

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

**OPERATIONS SUB-COMMITTEE**  
**MEETING NOTICE**

|               |   |
|---------------|---|
| <b>DATE:</b>  | <b>November 14, 2023</b>                                    |
| <b>TIME:</b>  | <b>7:30 P.M.</b>  |
| <b>PLACE:</b> | <b>Sarah Noble Intermediate School Library Media Center</b> |

**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**

**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.

**a. 3. Discussion and Possible Action**

- A. Monthly Reports
  - 1. Budget Position dated October 31, 2023
  - 2. Purchase Resolution D-776
  - 3. Request for Budget Transfers

**4. Items of Information**

- B. Employment Report - October 2023
- C. Enrollment Report - November 1, 2023
- D. November Fundraising Report
- E. Professional Services Expenses
- F. Food Service Fund Balance towards Free Meals and Community Eligibility Provision
- G. Update on Transportation Requests
- H. ESG/NV5 December 2023 Billing Status
- I. Upcoming HVAC Evaluation Bid Award

**5. 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.

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**RECEIVED**  
**TOWN CLERK**  
**2023 NOV 13 P 2:2**  
**NEW MILFORD, CT**

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.

**6. Adjourn**

**Sub-Committee Members: Wendy Faulenbach, Chairperson**

Eric Hansell  
Pete Helmus  
Tom O'Brien

**Alternates:**

Brian McCauley  
Olga I. Rella



| 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%         |
| <b>GRAND TOTAL</b> |                               | <b>70,725,653</b> | <b>0</b>  | <b>70,725,653</b> | <b>21,307,290</b> | <b>44,412,899</b> | <b>5,005,464</b> | <b>92.92%</b> |

**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%        |
| <b>TOTAL</b> |                                      | <b>10,270,703</b> | <b>0</b>  | <b>10,270,703</b> | <b>2,718,030</b> | <b>5,155,158</b> | <b>2,397,516</b> | <b>76.66%</b> |

**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%        |
| <b>TOTAL</b> |                                    | <b>11,919,826</b> | <b>0</b>  | <b>11,919,826</b> | <b>5,123,601</b> | <b>5,896,619</b> | <b>899,607</b> | <b>92.45%</b> |



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  | GROUNDS 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%        |
| <b>EXPENDITURE TOTAL</b> |                                | <b>72,939,178</b> | <b>0</b>  | <b>72,939,178</b> | <b>21,400,684</b> | <b>44,412,899</b> | <b>7,125,595</b> | <b>90.23%</b> |



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%        |
| <b>REVENUE TOTAL</b> |                                   | <b>-2,213,525</b> | <b>0</b>  | <b>-2,213,525</b> | <b>-93,394</b> | <b>0</b>     | <b>-2,120,131</b> | <b>4.22%</b> |

|                    |                   |          |                   |                   |                   |                  |               |
|--------------------|-------------------|----------|-------------------|-------------------|-------------------|------------------|---------------|
| <b>GRAND TOTAL</b> | <b>70,725,653</b> | <b>0</b> | <b>70,725,653</b> | <b>21,307,290</b> | <b>44,412,899</b> | <b>5,005,464</b> | <b>92.92%</b> |
|--------------------|-------------------|----------|-------------------|-------------------|-------------------|------------------|---------------|

| <b>BOE Capital Reserve Acct #43020000-10101</b> |                  |
|---|------------------|
| 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         |
| <b>*TOTAL AS OF 10/31/23</b>                    | <b>3,071,298</b> |

\*BEFORE ANY FISCAL YEAR END 22/23 DEPOSIT

| <b>Turf Field Replacement Acct Contributions #43020000-10130</b> |                |
|--|----------------|
| 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         |
| <b>TOTAL AS OF 10/31/23</b>                                      | <b>428,840</b> |



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        |
| <b>GRANT</b>   | <b>IT</b>  | <b>B&amp;H PHOTO</b>                | <b>SUPPLIES FOR NMHS THEATER</b>              | <b>\$ 31,053.17</b> | <b>57345</b> |
| 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

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

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



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 2<sup>nd</sup> 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 6<sup>th</sup> 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            |
| <b>Totals</b> | <b>457</b>    | <b>462</b> | <b>445</b>     | <b>-17</b>    |

| 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             |
| <b>Totals</b> | <b>390</b>    | <b>404</b> | <b>387</b>     | <b>-17</b>    |

| 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            |
| <b>847</b>    | <b>866</b>     | <b>832</b>     | <b>-34</b>    |

| 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             |
| <b>Totals</b> | <b>764</b>    | <b>771</b> | <b>757</b>     | <b>-14</b>    |

| 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             |
| <b>Totals</b> | <b>822</b>    | <b>780</b> | <b>781</b>     | <b>1</b>      |

| 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           |
| <b>Totals</b> | <b>1237</b>   | <b>1238</b> | <b>1210</b>    | <b>-28</b>    |

|               | 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             |
| <b>Totals</b> | <b>3670</b>   | <b>3660</b>    | <b>3655</b> | <b>3580</b>    | <b>-75</b>    | <b>-90</b>      |

LHTC total = 19

# NOVEMBER FUNDRAISING REPORT

| DEPT                  | EVENT                                   | FUNDS USE                                     |
|-----------------------|---|---|
| <b><u>NMHS</u></b>    |   |   |
| SADD                  | Selling Swag for Pinkout Football Game  | SADD Initiatives/Donate to Breast Cancer Fund |
| Volleyball            | Cookie Dough Sales                      | Senior Night/Banquet/Off Season Training      |
| NMHS Theater          | Ticket Sales Fall Production            | Recover Expenses from Production              |
| NMHS Theater          | Sale of Merchandise-Fall Show           | Recover Expenses from Production              |
| NMHS Theater          | Playbill Advertisements-Fall Show       | Recover Expenses from Production              |
| NMHS Theater          | Ticket Sales Spring Production          | Recover Expenses from Production              |
| NMHS Theater          | Concessions Sales-Fall Show             | Recover Expenses from Production              |
| NMHS Theater          | Concessions Sales-Spring Show           | Recover Expenses from Production              |
| NMHS Theater          | Sale of Merchandise-Spring Show         | Recover Expenses from Production              |
| NMHS Theater          | Playbill Advertisements-Fall Show       | Recover Expenses from Production              |
| NMHS Music            | Lyman Orchards Pie Sales                | Spring Trip 2023                              |
| French Honor Society  | Crepe Sales-Conferences                 | Senior Scholarships                           |
| NMHS Band             | Annual Wreath Sale                      | Spring Trip 2024                              |
| German Honor Society  | Selling Hot Chocolate Powder Cones      | Senior Scholarships                           |
| Boys Soccer           | Snaprprise                              | Senior Night Gifts/Banquet                    |
| GAPP                  | Selling Cookies/Hot Cocoa at Sip & Shop | GAPP Germany Trip                             |
| Spanish Honor Society | Talent Show Ticket Sales                | Senior Scholarships                           |
|                       |   |   |
|                       |   |   |
| <b><u>SNIS</u></b>    |   |   |
| PTO                   | Costume Ball/Halloween Event            | PTO Grants to SNIS                            |
|                       |   |   |
|                       |   |   |
| <b><u>HPS</u></b>     |   |   |
| PTO                   | Boosterthon Fun Run                     | PTO Activities/Field Trips/Classroom Neds     |
|                       |   |   |
|                       |   |   |



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 SECURITY  | \$265,000              | 6.32%                                |
| STAFF TRAINING UNDER DOI INCLUDING NEWSELA, LEARNING A-Z, CREC, NGSS, IREADY, BRAINPOP, TEAM, PANORAMA, ETC.  | \$242,930              | 5.80%                                |
| SCHOOL BASED TESTING, LEARNING SOFTWARE LICENSES, LANGUAGE LAB, ODYSSEYWARE, PIANO TUNING, KILN MAINTENANCE   | \$240,500              | 5.74%                                |
| OFFICIALS AND TRAINING / CERTIFICATION OF COACHES   | \$149,339              | 3.56%                                |
| FISCAL SERVICES SOFTWARE LICENSES INCLUDING MUNIS, AUDIT, ACA REPORTING AND 403B COMPLIANCE   | \$136,750              | 3.26%                                |
| CURRICULUM DEVELOPMENT UNDER DOI INCLUDING SUMMER SCHOOL  | \$133,573              | 3.19%                                |
| HR SOFTWARE SUCH AS APPLITRACK, VERITIME, FRONTLINE ALONG WITH EXAMS, PHYSICALS AND FINGERPRINTING  | \$110,000              | 2.62%                                |
| NAVIANCE FEES, AP TESTING AND PSAT UNDER GUIDANCE   | \$72,516               | 1.73%                                |
| LIBRARY SOFTWARE SUCH AS TURNITIN, DESTINY, ETC.  | \$63,028               | 1.50%                                |
| FACILITIES ALARM MONITORING AND TESTING   | \$24,780               | 0.59%                                |
| ADULT ED SOFTWARE SITE LICENSE FEES   | \$12,950               | 0.31%                                |
|   | \$6,400                | 0.15%                                |
| <b>TOTAL</b>  | <b>\$4,190,999</b>     | <b>100%</b>                          |

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**

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### 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*





**TO: Dr. Janet Parlato, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: November 8, 2023**  
**RE: Update on Transportation Requests**

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### Late Buses

All-Star Transportation continues to be short drivers and has been covering some of our routes as late runs for both the morning and afternoon since Monday September 11th 2023. The situation has gotten slightly better since last month with the following having taken place:

- We currently have 2 drivers allocated to New Milford from other depots to help out and provide coverage. This coverage is until the 2 current drivers in the pipeline to drive for New Milford, complete their testing/training later this month.
- A morning run with lighter daily ridership was abolished and students were split off to other already existing routes.
- Early drop off for impacted buses was put into place to run through November 17th and we are currently working to figure out if this will require an extension and for how long.

Daily call outs are still an issue as there are no current "spares" available and this continues to be monitored. The current contract has a provision to provide us with partial credits for late buses and those are being tracked daily. The current amount to be collected as of November 8, 2023 totals approximately \$20,200.

### Transportation Requests

Since the start of the current school year there have been 41 complaints or inquiries regarding busing issues **not related to late buses**. Most of these were requests for a stop/route change. 15 of the 41 required a site visit by either me or the Transportation Manager from All-Star Transportation.

- All of these requests were considered and all were rejected based off of the fact that the current stop/route was within policy. None of the rejections have resulted in a request for hearing at this time.
- During the same time period last year we had 62 total complaints or inquiries regarding general busing issues.

Board of Education Policy 5163 is the lens through which each request for a change is evaluated. That policy was last updated in June of 2023 and is attached to this memo.

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

**TRANSPORTATION**

I. Statement of Policy

The Board of Education will provide transportation for students under provisions of state law and regulations. In determining the provision of transportation, the superintendent of schools shall consider the guidelines contained in this policy and shall administer the operation so as to:

1. provide for the safety of students, including consideration of hazardous conditions whether or not described in this policy;
2. provide for appropriate supervision for students while on school transportation, consistent with the Board's student discipline policy; and
3. assist disabled students by providing appropriate specialized transportation when required by law.

II. Definitions

1. "School transportation" means the procedure, program, or implemented plan by which a pupil is transported to and/or from school from the pupil's residence or the assigned bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved and maintained by the municipality or the state of Connecticut, or private roads approved pursuant to C.G.S. Section 10-220c.
2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and the pupil's school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the New Milford Board of Education.
3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.

5. "Hazard" means a thing or condition, as prescribed in this policy under "Hazardous Conditions" that affects the safety of pupils walking to or from school and/or to or from a designated bus pick-up area.
6. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
7. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
8. "Walking route" means the route that the student is expected to travel between his/her residence to and from school and/or an assigned bus stop.
9. "Bus stop" shall be defined as a geographical location designated by the Board of Education, school administration or their designee where students can safely wait for purposes of embarking or disembarking a school bus.
10. "Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

### III. Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient for the school district.

In determining the provision of transportation for resident public and eligible private school students, the following guidelines regarding walking distances will be considered. Distance measurements will be based on the most direct route from the student's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas.

| <u>Grade</u> | <u>Limit</u> |
|--------------|--------------|
| K-2          | 0.5 mile     |
| 3-8          | 1 mile       |
| 9-12         | 1.5 miles    |

Students living within the stated distance limits will receive transportation when, in the opinion of the Superintendent of Schools, it is in the best interests of the district to provide transportation.

#### IV. Access to Bus Stops/Transportation and Behavior

Parents and/or guardians are responsible for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and/or the school building, compliance with health and safety precautions at the bus stop and along walking routes, and the provision of supervision that is appropriate to the student's age, maturity and conditions along the walking route and/or at the bus stop at all times.

Given that bus pick up times may vary, the Board expects that parents and/or guardians will ensure that their children arrive at the bus stop in advance of any scheduled pick up time.

Students accessing school transportation are expected to behave in an appropriate manner, in accordance with all school rules and regulations. The Board's policies and procedures concerning student discipline shall apply to student behavior while accessing student transportation.

#### V. Hazardous Conditions

The administration shall consider the following guidelines for hazardous conditions when making decisions regarding the transportation of children:

1. Except as provided in Paragraph 7 of this Section, a street or road, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:
  - a) For pupils under age ten, or enrolled in grades K through 2:
    - (i) the absence of a pedestrian crossing light or crossing guard where three or more streets intersect, and a pupil is expected to cross the street; OR
    - (ii) street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the intersection, and a pupil is expected to cross the street.
  - b) For pupils enrolled in grades 3 through 12, the absence of a traffic light or stop signs or crossing guard at an intersection where three or more streets intersect which has a traffic count which exceeds ninety vehicles per hour during the time that pupils are walking to or from school, and such pupils are expected to cross the street;

- c) For all pupils:
  - (i) any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross when going to or from school or the bus stop; OR
  - (ii) the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisances which are hazardous or attractive to children.
- 2. Any street, road, or highway, along a designated walking route to or from school and/or to or from a designated bus pick-up area, that has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:
  - a) For pupils enrolled in grade K through 2:
    - (i) any street, road, or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to or from school; OR
    - (ii) any street, road, or highway possessing a speed limit in excess of thirty miles per hour.
  - b) For all pupils:
    - (i) the presence of human-made hazards including attractive nuisances, as stated in 1(c)(ii) above; OR
    - (ii) any roadway available to vehicles that does not have a minimum width of approximately twenty-two feet; OR
    - (iii) any roadway available to vehicles that, when plowed free of snow accumulations, does not have a minimum width of approximately twenty feet; OR
    - (iv) any street, road, or highway where the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design Standard, or other reasonable standard.
- 3. Any walkway, path, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks

carrying moving trains during hours that pupils are walking to or from school or to and from a designated bus pick-up area shall be deemed hazardous unless:

- a) a crossing guard is present; OR
  - b) for pupils enrolled in K-2, an automatic control bar is present at crossings; OR
  - c) for pupils enrolled 3-12, a bar or red flashing signal light is operational.
4. For pupils in grades K through 5, the following conditions shall be deemed hazardous:
    - a) a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water; OR
    - b) any area adjacent to a roadway, sidewalk, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having a drop of three or more feet per four feet of travel length on either side of the established lanes, in the absence of a fence or other suitable barrier.
  5. For pupils in grades K through 5 walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous.
  6. For all students, walking along any street, road, walkway, sidewalk, or path designated as a walking route which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.
  7. It shall not be a “hazard” or “hazardous condition” for a pupil whose residence abuts a public street, road or highway to (1) wait for the bus on the private property where the pupil resides for the school bus, until the school bus’s flashing red lights are activated to stop traffic so that the student can enter onto or cross the public street, road or highway to get on a school bus; or (2) exit a school bus that is stopped on the public street, road or highway, when the bus’s flashing red lights are activated to stop traffic so that the pupil can enter onto or cross such street, road or highway to access the private property where the pupil resides.

#### VI. Applicability and Exceptions

1. This policy is applicable to public road approved and maintained by the municipality or state of Connecticut, or private roads approved for passage

of school transportation vehicles in accordance with C.G.S. Section 10-220c.

2. Special Education pupils and pupils eligible for accommodations under Section 504 of the Rehabilitation Act shall be judged on an individual basis, and appropriate transportation provided.
3. The Superintendent of Schools may grant an exception to any guideline set forth in this policy where a peculiar condition or combination or conditions renders such condition(s) a hazard based upon reasonable judgment; or where under the circumstances, other conditions exist under which the safety of students necessitates a variance with the guidelines within this policy.

## VII. Complaint Procedure

1. All complaints concerning school transportation safety shall be made in writing to the Superintendent of Schools or designee. The Superintendent or designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations in a timely manner. The investigation shall include 1) the review of the complaint raised with appropriate personnel responsible for transportation of students and 2) the opportunity for the parent or other person making the complaint to meet with the Superintendent to discuss the complaint and any possible resolution thereof.
2. Annually, within thirty (30) business days of the end of the school year, the Superintendent of Schools or designee shall provide the Commissioner of Motor Vehicles (“Commissioner”) with a copy of the written record of complaints received during the previous twelve (12) month period.
3. The Superintendent of Schools or designee shall make a written report of the circumstances of any accident within the Board’s jurisdiction and knowledge, involving a motor vehicle and any pedestrian who is a student, which occurs at a designated school bus stop or in the immediate vicinity thereof, to the Commissioner within ten (10) business days thereafter on a form prescribed by the Commissioner.
4. If a complaint covered by Section 10-186 of the Connecticut General Statutes, and is not resolved by the Superintendent, the Superintendent shall inform parent or guardian, or an emancipated minor or a pupil eighteen years of age or older, of the right to request a hearing regarding the complaint. Such hearing, if requested, shall be held in accordance with Section 10-186 of the Connecticut General Statutes, as it may be amended from time to time.

Legal Reference: Connecticut General Statutes

- 10-186 Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.
- 10-187 Appeal from finding of hearing board.
- 10-220 Duties of boards of education.
- 10-220c Transportation of children over private roads. Immunity from Liability.
- 10-221c Development of policy for reporting complaints regarding school transportation safety.
- 10-273a Reimbursement for transportation to and from elementary and secondary schools.
- 10-280a Transportation for students in non-profit private schools outside school district.
- 10-281 Transportation for pupils in nonprofit private schools within school district.
- 14-275 Equipment and color of school buses.
- 14-275b Transportation of mobility impaired students.
- 14-275c Regulations re: school buses and motor vehicles used to transport special education students.

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NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut