

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 19, 2024
TIME:	7:00 P.M.
PLACE:	Sarah Noble Intermediate School – Library Media Center

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. CALL TO ORDER

A. Pledge of Allegiance

2. PUBLIC COMMENT

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. STUDENT RECOGNITION: NEW MILFORD HIGH SCHOOL PEER MENTORS

4. PTO REPORT

5. STUDENT REPRESENTATIVES' REPORT

6. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes:
 - 1. Regular Meeting Minutes October 15, 2024

7. SUPERINTENDENT'S REPORT

8. SUBCOMMITTEE REPORTS

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

9. BOARD CHAIRPERSON'S REPORT

10. STUDENT-BASED HEALTH CENTERS PRESENTATION

11. DISCUSSION AND POSSIBLE ACTION

- A. Monthly Reports
 - 1. Budget Position dated October 31, 2024

2. Purchase Resolution D-788
3. Request for Budget Transfers
- B. Textbook Approval
- C. Policy for Review
 1. 5131.91 Connecticut School Climate Policy
- D. Bylaws Recommended for Second Review:
 1. 9000 Role of Board and Members
 2. 9001 Officers
 3. 9002 Official Duties—Chairperson
 4. 9003 Official Duties—Vice Chairperson
 5. 9004 Official Duties—Secretary
 6. 9006 Removal of Board Officers
 7. 9007 Code of Conduct for Board Members
 8. 9008 Reimbursement of Board Members' Expenses
 9. 9009 Oath of Office
 10. 9010 Formulation, Adoption, Amendment or Deletion of Bylaws
 11. 9011 Formulation, Adoption, Amendment or Deletion of Policies
 12. 9012 Formulation, Adoption, Amendment or Deletion of Administrative Regulations
 13. 9013 Suspension of Policies, Bylaws or Administrative Regulations
 14. 9014 Board Committees
- E. Bylaws Recommended for Deletion Upon Approval of Bylaws in Item A.
 1. 9000 Role of the Board and Member (Powers, Purposes, Duties)
 2. 9010 Limits of Authority
 3. 9012 Legal Responsibilities of Boards of Education
 4. 9020 Public Statements
 5. 9030 Commitment to Democratic Principles in Relation to Community, Staff, Students
 6. 9040 Board-Related Responsibilities
 7. 9110 Number of Members Terms of Office, Oath of Office
 8. 9120 Term of Office for Board Officers
 9. 9121 Role of the Chairperson
 10. 9122 Office of the Vice Chairperson
 11. 9123 Role of the Secretary
 12. 9131 Committee of the Whole
 13. 9140 Board Representatives
 14. 9221 Filling Vacancies on the Board
 15. 9222 Resignation/Removal from Office/Censure
 16. 9250 Remuneration and Reimbursement
 17. 9260 Board Member Protection
 18. 9311 Policies
 19. 9313 Formulation/Adoption/Amendment of Administrative Regulations
 20. 9314 Suspension of Policies, Bylaws, and Regulations
- F. Policy Revisions Recommended for First Read
 1. 5118.1 Homeless Children and Youth
 2. 5141.5 Suicide Prevention and Intervention
 3. 5158 Policy to Improve the Completion Rates of the Free Application for Federal Financial Aid (FAFSA)

12. ITEMS OF INFORMATION

A. Items of Information

1. 5118.1 R Administrative Regulations Regarding Homeless Children and Youth
2. 5141.5 R Administrative Regulations Regarding Suicide Prevention Intervention
3. 5158 Administrative Regulations to Improve the Completion Rates of the Free Application for Federal Financial Aid (FAFSA)

B. Employment Report - November 2024

C. Enrollment Report - November 1, 2024

D. Update on Transportation Requests

E. NES roof study

F. SNIS HVAC RFP

G. Capital Improvement Work

H. Field Trip Report

I. Gifts and Donations

J. 2023-2024 Annual Report

13. **ADJOURN**

New Milford Board of Education

Meeting Minutes

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Sarah Noble Intermediate School Library Media Center

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NEW MILFORD, CT

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

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Jeffrey Turner, Director of Technology Mrs. Teresa Kavanagh, Director of Human Services Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mr. Matthew Cunningham, Director of Facilities Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Antonio Caldareri, Student Representative Ms. Penelope Morrissey, Student Representative
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1.	A.	Call to Order Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:00 pm by Mrs. Wendy Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
	B.	Moment of Silence: In Memory of Ana Aguirre, World Language Teacher, New Milford High School	B. Moment of Silence: In Memory of Ana Aguirre, World Language Teacher, New Milford High School
2.	A.	Public Comment Mrs. Megan Byrd, 2 Carlson Rd., stated she wanted to address the situation regarding the two AP Computer Science courses. The two courses lost the	Public Comment

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		<p>instructor. One of the courses has remained an AP course but the other has dropped to an honors course. The students in the class that was dropped to honors completed all the AP summer work and are using the textbook for the AP class. Mrs. Byrd asked why it's not receiving the AP weight. Mrs. Byrd also suggested the district consider doing something to retain staff. Mrs. Byrd stated many good people are leaving due to the fact a person can make \$30,000 more a year going to the next town over. Mrs. Byrd suggested offering a stipend. She stated she looked into the AP course criteria and it is not a state or college board requirement to have an AP certified teacher.</p>	
3.		<p>IDEAL STUDENT RECOGNITION: SCHAGHTICOKE MIDDLE SCHOOL Dr. Parlato and members of the Schaghticoke Middle School staff presented certificates to the following students in recognition of being an ideal student:</p> <p>Erin Andreasen, grade 7 Abigail Bollaro, grade 6 Savannah Brown, grade 8 Rowan Cotter, grade 8 Igor De Castro, grade 8 Stella DeGregorio, grade 6 Nicholas Laughlin, grade 8 Douglas McCarthy, grade 6 Alexander Menconi, grade 8 Robert Mullen, grade 8 Grace Staller, grade 8 Olivia Taranto, grade 7 Shiloh Thompson, grade 7</p>	<p>IDEAL STUDENT RECOGNITION: SCHAGHTICOKE MIDDLE SCHOOL</p>
4.		<p>PTO REPORT Mrs. Byrd stated school photos are being distributed and they are working to rectify any issues that have come up. The schools are hosting upcoming Halloween events. The book fair is returning for the K-8 schools, and will be open during certain school hours and conference times. New Milford High School is selling flamingos. They also sold</p>	<p>PTO REPORT</p>

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		concessions and flowers at the Homecoming dance as well as "Class of..." shirts.	
5.	A.	<p>APPROVAL OF MINUTES</p> <p>Approval of the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> Regular Meeting Minutes September 17, 2024 <p><i>Mr. Scofield moved to approve the Regular Meeting Minutes, September 17, 2024. Seconded by Mrs. Sarich. Motion passed unanimously.</i></p>	<p>APPROVAL OF MINUTES</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> Regular Meeting Minutes September 17, 2024 <p>Motion made and passed to approve the Regular Meeting Minutes September 17, 2024.</p>
6.		<p>SUPERINTENDENT'S REPORT</p> <p>Dr. Parlato yielded time for the Student Representatives' Report.</p> <p>Mr. Caldarelli stated Northville Elementary School (NES) had its monthly CARES citizen lunch. Kindergarten students enjoyed a trip to Silverman Farm. The school learned about fire safety. There is an upcoming spelling bee. Hill & Plain School (HPS) held a color run, raising more than \$20,000. The student garden construction project is complete and HPS is looking for volunteers to help fill in soil, and other tasks. There is a spooky reading night coming up. Kindergarten and 1st grade had Water Witch come for fire safety.</p> <p>Ms. Morrissey stated Sarah Noble Intermediate School (SNIS) learned about bees. They have started breast cancer awareness month and their annual food drive. Schaghticoke Middle School (SMS) had no report available. New Milford High School (NMHS) had their National Honor Society induction on October 2nd. October 10th was the advance chorus and winds concert. October 15th is the Departmental Student of the Month Awards. October 21st is the Math Honor Society induction. The German exchange students are headed back home.</p>	<p>SUPERINTENDENT'S REPORT</p>

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		Dr. Parlato stated we are nicely settled into the school year with many recognitions going on. Each school is working hard and there is a lot of good happening.	
7.	<p>A. Policy Mrs. Sarich stated the Board will be looking again at the Connecticut School Climate Policy.</p> <p>B. Committee on Learning Mrs. McInerney stated there were several items discussed in the October Committee on Learning meeting, one being the Science of Reading update and the second a presentation on Early College Learning Experience. She encourages everyone to read through the minutes. Also, tonight on the agenda are four course proposals.</p> <p>C. Facilities Mr. O'Brien stated Mr. Cunningham will speak to the ongoing projects later in the evening. Since he's been on the Board, the SNIS oil tank, NMHS woodshop, and the NMHS roof, which is winding down, are coming off the Facilities agendas and Mr. O'Brien stated he was very happy about that. Mr. O'Brien thanked Mr. Cunningham and his team for ensuring the projects were handled in the right manner.</p> <p>D. Operations Mr. Hansell stated the Board will see an item for the NES roof evaluation.</p>	<p>SUBCOMMITTEE REPORTS</p> <p>A. Policy</p> <p>B. Committee on Learning</p> <p>C. Facilities</p> <p>D. Operations</p>	<p>SUBCOMMITTEE REPORTS</p> <p>A. Policy</p> <p>B. Committee on Learning</p> <p>C. Facilities</p> <p>D. Operations</p>
8.		<p>BOARD CHAIRMAN'S REPORT</p> <p>Mrs. Faulenbach stated she attended the National Honor Society induction and will try to get a board meeting at the observatory. On the agenda tonight is an Executive Session that comes from the hard work of the negotiations team, and an opportunity for the Board to weigh in. We are approaching budget season and are always looking for ways to cut costs. Mrs. Faulenbach stated it is time we send out a survey to parents regarding transportation. It's necessary to get a clearer picture of bus usage, and that will help prepare for budget. Mrs. Faulenbach</p>	<p>BOARD CHAIRMAN'S REPORT</p>

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		reminded the Board there are a lot of dates being put on calendars. Town leaders have also been included.	
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9.	A.	<p>DISCUSSION AND POSSIBLE ACTION</p> <p>Monthly Reports</p> <ol style="list-style-type: none"> Budget Position dated September 30, 2024 Purchase Resolution: D-787 Request for Budget Transfers <p><i>Mr. Hansell moved to approve the Budget Position dated September 30, 2024; Purchase Resolution D-787; and Request for Budget Transfers. Seconded by Mr. McCauley. Motion passed unanimously.</i></p>	<p>DISCUSSION AND POSSIBLE ACTION</p> <p>Monthly Reports</p> <ol style="list-style-type: none"> Budget Position dated September 30, 2024 Purchase Resolution: D-787 Request for Budget Transfers <p>Motion made to approve the Budget Position dated September 30, 2024; Purchase Resolution D-787; and Request for Budget Transfers. Motion passed.</p>
		<p>B. Bid Award - NES Roof Evaluation</p> <p>Mr. Cunningham stated the RFP is for cost estimates. Mrs. McInerney asked why Silver Petrucelli & Associates was chosen, given they were not the lowest bid. Mr. Cunningham stated Silver Petrucelli & Associates are the ones most familiar with the Department of Administrative Services (DAS) grant process. The two lower bids were from companies outside of the state and not familiar with CT schools.</p> <p>Mr. Hansell asked if there are takeaways from the NMHS roof that can be applied to the NES roof. Mr. Cunningham stated any project goes through a debriefing process, and much was learned from the NMHS roof. One of the reasons Silver Petrucelli & Associates was chosen was because if the district wants to pursue DAS reimbursement, they will need a holistic approach. It is about the core of the roof,</p>	<p>B. Bid Award - NES Roof Evaluation</p>

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	<p>and ensuring it is improved as a whole: gutters, seams, etc.</p> <p>Mr. Barile asked why Russel & Dawson was so much higher. Mr. Cunningham stated he could not speak to why it was so different. Everyone received the same RFP notice and directions.</p> <p><i>Mr. O'Brien moved to approve the Bid Award -NES Roof Evaluation. Seconded by Mr. Hansell. Motion passed unanimously.</i></p>	<p>Motion made to approve the Bid Award - NES Roof Evaluation. Motion passed.</p>
C.	<p>Policy for Second Review</p> <p>Mrs. Faulenbach stated this will be going back to the Policy Committee and does not require a motion. There are more conversations to be had and questions to be answered. Mr. Scofield stated this was discussed at Policy and it was agreed to bring it in front of the Board so that it could be brought back to Policy.</p> <p>Mrs. Faulenbach agreed that bringing it to the Board opens it up to further discussion and gives the opportunity for more information to be brought back to Policy. Since it is going back to Policy, timelines need to be kept in mind because there is a legislative timeline to keep.</p> <p>Mrs. McInerney stated she wanted to make a clarification of the October 1, 2024 Policy Subcommittee meeting minutes. Mrs. McInerney stated, "As a point of clarification, I would like the minutes to reflect that I did not introduce religion into the 5131.91 Connecticut School Climate Policy discussion on Oct. 1 (page 7). I was merely responding to a statement made by another committee member regarding their comment on religious beliefs."</p> <p>Mrs. McInerney continued by stating, as a member of the Policy committee, she would move forward</p>	<p>C. Policy for Second Review</p> <p>1. 5131.91 Connecticut School Climate Policy</p>

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		<p>with the policy, as it is written. It has been vetted and while it's ok to wait a month or two, the district needs enough time so the policy is ready to go into effect on July 1, 2025, which includes training for faculty.</p> <p>Mr. Scofield asked Dr. Parlato, what changes will happen if the Board adopts the policy. Dr. Parlato stated once it is adopted, there are two major pieces to it. One would be to make sure there is an understanding of the restorative piece of student consideration/student discipline. The second is understanding what the statutory understanding of "challenging behavior" is. We're accustomed to the notion of bullying. This broadens that phrase from "bullying" to "challenging behavior" and the challenging behaviors' impact on the classroom. Some of the training that goes along with it is not only understanding the definition of challenging behavior, but what are some ways we can address it at the classroom, school, and district levels. It is a broader way to look at students' conduct. Mr. Scofield replied stating challenging behavior may be different to me than someone else, and asked who perceives what challenging behavior is. Dr. Parlato stated it is defined in the policy and reporting form. It is behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of students or safety of school employees.</p> <p>Mr. Hansell stated he is worried about the personally identifiable information and the management of the policy, as a whole. Mr. Hansell stated he is also concerned about the restorative practice section and the broad definitions of certain behaviors and how those behaviors might intersect with protective class definitions. We may have trouble figuring out who is the one being persecuted and who is not. When reading about restorative practice, the statement regarding reintegration implies that the punishment can be part of the process. Particularly the phrase</p>	
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	<p>“reintegration back into the school environment.”</p> <p>Mr. Hansell stated, to him, it sounds like a student will be taken out of the environment, and there are no clear definitions or lines where behavior is drawn. It needs to be flushed out more.</p> <p>Mrs. Herring asked who would oversee the restorative practice training. She stated that restorative practices training was attempted in the past and it was not helpful at all, and during that time it was felt as though the teacher was at fault. Mrs. Herring would like to know who is an expert on this and who would speak on how to realistically execute it. Dr. Parlato replied that the district has a Professional Learning and Evaluation Committee, and one arm of that is people who work on professional learning. Dr. Parlato stated she prefers training from people in-house. The training would include administrators and teachers interested in professional learning. That can be done and flushed out once the policy passes.</p> <p>Mrs. Faulenbach clarified, what Dr. Parlato is stating, would happen once the policy is adopted. What Mrs. Herring is wondering is how it would be implemented. Mrs. Herring stated that was correct.</p> <p>Mr. Barile quoted an article written by Stephen Sedor of Pullman & Comley, citing bullying is one type of challenging behavior. The article mentions the school climate improvement plan will be developed in collaboration with the coordinator and climate specialist utilizing survey data, etc. Mr. Barile stated, based on what he read, the Board will receive guidance, meaning the Board will have some oversight into the development of that plan. Mr. Barile mentioned this is of importance, because someone should not have sole discretion on oversight of school climate policy for the entire school district. It should be the elected officials of the Board, who represent the people who put them into their roles.</p>	
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		<p>Mr. Scofield asked if this policy needs to pass by July 1, 2025. Mrs. Faulenbach stated yes. Time is a component so we are in compliance with new legislation. Mrs. Faulenbach recommended the Board and Policy Committee go back and break down what parts of this policy they are looking to change, keep, and move forward with. Questions on professional development are brought up after. It needs to be handled in two parts.</p> <p>Mrs. Sarich asked for board members to send what they wanted changed in writing.</p> <p>Mrs. Faulenbach noted the attorney suggested to keep as it is and not change anything.</p> <p>Mr. Barile clarified that the attorney suggested to not change anything but then said the fallout would be if the Board did not adopt the policy, they would be in legal jeopardy. That is not what was discussed, what was discussed is modifying the policy, so the analogy the attorney made was not applicable.</p> <p>Dr. Parlato stated legislation states we should adopt as it is written.</p> <p>Mr. Scofield asked for clarification, and if the Board is told it needs to be adopted. Mrs. Faulenbach answered it is understood to adopt it the way it is.</p> <p>Mr. Barile stated there is a history of bad laws. If it's a bad law that will put us into greater litigation, we, as board of education members, have a fiduciary duty to protect them. We need to look at the potential risk of adopting a policy and protect all those involved. Another conversation with the attorney is a good idea.</p>	
	<p>D. Course Proposals: a. Academic Reading/9th Grade Reading</p>		<p>D. Course Proposals: a. Academic Reading/9th Grade Reading</p>

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		<p>Academy b. Introduction to Ceramics c. Political Science d. Treble Chorus</p> <p><i>Mr. Barile moved to approve the following Course Proposals: Academic Reading/9th Grade Reading Academy, Introduction to Ceramics, Political Science, and Treble Chorus. Seconded by Mrs. McInerney. Motion passed unanimously.</i></p>	<p>Academy b. Introduction to Ceramics c. Political Science d. Treble Chorus</p> <p>Motion made to approve the following Course Proposals: Academic Reading/9th Grade Reading Academy, Introduction to Ceramics, Political Science, and Treble Chorus. Motion passed.</p>
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10.	<p>A. Employment Report October 2024 Mrs. Kavanaugh stated they now have four certified and six non-certified openings.</p> <p>Mrs. McInerney asked if Mrs. Kavanaugh could add in the dollar amount for the coaching stipends.</p> <p>Mrs. Faulenbach made a note of Roxanne Kraft, retiring after 37 years in the district.</p> <p>Mr. Scofield asked Mrs. Kavanaugh if she could send him the number of open positions and how much in combined salary is not being spent. He has been told people leave because they can make more money in another district, and asked if that available money can be utilized in different ways. Mrs. Kavanaugh stated she would get that information for Mr. Scofield.</p> <p>Dr. Parlato asked Mr. Scofield what would be the next step after getting that information. Mr. Scofield answered that he would like to utilize it for retention somehow since the positions are not filled and see about moving it into the budget cycle.</p>	<p>ITEMS OF INFORMATION</p> <p>A. Employment Report October 2024</p>
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	<p>Dr. Parlato noted some positions are bound by a collective bargaining agreement. Mr. Scofield stated he understood, but there are jobs hanging out there and we need to figure out a way to pull them in. Mr. Scofield then asked where the unspent money goes. Mrs. Faulenbach stated anything not spent by the district is turned over to the town. It is audited, vetted, and is asked to be put into the Capital Reserve, which goes back into the school district through approved capital projects.</p> <p>Mr. Scofield stated it is important for people to know they are appreciated and it would be nice to know what the salary challenges are between different towns. Mrs. Faulenbach replied they see salary comparisons through negotiations. A caveat is the budget is done 18 months in advance.</p> <p>Mr. Barile asked who is the head coach for soccer. Mrs. Kavanaugh stated it is Zach Pereira. Mrs. Faulenbach asked if all the coaching positions were filled. Mrs. Kavanaugh stated they have a few posted but it is usually done when the season comes up.</p> <p>B. Enrollment Report - October 1, 2024 Dr. Parlato stated October 1st is the snapshot the state of CT uses. NES is six students under projection. HPS is 26 students under projection. Those are K-2 schools, and affected by the new kindergarten entry date. SNIS is 10 students over projection. SMS is four students over projection. NMHS is 39 students under projection. There will be another enrollment study done in the near future.</p> <p>C. 5 Year Capital Projects Mr. Cunningham stated the town has approved the capital projects. Many projects are already underway.</p> <p>D. NMHS Roof Update</p>	<p>B. Enrollment Report - October 2024</p> <p>C. 5 Year Capital Projects</p> <p>D. NMHS Roof Update</p>
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	<p>Mr. Cunningham stated it is 95% completed and should be done by the end of the month.</p> <p>E. Northville Elementary School Roof No discussion.</p> <p>F. Grading Mr. Barile stated he believes we should have a more structured way to determine grades. Currently it is too subjective.</p> <p>Mrs. McInerney stated procedures about grading are not the role of the Board. It is the role of the Superintendent. The district hires people to handle grading and it is professionally vetted. Mrs. McInerney stated she is worried we are going into territory that is not the Board's purview. Mr. Barile stated, the concern is, if test scores continue to fall, we have to be careful because correlation is also causation. The question we have to ask is how are we grading these kids. They may get A's and B's in class but are below state average.</p> <p>Mr. McCauley reiterated, stating Mrs. McInerney addressed that, it's not our purview. Dr. Parlato added the district has not released 2024 testing results yet. Mr. Barile replied the Board has seen prior test scores. Mrs. Faulenbach stated this conversation began at Committee on Learning and there's nothing wrong with the conversation, when we have the discussion during a presentation, as that's where it is warranted. We may not have the authority to do something but we should have the conversations. Mr. Barile stated he is concerned when a student passes all their tests with A's and B's, but because they miss class or they don't do class work, they are graded poorly. If it's flipped the other way, it's not the same. If a teacher can assess that a child knows the information, but is not a good tester, the teacher should know the child who doesn't do the class work also knows the information. It has to be equally balanced. As a parent, he is concerned</p>	<p>E. Northville Elementary School Roof</p> <p>F. Grading</p>
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		<p>when there is not an equal playing field. Mrs. Faulenbach suggested, when these concerns come up, workshops on this will be helpful so data can be looked at and questions asked. When the Board gives guidance and opinions, it is also done through our policies and budget support.</p> <p>Mrs. McInerney stated her own son has a syllabus for his classes, and found that very helpful. The syllabus explains what the breakdown of the grade is going to be. It's even easier to see now that it's all online in Google Classroom.</p> <p>G. Textbook Preview October 2024 No discussion.</p> <p>H. 2025 Board of Education Meeting Dates No discussion.</p> <p>I. Field Trip Report No discussion.</p> <p>J. Gifts and Donations Dr. Parlato stated fundraising is happening and it's going very well.</p>	<p>G. Textbook Preview October 2024</p> <p>H. 2025 Board of Education Meeting Dates</p> <p>I. Field Trip Report</p> <p>J. Gifts and Donations</p>
11.	A.	<p><u>DISCUSSION AND POSSIBLE ACTION:</u></p> <p>Discussion and possible action concerning proposed collective bargaining agreement between the New Milford Board of Education and the New Milford Paraeducators - United Public Service Employees' Union - Local 424, Unit 107. Executive session anticipated.</p> <p><i>Mr. McCauley moved that the Board enter into executive session for the proposed collective bargaining agreement between the New Milford Board of Education and the New Milford</i></p>	<p><u>DISCUSSION AND POSSIBLE ACTION:</u></p> <p>A. Discussion and possible action concerning proposed collective bargaining agreement between the New Milford Board of Education and the New Milford Paraeducators - United Public Service Employees' Union - Local 424, Unit 107. Executive session anticipated.</p> <p>Motion made to move that the Board enter into executive</p>

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		<p><i>Paraeducators - United Public Service Employees' Union - Local 424, Unit 107; and further moved that the Board invite into the session all members of the Board of Education, Anthony Giovannone, Director of Fiscal Services, Teresa Kavanagh, Director of Human Services and Superintendent, Dr. Janet Parlato. Seconded by Mr. Hansell. Vote passed unanimously.</i></p> <p><i>The Board entered Executive Session at 8:22pm.</i></p> <p><i>The Board returned from Executive Session at 8:40pm.</i></p> <p><i>Mrs. Herring moved to approve the proposed collective bargaining agreement between the New Milford Board of Education and the New Milford Paraeducators - United Public Service Employees' Union - Local 424, Unit 107. Seconded by Mrs. McInerney. Motion passed unanimously.</i></p>	<p>session for the proposed collective bargaining agreement between the New Milford Board of Education and the New Milford Paraeducators - United Public Service Employees' Union - Local 424, Unit 107; and further moved that the Board invite into the session all members of the Board of Education, Anthony Giovannone, Director of Fiscal Services, Teresa Kavanagh, Director of Human Services and Superintendent, Dr. Janet Parlato. Motion passed.</p> <p>Motion made to approve the proposed collective bargaining agreement between the New Milford Board of Education and the New Milford Paraeducators - United Public Service Employees' Union - Local 424, Unit 107. Motion passed.</p>
12.		<p>ADJOURN</p> <p><i>Mr. O'Brien moved to adjourn the meeting at 8:41 p.m. Seconded by Mrs. Sarich. Vote passed unanimously.</i></p>	<p>ADJOURN</p> <p>Motion made to adjourn the meeting at 8:41 p.m. Motion passed unanimously.</p>

Respectfully Submitted,



Mrs. 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	32,733,177	-37,320	32,695,857	7,198,024	25,024,462	473,371	98.55%
100'S	SALARIES - NON CERTIFIED	10,632,621	0	10,632,621	2,805,112	5,641,514	2,185,995	79.44%
200'S	BENEFITS	12,619,527	0	12,619,527	6,123,365	5,287,227	1,208,935	90.42%
300'S	PROFESSIONAL SERVICES	4,272,573	37,320	4,309,893	1,291,254	2,121,677	896,962	79.19%
400'S	PROPERTY SERVICES	956,488	0	956,488	360,298	279,726	316,463	66.91%
500'S	OTHER SERVICES	11,941,059	0	11,941,059	2,705,888	8,113,252	1,121,918	90.60%
600'S	SUPPLIES	2,913,450	0	2,913,450	747,211	1,464,270	701,970	75.91%
700'S	CAPITAL	73,948	0	73,948	37,364	4,069	32,515	56.03%
800'S	DUES AND FEES	108,225	0	108,225	68,519	11,688	28,019	74.11%
900'S	REVENUE	-2,788,559	0	-2,788,559	-118,539	0	-2,670,020	4.25%
GRAND TOTAL		73,462,509	0	73,462,509	21,218,496	47,947,885	4,296,128	94.15%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	567,125	0	567,125	30,050	0	537,075	5.30%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,319,679	0	2,319,679	462,223	1,619,012	238,445	89.72%
51202	SALARIES - NON CERT - SUBSTITUTES	1,023,360	0	1,023,360	321,754	0	701,606	31.44%
51210	SALARIES - NON CERT - SECRETARY	2,395,436	0	2,395,436	698,235	1,488,009	209,191	91.27%
51225	SALARIES - NON CERT - TUTORS	134,201	0	134,201	26,109	0	108,092	19.46%
51240	SALARIES - NON CERT - CUSTODIAL	2,055,127	0	2,055,127	703,780	1,290,956	60,391	97.06%
51250	SALARIES - NON CERT - MAINTENANCE	1,028,252	0	1,028,252	307,042	640,044	81,166	92.11%
51285	SALARIES - NON CERT - TECHNOLOGY	540,116	0	540,116	150,062	332,986	57,068	89.43%
51336	SALARIES - NON CERT - NURSES	569,325	0	569,325	105,858	270,508	192,959	66.11%
TOTAL		10,632,621	0	10,632,621	2,805,112	5,641,514	2,185,995	79.44%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	638,191	0	638,191	179,386	0	458,805	28.11%
52201	BENEFITS - MEDICARE	574,096	0	574,096	141,439	0	432,657	24.64%
52300	BENEFITS - PENSION	1,122,406	0	1,122,406	1,122,406	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	25,000	0	25,000	4,063	13,586	7,351	70.59%
52810	BENEFITS - HEALTH INSURANCE	9,598,448	0	9,598,448	4,400,378	4,915,778	282,292	97.06%
52820	BENEFITS - DISABILITY INSURANCE	105,000	0	105,000	32,990	72,010	0	100.00%
52830	BENEFITS - LIFE INSURANCE	144,000	0	144,000	44,214	87,786	12,000	91.67%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	412,386	0	412,386	198,489	198,067	15,830	96.16%
TOTAL		12,619,527	0	12,619,527	6,123,365	5,287,227	1,208,935	90.42%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	32,733,177	0	32,695,857	7,198,024	25,024,462	473,371	98.55%
51200	NON-CERTIFIED SALARIES	10,632,621	0	10,632,621	2,805,112	5,641,514	2,185,995	79.44%
52000	BENEFITS	12,619,527	0	12,619,527	6,123,365	5,287,227	1,208,935	90.42%
53010	LEGAL SERVICES	279,880	0	279,880	0	279,880	0	100.00%
53050	CURRICULUM DEVELOPMENT	80,000	0	80,000	1,221	0	78,779	1.53%
53200	PROFESSIONAL SERVICES	2,403,010	37,320	2,440,330	798,669	1,003,674	637,987	73.86%
53201	MEDICAL SERVICES - SPORTS	2,700	0	2,700	0	855	1,845	31.67%
53210	TIME & ATTENDANCE SOFTWARE	7,500	0	7,500	1,324	0	6,176	17.65%
53220	IN SERVICE	146,150	0	146,150	47,403	608	98,139	32.85%
53230	PUPIL SERVICES	645,336	0	645,336	176,891	485,745	-17,300	102.68%
53300	OTHER PROF/ TECH SERVICES	35,410	0	35,410	22,195	22,199	-8,984	125.37%
53310	AUDIT/ACCOUNTING	45,450	0	45,450	45,450	0	0	100.00%
53500	TECHNICAL SERVICES	241,892	0	241,892	119,185	64,375	58,332	75.89%
53530	SECURITY SERVICES	267,042	0	267,042	30,245	236,797	0	100.00%
53540	SPORTS OFFICIALS SERVICES	118,203	0	118,203	48,671	27,544	41,988	64.48%
54101	CONTRACTUAL TRASH PICK UP	83,766	0	83,766	30,696	39,109	13,961	83.33%
54301	REPAIRS & MAINTENANCE	491,487	0	491,487	203,281	126,086	162,120	67.01%
54303	GROUPS MAINTENANCE	12,200	0	12,200	3,543	733	7,924	35.05%
54310	GENERAL REPAIRS	44,170	0	44,170	13,957	8,598	21,615	51.06%
54320	TECHNOLOGY RELATED REPAIRS	43,947	0	43,947	6,171	3,119	34,657	21.14%
54411	WATER	68,195	0	68,195	15,889	49,981	2,325	96.59%
54412	SEWER	14,300	0	14,300	7,204	7,096	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	198,423	0	198,423	79,557	45,004	73,862	62.78%
55100	PUPIL TRANSPORTATION - OTHER	185,200	0	185,200	62,452	59,259	63,489	65.72%
55101	PUPIL TRANS - FIELD TRIP	56,900	0	56,900	8,387	5,400	43,113	24.23%
55110	STUDENT TRANSPORTATION	6,390,980	0	6,390,980	1,102,967	5,044,788	243,225	96.19%
55200	GENERAL INSURANCE	345,363	0	345,363	345,363	0	0	100.00%
55300	COMMUNICATIONS	28,396	0	28,396	8,685	11,431	8,279	70.84%
55301	POSTAGE	28,200	0	28,200	5,311	18,688	4,201	85.10%
55302	TELEPHONE	45,896	0	45,896	39,835	6,061	0	100.00%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	10,000	0	10,000	3,097	510	6,393	36.07%
55505	PRINTING	28,160	0	28,160	1,208	6,140	20,812	26.09%
55600	TUITION - TRAINING	30,000	0	30,000	0	0	30,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	1,594,949	0	1,594,949	259,453	773,405	562,091	64.76%
55630	TUITION - PRIVATE PLACEMENTS	3,153,050	0	3,153,050	862,993	2,187,570	102,487	96.75%
55800	TRAVEL	43,965	0	43,965	6,138	0	37,827	13.96%
56100	GENERAL INSTRUCTIONAL SUPPLIES	181,637	0	181,637	78,594	12,463	90,580	50.13%
56110	INSTRUCTIONAL SUPPLIES	491,493	0	491,493	193,861	42,523	255,109	48.10%
56120	ADMIN SUPPLIES	33,678	0	33,678	10,574	2,668	20,436	39.32%
56210	NATURAL GAS	250,424	0	250,424	29,041	221,383	0	100.00%
56220	ELECTRICITY	1,064,997	0	1,064,997	236,265	828,732	0	100.00%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	234,796	0	234,796	226	234,570	0	100.00%
56260	GASOLINE	37,286	0	37,286	4,066	25,634	7,586	79.65%
56290	FACILITIES SUPPLIES	323,542	0	323,542	82,614	89,154	151,774	53.09%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	1,870	400	14,205	13.78%
56292	UNIFORMS/ CONTRACTUAL	13,622	0	13,622	0	0	13,622	0.00%
56293	GROUNDKEEPING SUPPLIES	25,445	0	25,445	7,596	19	17,830	29.93%
56410	TEXTBOOKS	41,064	0	41,064	17,261	1,476	22,328	45.63%
56411	CONSUMABLE TEXTS	75,313	0	75,313	53,289	40	21,984	70.81%
56420	LIBRARY BOOKS	64,591	0	64,591	11,392	3,510	49,689	23.07%
56430	PERIODICALS	15,717	0	15,717	11,947	663	3,107	80.23%
56460	WORKBOOKS	3,000	0	3,000	0	0	3,000	0.00%
56500	SUPPLIES - TECH RELATED	36,119	0	36,119	8,615	1,036	26,468	26.72%
57340	COMPUTERS	48,624	0	48,624	27,799	999	19,826	59.23%
57345	INSTRUCTIONAL EQUIPMENT	15,824	0	15,824	7,217	3,000	5,607	64.56%
57400	GENERAL EQUIPMENT	5,000	0	5,000	2,348	70	2,582	48.36%
57500	FURNITURE & FIXTURES	4,500	0	4,500	0	0	4,500	0.00%
58100	DUES & FEES	108,225	0	108,225	68,519	11,688	28,019	74.11%
EXPENDITURE TOTAL		76,251,068	37,320	76,251,068	21,337,035	47,947,885	6,966,149	90.86%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-2,321,720	0	-2,321,720	0	0	-2,321,720	0.00%
43105	MEDICAID REIMBURSEMENT	-79,000	0	-79,000	-54,194	0	-24,806	68.60%
44705	BUILDING USE FEES (BASE RENTAL)	-42,490	0	-42,490	-2,389	0	-40,101	5.62%
49102	BUILDING USE FEES (CUSTODIAL)	-35,689	0	-35,689	-2,794	0	-32,895	7.83%
44800	REGULAR ED TUITION	-143,800	0	-143,800	-25,222	0	-118,578	17.54%
44822	SPECIAL ED TUITION	-34,660	0	-34,660	-33,940	0	-720	97.92%
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		-2,788,559	0	-2,788,559	-118,539	0	-2,670,020	4.25%

GRAND TOTAL	73,462,509	37,320	73,462,509	21,218,496	47,947,885	4,296,128	94.15%
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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	-17,562
NMHS Woodshop	-233,980
Central Office to SNIS Move	-150,000
Fiscal Year End 21/22 Deposit	2,816,025
New Security Grant Set-Asside	-139,800
1/2 of NMHS Fire Insurance Claim Shortfall	-28,538
Approved by BoF - 5 year Capital Withdraw 23/24	-984,078
Observatory Contribution	-12,500
Additional HVAC FUNDS	-150,000
Fiscal Year End 22/23 Deposit	1,568,696
Energy Systems Group 2023 & 2024 Payments	-895,443
Approved by BoF - 5 year Capital Withdraw 24/25	-1,424,000
*TOTAL AS OF 10/31/24	2,160,489

*DOES NOT INCLUDE FISCAL YEAR END 23/24 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
CONTRIBUTION - FROM BOE 22/23 FYE BALANCE	100,000
CONTRIBUTION - FROM TOWN 22/23 FYE BALANCE	100,000
FROM TOWN DATED 4/18/24	50,000
TOTAL AS OF 10/31/24	678,840



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
GENERAL	DISTRICT	M&J BUS, INC.	24/25 YEARLY - ODP TRANSPORTATION (1 STUDENT)	\$ 63,550.00	55110
GENERAL	SPED	PROCARE THERAPY	24/25 YEARLY - STUDENT CARE WORKER AT SMS	\$ 56,420.00	53200
GENERAL	SPED	PROCARE THERAPY	24/25 YEARLY - STUDENT CARE WORKER AT SNIS	\$ 48,300.00	53200
GENERAL	SPED	THE FORMAN SCHOOL	24/25 YEARLY - ODP TUITION (1 STUDENT)	\$ 42,000.00	55630
5 YEAR CAPITAL	FACILITIES	OMNI DATA	NES CAMERA UPGRADES	\$ 41,045.94	57340
GENERAL	FACILITIES	SIEMENS INDUSTRY	24/25 YEARLY - BUILDING CONTROLS AT SNIS & NMHS	\$ 39,324.00	54301
5 YEAR CAPITAL	IT	CDW	LENOVO CHROMEBOOKS GEN 3 (145 UNITS)	\$ 34,945.00	57340
5 YEAR CAPITAL	FACILITIES	OMNI DATA	SNIS CAMERA UPGRADES	\$ 33,242.93	57340
5 YEAR CAPITAL	FACILITIES	CONSULTING ENGINEERING SERVICES	NMPS HVAC EVAL 5YR REPORTING	\$ 32,356.62	53204
5 YEAR CAPITAL	FACILITIES	OMNI DATA	HPS CAMERA UPGRADES	\$ 30,621.72	57340
5 YEAR CAPITAL	IT	CDW	PANEL INSTALLS FOR SMARTBOARDS (42 UNITS)	\$ 26,980.00	57340
GENERAL	DISTRICT	TELESERV (NEW ERA TECHNOLOGY)	24/25 YEARLY - ANNUAL MAINTENANCE AVAYA PHONES - ALL SCHOOLS	\$ 22,663.80	55302
GENERAL	NMHS	TOWN OF NEW MILFORD	24/25 YEARLY - POLICE SUPERVISION AT ATHLETIC EVENTS	\$ 22,500.00	53540
5 YEAR CAPITAL	IT	DELL	POWEREDGE R760 SERVERS (2 UNITS)	\$ 19,002.64	57340
GENERAL	DISTRICT	REBEL INTERACTIVE	WEBSITE PHASE 4 PLUS 1 MONTH HOSTING AND 15HRS MANAGEMENT	\$ 18,900.00	53200
5 YEAR CAPITAL	FACILITIES	NORCOM	PROVIDE/INSTALL UPGRADED RADIO REPEATER AT NMHS	\$ 18,513.23	56999
5 YEAR CAPITAL	FACILITIES	OMNI DATA	SNIS CAMERA UPGRADES	\$ 18,104.34	57340
GENERAL	DISTRICT	REBEL INTERACTIVE	WEBSITE PHASE 5 PLUS 1 MONTH HOSTING AND 15HRS MANAGEMENT	\$ 17,375.00	53200
5 YEAR CAPITAL	FACILITIES	NORCOM	PROVIDE/INSTALL UPGRADED RADIO REPEATER AT HPS	\$ 15,272.39	56999
GENERAL	SMS	JTR TRANSPORTATION	24/25 YEARLY - ANTICIPATED SMS ATHLETIC TRANSPORTATION	\$ 15,000.00	55100
5 YEAR CAPITAL	NMHS	BMI SUPPLY	THEATRE LIGHTING UPGRADES	\$ 14,997.50	57340
GENERAL	DISTRICT	QUADIENT FINANCE USA, INC.	24/25 YEARLY - METERING MACHINE LEASE & POSTAGE FOR ALL LOCATIONS	\$ 14,989.33	55301
5 YEAR CAPITAL	FACILITIES	NORCOM	PROVIDE/INSTALL UPGRADED RADIO REPEATER AT SMS	\$ 14,767.74	56999
GENERAL	SPED	LAURA GUTMAN	24/25 YEARLY - NEUROPSYCHOLOGICAL EVALUATIONS	\$ 10,000.00	53230
5 YEAR CAPITAL	FACILITIES	SILVER, PETRUCCELLI & ASSOCIATES	NES ROOF EVALUATION SERVICES	\$ 9,250.00	53200
5 YEAR CAPITAL	FACILITIES	BROTHERS PARSONS	NEW GUTTERS & DOWNSPOUTS AT HPS	\$ 8,620.00	57300
GENERAL	IT	BASE TECHNOLOGIES	COPIER CONTRACT BASE RATE CHARGE FOR 10/1/24-12/31/24	\$ 7,298.25	54420
GENERAL	FACILITIES	SARTRON LLC	REPLACE VFD FOR AHU-9 SUPPLY AT NMHS	\$ 6,870.00	54301
5 YEAR CAPITAL	FACILITIES	NEW ENGLAND MASONRY & ROOFING	COPING STONES/VERTICAL JOINTS - COURTYARD ROOF AT NMHS	\$ 6,714.00	53204
GENERAL	SMS	JOSH SHIP PRODUCTIONS	SPEAKER AT THREE, 45 MINUTE STUDENT ASSEMBLIES AT SMS IN MARCH	\$ 6,000.00	53200
5 YEAR CAPITAL	FACILITIES	BROTHERS PARSONS	NEW GUTTERS & DOWNSPOUTS AT HPS - LIBRARY AREA	\$ 5,900.00	57300
GENERAL	SMS	EDWARD GERETY (GERETY PRESENTATIONS)	STUDENT LEADER PROGRAM & WORKSHOP AT SMS IN FEBRUARY	\$ 5,500.00	53200

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



BUDGET TRANSFER REQUESTS

Requesting Approval Across MDC	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJ	LOCATION	ORG	OBJ
	DISTRICT-1	USE OF BUDGETED INSURANCE MONEY BEYOND WHAT OUR ACTUARIAL ANTICIPATES US HAVING TO EXPEND IN THE CURRENT FISCAL YEAR TOWARDS DEVELOPMENT AND IMPLEMENTATION OF NEW DISTRICT WEBSITE & BRANDING MATERIALS	\$36,275.00	DISTRICT	BAZ25043 BENEFITS	52810 HEALTH INSURANCE	DISTRICT	BGZ25843 TECHNOLOGY	53200 PROFESSIONAL SERVICES

Informational Within Major Object Code	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT



NEW MILFORD PUBLIC SCHOOLS
Office of the Assistant Superintendent

25 Sunny Valley Rd Ste A
New Milford, Connecticut 06776
(860) 354-3235 FAX (860) 210-2643

TO: Dr. Janet Parlato, Superintendent of Schools
FROM: Holly Hollander, Assistant Superintendent of Schools
DATE: November 12, 2024
RE: Textbook Approval–Grade 10-12

The textbook listed below have been on review by the Board of Education. I ask that you recommend adoption of these books by the Board at the November meeting.

Grades 10-12: Human Geography Hildebrandt, Lu, Keller, Neumann: Publisher, Bedford, Freeman and Worth

This book is intended to replace the current textbook for AP Human Geography; The current textbook was published in 2013. Since the publication of the older textbook, the curriculum for the AP Human Geography course has been updated in 2021.

This new book aligns perfectly with the updated curriculum.

Cost of Book: \$140.98
Number of Copies Needed: 60
Shipping: 423.00
Total: \$8881.74

Note: Boards of Education are required to approve the Connecticut Association of Boards of Education Connecticut School Climate Policy by July 1, 2025. They may adopt the policy prior to that date. The one page document “Background Regarding Connecticut School Climate Policy” provides information about the development of the policy.

**Series 5000
Students**

5131.91

CONNECTICUT SCHOOL CLIMATE POLICY

Policy Statement

All schools must support and promote teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success.

Implementation of the following set of guiding principles and systemic strategies will promote a positive school climate, which is essential to achieving these goals.

This policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed herein.

The Board recognizes that improving school climate is contextual. Each school needs to consider its history, strengths, needs, and goals. Furthermore, this policy will support and promote the development of restorative action plans that will create and sustain safe and equitable learning environments.

The New Milford District Board of Education adopts this policy.

Definitions

1. **“School climate”** means the quality and character of the school life, with a particular focus on the quality of the relationships within the school community, and which is based on patterns of people's experiences of school life and that reflects the norms, goals, values, interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.
2. **“Positive Sustained School Climate”** is the foundation for learning and positive youth development and includes:
 - a. Norms, values, and expectations that support people feeling socially, emotionally, culturally, racially, intellectually, and physically safe.
 - b. People who treat one another with dignity and are engaged, respected and solve problems restoratively.
 - c. A school community that works collaboratively together to develop, live, and contribute to a shared school vision.
 - d. Adults who model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and
 - e. A school community that contributes to the operations of the school and the care of the physical environment.

3. **“Social and emotional learning”** means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.
4. **“Emotional intelligence”** means the ability to (A) perceive, recognize, and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others.
5. **“Bullying”** means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
6. **“School environment”** means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs that occur outside of a school-sponsored or school-related activity, function or program if bullying at or during such other activities, functions or programs negatively impacts the school environment.
7. **“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.
8. **“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
9. **“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.
10. **“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.
11. **“School climate improvement plan”** means a building-specific plan developed by the school climate committee, in collaboration with the school climate specialist, using school climate survey data and any other relevant information, through a process that engages all members of the school community and involves such members in a series of overlapping systemic improvements, school-wide instructional practices and relational practices that prevent, identify and respond to challenging behavior, including, but not limited to alleged bullying and harassment in the school environment.

12. **“Restorative practices”** means evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.
13. **“School climate survey”** means a research-based, validated and developmentally appropriate survey administered to students, school employees and families of students, in the predominant languages of the members of the school community, that measures and identifies school climate needs and tracks progress through a school climate improvement plan.
14. **“Connecticut school climate policy”** means the school climate policy developed, updated and approved by an association in the state that represents boards of education and adopted by the Social and Emotional Learning and School Climate Advisory Collaborative, established pursuant to section 10-222q of the general statutes, as amended by this act, that provides a framework for an effective and democratically informed school climate improvement process that serves to implement Connecticut school climate standards, and includes a continuous cycle of (A) planning and preparation, (B) evaluation, (C) action planning, and (D) implementation.
15. **“School employee”** means (A) a teacher, substitute teacher, administrator, school superintendent, school counselor, school psychologist, social worker, school nurse, physician, paraeducator or coach employed by a local or regional board of education, or (B) 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 a public school, pursuant to a contract with a local or regional board of education.
16. **“School community”** means any individuals, groups, businesses, public institutions and nonprofit organizations that are invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.
17. **“Challenging behavior”** means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.
18. **“Evidence Based Practices”** in education refers to instructional and school-wide improvement practices that systematic empirical research has provided evidence of statistically significant effectiveness.

19 **“Effective School Climate Improvement”** is a restorative process that engages all stakeholders in the following six essential practices:

- A. Promoting decision-making that is collaborative and actively involves all stakeholders (e.g., school personnel, students, families, community members) with varied and meaningful roles and perspectives where all voices are heard;
- B. Utilizing psychometrically sound quantitative (e.g., school climate survey, discipline data) and qualitative (e.g., interviews, focus groups) data to drive action planning, preventive and intervention practices and implementation strategies that continuously improve all dimensions of school climate, including regularly collecting data to evaluate progress and inform the improvement process;
- C. Tailoring improvement goals to the unique needs of the students, educators, and broader school community. These goals shall be integrated into overall school improvement efforts thereby leveraging school strengths to address evidence-based areas of need, while sustaining the improvement process over time;
- D. Fostering adult learning in teams and/or professional learning communities to build capacity building among school personnel and develop common staff skills to educate the whole child;
- E. Basing curriculum, instruction, student supports, and interventions on scientific research and grounding in cognitive, social-emotional, and psychological theories of youth development. Interventions include strength-based programs and practices that together represent a comprehensive continuum of approaches to promote healthy student development and positive learning environments as well as address individual student barriers to learning and adult barriers to teaching; and
- F. Strengthening policies and procedures related to:
 - a. climate and restorative informed teaching and learning environments;
 - b. infrastructure to facilitate data collection, analysis, and effective planning;
 - c. implementation of school climate improvement plans with the goal of becoming restorative;
 - d. evaluation of the school climate improvement process; and
 - e. sustainability of school climate and restorative improvement efforts.

School Climate Coordinator Roles and Responsibilities

For the school year commencing July 1, 2025, and each school year thereafter, the superintendent of schools for each school district, or an administrator appointed by the superintendent, shall serve as the school climate coordinator for the school district.

The school climate coordinator shall be responsible for:

- 1. providing district-level leadership and support for the implementation of the school climate improvement plan for each school;
- 2. collaborating with the school climate specialist, for each school to (A) develop a continuum of strategies to prevent, identify and respond to challenging behavior, including, but not limited to, alleged bullying and harassment in the school environment,

and (B) communicate such strategies to the school community, including, but not limited to, through publication in the district student handbook;

3. collecting and maintaining data regarding school climate improvement, including, but not limited to, school discipline records, school climate assessments, attendance rates, social and emotional learning assessments, academic growth data, types and numbers of alleged and verified bullying complaints submitted by members of the school community, types and numbers of challenging behaviors addressed using the restorative practices response policy, and data concerning the implementation and outcome of restorative practices; and
4. meeting with the school climate specialist for each school at least twice during the school year to (A) identify strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, such as restorative practices, (B) propose recommendations for revisions to the school climate improvement plan, and (C) assist with the completion of the school climate survey.

School Climate Specialist

For the school year commencing July 1, 2025, and each school year thereafter, the principal of each school, or a school employee who holds professional certification pursuant to section 10-145 of the general statutes, is trained in school climate improvement or restorative practices and is designated as the school climate specialist by the school principal, shall serve as the school climate specialist for the school.

The school climate specialist shall be responsible for:

1. leading in the prevention, identification, and response to challenging behavior, including, but not limited to, reports of alleged bullying and harassment;
2. implementing evidence and research-based interventions, including, but not limited to, restorative practices;
3. scheduling meetings for and leading the school climate committee; and
4. leading the implementation of the school climate improvement plan.

School Climate Committee

For the school year commencing July 1, 2025, and each school year thereafter, each school climate specialist shall appoint members to the school climate committee who are diverse, including members who are racially, culturally, and linguistically representative of various roles in the school community.

The school climate committee shall consist of:

1. the school climate specialist;

2. a teacher selected by the exclusive bargaining representative for certified employees chosen pursuant to section 10-153b of the general statutes;
3. a demographically representative group of students enrolled at the school, as developmentally appropriate;
4. families of students enrolled at the school; and
5. at least two members of the school community, as determined by the school climate specialist.

Membership of the school climate committee shall be annually reviewed and approved by the school climate specialist, in coordination with the school climate coordinator.

The school climate committee shall be responsible for:

1. assisting in the development, annual scheduling, and administration of the school climate survey, and reviewing of the school climate survey data.
2. using the school climate survey data to identify strengths and challenges to improve school climate, and to create or propose revisions to the school climate improvement plan.
3. assisting in the implementation of the school climate improvement plan and recommending any improvements or revisions to the plan.
4. advising on strategies to improve school climate and implementing evidence and research-based interventions, including, but not limited to, restorative practices, in the school community.
5. annually providing notice of the uniform challenging behavior and/or bullying complaint form, or similar complaint form used by the school, to the school community.

School Climate Survey

For the school year commencing July 1, 2025, and biennially thereafter, the school climate committee, for each school, shall administer a school climate survey to students, school employees and families of students, provided the parent or guardian of each student shall receive prior written notice of the content and administration of such school climate survey and shall have a reasonable opportunity to opt such student out of such school climate survey.

School Climate Improvement Plan

For the school year commencing July 1, 2025, and each school year thereafter, the school climate specialist, for each school, in collaboration with the school climate coordinator, shall develop, and update as necessary, a school climate improvement plan. Such plan shall be based on the results of the school climate survey, any recommendations from the school climate committee, including the protocols, supports, and any other data the school climate specialist and school climate coordinator deem relevant. Such plan shall be submitted to the school climate coordinator for review and approval on or before December thirty-first of each school year. Upon approval of such plan, a written or electronic copy of such plan shall be made available to members of the school community and such plan shall be used in the prevention of, identification

of and response to all challenging behavior.

Additionally, districts may place the school climate improvement plans into their district and school improvement plans.

Training

For the school year commencing July 1, 2024, and each school year thereafter, each local and regional Board of Education shall provide resources and training to school employees regarding:

1. social and emotional learning;
2. school climate and culture and evidence and research-based interventions; and
3. restorative practices.

Such resources and training may be made available at each school under the jurisdiction of such board and include technical assistance in the implementation of a school climate improvement plan. Any school employee may participate in any such training offered by the board under this section. The school climate coordinator, shall select, and approve, the individuals or organizations that will provide such training.

Funding

The school district shall in its discretion allocate sufficient funding to satisfy the requirements of this policy for all schools in the district. Such funding shall be distributed accordingly, with Superintendent approval, for assessments and professional development, as well as for school community outreach, training, and technical assistance.

Accountability

The Board shall adopt and allocate adequate resources to support the Connecticut School Climate Policy and adhere to state regulations set forth in Public Act 23-167.

Connecticut School Climate Standards

1. The school district community² has a shared vision and plan for promoting and sustaining a positive school climate³ that focuses on prevention, identification, and response to all challenging behavior⁴.
2. The school district community adopts policies that promote:
 - a. a sound school environment that develops and sustains academic, social, emotional, ethical, civic, and intellectual skills; and

² School Community means any individuals, groups or businesses, public institutions and nonprofit organizations invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

³ School climate means the quality and character of the school life, with a particular focus on the quality of relationships within the school community, and which is based on patterns of people's experiences of school life, and that reflects the norms, goals, values and interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.

⁴ Challenging behavior means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

- b. a restorative school environment focused on overcoming barriers to teaching and learning by building and supporting meaningful school-wide relationships, and intentionally re-engaging any disengaged students, educators, and families of students in the school community.
- 3. The school community's practices are identified, prioritized, and supported to:
 - a. promote learning and the positive academic, social, emotional, ethical, and civic development of students;
 - b. enhance engagement in teaching, learning, and school-wide activities;
 - c. address barriers to teaching and learning; and
 - d. develop and sustain a restorative infrastructure that builds capacity, accountability, and sustainability.
- 4. The school community creates a school environment⁵ where *everyone* is safe, welcomed, supported, and included in all school-based activities.
- 5. The school community creates a restorative system that cultivates a sense of belonging through norms and activities that promote social and civic responsibility, and a dedication to cultural responsiveness, diversity, equity, and inclusion.

Approved:

Revised:

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

⁵ School environment means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs if bullying at or during such other activities, functions, or programs negatively impacts the school environment.

Challenging Behavior Reporting Form

This form is not required by law or policy but serves as a model challenging behavior reporting form that local and regional boards of education may adapt and adopt.

Instructions

This form is for **students, parents or guardians of students enrolled in the school, and school employees** to report any alleged challenging behavioral incidents. Challenging behavior is behavior that negatively impacts school climate or interferes, or is at risk with interfering, with the learning or safety of a student or the safety of a school employee. This form should also be used to report alleged bullying incidents, meaning: unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.

Complete this form electronically, or in writing, or go to your school climate specialist (principal, vice principal, or other certified administrator) who will assist you with completing this form. All completed reports require a response from the school climate specialist, and every student, parent or guardian, and school employee **who completed this form** will receive a copy of the "Response Process(es) Notification Form" describing the action steps taken, within three (3) school business days after an assessment has been completed.

The school climate specialist will assess the facts of a challenging behavior incident and complete the "Response Process(es) Notification Form" (located on page 5 of this document). A confirmation of receipt of the "challenging behavior reporting form" will be provided to the individual who completed this form within **three (3) school business days**, and the behavioral assessment will be finalized within a reasonable amount of time.

If this is an emergency, and you feel that you or someone else is in imminent danger, please call 911, or your municipal police department.

Name: First _____ Last _____ or check here ☐ for any **student** who would like to submit anonymously.

I am a: ☐ Student, ☐ Parent and/or Guardian or ☐ School

Employee Email: _____

Phone Number: _____

_____ Contact me by:

☐ Phone ☐ Email

Was this previously reported to any school employee prior to this report? If yes, identify to whom, when, and what was reported? _____

Where did the incident occur? _____

Check any boxes that apply.

- ☐ On school property
☐ At a school-sponsored activity or off school property
☐ Electronic communication, internet, and social media

- On a school bus
 On the way to/from school
 Outside of school
 Other

☐
☐
☐
☐

Approximate date of incident (if known): _____

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any waiver rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors

that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

Please describe what happened?

Of the following statement(s) check any that may describe or include what happened:

- | | | |
|--|--|--------------------------|
| <input type="checkbox"/> Teasing, name-calling, intimidating, or threatening, in person or through electronic communication | Making intimidating, and/or threatening gestures or remarks | <input type="checkbox"/> |
| <input type="checkbox"/> Spreading rumors or gossip | Getting another person to do any of the behaviors listed above | <input type="checkbox"/> |
| <input type="checkbox"/> Hitting, kicking, shoving, spitting, hair pulling, or throwing something or other acts of physical aggression | Unwanted contact of a sexual nature (verbal, non-verbal, physical) | <input type="checkbox"/> |

Do you believe that the reported instance(s) of challenging behavior was in reference to a student's perceived or actual age, ancestry, color, learning disability, marital status, intellectual disability, national origin, physical disability, mental disability, race, religious creed, sex, gender identity or expression, sexual orientation, and status as a veteran? If so, why?

If known, provide the name(s) of any witness(es) of the alleged incident: _____

Date form submitted: _____

***For school climate specialist use only:**

Date received by school climate specialist: _____

Signature of receipt by school climate specialist: _____

as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

Investigation Form

The purpose of this form is to provide a streamlined process to assess reported instances of challenging behavior.

This form is to be completed by the school climate specialist within a reasonable amount of time. Pursuant to the Federal Education Confidentiality Law (FERPA), students, parents or guardians, and school employees that completed the challenging behavior reporting form **cannot** receive a copy of this "Investigation Form" but will be provided with a copy of the "Response Process(es) Notification Form" after an assessment is completed.

Date "Challenging Behavior Reporting Form" received: _____

Today's Date: _____

Name of school climate specialist who received the report: _____

Were these events already reported to any school employee? If yes, please identify to whom, when, and what was reported _____

Name of school community member who is reporting the incident: (student, parent or guardian, school or district employee, bystander, anonymous): _____

Name of student or students who were allegedly subjected to the challenging behavior: _____

Name of person or persons who allegedly engaged in the challenging behavior: _____

Where did the alleged incident occur? _____

Date and time alleged incident occurred: (if known): _____

Description of the alleged incident: _____

What investigative processes occurred? Answer all of the following questions below. A single incident may require an assessment into multiple areas. Please check all that apply.

Was this investigated as bullying? YES ☐ NO ☐

Was this a verified act of bullying? YES ☐ NO ☐

Was this investigated as cyberbullying? YES ☐ NO ☐ Was this a verified act of cyberbullying? YES ☐ NO ☐ Was this investigated as teen dating violence? YES ☐ NO ☐ Was this verified teen dating violence? YES ☐ or NO ☐ Was this investigated as an assault? YES ☐ NO ☐

Was this a verified assault? YES ☐ or NO ☐

Was this investigated as an act of physical violence? YES ☐ NO ☐

Was this a verified act of physical violence? YES ☐ or NO ☐

Was this investigated as a protected class violation/harassment? YES ☐ NO ☐

Was this a verified protected class violation/harassment? YES ☐ NO ☐

Was this investigated as a Title IX violation? YES ☐ NO ☐

Was this a verified Title IX violation? YES ☐ or NO ☐

Was this a verified act of challenging behavior not listed above? YES ☐ NO ☐

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any wavier rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information

concerning the student alleged to have engaged in the challenging behavior.

Form 2
(continued)

What was the response by the school climate specialist? (E.g., utilization of restorative practices, school-based threat assessment, safety plan, student support services) Additionally, provide the date of each response.

If applicable, please provide any additional notes, observations, or actions taken as a result of this incident:

Signature or E-signature of responding school climate specialist: _____

Printed name: _____

Date of response: _____

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any wavier rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

Response Process(es) Notification Form

The purpose of this form is to provide a template for transparency and accountability to a person(s) that submit(s) a report of challenging behavior.

The school climate specialist will complete and submit this form within three (3) school business days **after an assessment has been finalized** and submit it to the student(s), parent(s), or guardian(s), and/or school employee(s) who completed the “Challenging Behavior Reporting Form”.

Describe the steps taken to address and prevent future instance(s) of challenging behavior(s). Responses may include:

- utilization of restorative practices;
- the completion of a school-based threat assessment;
- safety plan for student(s) involved in the instance of alleged challenging behavior;
- student support services;

Signature or E-signature of school climate specialist: _____

Printed name: _____

Date completed: _____

Definitions and Clarifying Terms

Restorative Practices: Evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

School Based Threat Assessment: An evidence-based systematic evaluation process used to prevent violence, help troubled students, and avoid over-reactions to challenging behavior.

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any wavier rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

**Note from the Shipman & Goodwin as per the Audit of Series 9000:
Repeal and replace the current 9000 Bylaw, Role of the Board and Members
(Powers, Purposes, Duties), with this Bylaw, Role of Board and Members.**

**Series 9000
Bylaws**

9000

ROLE OF BOARD AND MEMBERS

1. General Duties

- A. The New Milford Board of Education (the “Board”) represents the residents of the Town of New Milford (the “Town”), in carrying out the mandates of the Connecticut General Statutes pertaining to education.
- B. The Board shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy, the Board shall:
 - (1) hear and consider facts and recommendations;
 - (2) adopt a plan, policy or course of action; and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under the Connecticut General Statutes and Town Charter, including but not limited to the following:

- A. To create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with the Connecticut General Statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the Connecticut General Statutes.
- F. To provide for the appraisal of the efficiency of personnel.

- G. To provide for the proper maintenance of facilities; initiate and approve the acquisition and disposition of school sites; and initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of the purposes, values, conditions and needs of public education in the Town.
- J. To establish a curriculum committee to recommend, develop, review and approve all curriculum for the district.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (1) each child shall have for the period prescribed in the Connecticut General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
 - (4) the mandates in the Connecticut General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal References:

Connecticut General Statutes

- 1-200 Definitions (public agency)
- 10-4a Educational interest of state identified
- 10-4b Complaint alleging failure or inability of board of education to implement educational interests of state. Investigation; inquiry; hearing. Remedial process. Regulations
- 10-220 Duties of boards of education
- 10-221 Board of education to prescribe rules, policies and procedures
- 10-241 Powers of school districts

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

This bylaw is recommended by Shipman & Goodwin as per the Series 9000 Audit. The approval of this bylaw will require action to delete the current bylaw, 9120 Term of Office for Board Members.

**Series 9000
Bylaws**

9001

OFFICERS

1. The New Milford Board of Education (the “Board”) shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice-Chairperson,* and a Secretary.
2. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.
3. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the Mayor of the town shall choose such officers from the membership of the Board.
4. Officers shall hold their respective offices for one year, and until their successors are duly elected.
5. Should a vacancy arise in an office of the Board during the term of a Board officer’s service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers. Such votes shall be reduced to writing, recorded, and made available for public inspection as described in Section 2, above.

****Note: By statute, local boards of education are required to elect only a Chairperson and a Secretary. Should a board wish to elect a Vice Chairperson, we suggest including the optional language above in bold and adopting a policy describing the duties of a Vice Chairperson. For your convenience, please refer to the policy entitled “Official Duties – Vice Chairperson.”***

Legal Reference:

Connecticut General Statutes
10-218 Officers. Meetings.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from the Shipman & Goodwin as per the Audit of Series 9000:
Delete Bylaw 9121, Role of the Chairperson, and approve this Bylaw.**

This Bylaw has a new title and number.

**Series 9000
Bylaws**

9002

OFFICIAL DUTIES - CHAIRPERSON

1. The Chairperson shall preside at all of the meetings of the New Milford Board of Education (the “Board”).
2. The Chairperson shall serve as the Board's spokesperson.
3. The Chairperson shall appoint the chair and members of all special committees.
4. The Chairperson shall serve as an ex officio member on all committees.
5. The Chairperson shall act as the Board’s representative for the purposes of consultation with Board legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when appropriate.
6. The Chairperson shall perform such other duties as may be delegated to the Chairperson by the Board.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note from Shipman & Goodwin:

This is an optional Bylaw since the position of Vice Chairperson is not required by statute. Should a board wish to have a Vice Chairperson, however, we recommend the following policy be adopted.

Series 9000

9003

Bylaws

OFFICIAL DUTIES – VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson.

Bylaw approved:

Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
Recommend deletion of Bylaw 9123, Role of the Secretary, and approve this Bylaw.**

**Series 9000
Bylaws**

9004

OFFICIAL DUTIES - SECRETARY

1. The Secretary of the New Milford Board of Education (the “Board”) shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the Connecticut General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board’s Internet web site, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall submit to the Town at its annual meetings a report of the doings of the Board.

Legal Reference:

Connecticut General Statutes

- | | |
|--------|---|
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions |
| 7-3 | Warning of town and other meetings |
| 7-4 | Record of warning |
| 10-224 | Duties of the secretary |
| 10-225 | Salaries of secretary and attendance officers |

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin as per the audit of Series 9000:
This Bylaw is recommended for approval along with the new Bylaw regarding Officers.
These two recommended Bylaws will replace 9120, Term of Office for Board Officers.**

This is a new Bylaw and number.

**Series 9000
Bylaws**

9006

REMOVAL OF BOARD OFFICERS

It is the policy of the New Milford Board of Education (the “Board”) that officers of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner; and
3. carry out the duties of their respective offices in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. “Cause,” which means a reasonable ground for removal, includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. interferes with the orderly and efficient operation of the Board.

Procedures for Removal

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to remove or take other disciplinary action regarding an officer of the Board for cause:

- 1) The Board shall review the performance and/or conduct of an officer of the Board in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to remove or take other disciplinary action regarding a Board officer for cause.
- 2) If the Board determines as a result of such discussion that formal action is necessary, the Board shall provide the Board officer with:
 - a) reasonable written notice of the Board’s intent to consider removal or other disciplinary action, including the factual basis for the claimed “cause” for removal of the officer from office, with such notice to be

provided after being authorized by majority vote of those Board members present and voting; and

- b) an informal opportunity to be heard by the Board regarding such possible removal or other disciplinary action, at which the Board officer shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to remove or take other disciplinary action regarding a Board officer for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Service as a Board officer is a privilege, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position.

Legal References:

Connecticut General Statutes

- 10-218 Officers. Meetings.
- 10-220 Duties of boards of education.

LaPointe v. Board of Education of the Town of Winchester, 274 Conn. 806 (2005).

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin Audit of Series 9000:
Recommend deletion of Bylaw 9222, Resignation/Removal from Office/Censure, and
approval of this Bylaw and the new proposed Bylaw 9006, Removal of Board Officers.**

**Series 9000
Bylaws**

9007

CODE OF CONDUCT FOR BOARD MEMBERS

It is the policy of the New Milford Board of Education (the “Board”) that all members of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

Procedures for Censure or Other Disciplinary Action

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
 - a) reasonable written notice of the Board’s intent to consider censure or other disciplinary action, including the factual basis for the claimed “cause” for the censure or disciplinary action against the member, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and

- b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

Bylaw approved:

Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
The recommendation is to delete Bylaw 9250, Remuneration and Reimbursement,
and to approve this new Bylaw 9008, Reimbursement of Board Members, as it
contains more detail concerning the nature of permissible reimbursements.**

**Series 9000
Bylaws**

9008

REIMBURSEMENT OF BOARD MEMBERS' EXPENSES

1. Remuneration
 - A. A member of the New Milford Board of Education (the "Board") shall receive no compensation for carrying out Board services.
2. Reimbursement
 - A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable and necessary expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
 - B. All Board members that receive prior authorization for reimbursement of a Board expense are expected to account for all expenditures incurred in connection with the performance of their Board duties.
 - C. Receipts in general are required for:
 - (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
 - (2) Meals --Reasonable expenditures are allowed for meals [*specific meal amounts may be noted here*]. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
 - (3) Taxi, Uber/Lyft or Bus Fare
 - (4) Parking Fees or Toll Charges (when applicable)
 - (5) Mileage – The Board may reimburse for mileage costs incurred for travel for Board business other than for regular and special Board meetings and subcommittee meetings, when approved in advance, and in accordance with IRS standard reimbursement rates.

- (6) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Legal Reference

Conn. Gen. Stat. § 10-225	Salaries of secretary and attendance officers
Conn. Gen. Stat. § 10-232	Restrictions on employment of members of board of education

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
Bylaw 9110, Number of Members Terms of Office, Oath of Office, is recommended
for deletion, and approval of Bylaw 9009, Oath of Office.**

The Town Charter identifies the number of Board members and the terms of office.

**Series 9000
Bylaws**

9009

OATH OF OFFICE

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference:

Connecticut General Statutes

10-218a Oath of office
1-25 Forms of oaths

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

This is a Bylaw in the Shipman & Goodwin Series 9000. Currently, the Board does not have a Bylaw on this topic.

**Series 9000
Bylaws**

9010

FORMULATION, ADOPTION, AMENDMENT OR DELETION OF BYLAWS

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the New Milford Board of Education (the “Board”) by the Superintendent in writing prior to a regular Board meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the bylaw or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
This Bylaw is recommended to replace Bylaw 9311, Policies.**

**Series 9000
Bylaws**

9011

FORMULATION, ADOPTION, AMENDMENT OR DELETION OF POLICIES

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the New Milford Public Schools.
2. Suggestions for either new policies or policy changes normally come to the New Milford Board of Education (the “Board”) from any of the following:
 - A. Board members
 - B. Superintendent
 - C. Statute
 - D. Matters of law
 - E. Citizens, and/or
 - F. Students.
3. The Superintendent will prepare a draft policy statement for consideration and development by the Board.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board by the Superintendent in writing prior to a regular Board meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.

9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
This Bylaw is recommended for approval and Bylaw 9313, Formulation, Adoption,
Amendment of Administrative Regulations is recommended for deletion.**

**Series 9000
Bylaws**

9012

**FORMULATION, ADOPTION, AMENDMENT OR DELETION
OF ADMINISTRATIVE REGULATIONS**

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the New Milford Board of Education (the "Board") and/or as necessary to promote the orderly operation of the New Milford Public Schools in compliance with applicable law.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
This Bylaw is recommended to replace Bylaw 9314, Suspension of Policies, Bylaws
or Administrative Regulations.**

**Series 9000
Bylaws**

9013

**SUSPENSION OF POLICIES, BYLAWS OR
ADMINISTRATIVE REGULATIONS**

1. Policies and bylaws of the New Milford Board of Education (the “Board”) shall be subject to suspension for a specified purpose and limited time by:
 - A. A majority vote of all members of the Board in attendance at a meeting, and
 - B. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
 - A By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
 - B. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note from the Shipman & Goodwin Audit of Series 9000:
This bylaw is more robust than the S & G model policy. It has been reviewed for compliance and it is recommended the Board retain this bylaw with a new number.

Series 9000
Bylaws

9014

BOARD COMMITTEES

In order to better serve the school system, the Board shall establish certain committees to serve in an advisory capacity to the Superintendent and the Board, and to fulfill its responsibilities as required by law.

It is the policy of the Board to maintain certain Standing Committees, namely: Operations, Learning, Facilities and Policy; and to establish certain Ad-Hoc Committees, as needed. The committees shall operate within the standards set forth by this policy.

Standing Committees

Not later than the January regular meeting of the Board, the Standing Committees shall be appointed by the Board Chairperson to serve until the next annual meeting. Each committee shall consist of four Board members and two alternates. The alternates will only participate in committee meetings when one or more of the assigned board members are not present at the committee meeting. The Board Chairperson appoints the Chairperson for each committee from the members of the committee. The Board Chairperson is an ex-officio member of all standing committees.

Any member of the Board who is interested in serving on a standing committee shall notify the Chairperson promptly concerning his or her interest.

- A. Each Board member must serve on at least one standing committee.
- B. No Board member may serve on more than three standing committees.
- C. No Board member may chair more than one standing committee.

Any member of the Board may attend standing committee meetings (excluding Executive Session, unless otherwise permitted under the Freedom of Information Act); however, they are not able to participate in any discussion or vote. At all times, the total number of Board members participating in a committee meeting shall be one less than the number that represents a quorum of the Board.

Standing Committee Chairpersons and members on standing committees shall serve for the same term as the Board Chairperson.

Ad-Hoc (Special/Temporary) Committees

Ad-Hoc (Special/Temporary) committees shall be established by the Board or Board Chairperson, whenever advisable, to address specific problems and projects. These committees shall include a minimum of two and a maximum of three Board members and may include members of the staff and/or community who would be able to provide expertise. Ad-Hoc committees shall be appointed as soon as possible after their establishment and shall be dissolved when their report has been

accepted by the Board or at the next annual organizational meeting or upon a motion for dissolution passed by a majority vote, or upon completion of the assigned task whichever comes first. Ad-Hoc Committees supersede any standing committee.

Ad Hoc committee members shall be appointed by the Chairperson. Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest. Any Board member who is interested in attending Ad Hoc committee meetings may do so. Board members who are not members of the Ad Hoc Committee may not 1) attend any executive session of the Ad Hoc Committee, unless otherwise permitted under the Freedom of Information Act, or 2) participate in any discussion or vote.

In the event of vacancies on Ad Hoc committees, the Chairperson shall appoint new committee members. All appointments expire when the committee as a whole expires.

The duties of each Ad Hoc committee shall be outlined at the time the committee is appointed.

Conduct of Committee Business

So that Board Committees shall operate in a consistent and effective manner, the following standards shall apply:

1. Board committee appointments shall be determined by the Board Chairperson as guided by the best interests of the Board. To make this determination, the Board Chairperson shall consider:
 - The requests by Board members to serve on specific committees. Requests to serve on specific Standing Committees shall be submitted by Board members, in the form of a prioritized list, to the Board Chairman at the annual meeting of the Board.
 - The individual background, talents and experiences of Board members.
 - The synergetic quality of the committee as a whole.
2. Standing Committees shall plan to meet once a month. Additional meetings may be called by the Committee Chairperson whenever he/she deems necessary, or upon a request of two committee members.
3. All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.
4. All Standing Committee meetings shall have a written agenda, prepared by the Committee Chairperson and the Superintendent or his/her designee; and posted at least twenty-four hours before the meeting. The agenda shall include all assignments as may be directed by the Board.
5. The proceedings of all Standing Committee meetings shall be recorded and distributed to Board members in a timely manner.
6. Recommendations to be considered for Board action, as determined by a vote of the committee members present, shall be placed on the agenda of a regular Board meeting as a formal motion.

7. All committee meetings shall be open to the public; however, an executive session may be called in accordance with the provisions of the Freedom of Information Act.
8. All committees shall post agendas and keep minutes of business conducted at meetings in accordance with the provisions of the Freedom of Information Act. The minutes shall be kept on file in the Superintendent's office and be made available at all times to the Board of Education members.

Legal Reference: Connecticut General Statutes
1-200 through 1-241 of the Freedom of Information Act.
1-200 Definitions.
1-225 Meetings of government agencies to be public.

Bylaw approved:	January 9, 2001	NEW MILFORD PUBLIC SCHOOLS
Bylaw revised:	November 7, 2005	New Milford, Connecticut
Bylaw revised:	November 14, 2006	
Bylaw revised:	June 9, 2009	
Bylaw revised:	December 14, 2010	
Bylaw revised:	April 10, 2012	
Bylaw revised:		

Note:

The McKinney-Vento Homeless Education Assistance Act requires each state educational agency to ensure that homeless children and youth have equal access to the same free appropriate public education as provided to other children and youth. This policy previously defined “homeless children and youth” to mean “children and youth twenty-one years of age and younger who lack a fixed, regular, and nighttime residence....” As of July 1, 2023, Connecticut law requires boards of education to provide special education services to a child until such child graduates from high school or upon the end of the school year in which such child turns twenty-two, whichever occurs first. In light of this change, this policy has been revised to eliminate the age limit and now define “homeless children and youth” to mean “children and youth who lack a fixed, regular, and nighttime residence....” Under the revision, boards of education will continue to provide a free appropriate public education to all homeless children and youth consistent with the education provided to other students in accordance with state law.

**Series 5000
Students**

5118.1

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING
HOMELESS CHILDREN AND YOUTH**

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

Legal References:

State Law:

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

Connecticut General Statutes § 10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters, homeless children and children in juvenile residential centers. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.

Federal Law:

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

Policy Approved: June 10, 2003
Policy Revised: June 12, 2007
Policy Revised: February 21, 2023

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING
HOMELESS CHILDREN AND YOUTH**

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

I. Definitions:

- A. **Enroll and Enrollment:** includes attending classes and participating fully in school activities.
- B. **Homeless Children and Youth:** means children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who:
 - 1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
 - 2. Are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations.
 - 3. Are living in emergency or transitional shelters.
 - 4. Are abandoned in hospitals.
 - 5. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
 - 6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
 - 7. Are migratory children living in the above described circumstances.
- C. **School of Origin:** means the school that a homeless child or youth attended when permanently housed or the school in which the homeless child was last enrolled. School of origin may include preschool administered by the District and, when a homeless child or youth completes the final grade level served by the school of origin, school of origin also includes the designated receiving school at the next grade level for all feeder schools.

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

II. Homeless Liaison:

- A. The District's Homeless Liaison is the Director of Pupil Personnel and Special Services.
- B. The duties of the District's Homeless Liaison include:
1. Ensuring that homeless children and youth are identified by school personnel and through outreach and coordination with other entities and agencies.
 2. Ensuring that homeless children and youth enroll in, and have full and equal opportunity to succeed in the District's schools, including ensuring that such homeless children and youth have opportunities to meet the same challenging state academic standards as other children and youths.
 3. Ensuring that homeless families, children, and youths receive educational services for which such families, children and youth are eligible, including services through Head Start and Even Start, early intervention services under Part C of the Individuals with Disabilities Education Act and preschool programs administered by the District.
 4. Ensuring that parents and guardians of homeless children and youth and unaccompanied youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
 5. Ensuring that parents and guardians of homeless children and youth and unaccompanied youth are informed of educational and related opportunities available to homeless children and youth, including extracurricular activities, and that parents and guardians of homeless children and youth are provided with meaningful opportunities to participate in the education of their children.
 6. Ensuring that public notice of the educational rights of homeless children under the McKinney-Vento Act is disseminated in locations frequented by parents, guardians, and unaccompanied youth in a manner and form that is understandable to them.
 7. Ensuring that enrollment disputes are mediated in accordance with the McKinney-Vento Act, including carrying out the initial dispute

resolution process and ensuring that homeless students are immediately enrolled pending resolution of any enrollment dispute.

8. Ensuring that parent(s)/guardian(s) of homeless children and youth and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing those services.
9. Assisting homeless children and youth in enrolling in school and accessing school services and removing barriers to enrollment and retention due to outstanding fees, fines or absences.
10. Ensuring that students who are English learners/multilingual learners are not deterred or discouraged from applying and/or accessing special academic programs and offerings, including advanced courses and programs, because they are English learners/multilingual learners or because they have interrupted formal schooling due to work-related mobility.
11. Informing parent(s)/guardian(s) of homeless children and youth and unaccompanied youth, school personnel, and others of the rights of such students.
12. Assisting homeless children and youth who do not have immunizations or immunization/medical records to obtain necessary immunizations or immunization/medical records.
13. Assisting unaccompanied youth in placement/enrollment decisions, including considering the unaccompanied youth's wishes in those decisions, and providing notice to the unaccompanied youth of the right to appeal such decisions.
14. Ensuring that high school age homeless children and youth receive assistance from counselors to advise such youths on preparation and readiness for college, including informing such children and youths of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the district to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA).
15. Ensuring collaboration with community and school personnel responsible for providing education and related support services to homeless children and youth.
16. Collaborating with and participating in professional development and technical assistance activities offered by the State Office of the Coordinator for the Education of Homeless Children and Youth.

17. Ensuring that school personnel providing services to homeless children and youth receive professional development and other technical assistance activities regarding the McKinney-Vento Act.
18. Ensuring that unaccompanied youth are enrolled in school and that procedures are implemented to identify and remove barriers that prevent them from receiving credit for full or partial coursework satisfactorily completed at a prior school, in accordance with state, local, and school policies.
19. Ensuring that information about enrollment, classes, and other educational programs and activities is made accessible to parents and guardians who have limited English proficiency.
20. With appropriate training, affirming that a child or youth who is eligible for and participating in a program provided by the District, or the immediate family of such a child or youth, is eligible for homeless assistance programs administered under Title IV of the McKinney-Vento Act.

III. Enrollment of Homeless Children and Youth:

- A. Enrollment of homeless children and youth may not be denied or delayed due to the lack of any document normally required for enrollment. However, administrators shall require the parent/guardian or unaccompanied youth to provide contact information prior to enrollment.
- B. To facilitate enrollment, administrators:
 1. May permit parents/guardians of homeless children and youth and unaccompanied youth to sign affidavits of residency to replace typical proof of residency.
 2. May permit unaccompanied youth to enroll with affidavits to replace typical proof of guardianship.
 3. Shall refer parent/guardian/unaccompanied youth to the District's Homeless Liaison who will assist in obtaining immunizations.
 4. Shall contact previous schools for records and assistance with placement decisions.
 5. Shall maintain records so that the records are available in a timely fashion when the student enters a new school or school district.

IV. School Selection:

- A. Standards for School Selection:

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

B. Procedures for Review of School Selection Recommendation:

1. The Principal or designee of the school in which enrollment is sought shall review an enrollment request in accordance with the standards discussed above, and shall make an initial recommendation regarding same. If the Principal's or designee's recommendation is to select a placement other than the school desired by the parent(s) or guardian(s) of the homeless child or youth or the unaccompanied youth, then the Principal or designee shall refer the matter to the Superintendent or designee for review of the recommendation and the reasons therefor, and shall notify the District's Homeless Liaison of same.
2. The Superintendent or designee shall review the matter and consult with the District's Homeless Liaison concerning same. If the Superintendent or designee agrees with the recommendation of the Principal or designee, and a dispute remains between the District and the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth about a school selection and/or enrollment decision; the Superintendent or designee shall provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied

youth with a written explanation of the District's decision regarding this matter, and the right to appeal such decision to the Board.

C. Dispute Resolution Process:

1. The District's Homeless Liaison shall be responsible for promoting objective and expeditious dispute resolutions, and adherence to these administrative regulations.
2. If the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth disputes the school placement decision or enrollment, the District must immediately enroll the homeless child or youth in the school in which enrollment is sought, pending resolution of the dispute. The homeless child or youth shall also have the right to all appropriate educational services, including transportation to and from the school in which enrollment is sought, while the dispute is pending.
3. If necessary, the District's Homeless Liaison shall assist parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with completion of the necessary appeal paperwork required to file for an appeal to the Board, and provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a copy of Connecticut General Statutes Section 10-186(b).
4. Not later than ten (10) days after receipt of an appeal to the Board by a parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth, the District shall hold a hearing before the Board concerning such appeal, and such hearing shall be conducted in accordance with Connecticut General Statutes Section 10-186(b).
5. If the Board finds in favor of the Superintendent or designee, a parent or guardian of a homeless child or youth or unaccompanied youth may appeal the Board's decision to the State Board of Education within twenty (20) days of receipt of the Board's written decision, in accordance with Connecticut General Statutes Section 10-186(b). If necessary, the District's Homeless Liaison shall assist a parent or guardian of a homeless child or youth or unaccompanied youth with filing the necessary appeal paperwork to the State Board of Education. The homeless child or youth or unaccompanied youth shall remain in the child's or youth's school of origin pending resolution of the dispute, including all available appeals.

V. Services:

- A. Homeless children and youth shall be provided with services comparable to those offered other students in the selected school including:

1. Title I services or similar state or local programs, educational programs for students with disabilities, and preschool programs.
 2. Language assistance services for students who have limited English proficiency to enable students who are English learners/multilingual learners to meaningfully participate in the educational programs.
 3. Transportation services.
 4. Vocational and technical education.
 5. Programs for gifted and talented students.
 6. School nutrition programs.
 7. Before and after school programs.
- B. The District shall coordinate with local social service agencies, other service providers, housing assistance providers and other school districts to ensure that homeless children and youth have access and reasonable proximity to available education and support services.

VI. Transportation:

- A. The District shall provide transportation comparable to that available to other students.
- B. Transportation shall be provided, at a parent or guardian or unaccompanied youth's request, to and from the school of origin for a homeless child or youth. Transportation shall be provided for the entire time the child or youth is homeless and until the end of any academic year in which they move into permanent housing. Transportation to the school of origin shall also be provided during pending disputes. The District's Homeless Liaison shall request transportation to and from the school of origin for an unaccompanied youth. Parents and unaccompanied youth shall be informed of this right to transportation before they select a school for attendance.
- C. To comply with these requirements:
1. Parents/guardians, schools, and the District's Homeless Liaison shall use the district transportation form to process transportation requests.
 2. If the homeless child or youth is living and attending school in this District, the District shall arrange transportation.

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

VII. Records:

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

VIII. Contact Information:

- A. Local Contact: for further information, contact:

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

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

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

Legal References:

State Law:

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

Connecticut General Statutes § 10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters, homeless children and children in juvenile residential centers. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.

Connecticut General Statutes § 10-76d Duties and powers of boards of education to provide special education programs and services. Medicaid enrollment, participation and billing requirements. Development of individualized education program. Planning and placement team meetings. Public agency placements; apportionment of costs. Relationship of insurance to special education costs. Prohibition on punishing members of planning and placement teams and birth-to-three service coordinators and qualified personnel for certain conduct.

Federal Law:

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

United States Department of Education, Office for Civil Rights, *Protecting Access to Education for Unaccompanied Children* (June 2023).

United States Department of Education, Office for Civil Rights, *Protecting Access to Education for Migratory Children* (June 2023).

Regulation Adopted: June 10, 2003
Regulation Revised: May 21, 2013
Regulation Revised: February 21, 2023

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

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

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

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

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

(2) Any homeless child or youth who is denied accommodations by a board of education as the result of a determination by such board, or a subcommittee of the board or local impartial hearing board, that the child is not entitled to school accommodations in the district, shall continue in attendance or be immediately enrolled in the school selected by the child in the school district pursuant to 42 USC 11432(g)(3), as amended from time to time. The board of education for such school district shall (A) provide, in accordance with the provisions of 42 USC 11432(g)(3)(E)(ii), as amended from time to time, the homeless child or youth or the parent or guardian of such homeless child or youth with (i) a written explanation of the reasons for the denial of accommodations that is in a manner and form understandable to such homeless child or youth or parent or guardian, and (ii) information regarding the right to appeal the decision of the denial of accommodations pursuant to subdivision (3) of this subsection, and (B) refer, in accordance with the provisions of 42

USC 11432(g)(3)(E)(iii), as amended from time to time, the homeless child or youth or the parent or guardian of such homeless child or youth to the liaison, designated pursuant to 42 USC 11432(g)(1)(J)(ii), as amended from time to time, who is responsible for carrying out the duties described in 42 USC 11432(g)(6)(A), as amended from time to time.

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

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

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

APPENDIX B

SAMPLE WRITTEN NOTIFICATION OF ENROLLMENT DECISION

[Month] __, 20__

VIA HAND DELIVERY AND U.S. MAIL

[Insert Name of Parent or Unaccompanied Youth]

[Insert Home Address]

Re: Notification of Enrollment Decision

Dear [Parent/Guardian or Unaccompanied Youth]:

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

[List factors]

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

[Name of Liaison]

[Title]

[Telephone No.]

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

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

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

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

Sincerely,

[Name]
Superintendent of Schools

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

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

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

Person completing form: _____

Relation to Student: _____

Contact Information: _____

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

Name

Date

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

**SAMPLE NOTIFICATION OF HEARING
REGARDING ENROLLMENT DISPUTE**

[Month] __, 20__

VIA HAND DELIVERY AND U.S. MAIL

[Insert Name of Parent or Unaccompanied Youth]

[Insert Home Address]

Re: Educational Placement

Dear [Name of Parent or Unaccompanied Youth]:

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

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

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

Sincerely,

[Name]

Superintendent of Schools

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

**STUDENT RESIDENCY AFFIDAVIT
[PARENT/GUARDIAN FORM]**

[Name of District]

Name of student: _____

Birthdate: _____

Name and Location of School Last Attended: _____

I, _____ declare and affirm as follows:

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

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

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

This location is:

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

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

_____.

Prior to staying at this location, the student was staying at _____
From _____ (date) to _____ (date).

I regularly receive my mail at: _____.
I am currently staying at the following address(es): _____,
_____. I plan to stay at this/these
location(s) until: _____ (date). I can be reached at the following telephone number:
_____. I can be reached for emergencies at: _____.

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

I declare under penalty of perjury under the laws of Connecticut that the information provided is true and correct and of my own personal knowledge.

AFFIANT,

Signature of Affiant

Print Name of Affiant

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

NOTARY PUBLIC

**STUDENT RESIDENCY AFFIDAVIT
[UNACCOMPANIED YOUTH FORM]**

[Name of District]

Name of student: _____

Birthdate: _____

Name and Location of School Last Attended: _____

I, _____ declare and affirm as follows:

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

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

This location is:

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

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

_____.

Prior to staying at this location, I was staying at _____
From _____ (date) to _____ (date).

I regularly receive my mail at: _____.
I am currently staying at the following address(es): _____,
_____. I plan to stay at this/these
location(s) until: _____ (date). I can be reached at the following telephone number:
_____. I can be reached for emergencies at: _____.

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

I declare under penalty of perjury under the laws of Connecticut that the information provided is true and correct and of my own personal knowledge.

AFFIANT,

Signature of Affiant

Print Name of Affiant

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

NOTARY PUBLIC

AFFIDAVIT FOR MISSING ENROLLMENT DOCUMENTATION
[PARENT FORM]

[District]

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

_____ Proof of residency	_____ Immunization Record
_____ Proof of guardianship	_____ School Health Record
_____ Proof of identity	_____ School Records
_____ Birth Certificate	

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

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

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

_____.

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

AFFIANT,

Signature of Affiant

Print Name of Affiant

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

NOTARY PUBLIC

AFFIDAVIT FOR MISSING ENROLLMENT DOCUMENTATION
[UNACCOMPANIED YOUTH FORM]

[District]

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

_____ Proof of residency	_____ Immunization Record
_____ Proof of guardianship	_____ School Health Record
_____ Proof of identity	_____ School Records
_____ Birth Certificate	

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

The name and location of the last school I attended is

_____.

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

AFFIANT,

Signature of Affiant

Print Name of Affiant

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

NOTARY PUBLIC

Note:

Pursuant to Public Act 23-167, the legislature directed the CSDE to provide boards of education with a list of recommended assessments for determining suicide risk of students who exhibit mental health distress, have been identified as at risk of suicide, or are considered to be at an increased risk of suicide. On January 25, 2024, the CSDE engaged the Connecticut Suicide Advisory Board (CASB) and, together with the Commissioners of Children and Families and Mental Health and Addiction Services, issued a memorandum noting that the CSAB, DCF, and the Department of Mental Health and Addiction Services “recommend that the Columbia Suicide Severity Rating Scale (C-SSRS) be used as the assessment tool for determining the suicide risk of students.” S & G revised the policy and the appendix to reflect the CSDE’s assessment recommendation.

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 perceived by school staff to be 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.

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.”

Policy Approved: June 30, 2023

NEW MILFORD PUBLIC SCHOOLS

Policy Revised:

New Milford, Connecticut

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 perceived by school staff to be 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.
- II. The Pupil Personnel Services staff member shall interview the student, consider available background information, and determine whether, in the Pupil Personnel Services staff member’s judgment, the student is “at-risk” or “in imminent danger.” The Columbia Suicide Severity Rating Scale (C-SSRS) will be used to make the determination if the student is “at-risk” or “in imminent danger.”
- III. If the student is assessed to be “at-risk”:
 - A. The Pupil Personnel Services 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 Pupil Personnel Services 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 (if any) and other appropriate individuals.
 - C. The Pupil Personnel Services staff member shall document in writing the course of events, including what transpired at the meeting and the outcome.
 - D. The Pupil Personnel Services 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 Pupil Personnel Services 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 Pupil Personnel Services 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 Pupil Personnel Services staff member shall ensure that the student is not left alone.
 - B. The Pupil Personnel Services 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 Pupil Personnel Services 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 (if any) and other appropriate individuals.

In addition, the Pupil Personnel Services 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 Pupil Personnel Services 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 Pupil Personnel Services 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 Pupil Personnel Services 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 Pupil Personnel Services staff member shall meet with the building principal to develop an immediate plan focused on the safety of the student. The Pupil Personnel Services 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 Pupil Personnel Services 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 Pupil Personnel Services 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)

Regulation Approved: June 30, 2023
Regulation Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note:

Pursuant to legislation passed in 2023, beginning with the graduating class of 2025, students were required to meet certain requirements related to the FAFSA in order to graduate. Public Act 24-45 delays these requirements until the graduating class of 2027, and the current policy has been revised to reflect this change.

**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 2027 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

Conn. Gen. Stat. § 10-221a

Conn. Gen. Stat. § 10-221z

Public Act No. 24-45, "An Act Concerning Education Mandate Relief, School Discipline, and Disconnected Youth"

Policy Adopted: October 18, 2022

Policy Revised:

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

**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.
- 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. § 10-221a

Conn. Gen. Stat. § 10-221z

Conn. Gen. Stat. § 10-223m

Public Act No. 24-45, “An Act Concerning Education Mandate Relief, School Discipline, and Disconnected Youth”

Regulation Adopted: October 18, 2022
Regulation Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut



NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education

New Milford, Connecticut

November 19, 2024

CERTIFIED STAFF – APPOINTMENTS

Courtney Young -1.0 English Teacher at NMHS. -Effective Date: December 2, 2024 -Salary \$58,409 (MA/Step 3) With less than 1 year of experience. -Replacing J, Groccia who resigned \$59,853 (MA/Step 4)	Darcey Markelon -PT Special Education Teacher at Faith Academy -Effective Date: November 6, 2024 -Salary \$29,016 (MA/15 @ .3)
Tyler Munroe -1.0 English Teacher at SMS. -Effective Date: November 18, 2024 -Salary \$54,283 (BA/Step 2) -Replacing A, Pickett who resigned \$62,986 (MA/Step 6)	

NON-CERTIFIED STAFF APPOINTMENTS

Brandon Pancoast -1.0 Special Education Paraeducator at SMS. -Effective Date: November 4, 2024 -Salary \$17.48 an hour. Replacing P, Buonanno who resigned (Salary \$17.48 an hour).	Nadira Seeala-Safir -1.0 General Worker at SNIS. -Effective Date: November 18, 2024 -Salary \$15.69 an hour. Replacing L, Worden (Salary \$15.69 an hour).
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CERTIFIED STAFF – RESIGNATIONS

Michelli Anatolio -1.0 Social Worker at HPS -Effective Date: November 15, 2025 -Salary \$58,409 (MA22/Step 3). Took a position in another district.	Jessica Groccia -1.0 English Teacher at NMHS -Effective Date: November 8, 2024. -Salary \$59,853 (MA/Step 4). Took a position in another district.	Melissa Olin -1.0 Grade 1 Teacher at NES -Effective Date: October 25, 2024 -Salary \$92,069 (BA/ Step 15). Leaving district due to personal reasons.
Rebekka Rosen -1.0 Music Teacher at NMHS. -Effective Date: November 21, 2024		

-Salary \$59,853 (MA/Step 4). Took a position in another district.
--

NON-CERTIFIED STAFF – RETIREMENTS

Maura Jabbonsky

-1.0 Library Clerk

-Salary \$20.16 per hour

-Effective Date: December 31, 2024 after 13 years with the district.
--

NON-CERTIFIED STAFF AND LICENSED STAFF- RESIGNATIONS

Maria Breton

-1.0 Administrative Secretary to Assistant Superintendent

-Salary \$29.56 per hour.

-Effective Date: December 2, 2024 after 23 years with the district. Took a position in another district.
--

James Mattia

-1.0 Maintainer II with license

-Salary \$32.78 per hour.

-Effective Date: November 22, 2024 after 17 years with the district. Left due to personal reasons.
--

Ashley Roldan**

-1.0 Night Custodian at SMS

-Salary \$26.86 per hour.

-Effective Date: November 29, 2024.

Relocating, distance too far to commute.
--

Rivane Schmidt**

-1.0 General Worker/Cashier at HPS

-Salary \$16.73 per hour.

-Effective Date: TBD

COACHING STAFF – APPOINTMENTS

Henry Dietter

-1.0 Varsity Boys Ice Hockey Coach

-Effective Date: December 2, 2024

-Stipend for assignment: \$3916

Todd Hommel

-1.0 JV Boys Basketball Coach

-Effective Date: December 5, 2024

-Stipend for assignment: \$3830

Marquese Ward-Morning

-1.0 Freshman Boys Basketball Coach

-Effective Date: December 5, 2024

-Stipend for assignment: \$2946

Roger Simmons**

-1.0 Head Varsity Boys Swim Coach

-Effective Date: December 5, 2024

-Stipend for assignment: \$4520

COACHING STAFF- RESIGNATIONS

David Cardoso

-1.0 Girls Varsity Soccer Coach

-Resigned effective October 24, 2024.

-Stipend for assignment: \$4410.40



New Milford Enrollment Matrix By School

November 1, 2024

NES	Actual 6/1/23		Proj 24-25	Actual 11/01/24	Proj Variance
PK	56		39	55	16
K	139		129	107	-22
1	134		129	131	2
2	128		137	137	0
Totals	457		434	430	-4

HPS	Actual 6/1/23		Proj 24-25	Actual 11/01/24	Proj Variance
PK	48		39	43	4
K	117		121	92	-29
1	120		121	118	-3
2	105		115	123	8
Totals	390		396	376	-20

Actual 6/1/23		Tot Proj 24-25	Actual 11/01/24	Proj Variance
104		78	98	20
256		250	199	-51
254		250	249	-1
233		252	260	8
847		830	806	-24

SNIS	Actual 6/1/23		Proj 24-25	Actual 11/01/24	Proj Variance
3	252		252	261	9
4	262		237	234	-3
5	250		258	261	3
Totals	764		747	756	9

SMS	Actual 6/1/23		Proj 24-25	Actual 11/01/24	Proj Variance
6	281		269	270	1
7	255		243	246	3
8	286		277	278	1
Totals	822		789	794	5

NMHS	Actual 6/1/23		Proj 24-25	Actual 11/01/24	Proj Variance
9	293		267	250	-17
10	334		300	301	1
11	302		298	291	-7
12	308		324	313	-11
Totals	1237		1189	1155	-34

	Actual 6/1/23	Actual 11/01/23	Proj 24-25	Actual 11/01/24	Proj Variance	Actual Variance
PK-2	847	832	830	806	-24	-41
SNIS	764	757	747	756	9	-8
SMS	822	781	789	794	5	-28
NMHS	1237	1210	1189	1155	-34	-82
Totals	3670	3580	3555	3511	-44	-159

LHTC total =

18



TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: November 7, 2024
RE: Update on Transportation Requests & All Star Transportation

Transportation Requests

Since the start of the current school year there have been 30 complaints or inquiries regarding busing issues **not related to late buses**. Most of these were requests for a stop/route change. 5 of the 30 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 41 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 October of 2023 and is attached to this memo.

Third-Tier Late Buses & All-Star Driver Staffing

All-Star Transportation has only had to perform a single third-tier late run during the current school year as they have supplemented the driver pool for New Milford. We currently have:

- 5 drivers allocated to New Milford from other depots to help out and provide coverage.
- 3 spare drivers for when call outs exceed both our out of town and local pool(s) of drivers.

Other Issues

We continue to meet with All-Star management on a monthly basis to refine protocols to ensure smoother operations and communications pertaining to topics such as:

- Notifications for buses that are delayed due to the numerous road works projects in the district.
- Missing student alert(s) when/if a student gets on the wrong bus.
- Contacting families when a parent/guardian is not present at a stop for elementary students.
- Deployment of replacement buses mid-run when a mechanical issue renders the bus inoperable. We have had 8 of these occur so far in the current school year. Some of these incidents were quickly resolved without a replacement bus needed but the number of these so far this year are higher than normal.
- Possibility of a parent bus application in the future.

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 of 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.

Policy approved: October 19, 2023

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

NEW MILFORD PUBLIC SCHOOLS



Facilities Subcommittee Report

November 12, 2024

Items for Information and Discussion

A. NMHS Masonry

Masonry repairs are almost complete at the High School. The repairs focused primarily on mortar joints between cap stones on multiple horizontal surfaces.

B. NES Roof

An RFP was awarded at last month's Operations Subcommittee meeting. Facilities has provided the architect with pertinent documents and met onsite to begin the roof evaluation process. This study which will be used to provide cost estimates for the eventual roof replacement will be completed this month.

C. SNIS HVAC RFP

An RFP has been posted seeking A&E services for troubleshooting high humidity issues in the two wings of Sarah Noble. Bids will be opened next month.

D. Hill and Plain Gutters

The gutter replacements at Hill and Plain are almost complete. Multiple areas such as the gym, playground, and library sides of the building are being addressed and should be fully completed this month.

E. Camera System Enhancements

The Capital improvements project for additional cameras at the Elementary Schools is underway. This work will add additional interior and exterior cameras at these buildings as well as providing new servers for the systems. There is currently no completion date for this project.

F. NMHS Theater

The NMHS theater had the main curtain repaired recently as well as replacing all the backstage working lights. This is the first of several projects intended to improve the theater through Capital funding.

G. Equipment

A purchase order has been provided through Town Capital funds for the purchase of a new Ventrac machine intended for snow removal at the High School campus and along the new sidewalks being installed along Route 7 and on the school grounds. Additionally, the purchase of a new pick up truck through BOE funds is almost complete.

H. Door Repairs

Door repairs to multiple doorways at both Hill and Plain and Northville have been completed. These improvements added removable center mullions which provide for much more secure doors.

Approved Field Trips November 2024

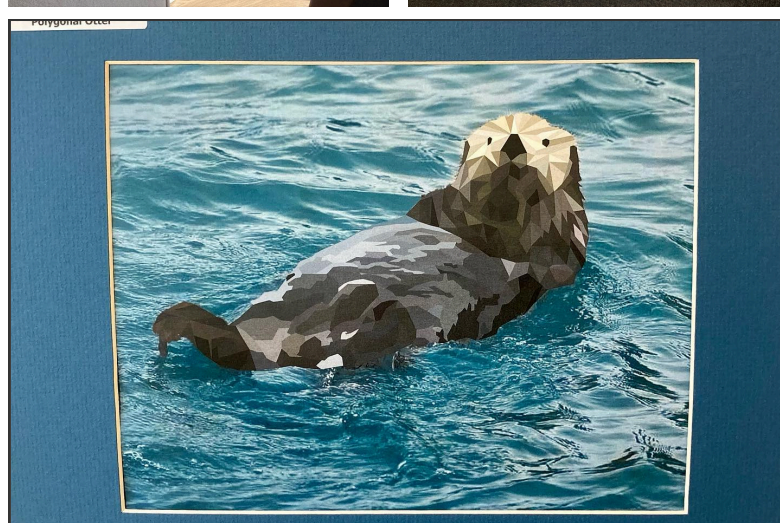
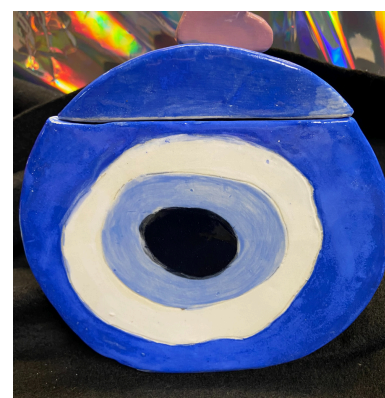
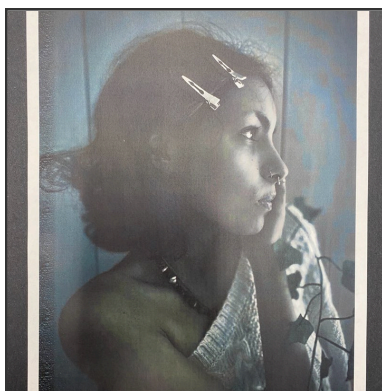
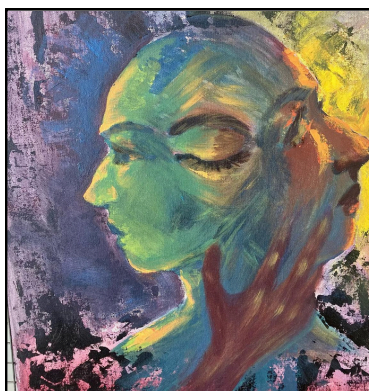
<u>School</u>	<u>Grade/Dept.</u>	<u>Trip Date</u>	<u>Day(s) of the Week</u>	<u># of Students</u>	<u># of Adults</u>	<u>Destination</u>	<u>Subs</u>	<u>Student Cost</u>
SNIS	3	10/21/24	Monday	44	2	Sullivan Farm	0	\$0.00
SNIS	3	10/22/24	Tuesday	44	2	Sullivan Farm	0	\$0.00
SNIS	3	10/23/24	Wednesday	44	2	Sullivan Farm	0	\$0.00
NMHS	11-12	11/6/24	Wednesday	25	1	Washington Montessori	1	\$10.00
NMHS	10-12	11/07/24	Thursday	54	2	SNIS	2	\$0.00
NMHS	10-12	11/9/24	Saturday	50	3	Avon HS	0	\$20.00
NMHS	10-12	11/12/2024	Tuesday	21	2	Sacred Heart University	0	\$10.00
NMHS	9-12	11/16/24	Saturday	8	1	Horace Greeley High School	0	\$0.00
NMHS	11-12	12/10/24	Tuesday	25	2	Garner Correctional Facility	2	\$20.00
NMHS	9-12	12/14/24	Saturday	8	1	Horace Greeley High School	0	\$0.00
NMHS	11-12	12/17/24	Tuesday	25	2	Garner Correctional Facility	2	\$20.00
NMHS	6-8	12/18/24	Wednesday	22	1	Town Hall	1	\$0.00
NMHS	7	12/19/24	Thursday	25	1	Chestnut Grove Senior Center	0	\$0.00
NMHS	9-12	12/20/24	Friday	98	7	NES/SNIS/HPS/	2	\$0.00
NMHS	9-12	01/11/25	Saturday	8	1	Horace Greeley High School	0	\$0.00
NMHS	9-12	01/17/25	Friday	40	2	New Britain High School	2	\$0.00
NMHS	9-12	01/18/25	Saturday	40	2	New Britain High School	0	\$0.00
NMHS	9-12	02/01/25	Saturday	8	1	Horace Greeley High School	0	\$0.00
NMHS	9-12	02/01/25	Saturday	20	1	North Haven HS	0	\$25.00
SMS	6-8	3/7/25	Friday	25	3	Simsbury High School	3	\$0.00
SMS	6-8	3/8/25	Saturday	25	3	Simsbury High School	0	\$0.00
NMHS	9-12	03/15/25	Saturday	8	1	Horace Greeley High School	0	\$0.00
NES	2	04/07/25	Monday	137	14	Ridgefield Playhouse	0	0.00 (PTO)
SNIS	3	05/06/25	Tuesday	264	36	Maritime Aquarium	0	43.41 (partial PTO grant)

NOVEMBER 2024 FUNDRAISING REPORT

DEPT	EVENT	FUNDS USE
<u>NMHS</u>		
NMHS Chorus	Karaoke Night at All Aboard Pizza	Food for 8th Grade Chorus Visit
Football	Email Fundraiser	Fund Camp Costs, Trips, Shirts, Banquet
NMHS Theater	Ticket Sales for Fall Production	Recover Expenses, Fund Future Productions
NMHS Theater	Sales of Theater Merchandise	Recover Expenses, Fund Future Productions
NMHS Theater	Sale of Playbill Advertisemens	Recover Expenses, Fund Future Productions
NMHS Theater	Concession Sales at Fall Production	Recover Expenses, Fund Future Productions
Class of 2026	Food Sale at 10/17 Volleyball Game	Fund Class of 2026 Activities
Class of 2026	Chipotle - 25% of Sales	Fund Prom and Senior Activities
Asia Club	Movie Night with Snacks	Fund Future Cultural Events
Class of 2025	Bake Sale on Town Green	Fund Prom & Senior Banquet
Key Club	Carnival Fundraiser During Lunch	All Money to be sent to UNICEF
NHS	Walk for Juvenile Diabetes (JDRF)	Portion to JDRF/Portion to NHS Scholarship
Class of 2026	Car Wash	Fund Prom/Banquet/Trip
Class of 2026	Masked Singer Fundraiser	Fund Prom/Banquet/Trip
French Honor Society	Sale of Crepes at Football Game	Fund France Trip April 2025
French Honor Society	Sale of Double Good Popcorn	Fund France Trip April 2025
French Honor Society	Panera Fundraising Night	Fund France Trip April 2025
French Honor Society	Chipotle Fundraising Night	Fund France Trip April 2025
Volleyball	Sale of Cookie Dough	Fund Team Banquet/Senior Night/Apparel
Class of 2025	Sale of Class T-Shirts	Fund DJ for Prom/Banquet
Band	Annual Wreath Sale	Fund Spring Trip 2024/2025
Class of 2025	Dairy Queen-10% of profits	Fund Banquet/Prom/Senior Activities
Dance Team	Snaprize	Senior Gifts/Banquet/Apparel
Cheerleading	Snaprize	Senior Gifts/Banquet/Choreography
Volleyball	Snaprize	Team Banquet/Senior Night/Equipment
GHS	Hot Chocolate Cones/Popcorn Cones	GHS Scholarship
<u>SMS</u>		
SMS	Wounded Warrior Donation	Donate to Wounded Warrior
<u>SNIS</u>		
SNIS PTO	Bingo for Books	Field Trips
<u>HPS</u>		
Art Department	Student Artwork Keepsake	Purchase Art Supplies



ANNUAL REPORT 2023-2024





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.

IDEAS WE LIVE BY

- Focus, Collaboration, Creativity, Heart
- NMPS On-Track
- Safe, Welcoming and Respectful Classrooms, Schools and District
- Achieving Targeted Growth

The Schools

New Milford Public Schools provide education to preschool through Grade 12 students in two elementary schools, one intermediate school, one middle school and one high school. In addition to traditional academic programs, New Milford Public Schools offer alternate programs, enrichment programs, continuing education courses, summer programs, and numerous athletic opportunities.



Board of Education Members

Mrs. Wendy Faulenbach, Chairperson
Mrs. Leslie Sarich, Vice Chairperson
Mrs. Tammy McInerney, Secretary
Mr. Tom O'Brien, Assistant Secretary
Mrs. Sarah Herring
Mr. Dean J. Barile
Mr. Eric Hansell
Mr. Brian McCauley
Mr. Randall Scofield
Mayor Pete Bass, Ex Officio



New Milford Public Schools Central Office Administration

Dr. Janet P. Parlato
Superintendent of Schools

Ms. Holly Hollander
Assistant Superintendent of Schools

Mr. Anthony Giovannone
Director of Fiscal Operations & Transportation

Mrs. Laura Olson
Director of Pupil Personnel & Special Services

Mrs. Teresa Kavanagh
Director of Human Resources

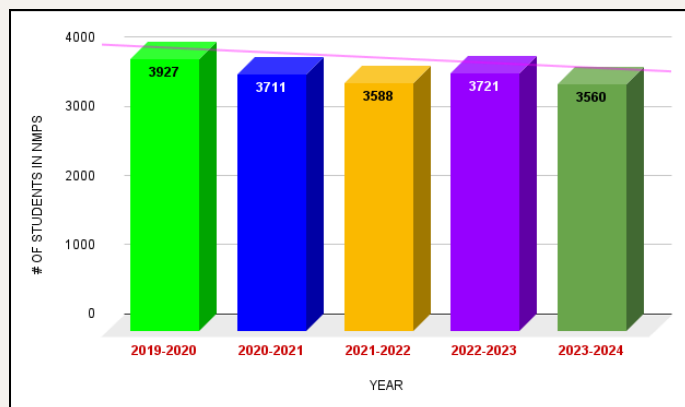
Mr. Jeff Turner
Director of Technology

Mr. Matthew Cunningham
Director of Facilities

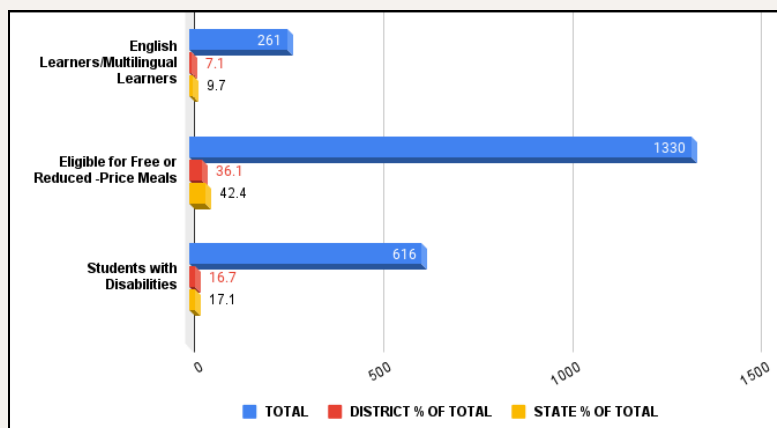
Mrs. Sandra Sullivan
Director of Food Services



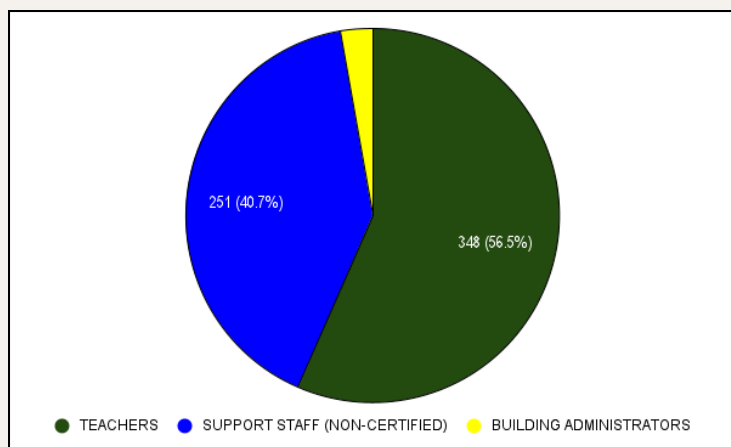
ENROLLMENT TRENDS



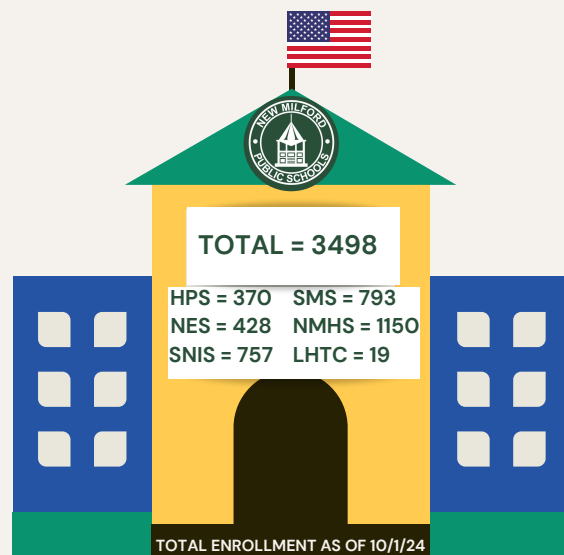
ENROLLMENT DEMOGRAPHICS



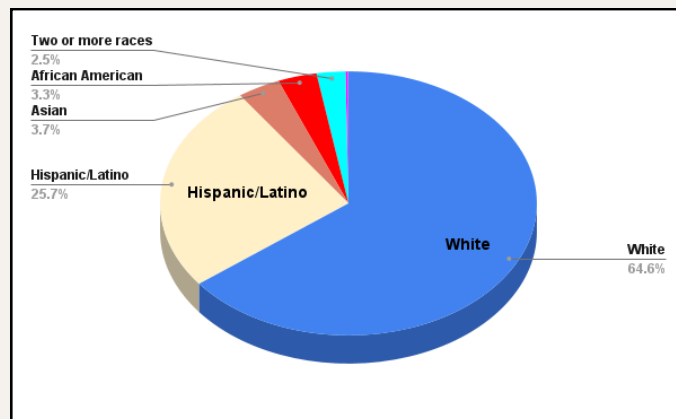
NMPS EMPLOYEES



ENROLLMENT BY SCHOOLS



STUDENT DEMOGRAPHICS



2024 DISTRICT TEACHER OF THE YEAR

Theresa McGuinness



We are a collaborative partnership of students, educators, staff and families committed to the entire educational experience, deeply rooted in our community.



www.newmilfordps.org



2024-2025 Board of Education Goals

VISION OF A GRADUATE

LIFE, LEARNING, AND CAREERS BEYOND

Communication

Recognizing audience. Actively listens. Advocates for themselves. Allowing productive discourse.

Critical Thinking

The ability to use information in original and creative ways to solve problems.

Problem Solving

The ability to define a problem, evaluate options, and persevere through to find a solution.



Growth Mindset

The ability to set goals, develop an action plan and seeks opportunities for personal growth.

Personal Relationships & Social Awareness

The ability to demonstrate an understanding, acceptance, and respect of others' differences.

Self-management

The ability to set and pursue personal and professional goals through self-advocacy, time-management, preparation, and organization.

LEADING WITH

FOCUS | HEART | COLLABORATION | CREATIVITY



Student Achievement:

Increase the achievement of every student through high quality curriculum, instruction, assessment, and programming.



Family and Community Engagement:

Increase families' engagement in their children's learning through consistent communication and the development of trusting relationships; increase community partnerships through ongoing outreach and opportunities.



Budget Development and Fiscal Management:

Practice fiscally responsible, transparent budget development and ongoing fiscal management that addresses district priorities and maximizes available resources.



District and School Environment:

Promote safe school environments that are physically, socially, and emotionally conducive to teaching and learning.

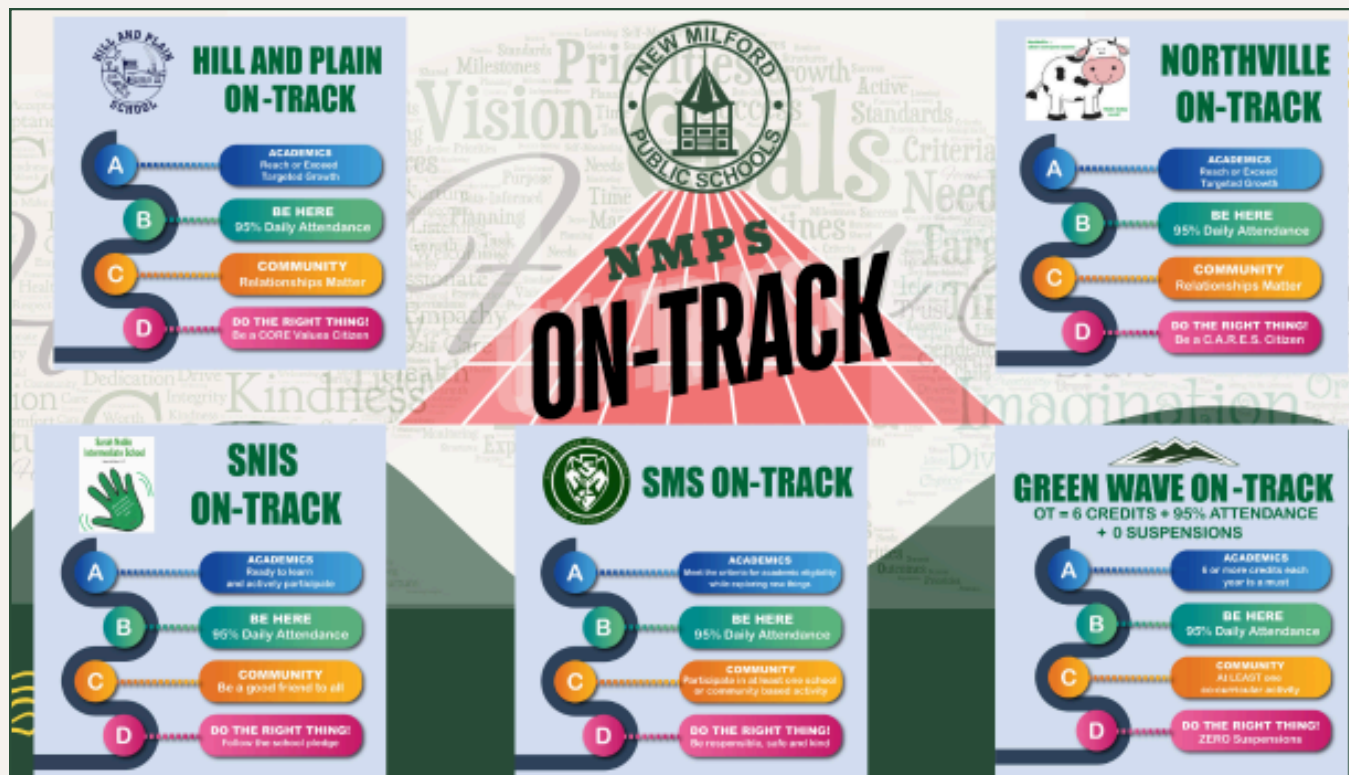


District Workforce:

Hire, develop, and retain passionate and exceptional staff who will contribute to a collaborative, caring, and innovative culture, defined by continuous improvement.

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.





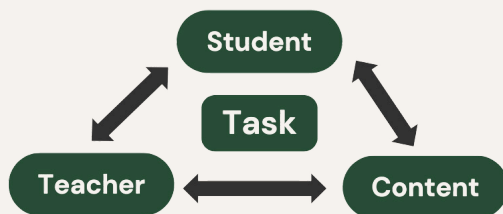
- ✓ Academics
- ✓ Be Here (Attendance)
- ✓ Community
- ✓ Do the Right Thing

Safe, Welcoming and Respectful Classrooms,
Schools, and District

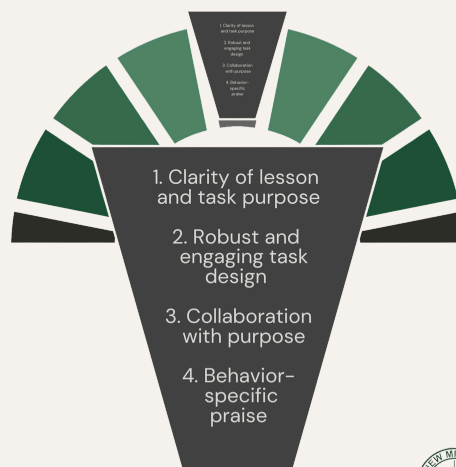
ACHIEVING TARGETED GROWTH

- ✓ Quality Curriculum Design
- ✓ Quality Instructional Design
- ✓ Instructional Core
- ✓ Instructional Keystones
- ✓ Quality Task Design
- ✓ Quality Student Work
- ✓ Evidence of Impact

The Instructional Core



Instructional Keystones





NEW MILFORD BOARD OF EDUCATION



ANNUAL REPORT 2023 - 2024

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



NEW MILFORD BOARD OF EDUCATION

Mrs. Wendy Faulenbach, Chairperson

Mrs. Leslie Sarich, Vice Chairperson

Mrs. Tammy McInerney, Secretary

Mr. Tom O'Brien, Assistant Secretary

Mrs. Sarah Herring

Mr. Dean J. Barile

Mr. Eric Hansell

Mr. Brian McCauley

Mr. Randall Scofield

Mayor Pete Bass, *Ex Officio*



Board of Education Annual Report 2023 – 2024

The New Milford Public Schools served 3594 students in Pre-K through grade 12 during the 2023–2024 academic year with a staff of 348.31 teachers, 17.15 building administrators, and 250.6 support staff (non-certified staff). The operating budget for the New Milford Public Schools for 2023–24 totaled \$71,075,051.

July 2023

- At the regular BOE meeting on July 18, 2023, Superintendent Parlato discussed her presentation: 2023–24 District Areas of Focus. Dr. Parlato stated this will provide direction for the upcoming school year. Focus, Heart, Collaboration and Creativity will drive the culture of the district. The next steps are to work with administration and the Board on defining these words and create a common language. Dr. Parlato stated there are three main areas to the district's planning: Vision of our District, Vision of our Practices, and Vision of our Learners/ Graduates.
- The Board heard updates on the turf field replacement and CIRMA high school fire claims reimbursement.
- The Board approved the hiring of **Lauren Bergner** for the Supervisor of Special Education Position as discussed in executive session.
- The Board discussed the Employment Report, the Enrollment Report, Central Office Update, as well as the following NMHS Updates: woodshop HVAC, roof project, gym ceilings, and end of year projects.
- The Board authorized the Board Chairman to negotiate and enter into a new contract of employment with the Superintendent of Schools pursuant to the terms and conditions discussed by the Board in executive session and subject to any necessary further legal review.
- The Board approved the Superintendent Evaluation Tool.

August 2023

- At the regular BOE meeting on August 15, 2023, the Board discussed the School Security update in Executive Session.
- **Mr. Pete Helmus** announced his resignation because he can no longer devote the time to fulfill his obligations of the Chairman position. Vice Chairman, **Mrs. Wendy Faulenbach** assumed the Chairman position.
- The Board approved the 2023–2024 Phase of the Five Year Capital Plan.



August 2023, continued

- The Board approved the following policies:
 - 1005 Smoking
 - 4111 Hiring of Certified Staff
 - 4111.1 / 4211.1 Non-Discrimination (Personnel)
 - 4112.5 / 4212.5 Employment and Student Teacher Background Checks
 - 4115.1 / 4215.1 Evaluation, Termination, and Non-Renewal of Athletic Coaches
 - 4116 Plan for Minority Educator Recruitment
 - 4118.112 / 4218.112 Policy Regarding Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990
 - 4118.113 / 4218.113 Policy Regarding Sexual Harassment and Sexual Discrimination in the Workplace (Personnel)
 - 4118.23 / 4218.23 Code of Ethics and Professional Responsibility for Personnel
 - 4118.231 / 4218.231 Alcohol, Tobacco, and Drug-free Workplace
 - 4118.234 / 4218.234 Prohibition on Recommendations for Psychotropic Drugs
 - 4118.25 / 4218.25 Reports of Suspected Child Abuse and Neglect or Reports of Sexual Assault of Students by School Employees
 - 4120 Reports of Suspected Abuse or Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder
 - 4131 / 4231 Social Media
 - 4132 / 4232 Sudden Cardiac Arrest Awareness for Intramural & Interscholastic Athletics
 - 4152.6 / 4252.6 Family and Medical Leave
 - 4211 Hiring of Non-Certified Staff
- The Board deleted the following policies upon approval of the above Policies:
 - 4000 Concepts & Roles in Personnel
 - 4111 / 4211 Recruitment and Selection
 - 4111.1 / 4211.1 Non-Discrimination Employees
 - 4111.1 / 4211.1 Equal Employment Opportunity (EEO) Regulation
 - 4112.2 Certification
 - 4112.5 / 4212.5 Security Check Fingerprinting Regulation
 - 4112.5 / 4212.5 Criminal History Inquiries & Employment Reference Checks
 - 4112.4 / 4212.4 Physical Examinations
 - 4112.8 / 4212.8 Nepotism
 - 4112.9 / 4212.9 Outside Employment
 - 4115 Evaluations
 - 4115.1 Athletic Coaches Evaluations and Termination
 - 4116 Employment at Will



August 2023, continued

- o 4117.41 Employee Discipline
- o 4118.112 / 4218.112 Sexual and Other Unlawful Harassment
- o 4118.113 / 4218.113 Title IX Sexual Harassment
- o 4118.13 / 4218.13 Conflict of Interest
- o 4118.21 Academic Freedom
- o 4118.23 / 4218.23 Conduct
- o 4118.231 / 4218.231 Drug and Alcohol Use Policy and Regulation
- o 4118.232 / 4218.232 Smoking
- o 4118.233 / 4218.233 Weapons and Dangerous Instruments
- o 4118.234 / 4218.234 Psychotropic Drug Use
- o 4118.25 / 4218.25 Reporting Child Abuse and Neglect
- o 4118.5 / 4218.5 Electronic Monitoring
- o 4120 Employee Classifications
- o 4121 Substitute Teachers
- o 4131 Professional Development
- o 4132 Publication or Creation of Materials
- o 4133 / 4233 Travel; Reimbursement
- o 4135.1 / 4234.1 Agreement
- o 4135.4 / 4234.4 Grievances/Complaints
- o 4141 Salary Guides
- o 4147 / 4247 Employee Safety
- o 4147.1 / 4247.1 Occupational Exposure to Bloodborne Pathogens
- o 4148 / 4248 Employee Protection
- o 4152.6 / 4252.6 Personal Family and Medical Leave Policy and Regulation
- o 4155 / 4255 Military Leave
- o 4212.42 Drug and Alcohol Testing for School Bus Drivers
- o 4215 Evaluations (Non-Certified)
- The Board approved the following curriculum:
 - o CP Children’s Literature
 - o Honors Children’s Literature
 - o Accelerated Math
- The Board discussed the following administrative regulations:
 - o 4111 R / 4211 R Administrative Regulations Regarding Discrimination Complaints (Personnel)
 - o 4118.112 R / 4218.112 R Administrative Regulations Regarding Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990



August 2023, continued

- o 4118.113 R / 4218.113 R Administrative Regulations Regarding Sexual Discrimination and Sexual Harassment in the Workplace (Personnel)
- o 4121 R / 4221 R Administrative Regulations Regarding Concussion Management and Training for Athletic Coaches
- o 4131 R / 4231 R Administrative Regulations Regarding Social Media
- o 4147.1 R / 4247.1 R Administrative Regulations Regarding Bloodborne Pathogens
- The Board discussed the August 2023 Employment Report, August 2023 Enrollment Report, Central Office Update, NMHS Woodshop HVAC, NMHS Roof Project, NMHS Gym Ceilings, NMHS NV5/ESG Update, End of Year Projects, Summer School, Early College Experience/Dual Enrollment, and the Pegpetia/PURA Grant.

September 2023

- At the regular BOE meeting on September 19, 2023, Superintendent Parlato recognized the **2023–2024 Teachers of the Year**. Dr. Parlato personally thanked each teacher and presented each of them with an award. Teachers included **Angela Tufts** from Northville, **Rebecca Regan** from Hill and Plain, **Shannon Arcano** from Sarah Noble, **Charles Lynch**, who could not be present, from New Milford High School. Teacher of the Year for the district overall, representing New Milford at the state level, **Theresa McGuinness** from Schaghticoke Middle School.
- Elections were held for vacant officer positions:
 - o **Mrs. Leslie Sarich** was elected Vice Chairperson of the New Milford Board of Education by a unanimous vote.
 - o **Mrs. Tammy McInerney** was elected Secretary of the New Milford Board of Education. The vote passed 6–2.
 - o **Mrs. Sarah Herring** was elected Assistant Secretary of the New Milford Board of Education. The vote was unanimous.
- The Board heard updates on the PTO, and all the BOE Subcommittees: Policy, Committee on Learning, Facilities and Operations.
- Dr. Parlato welcomed the district's two student representatives **Naomi Post** and **Antonio Caldareri**. Superintendent Parlato discussed her yearly goals with the board members. The district continues to work with the bus company due to not having enough drivers, and understands the delays and frustration.
- Dr. Parlato spoke about school lunch, stating, by board policy and by practice, every student is provided a lunch whether or not the student has funds in their account. The school district, through its general fund, covers any student's lunch debt at the end of the school year. All student accounts are reset to zero at the end of the school year and the Board of Education's General Fund covers any lunch debt.



September 2023 , continued

- Dr. Parlato discussed communication– the most reliable place to get information about the school or district and have questions answered is through the Office of the Principal or from the Superintendent’s Office. The district exists to serve the community and part of that service is answering questions and providing accurate information, if those questions are presented.
- The district’s **Ideas to Live By are Focus, Collaboration & Creativity, and Heart.** The schools will adopt these ideas and grow the district through them. This year’s district goals are:
 1. Have pre-K to 12 students meeting academic growth targets.
 2. Build strong relationships with students, families and community.
 3. Foster a safe, welcoming and respectful school climate to support teachers and students.
- Dr. Parlato also discussed Visions of Practice, attracting and retaining high quality staff members, and Vision of the Graduate.
- The Board approved the following Policies:
 - 1111 School Security and Safety
 - 1212 School Volunteers, Student Interns and Other Non-Employees
 - 1250 Policy Regarding Visitors and Observations in Schools
 - 1700 Policy Regarding Possession of Deadly Weapons or Firearms
 - 5165 Graduation Requirements
- The Board approved the following Policies be deleted upon approval of the above policies:
 - 1212 School Volunteers
 - 1250 Visits to the Schools
 - 1700 Possession of Firearms on School Property Prohibited
- The Board approved Tuition Rates for 2023–2024.
- The Board approved the Bid Award for Custodial Supplies.
- The Board approved the following curriculum:
 - Ceramics
 - AP Art & Design
 - Traditional Crafts
- The Board approved the Five Year Curriculum Plan.
- The Board approved the amended Turf Field Roster Fees as presented, effective as of July 1, 2023 with modification of 91+ threshold presented to the Board of Education.
- The Board discussed the Fire Claim Reimbursement, the August 2023 Employment Report, NMHS Woodshop HVAC and roof project, the Sarah Noble oil tank, ESG/NV5 Update, and the Schaghticoke Middle School World Language Program 2023–2024 Update, Tuition Student and the Field Trip Report



September 2023 , continued

- The Board discussed pending claims involving the New Milford High School roof and 50 East Street Building in Executive Session.
- At the BOE Special Meeting on September 28, 2023, the Board approved the hiring of **Mrs. Catherine O. Calabrese** for the Principal of Hill and Plain School position.
- At the BOE Special Meeting on September 28, 2023, the Board approved the hiring of **Mr. Nicholas Manciero** for the Interim Assistant Principal of Schaghticoke Middle School position.

October 2023

- On October 19, 2023, at the Special Meeting of the Board of Education, Mr. Anthony Giovannone presented a guide of accounts and an overview of the three monthly reports.
- On October 19, 2023 at the Regular Meeting of the Board of Education, Mrs. Eileen Gillette was recognized for 36 years of service.
- The Board of Education recognized students from the High School who have demonstrated the principles driving the school year: focus, collaboration, heart and creativity. This month's award recipients are **Lais Maia, Rachel Waight** (not present), **Finlay Savoir, Riley Tierney**, and **Charlie Vaughey**.
- A presentation and update from Energy Systems Group and NV5 was provided. For the presentation, Dr. Wells from NV5 was available via phone. Doreen Hamilton and Steve Richmond from ESG, (Energy Systems Group), were present.
- The Board heard updates on the PTO, the Student Representatives report, the Superintendent's Report which included the Kindness in Motion Mini Grant, chain in command, transportation challenges, and student lunches.
- BOE Chairman Wendy Faulenbach provided updates on the 2024 BOE meetings, 2024 Budget Meetings, and PTO meetings as well as joint meetings with the Board of Finance, Board of Education, and Town Council.
- Assistant Superintendent, Ms. Holly Hollander and Mr. Jason O'Connor of the New Milford Youth Agency discussed an internet safety grant. It will be a joint effort between the district, town, Police Department, and Youth Agency.
- The Board approved the following Bid Awards:
 - RFP E-2324-002 NMHS Theater Equipment
 - RFP E-2324-003 SNIS Streaming Studio Proposal
 - RFP E-2324-001 NMHS Wood Shop Upgrade
- The Board approved the following policies:
 - 1105 Non-Discrimination
 - 5163 Transportation
 - 4112.8 Nepotism (Certified)
 - 4212.8 Nepotism (Non-Certified)



October 2023, continued

- The Board approved deleting the recommended policies:
 - 1000 Concepts and Roles in Community Relations
 - 1110 Administration and School Relation with Board
 - 1112 News Media Relationships
 - 1112.5 Media Access to Students
 - 1120 Public Participation at BOE Meetings
 - 1140 Distribution of Materials to and by Students
 - 1146 Recognition of Students, Citizens, Staff Members
 - 1150.116 Communications with the Public
 - 1251 Loitering or Causing a Disturbance
 - 1312 Public Complaints
 - 1321 Public Performances by Students
 - 1322 Contests for Students
 - 1323 Gifts to Students
 - 1326 Solicitations by Staff Members
 - 1331 Smoking
 - 1350 Senior Citizens' Benefits
 - 1411 Relations with Police Authorities
 - 1412 Fire Department
 - 1430 State and Federal Aid
 - 1620 Relations with Private Schools, Colleges, and Universities
 - 1800 Animals on School Property
- The Board approved 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, and Art Appreciation.
- The Board approved the request from Capital Reserve in the amount of \$28,538.34 for the NMHS Fire Claim Reimbursement.
- On October 19, 2023 at the Regular Meeting of the Board of Education, the Board discussed the East Street Building, HVAC Reports and Grants, Kindergarten Entry Age, Employment Report September 2023, Enrollment Report October 2, 2023, Central Office Update, and the SNIS oil tank.



November 2023

- At the regular BOE meeting on November 21, 2023, Superintendent Parlato recognized Schaghticoke Middle School students based on the four ideas we live by: focus, collaboration, heart, and creativity. The students recognized were **Chase Moran, Collin Duncan, Janae Rodriguez-Reid, Gunner Kilton, and Ryann Ramery.**
- The Board heard updates on the PTO, the Student Representatives Report, and all the BOE Subcommittees: Policy, Committee on Learning, Facilities and Operations, the Superintendent's Report which included an Update on School Culture and Climate Efforts. There are anonymous alerts at the high school and in January 2024, SMS will also have anonymous alerts.
- Chairman Wendy Faulenbach thanked outgoing board member, **Mr. Pete Helmus**, for all his hard work. Mrs. Faulenbach welcomed new BOE member, **Mr. Dean Barile.**
- The Board approved the following policies:
 - 4116 Increasing Educator Diversity Plan
 - 4118.25 & 4218.25 Reports of Suspected Abuse and Neglect of Children or Reports of Sexual Assault of Students by School Employees
 - 5141.5 Policy and Administrative Regulations Regarding Suicide Prevention and Intervention
 - 5142 Administration of Student Medications in Schools
 - 6147 Parental Access to Instructional Material
- The Board approved deleting the recommended policies upon approval of the above policies:
 - 2000 Concepts and Roles in Administration
 - 2000.1 Board–Superintendent Relations
 - 2100 Administrative Organization
 - 2112 Professional Development Opportunities
 - 2120 Administrative Assignments
 - 2130 Job Descriptions
 - 2131 Superintendent of Schools
 - 2132 Assistant Superintendent of Schools
 - 2133 Principal
 - 2141 Recruitment and Appointment of Superintendent
 - 2151 Appointment of Administrative and Supervisory Personnel
 - 2152 Assignment of Supervisory Personnel
 - 2210 Administrative Leeway in Absence of Board of Education Policy
 - 2231 Policy and Regulation System
 - 2240 Educational Research in District Schools
 - 2250 Monitoring of Product and Process Goals
 - 2400 Evaluation of the Superintendent



November 2023, continued

- The Board approved the HVAC Evaluation Bid Award.
- The Board heard updates on the Employment Report, Enrollment report, NMHS Roof Update, Central Office update.
- The Board discussed the NMHS graduation date (June 15, 2023), Parent/Teacher Conference Data, Professional Services Expenses Examples, Food Service Fund Balance Towards Free Meals and Community Eligibility Provisions, Transportation Update, District Data, and the ESG/NV5 December 2023 Billing Status.

December 2023

- The Board held its Annual Meeting on December 19, 2023 and elected the following officers:
 - Chairperson – **Mrs. Wendy Faulenbach**
 - Vice Chairperson – **Mrs. Leslie Sarich**
 - Secretary – **Mrs. Tammy McInerney**
 - Assistant Secretary – **Tom O'Brien**
- At the regular BOE meeting on December 19, 2023, Dr. Parlato recognized the following employees who are members of the Science of Reading Master Class team: **Kathryn Banko, Karen Bosco, Sarah Filogomo, Kelly Harding, Nicole Heering, Holly Hollander, Michelle Klee, Megan Lago, Daniel Miller, Shannon Surreira, Megan Sylvester and Connie Williams**. Dr. Parlato stated these employees exemplify all four of the Ideas We Live By: Focus, Collaboration, Creativity and Heart.
- The Board heard updates on the PTO, the Student Representatives report, all the BOE Subcommittees: Policy, Committee on Learning, Facilities and Operations, the Superintendent's Report, which included an acknowledgement for the hard work of the three administrators in relation to the Science of Reading: **Mrs. Calabrese, Mrs. Gallagher, and Mrs. Surreira**.
- The Board approved the following policies:
 - 1105 Non-Discrimination (Community)
 - 3440 Individuals with Disabilities Education Act Fiscal Compliance
 - 3514 Code of Conduct Governing Procurements Under a Federal Award
 - 4111.1 4211.1 Non-Discrimination (Personnel)
 - 5000 Non-Discrimination (Students)
 - 5165 Graduation Requirements
- The Board approved deleting the recommended policies upon approval of the above policies:
 - 3440 Inventories
 - 3514 Equipment



December 2023, continued

- The Board approved the proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association and to authorize the Chairperson of the Board to sign the memorandum of agreement pending any necessary further legal review.
- The Board heard updates on the Employment Report, Enrollment Report, NMHS Roof Update, Belfor Restorations, Central Office, BOE Annual Report 2022–2023, 2024–2025 and 2025–2026 School Calendars, Field Trip Report, Gifts and Donations, December Fundraising Report and the Kindergarten Entry Age update.

January 2024

- On January 17, 18, 24 and 25, 2024, the Board of Education conducted three evenings of hearings and adopted a budget on the fourth night for the 2024–2025 school year in the amount of \$73,462,509.

February 2024

- On February 20, 2024, at the Special Meeting of the Board of Education, Superintendent Dr. Parlato conducted a workshop and Presentation: Review of Student Performance Topics. Dr. Parlato gave her presentation on student achievement, looking at specific data points, potential causes for achievement challenges, planned action steps, impact of those initiatives and accountability for student growth and achievement. Following are some of the topics the Board of Education discussed: Four-Year Cohort Graduation Rate, Two or Four Year College Entrance, Percentage of Chronically Absent Students in the District, Teacher Attendance, High Needs Students Over Time, Smarter Balanced English/Language Arts Achievement, and Smarter Balanced Mathematics Achievement.
- On February 20, 2024, at the Regular Meeting of the Board of Education, Superintendent, Dr. Parlato recognized Ideal Employee **Christy Martin**, Adult Education Department. Superintendent, Dr. Parlato recognized **Mr. Joseph Neff**, retiree after 43 years of service. He began as the Industrial Arts teacher in 1980 and eventually went on to be part of the Adult Education program as well. Mr. Neff taught woodworking as well as computer aided design. He also served as the football and wrestling coach.
- The Board heard updates on the PTO, the Student Representatives report, all the BOE Subcommittees: Policy, Committee on Learning, Facilities and Operations, the Superintendent's Report, which included a reference the "Review of Student Performance Topics" presented earlier in the evening at the BOE Special Meeting/Workshop.
- Chairman Faulenbach provided updates on the Budget and BOE Subcommittees. Mrs. Faulenbach thanked the BOE Negotiations Subcommittee including **Mr. Eric Hansell** and **Mrs. Leslie Sarich**, for their hard work with three bargaining units.



February 2024, continued

- The Board approved bid awards for 2324-006 –NMHS Stadium Speakers; RFP E-2324-007 –NMHS Theatre Speakers.
- The Board approved policy 6160 Parent and Family Engagement Policy for Title I Students.
- The Board approved these Policies Recommended for Deletion:
 - 6171.41 Title I Programs
 - 6141.7 Policy Addressing Enrollment in Advanced Course or Program and Challenging Curriculum
- The Board approved the following Curricula:
 - Art Appreciation
 - Basic Life Support in CPR/AED/First Aid
 - Explorations in Science
 - French IV/V College Prep
 - Concert Chorus
 - Exercise Physiology
 - Nutrition and Wellness
 - PE Boot Camp
- The Board heard updates on the Employment Report, Enrollment Report, Audit Report – June 30, 2023, New Milford High School Roof and Belfor restoration, Central Office, Sarah Noble Oil Tank, OSHA 10 Training for Facilities staff, February Fundraising Report, Schaghticoke Middle School Course Selection, Science of Reading Update.
- The Board discussed the mid-year review of Superintendent performance goals in Executive Session.

March 2024

- At the regular BOE meeting on March 19, 2024, Superintendent Dr. Parlato recognized Ideal Students from Hill and Plain and Northville Elementary Schools.
 - NES Students: **Milo Austin**, Mrs. Knowlen’s kindergarten class, **Nora Lathrop**, Mr. Mackessy’s 1st grade class, and **Hudson Breidster**, Mrs. Pilla’s 2nd grade class.
 - HPS Students: **Carter Lewis**, Mrs. Mackey’s kindergarten class, **Luke Benson**, Mrs. Kelly’s 1st grade class and **Lily Drew**, Mrs. Regan’s 2nd grade class.
- March is national Board of Education (BOE) Appreciation Month. At the regular BOE meeting on March 19, 2024, Superintendent Dr. Parlato thanked the BOE members for all their hard work and volunteer hours on subcommittees, school events, and more.
- The Board heard updates on the Student Representatives report, all the BOE Subcommittees: Policy, Committee on Learning, Facilities and Operations, and the Chairman’s Report.



March 2024, continued

- On March 19, 2024, at the Regular Meeting of the Board of Education, the Board approved the Capital Reserve Withdrawal – Additional HVAC Evaluation Funds.
- The Board approved the following Policies Recommended for Deletion:
 - 3300 Concepts and Roles in Business and Non Instructional Operations
 - 3110 Budget Planning
 - 3152 Spending Public Funds for Advocacy
 - 3160 Budget and Transfer of Funds
 - 3230 State and Federal Funds
 - 3231 Medical Reimbursement for Special Education Students
 - 3240 Tuition Fees
 - 3313 Relations with Vendors
 - 3432 Budget and Expense Report/Annual Financial Statement
 - 3450 Monies in School Buildings
 - 3451 Petty Cash Funds
 - 3513.1 Energy Conservation
 - 3516.11 Hazardous Materials Communications
 - 3516.3 Safety
 - 3516.4 Sex Offender Notification
 - 3520 Student Data Privacy
 - 3524.11 Hazardous Material in School
 - 3532.1 Liability Insurance
 - 3541.23 Bus Contractor
 - 3541.313 Routes and Services/Transportation
 - 3541.44 Transportation/Use of Private Automobiles on School Trips
 - 3542.31 Free or Reduced Price Lunches
 - 3542.42 Cafeterias—Handling of School Lunch Funds
 - 3542.45 Vending Machines
- The Board heard updates on the Employment Report, the New Milford High School roof and gym floor, Central Office, Sarah Noble Intermediate School oil tank, the field trip report, and New Milford High School/Schaghticoke Middle School Pathways.
- The Board discussed a proposed new cooperative agreement concept with Sherman Board of Education and consideration of attorney–client privileged communication regarding same in Executive Session.



April 2024

- On April 30, 2024, at the Regular Meeting of the Board of Education, Superintendent Dr. Parlato recognized Litchfield Hills Transition Center (LHTC) students for their efforts on recycling and converting recycled materials to a bench. After their presentation, Dr. Parlato gave Ideal Award certificates to LHTC students, **Joshua, Samuel, and Abigail** for efforts in Focus and Collaboration. To date they have collected 361.86 pounds.
- Superintendent Dr. Parlato updated the Board during her report that she is doing instructional rounds with a focus on students' tasks, which will be completed at all five schools in the fall.
- The Board heard updates on the PTO report, all the BOE Subcommittees: Policy, Committee on Learning, Facilities and Operations, and the Chairman's Report.
- The Board approved the contract of employment of each non-tenured teacher listed on the Exhibit A reviewed by the Board be non-renewed upon the expiration of the 2023–24 school year and further moved that the Superintendent of Schools advise such impacted individuals of such action.
- The Board heard updates on Policies and Regulations, Employment Report, Enrollment Report, Field Trip Report, April Fundraising Report, and Excess Cost.
- The Board unanimously approved the Sherman High School tuition agreement, effective July 1, 2024.
- The Board approved the hiring of **Jennifer Powers**, Assistant Principal for Schaghticoke Middle School, with a start date of July 1, 2024.

May 2024

- On May 21, 2024, at the Regular Meeting of the Board of Education, Superintendent Dr. Parlato recognized Sarah Noble Intermediate School Advanced Band and Advanced Chorus members: **Nolan Bernardi, Lucinda Chapman, Olivia Chhay, Joseph Ciraolo, Christopher Cossuto, Annabella Davis, Anna Harvey, Matthew Howard, Nora Jewell, Grayson Kamp, Nick Liu, Connor Mclean, Victoria Montgomery, Alyssa Morais, Douglas Muckerman, Julian Obijiski, Joseph Panepento, Izabella Serrano–Santiago, Molly Strasser, Evan Symington, Parker Tunick, Mary Valverde, Charles Vengrove, Henry Vermillion, Hailey Walling and Isabella Xavier.**



May 2024, continued

- Superintendent Dr. Parlato recognized retirees, representing 222 years of service to New Milford Public Schools.
 - Susan Baerny, 18 years of service
 - Michael Fitzgerald, 28 years of service
 - Viola Gorman, 42 years of service
 - Darryl Gregory, 12 years of service
 - Susan Holland, 24 years of service
 - Caroline Holub, 19 years of service
 - Kathy Miller, 18 years of service
 - Heliott Sanchez, 17 years of service
 - Donna Urban, 8 years of service
 - Connie Williams, 24 years of service
 - Jean Wiltshire, 12 years of service
- The Board heard updates on the PTO report, Student Representatives report, the Superintendent's report, all the BOE Subcommittees: Policy, Committee on Learning, Facilities and Operations, and the Board Chairman's Report.
- The Board discussed the Projected Year End Balance and End of Year Projects.
- The Board approved the Bid Award — RFP E-2324-008 Special Education Opportunity Review.
- The Board approved a motion made that pursuant to C.G.S. Section 10-215f, the New Milford Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024 through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.
- The New Milford Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or



May 2024, continued

extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

- The Board approved the following curricula:
 - Computer Science I
 - Computer Science II
 - Communication Arts I
 - Communication Arts II
 - General Music 6
 - General Music 7
 - General Music 8
 - Introduction to Acting
 - Introduction to Digital Media
- The Board heard updates on the Employment Report, the Enrollment report, the NMHS roof, Central Office Update, Field Trip Report, IDEA FY 2025 Grant, and the PEP Grant.
- The Board discussed written attorney–client privileged communication relating to student transportation contract in Executive Session.
- The Board authorized the Board Chairperson to prepare and issue to the Superintendent a written annual evaluation for 2023–24 pursuant to the terms of the Board’s discussion in executive session and subject to any necessary legal review. Vote passed unanimously.
- On May 28, 2024 at the Special Meeting of the Board of Education, the Board authorized the Board Chairperson to offer the Superintendent a new three year employment agreement pursuant to the terms of the Board’s discussion in executive session and subject to any necessary legal review. Vote passed unanimously.

June 2024

- On June 18, 2024 at the Regular Meeting of the Board of Education, the Board heard updates on the Superintendent’s report including the end of the year events and celebrations, all the BOE Subcommittees: Policy, Committee on Learning, Facilities and Operations, and the Board Chairman’s Report.
- The Board approved to submit the application for the Two Percent Education Cost Sharing (ECS) Program Grant Set-Aside.
- The Board approved a \$100,000 deposit into the Turf Field Fund from the year-end balance, pending final audit.



June 2024, continued...

- The Board approved a withdrawal from the 2023–24 year-end balance, pending final audit, in the amount of \$231,092 to submit to the Town of New Milford to replace the 2% educational cost sharing set-aside to be held by the Board of Education.
- The Board approved moving the remaining 2023–24 end of year balance, pending final audit, to the capital reserve fund and to make that request to the Town Council and Board of Finance.
- The Board approved a capital reserve withdrawal in the amount of \$895,443 for the 2023 and 2024 Energy Systems Group/Bank of America lease payments.
- The Board heard updates on the Employment Report, the Enrollment report, the NMHS roof, NMHS Woodshop HVAC, HS gym floor, and Sarah Noble oil tank.
- The Board authorized the Board Chairperson to execute on behalf of the Board the proposed contract of employment with the Superintendent as discussed in executive session, subject to any necessary legal review.