Consumer Protections Recommendations Regarding Prescription Drug Regulation"

Section 10-206
Section 10-212
Section 10-212a
Section 10-212c
Section 10-220j
Section 14-276b
Section 19a-900
Section 21a-240
Section 21a-286
Section 52-557b

Regulations of Conn. State Agencies:
Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to
Unlicensed Assistive Personnel, Connecticut State Board of Examiners for
Nursing (April 5, 1995)

Storage and Administration of Opioid Antagonists in Schools: Guidelines for Local and
Regional Boards of Education, Connecticut State Department of Education
(October 1, 2022)

Approved: June 20, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note from Shipman & Goodwin:

Policy to Improve Completion Rates of the FAFSA (October 2023 Revision)

We revised this policy to include the new Free Application for Federal Student Aid (“FAFSA”) graduation requirements for students graduating in 2025 and beyond. Students in these graduating classes are now required to satisfy one of the following before graduation: (1) complete a FAFSA; (2) for students without legal immigration status, complete and submit to a public institution of higher education an application for institutional financial aid; or (3) complete a waiver of completion of the FAFSA and/or financial aid application. We further revised this policy to identify that certain certified educators may complete a waiver on behalf of any graduating student, under specific circumstances. In addition, we have made technical revisions for clarity.

**Series 5000
Students**

5158

POLICY AND ADMINISTRATIVE REGULATIONS TO IMPROVE COMPLETION RATES OF THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

The New Milford Board of Education (the “Board”) understands that completion of the Free Application for Federal Student Aid (“FAFSA”) is an important step in the path to postsecondary education and is associated with higher rates of college enrollment. The Board is committed to improving the completion rates of the FAFSA for students enrolled in the New Milford Public Schools (the “District”).

Program to Improve FAFSA Completion Rates

In order to improve the completion rates of the FAFSA by students enrolled in grade twelve in the District and students enrolled in the District’s adult education program, the District shall develop a systematic program through which students are educated about the purpose and content of the FAFSA, encouraged to complete the FAFSA, and assisted in the completion of the FAFSA, as may be necessary and appropriate. The Board directs the Superintendent or designee to develop administrative regulations in furtherance of this policy. The Board further directs the Superintendent or designee to conduct periodic assessments of such regulations, at least annually, to determine the effectiveness of such regulations in improving completion rates of the FAFSA.

FAFSA Graduation Requirements

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

- (1) completed a FAFSA;
- (2) for students without legal immigration status, completed and submitted to a public institution of higher education an application for institutional financial aid; or
- (3) completed a waiver of completion of the FAFSA and/or financial aid application, as applicable, on a form prescribed by the Commissioner of Education, signed by the student’s parent or guardian or signed by the student if the student is eighteen or older.

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

Confidentiality of FAFSA

Any information contained in a FAFSA held by the Board shall not be a public record for purposes of the Freedom of Information Act and thus shall not be subject to disclosure under the provisions of section 1-210 of the Connecticut General Statutes.

Reporting of FAFSA Completion Rates

Each year, the Superintendent or designee will report to the Board the FAFSA completion rate for each high school in the District and for the District's adult education program.

Gifts, Grants and Donations to Implement Policy

The Board may accept gifts, grants and donations, including in-kind donations, to implement the provisions of this policy.

Legal References:

Conn. Gen. Stat. § 10a-11i

Conn. Gen. Stat. § 10-223m

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

Approved: October 18, 2022
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note from Shipman & Goodwin:

Boards of education are required to adopt a policy to improve the completion rates of the Free Application for Federal Student Aid (“FAFSA”). The specific measures that the Board and the District will take to improve the completion rates are left up to the Board and the District. We recommend that the Board and the District consider what works best for the specific student population and implement measures accordingly. The measures in these administrative regulations are designed to be suggestions and are not required by law.

**Series 5000
Students**

5158 R

**ADMINISTRATIVE REGULATIONS ADDRESSING IMPROVING THE
COMPLETION RATES OF FAFSA**

In order to improve the completion rates of the Free Application for Federal Student Aid (“FAFSA”) by students enrolled in the New Milford Public Schools (the “District”) and students enrolled in the District’s adult education program, the District will:

- Develop a FAFSA Task Force to identify challenges, successes, and next steps in improving the completion rates of the FAFSA among students in grade twelve and students enrolled in the District’s adult education program.
- Track data from such students regarding FAFSA completion, including date of completion.
- Identify FAFSA coaches who will be assigned a caseload of students to assist students in completing the FAFSA and monitor their completion rates **[ALTERNATIVE OPTION: Identify FAFSA coaches who will be assigned a caseload of students to assist students in completing the FAFSA, monitor their completion rates, and make a good faith effort to contact students graduating in 2025 and beyond or such students’ parent/guardian about completing the FAFSA.]**
- Provide incentives to students who have completed the FAFSA, which may include but are not limited to, spirit days and giveaways, if funding permits.
- Conduct annual presentations to students about the purpose and importance of the FAFSA and the District’s resources available to help students in completing the FAFSA.
- Provide professional development to identified District staff regarding the FAFSA and best practices for supporting students in completing the FAFSA.

Legal References:

Conn. Gen. Stat. § 10-223m

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

Revenue and Other Items Implementing the State Budget

Regulation approved:

Note from Shipman & Goodwin:

Parental Access to Instructional Material (October 2023 Revision)

We revised this policy to comply with Public Act No. 23-160, which requires boards of education to make available all curriculum approved by the district's curriculum committee and all associated curriculum materials in accordance with the requirements of the Protection of Pupil Rights Amendments ("PPRA"). The new state law mirrors the existing requirements of the PPRA.

Series 6000

s6147

Instruction

PARENTAL ACCESS TO INSTRUCTIONAL MATERIAL

In accordance with federal law, state law, and New Milford Board of Education (the "Board") policy, parents or guardians shall be permitted access to instructional material used as part of the educational curriculum for any student and all curriculum approved by the Board's curriculum committee established pursuant to section 10-220 of the Connecticut General Statutes and all associated curriculum materials ("Curriculum"). Curriculum does not include academic tests or academic assessments.

"Instructional Material" means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Upon request, the district shall permit parents or guardians to inspect any Instructional Material and Curriculum. The district shall grant reasonable access to Instructional Material and Curriculum within a reasonable period of time after a request is received from a parent or guardian.

Legal Reference:

Federal Law:

Elementary and Secondary Education Act of 1965, 20 U.S.C. § 1232h, as amended by the Every Student Succeeds Act, Pub. L. 114-95

State Law:

Conn. Gen. Stat. § 10-220, Duties of Boards of Education

Public Act 23-160, “An Act Concerning Education Mandate Relief and
Other Technical and Assorted Revisions and Additions to the Education
and Early Childhood Education Statutes.”

Approved: June 20, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

NEW MILFORD PUBLIC SCHOOLS

Facilities Department

50 East Street

New Milford, Connecticut 06776

(860) 354-6265 FAX (860) 210.2233



MEMO: Item

To: Board of Education

From: Matt Cunningham, Director of Facilities

Re: RFP E-2324-004 NMPS HVAC Assessments

Date: 11/17/23

RFP E-2324-004 A&E Services HVAC Assessments

Bids were opened on October 20, 2023 for newly mandated HVAC inspections and evaluations for Connecticut schools. After a two tiered process culminating in interviews with three final firms, the interviewing members are recommending Consulting Engineering Services, (CES), in Middletown, CT.

NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education
New Milford, Connecticut
November 21, 2023

A. Personnel

CERTIFIED STAFF - RESIGNATIONS/RETIREMENTS

1. **Kriston Ervin**, Guidance at New Milford High School. Effective 12/1/2023. Took a position in another CT district.
2. **Meredith Powers**, Computer Technology Teacher at Schaghticoke Middle School. Effective date 12/1/2023. Took a position in another CT district.

2. CERTIFIED STAFF - APPOINTMENTS

1. **Joseph Difabbio**, (1.0) English New Milford High School. Effective 8/21/2023. Salary: \$67,943. Replacing Bickmore who resigned. *
2. **Andrew Dombrowski**, (1.0) Social Studies Teacher New Milford High School. Salary: \$70,797. Effective 8/21/2023. Replacing Travis Swimm who took a position in another district. *
3. **Gretchen Ewers**, (1.0) ELA teacher at Schaghticoke Middle School. Salary: \$ 74,402. Effective: 8/10/2023. Replacing K. Kakadeles who resigned. *
4. **Gary Hewitt**, (1.0) Business at New Milford High School. Salary: \$95,765. Effective 8/28/2023. Replacing J. Perrone who resigned. *
5. **Paul Leadke**, (0.5 & 0.5) School Counselor at Northville Elementary and Hill and Plain Elementary School. Salary: \$95,765. Effective 11/13/2023. Replacing K. Gray who transferred to Sarah Noble Intermediate School.
6. **Ryan Luchene**, (1.0) Math at Schaghticoke Middle School. Salary: \$52,805. Effective 8/16/2023. Replacing J. Colucci who took a position in another district. *
7. **Kathy Mannion**, (0.5 & 0.5) Literacy Interventionist at Northville Elementary and Hill and Plain Elementary School. Salary: \$95,557. Effective 11/27/2023. Replacing Barto who moved to 2nd grade.
8. **Melissa Post**, (1.0) Special Education Teacher at Schaghticoke Middle School. Salary: \$91,167. Effective 10/30/2023. Replacing J. Vincent who resigned.
9. **Lauren Quinn**, (1.0) Math at Schaghticoke Middle School. Salary: \$78,303. Effective 8/21/2023. Replacing N. Mannix who resigned. *
10. **Annette Ready**, (1.0) Grade 4 at Sarah Noble Intermediate School. Salary: \$97,622.

* Indicates an employee who was omitted on a previous agenda

Effective 8/18/2023. Replacing K Banko who resigned. *

11. **Thomas Salvatore**, (1.0) Special Education Teacher at New Milford High School. Salary: \$55,434. Effective 7/24/2023. Replacing M. Boswell who moved to the Administrative Intern position. *
12. **Nelva Sari**, (1.0) Spanish at Schaghticoke Middle School. Salary: \$52,805. Effective 7/31/2023. Replacing D. Gonzalez who resigned. *
13. **Michael Scaramellino**, (1.0) STEM at Schaghticoke Middle School. Salary: \$91,132. Effective 8/15/2023. Replacing M. Piersall who resigned. *
14. **Kayleen Soper**, (1.0) Math at Schaghticoke Middle School. Salary: \$55,434. Effective 8/10/2023. Replacing S. Mason who moved to 6th Grade. *
15. **Maria Triscari**, (1.0) Special Education Teacher at Schaghticoke Middle School. Salary: \$55,434. Effective 8/3/2023. Replacing Hirsch who resigned. *
16. **Jerry Velez**, (1.0) Spanish at New Milford High School. Salary: \$82,086. Effective 8/11/2023. Replacing M. Dazilla who resigned. *

3 NON-CERTIFIED STAFF AND LICENSED STAFF RESIGNATIONS/RETIREMENTS

1. **Derrick Mimms**, Assistant Head Cook at New Milford High School. Effective 10/27/2023. Due to personal reasons.

4. NON-CERTIFIED AND LICENSED STAFF APPOINTMENTS

1. **Leon Clarke**, (.5 FTE) Maintainer II HVAC for District Wide Maintenance of HVAC. Effective 11/20/2023. Salary: \$30.85 hourly. New position.
2. **Alison Decker**, (1.0) ParaEducator at Sarah Noble Intermediate School. Effective 10/23/2023. Salary: \$17.48 hourly. Replacing Amanda Dias who resigned.
3. **Kristine Rodriguez**, (0.5) ParaEducator at Hill and Plain Elementary School. Salary: \$17.48 Hourly. Effective 9/27/2023. Replacing L. Sanchez who resigned.
4. **Heather Thompson**, (1.0) ParaEducator at Schaghticoke Middle School. Salary: \$17.48. Effective 10/10/2023. Replacing J. Murphy who resigned.

5. ADULT EDUCATION STAFF - RESIGNATIONS **None**

* Indicates an employee who was omitted on a previous agenda

6. ADULT EDUCATION STAFF - APPOINTMENTS

None

7. COACHING STAFF – RESIGNATIONS

1. **Chris Bacich** – resigned as Boys Indoor Track Coach, Effective 10/23/2023
2. **Rory Perry**- Resigned as Assistant Boys Swim Coach, Effective 11/8/2023 & Head Boys Tennis Coach 11/8/2023.

8. COACHING STAFF - APPOINTMENTS

None



New Milford Enrollment Matrix By School

Date: 11/01/2023

NES	Actual 6/1/23	Proj 23-24	Actual 11/1/23	Proj Variance
PK	56	53	48	-5
K	139	140	129	-11
1	134	135	137	2
2	128	134	131	-3
Totals	457	462	445	-17

HPS	Actual 6/1/23	Proj 23-24	Actual 11/1/23	Proj Variance
PK	48	55	30	-25
K	117	117	121	4
1	120	112	116	4
2	105	120	120	0
Totals	390	404	387	-17

Actual 6/1/23	Tot Proj 23-24	Actual 11/1/23	Proj Variance
104	108	78	-30
256	257	250	-7
254	247	253	6
233	254	251	-3
847	866	832	-34

SNIS	Actual 6/1/23	Proj 23-24	Actual 11/1/23	Proj Variance
3	252	254	236	-18
4	262	257	256	-1
5	250	260	265	5
Totals	764	771	757	-14

SMS	Actual 6/1/23	Proj 23-24	Actual 11/1/23	Proj Variance
6	281	250	243	-7
7	255	278	280	2
8	286	252	258	6
Totals	822	780	781	1

NMHS	Actual 6/1/23	Proj 23-24	Actual 11/1/23	Proj Variance
9	293	296	301	5
10	334	299	300	1
11	302	339	328	-11
12	308	304	281	-23
Totals	1237	1238	1210	-28

	Actual 6/1/23	Actual 11/1/22	Proj 23-24	Actual 11/1/23	Proj Variance	Actual Variance
PK-2	847	836	866	832	-34	-15
SNIS	764	760	771	757	-14	-7
SMS	822	814	780	781	1	-41
NMHS	1237	1250	1238	1210	-28	-27
Totals	3670	3660	3655	3580	-75	-90

LHTC total = 19



FUSS & O'NEILL

October 10, 2023

Mr. Jack Healy, P.E.
Town of New Milford
10 Main Street
New Milford, CT 06776

RE: Structural Engineering Review of Roofing Installation
New Milford High School
Fuss & O'Neill Reference No. 20191275.K10

Dear Mr. Healy:

Fuss & O'Neill, Inc. (F&O) has completed our independent review and assessment of the conditions of the installed standing seam metal roof at the New Milford High School at 388 Danbury Road in New Milford, Connecticut.

Project Background

During the course of replacement of the sloped roof areas at the New Milford High School (see aerial image on the next page for overall building layout and extent of the sloped roofs) with a new standing seam metal system, deficiencies were noted in the attachment of the metal panels, specifically with the attachment of the clips supporting the metal roofing panels to the substrate. The bonding company providing coverage under a previously breached contract has indicated their intention to study the roof installation to determine whether remedial actions are required. The Town of New Milford requested that Fuss & O'Neill perform an independent analysis of the contract documents and completed installation to evaluate the integrity of the as-built roofing system and determine what steps, if any, are appropriate to ensure the safety of the occupants of the school. This report presents the conclusions of this review.

Document Review

The following documents were provided for F&O to develop an understanding of the roof construction and history of the project, and to facilitate the review of the roofing connections:

- Original construction documents and Project Manual for the New Milford High School Partial Roof Replacement prepared by Silver Petrucelli (State Project No. 096-0036 RR), dated March 12, 2021 and issued for bid May 3, 2021.

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Mr. Jack Healy, P.E.

October 10, 2023

Page 2

- Letter from Dean A. Petrucelli, AIA to Mr. Peter Helmus dated May 22, 2023 related to probes performed at the metal roof by Greenwood Industries to evaluate the fastening details.
- Shop drawing sheets 1-8 prepared by The Garland Company Inc. for the metal roof installation, dated 10-01-21, reviewed without exception by Silver Petrucelli and returned on 10-19-21.
- Installation Support Package submittal (78 pages) prepared by The Garland Company, Inc for the metal roof installation, reviewed and accepted with noted corrections by Silver Petrucelli and returned on 10-19-21.
- StressPly IV Membranes data sheet submitted by The Garland Company, Inc. and reviewed without exception by Silver Petrucelli and returned on 10-29-21.



.Aerial Image of New Milford High School

Pertinent Information

The following summarizes the information provided on the documents above in relation to the fastening of the roofing system.

Mr. Jack Healy, P.E.

October 10, 2023

Page 3

- The original contract documents fully define the load parameters for the fastening of the roof, along with prescriptive requirements for the fasteners themselves. Specifically:
 - The specifications for the Standing-Seam Metal Roof Panels (Section 074113) specify the roof uplift pressures for 3 zones of the roof: 23.7 PSF at Zone 1 (Field of Roof), 41.2 PSF at Zone 2 (Eaves, Ridges, Hips and Rakes) and 61.0 PSF at Zone 3 (Corners).
 - The specifications also define building parameters to enable independent calculation of wind uplift forces.
 - The specifications specify an ultimate pullout value (564#) for each of two (2) self-tapping fasteners specified to connect each panel anchor to the decking or framing system.
- The roofing project was issued for bid on March 12, 2021. At that time, the 2018 Connecticut State Building Code was in effect. This code referenced the 2015 International Building Code, which in turn referenced ASCE 7-10 for design wind loads.
- The Code Information on the Contract Drawings (Drawing C1) specifies that the roofing shall conform to the requirements of Factory Mutual Engineering and Research Corporation (FM), with a wind uplift requirement of I-60 for the field, I-90 for perimeter and I-120 for corners, in accordance with FM Property Loss Prevention Data Sheet 1-28.
- The letter from Dean Petrucelli dated May 22, 203 indicates that two panels were removed from the roof at the west side of the main gymnasium, and it was confirmed that single screws were used at a number of roofing clips.
- The shop drawings submitted by Garland have a substantial amount of information, all of which is essentially in agreement with the design documents, but provide more detail. These drawings were reviewed and accepted without comment by Silver Petrucelli. Among other information, these drawings clearly indicate the pullout capacity of a single “#14-13 DP1, concealer-type self-tapping fastener” (609# - in excess of the value specified on the contract drawings) and layout of the clips, which vary based on the wind zone in which they are located. At each clip, 2 screws are specified in all zones, but the clip spacing varies depending on the specified wind uplift load (5'-0" max at Zone 1, 3'-11" max at Zone 2 and 2'-7" max at Zone 3). At all 3 zones, the perpendicular spacing of clips is shown at nominally 18" to correspond to the deck panel width. Plans are provided that clearly indicate the location and extent of each zone.
- The Installation Support Package submittal provides detailed information about the hardware, transition elements, closures, etc. provided with the roofing panels. There are several details that show the screws used to fasten the clips to the substrate, but all such details note fasteners “by erector” or “as required.” Silver Petrucelli’s only comment was to provide stainless steel clips. This is not relevant to this review.
- The Membrane data sheet contains no information relevant to this review.

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Field Observations

A Fuss & O'Neill Structural Engineer met with a representative for the Town of New Milford at the site on September 27, 2023. The roof construction was observed from the underside at isolated locations where it was most visible: at the wood shop, auditorium (observed close-up from catwalks), gymnasium and auxiliary gymnasium. The screws used for fastening the roofing were designed to penetrate an existing insulation and plywood assembly, engage with the upper, structural portion of the roof deck, and also penetrate the bottom sheet metal of the roof deck, so they are visible in some areas from the interior of the building at the underside of the cellular deck. Several other areas of the building were also observed, but either had hard ceilings or spray fireproofing, which conceal the roofing fasteners penetrating the deck.

The following observations were noted:

1. Each of the areas observed has acoustic cellular deck. In each case, most screws penetrate at the solid portion of the acoustic deck (where the top sheet metal corrugation abuts the bottom flat sheet metal panel) but there were occasions where screws were observed through the perforated cellular portion of the deck (see photo #1).
2. Single screws were noted at many locations in all the spaces observed (see photos #2 & 3).
3. In all the spaces observed, the spacing of screws varied significantly. There were areas where the spacing exceeded 5 feet (see photo #4), which was the maximum spacing indicated on the Garland shop drawings. Some, but not all, of these variations relate to dormers on the roof.
4. The shop drawings indicate clips at the ends of each panel at a spacing of 18". Generally, screws were noted at this spacing, but there were locations where they were not. Some 18" intervals were skipped, and other varied (see photos #5 & 6).
5. The prescribed 2'-7" clip spacing at corners was not observed (see photo #7).
6. At some locations, the prescribed 3'-11" spacing at perimeters was exceeded (see photo #8). Only single screws were visible at some of these locations.

Independent Calculations

Fuss & O'Neill performed independent calculations to verify the design loads for roof and compare with the reported pullout capacity. Since the contract drawings reference both the Connecticut State Building Code and FM requirements, both sets of criteria were applied.

In March of 2021, when the Building Permit was presumably issued, the 2018 Connecticut State Building Code (CSBC) was effective. This code referenced the 2015 International Building Code

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(IBC), which in turn referenced ASCE 7-10 for wind loads. Since that time, the 2022 CSBC has been adopted, which invokes the newer ASCE 7-16 for wind loads. The FM provisions are closely aligned with ASCE 7-16 and not only yields higher loads, but also differentiates between edge conditions at the ridge and eave. For the purposes of this review, we used the provisions of the CSBC in effect at the time of the design, which used the loads prescribed in ASCE 7-10.

Assuming the roofing was installed in strict accordance with the contract documents and Garland shop drawings, there would be 2 screws at each clip, spaced as specified on the shop drawings and indicated above. Based on the wind uplift loads in ASCE 7-10 and an ultimate pullout capacity of 609#, the installation is adequate as designed with the following factors of safety in each zone:

Zone 1: 4.1

Zone 2: 3.0

Zone 3: 3.1

With a single screw installed at each clip, but spaced as specified on the shop drawings, the factor of safety would be roughly half of these values, or:

Zone 1: 2.1

Zone 2: 1.5

Zone 3: 1.5

Please note that the spacings specified on the shop drawings were not consistently observed in the field, so these factors of safety with single screws are overstated for some areas.

Based on this analysis, the code prescribed wind loads will not exceed the ultimate capacity of the clip attachments if they are installed in accordance with the contract drawings. However, the contract drawings specify a minimum factor of safety of 1.67 for the clip installation, which is not met in Zones 2 or 3 with a single screw, even if spaced appropriately. Therefore, the adequacy of the as-built installation in reference to the 2018 CSBC cannot be confirmed.

In reference to FM requirements, it is our understanding that Factory Mutual has not underwritten this project, so these requirements need not be applied to the project. But since they are referenced in the contract documents, it is important to note that the FM wind uplift provisions are higher than those prescribed by the 2018 CSBC, and the factor of safety requirements prescribed in the specifications are not met by any of the roof areas under those criteria.

An additional consideration is the pullout capacity of the #14-13 DP1 self-tapping fasteners, which are stated on the Garland submittal to be 609# when fastened to 22 gage galvanized steel. An

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independent review of published load capacities did not confirm this value. Concealer Technical Data published by Triangle Fastener Corporation for Pancake Head Screws indicates that #14-13 fasteners into 22 gage, grade 50 steel yields an ultimate pullout capacity of 360#. This particular fastener is reported to carry FM approval. It should be confirmed that the reported 609# capacity of the screws used for this project have been validated by an independent entity, such as ICC or FM. No such verification was provided in any of the reviewed materials. If this value is adjusted to the 360# value reported by Triangle, the factor of safety is depleted significantly, and in some cases, completely.

Discussion and Recommendations

There is no question that the installed roof system does not conform with the contract documents or the submittals provided by Garland. The following concerns were found, which represent either clear deficiencies or inability to verify adequacy:

- Single screws were found at many clips in all the observed roof areas.
- Spacing of screws were sporadic to varying degrees in all observed roof areas.
- Spacing of screws do not clearly and consistently correspond to variations in design wind load conditions, i.e. there did not appear to be more screws along edges and at corners than in the field of the roofs in every case.

The question remains as to the level of “safety” of the roofing system as installed. In order to respond to this question, it is first necessary to define the acceptance criteria. It is appropriate to apply the provisions of the Connecticut State Building Code (CSBC) that was in effect at the issuance of the Building Permit (2018 edition) as the governing document for the appropriate wind loads. As the analysis above indicated, assuming that the clip pattern conforms with the contract documents and Garland shop drawings, even with single screws at each clip, there is a factor of safety greater than 1.0 under the design wind condition based on a basic wind speed (based on maximum 3-second gust) of 123 MPH. While this provides some reassurance, it is important to note that the clip positions do NOT consistently conform with the maximum spacings indicated on the shop drawings. In addition, even where visible, precise measurements of clip spacings could not be made, and most of the sloped roof areas were not accessible to view from the underside, so most of the actual clip configuration remains unknown. There are many areas of roof that were not visible, the limited observations that were possible show a large degree of variation, and there are some areas that are known not to be in conformance. Therefore, it is not possible to confirm that the roof as constructed is in conformance with the 2018 CSBC.



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Furthermore, the analysis provided herein assumes that the ultimate screw pullout capacity is as stated in the Garland submittal, but this should also be verified, either by an independent certifying agency or test data.

It may be feasible to confirm the actual uplift capacity of the as-built roofing system through field testing, but given the variety of observed conditions, a large number of representative locations would have to be tested, and very conservative acceptance criteria should be applied.

In conclusion, the deficiencies noted are only significant in a severe weather event that results in wind speeds (specifically, in the range of 120 mph) and resulting uplift forces close to the design conditions. Given the low probability that school would be in session and students or community members will be outside the building under such conditions, we do not feel that the installation poses an immediate safety risk to occupants. Nevertheless, the conditions are less than what was specified and do not meet the intent of the design or the Building Code.

Please contact us if you have any questions or comments. Thank you for the opportunity to work with you on this project.

Sincerely,

Richard C. Boggs, PE, LEED AP
Senior Project Manager

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October 10, 2023
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Photos



Photo 1: Variations in screw spacing, some at perforated deck sections



Photo 2: Line of single screws at gymnasium

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Photo 3: Single and double screws at auditorium



Photo 4: Excessive fastener spacing at gable end

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Photo 5: Variations in clip spacing



Photo 6: Variations in clip spacing and single screws

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Photo 7: Inadequate clip spacing at corner



Photo 8: Inadequate clip spacing at eave

Memo

To: Dr. Parlato
From: Raymond Manka
Date: 11/16/2023
Re: New Milford High School Class of 2024 Graduation

Based on the current [New Milford Public School 2023-2024](#) calendar, it is my recommendation that we set the date and time of graduation for the Class of 2024 for Saturday June 15, 2024 with a start time to be determined.

Graduation ceremonies returned to the New Milford High School campus last year and I recommend that the graduation ceremonies for the Class of 2024 once again take place at Joe Wisner Stadium.

Reference Board Policy listed below:

*6111 Instruction
School Calendar*

The Board, in establishing a graduation date, may establish for any school year a firm graduation date which is no earlier than the one-hundred eighty-fifth day in the adopted school calendar. The graduation date may be modified, if necessary, after April first in any school year by the Board establishing a firm graduation date which, at the time of such establishment, provides for at least 180 days of school.



New Milford Public Schools
Technology Department

11/14/2023

To: Dr. Parlato
From: Jeff Turner, Technology Director

Parent/Teacher Conference Data

On November 2, 2023 and November 7, 2023, all schools held parent / teacher conferences for all grade levels at New Milford Public Schools classroom. Parents had an opportunity to schedule conferences online using the My Conference Time software package.

November 2, 2023 had 1,059 scheduled parent teacher conferences between all the schools at New Milford Public Schools over a 2 hour window. These conferences affected 571 students.

November 7, 2023 had 2,159 scheduled parent/teacher conferences between all the schools at New Milford Public Schools over a 7 hour window. These conferences affected 1,319 students.

Jeff Turner
Director of Technology



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

Item of Information
4-D
November 2023

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: November 9, 2023
RE: Professional Services Expenses

Professional Services comprise \$4,190,999 or 5.93% of our current 23/24 Budget. A breakout of Professional Services was requested at last months October 19th, 2023 Special Meeting. We will discuss Professional Services in depth as we go through the budget process in the upcoming months. As a prelude, below is a breakout of the Professional Services that the district currently pays for.

CATEGORY	AMOUNT IN 23/24 BUDGET	PERCENT OF ALL PROFESSIONAL SERVICES
SPECIAL EDUCATION ITEMS SUCH AS STUDENT CARE WORKERS, CLINICIANS, ASSISTIVE TECHNOLOGY, ASPIRE STAFF AND ESY SERVICES	\$1,640,552	39.14%
PUPIL PERSONNEL ITEMS INCLUDING ESS, KINNEY MANAGEMENT SOFTWARE, BCBA SUPPORT, ASD CONSULTATIONS, OUTSIDE EVALS, SUPPORT TRAINING AND INTEGRATED PEDIATRICS	\$750,195	17.90%
TECHNOLOGY SOFTWARE LICENSES INCLUDING POWERSCHOOL, MICROSOFT, WEBSITE, CEN, WIRELESS, SERVERS, ETC.	\$342,486	8.17%
LEGAL FEES FOR DISTRICT	\$265,000	6.32%
SECURITY	\$242,930	5.80%
STAFF TRAINING UNDER DOI INCLUDING NEWSELA, LEARNING A-Z, CREC, NGSS, iREADY, BRAINPOP, TEAM, PANORAMA, ETC.	\$240,500	5.74%
SCHOOL BASED TESTING, LEARNING SOFTWARE LICENSES, LANGUAGE LAB, ODYSSEYWARE, PIANO TUNING, KILN MAINTENANCE	\$149,339	3.56%
OFFICIALS AND TRAINING / CERTIFICATION OF COACHES	\$136,750	3.26%
FISCAL SERVICES SOFTWARE LICENSES INCLUDING MUNIS, AUDIT, ACA REPORTING AND 403B COMPLIANCE	\$133,573	3.19%
CURRICULUM DEVELOPMENT UNDER DOI INCLUDING SUMMER SCHOOL	\$110,000	2.62%
HR SOFTWARE SUCH AS APPLITRACK, VERITIME, FRONTLINE ALONG WITH EXAMS, PHYSICALS AND FINGERPRINTING	\$72,516	1.73%
NAVIANCE FEES, AP TESTING AND PSAT UNDER GUIDANCE	\$63,028	1.50%
LIBRARY SOFTWARE SUCH AS TURNITIN, DESTINY, ETC.	\$24,780	0.59%
FACILITIES ALARM MONITORING AND TESTING	\$12,950	0.31%
ADULT ED SOFTWARE SITE LICENSE FEES	\$6,400	0.15%
TOTAL	\$4,190,999	100%

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



TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations & Sandra Sullivan, Food and Nutrition Services Director
Date: November 8, 2023
RE: Food Service - Fund Balance towards Free Meals and Community Eligibility Provision

Food Services Fund Balance & Free Meals

The CSDE recently communicated on October 13, 2023 that districts with a positive food service fund balance are allowed to use those excess funds to lower or eliminate paid meals for the 23-24 school year only. New Milford is eligible to use this new exemption and filled out an application to use the food service excess funds in this manner on October 25, 2023. We should know if it is approved in mid- November. The proposed plan would offer free meals to paid students from December 1, 2023 to the end of the current school year. When and if implemented, communication will be sent to all families and staff.

We need to retain 3 months of operating expenses which totals \$619,330.61. That leaves \$1,746,213.61 in current excess. To put that in perspective I have provided you with a history of the financial information for Food and Nutrition Services Department over the last 5 years below:

- July 1, 2023 - \$1,905,834.85
- July 1, 2022 - \$1,353,986.86
- July 1, 2021 - \$641,500.84
- July 1, 2020 - \$734,100.76
- July 1, 2019 - \$944,461.68

We are projecting that the current cost would be \$560,000.00 to offer free meals to paid students from December 1, 2023 to the end of the current school year.

Before this recent move by the CSDE to allow to use of excess funds to lower or eliminate paid meals, the Food and Nutrition Services Department has been using its positive fund balance to improve the program. Recent examples are listed below:

- Hiring of a Nutrition Support Manager
- Replacing a steamer at HPS
- Refreshing the serving line at NMHS
- Refreshing the serving line at SNIS



Community Eligibility Provision (CEP)

Community Eligibility Provision (CEP) is another possible avenue to provide another avenue of relief to students and families that we may be able to take advantage of in the future.

CEP provides an alternative approach for offering school meals in local educational agencies (LEA) and schools in low-income areas, instead of collecting individual household applications for free and reduced-price school meals. The CEP allows eligible schools to offer nutritious school meals at no cost to all students, regardless of eligibility for free, reduced-price, or paid meals, through the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The reimbursement rates are not affected by CEP but the total reimbursement itself would be. Even though all students would be free we would only be able to claim up to a certain percentage of free students. Also if we opted into CEP we would lose our STABLE Funds which are providing breakfast for free to all students and lunch for free to the reduced students this school year.

New Milford did not qualify for this in the past. Effective October 26, 2023, the U.S. Department of Agriculture (USDA) Food and Nutrition Service's (FNS) lowered the minimum identified student percentage (ISP) for CEP school eligibility from 40 percent to 25 percent which now makes us eligible. We are currently exploring this option and its potential impact to the Food and Nutrition Services Department fund balance if we were to participate.

Next Steps

No Board approval is needed to implement either option.

If we are approved to use excess food service funds to lower or eliminate paid meals from December 1, 2023 through the end of the 23-24 school year by the State, we plan to move ahead with this option once we have approval. Of course, we will send out communication to all families and staff with advance notice leading up to the start date.

The CEP option needs to be further researched to understand the impacts to our fund balance going forward. Myself and Mrs. Sandra Sullivan will follow up with you if we plan to opt in for this after we get additional information from the State. We are not moving forward with this option until we get more information as of the date of this memo.

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

Approved Field Trip November 2023

	A	B	C	D	E	F	G	H	I
1	<u>School</u>	<u>Grade/Dept.</u>	<u>Trip Date</u>	<u>Day(s) of the Week</u>	<u># of Students</u>	<u># of Adults</u>	<u>Destination</u>	<u>Subs</u>	<u>Student Cost</u>
2	SNIS	3	10/23, 10/24, & 10/25/23	Mon, Tues, Wed	267	11	Sullivan Farm (5th grade split over 3 days)	0	0.00 (PTO Grant)
3	NMHS	9-12	11/9/2023	Thursday	31	1	SMS/SNIS Veteran's Day Band Performance (school bus)	0	\$0.00
4	NMHS	11-12	11/15/2023	Wednesday	53	3	Cheshire Correctional Facility (coach bus)	0	\$22.00
5	NMHS	10-12	11/17/2023	Friday	76	7	Metroplitan Museum of Art (coach bus)	3	\$60.00
6	NMHS	11-12	12/13/2023	Wednesday	50	2	HPS (Child Lit Class) (walking)	2	\$0.00
7	NMHS	10-12	02/07/2024	Wednesday	20	2	Wilton High School (math team) (coach bus)	0	\$0.00
8	NMHS	10-12	3/6/2024	Wednesday	20	2	Wilton High School (math team) (coach bus)	0	\$0.00
9	NMHS	12	5/17/2024	Friday	300	12	Six Flags New England/Senior Class Trip (coach bus)	0	\$90.00
10	SNIS	5	5/23&5/24/24	Thurs/Friday	132	10	Soundwaters (coach)	0	\$30.00
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