

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

BOARD OF EDUCATION
MEETING NOTICE

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| DATE: | September 20, 2022 |
| 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. RECOGNITION

A. NMPS Teacher of the Year for 2022-23: Ms. Jenna Giudice

B. NMPS Retiree: Mrs. Susan Harris

3. PUBLIC COMMENT

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

A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.

B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

4. PTO REPORT

5. STUDENT REPRESENTATIVES' REPORT

6. APPROVAL OF MINUTES

A. Approval of the following Board of Education Meeting Minutes

1. Special Meeting Minutes August 16, 2022

2. Special Meeting Minutes September 1, 2022

7. SUPERINTENDENT'S REPORT

8. BOARD CHAIRMAN'S REPORT

9. DISCUSSION AND POSSIBLE ACTION

A. Policies for Approval:

1. 3453 School Activity Funds

2. 4111.1/4211.1 Equal Employment Opportunity

3. 4118.25/4218.25 Reporting Child Abuse and Neglect

4. 5113 Truancy

5. 5141.21 Administration of Medication

2022 SEP 16 A 8:53

NEW MILFORD, CT

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- B. Policy for Deletion:
 - 1. 3453.1 Unexpended Class Funds
- C. Approval of Curriculum
 - 1. Honors Biology
- D. Five-Year Curriculum Plan (2022-2027)
- E. Teacher and Administrator Evaluation Waiver
- F. Request for Budget Transfers
- G. Tuition Rates 2022-2023
- H. Myke Foo Media Contract
- I. Theater Stipends
- J. Bid Award
 - 1. District Security Services
- K. Wastewater Management Plan for SMS Septic
- L. Policy Services
- M. New Milford High School Graduation Date 2023
- 10. ITEMS FOR INFORMATION AND DISCUSSION**
 - A. Employment Report: August - September (Revised)
 - B. Monthly Reports
 - 1. Budget Position dated August 31, 2022
 - 2. Purchase Resolution: D-762
 - C. Tuition Students
 - D. Regulations for Revision:
 - 1. 3453.1 Unexpended Class Funds
 - 2. 4111.1/4211.1 Procedures for Employee Complaints of Discrimination
 - 3. 5141.21 Administration of Medications
 - E. NMHS Woodshop
 - F. Relocation of Administrative Offices to SNIS
- 11. DISCUSSION AND POSSIBLE ACTION**
 - A. Discussion and possible action concerning proposed collective bargaining agreement between the New Milford Board of Education and the New Milford School Administrators Association covering the period from July 1, 2023 to June 30, 2026. Executive session anticipated. The Board may take action when it returns to public session.
 - B. Discussion and possible action regarding proposed memorandum of understanding between the New Milford Board of Education and the New Milford School Administrators Association regarding administrator overpayment. Executive session anticipated. The Board may take action when it returns to public session.

12. ADJOURN

ITEMS OF INFORMATION

- Policy Subcommittee Special Meeting Minutes - September 8, 2022
- Committee on Learning Special Meeting Minutes - September 8, 2022
- Facilities Subcommittee Meeting Minutes - September 13, 2022
- Operations Subcommittee Meeting Minutes - September 13, 2022

**New Milford Board of Education
 Special Meeting Minutes
 August 16, 2022
 Sarah Noble Intermediate School Cafeteria**

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| <p>Present:</p> | <p>Mrs. Wendy Faulenbach Mr. Eric Hansell Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mr. Tom O'Brien Mrs. Olga I. Rella Mr. Keith A. Swanhall Jr.</p> |
| <p>Absent:</p> | <p>Mrs. Leslie Sarich</p> |

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| <p>Also Present:</p> | <p>Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Ms. Rebecca Adams, Human Resources Director Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Mr. Raymond Manka, New Milford High School Principal Mr. Kevin Best, New Milford High School Assistant Principal</p> |
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| <p>1. A.</p> | <p>Call to Order Pledge of Allegiance</p> <p>The special meeting of the New Milford Board of Education was called to order at 7:01 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.</p> | <p>Call to Order A. Pledge of Allegiance</p> |
| <p>2. A.</p> | <p>Recognition NMPS Retirees Judith Larkin and Michael Tremmel</p> <ul style="list-style-type: none"> • Dr. Paddyfote congratulated Mrs. Larkin, who was present, and Mr. Tremmel on their retirement and thanked them for their many years of service. | <p>Recognition A. NMPS Retirees Judith Larkin and Michael Tremmel</p> |
| <p>3.</p> | <p>Public Comment</p> <ul style="list-style-type: none"> • There was none. | <p>Public Comment</p> |

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| <p>4.</p> | <p>PTO Report</p> <ul style="list-style-type: none"> • Mrs. Byrd said the first Town-wide PTO meeting of the year will be held next week. They are busy planning welcome back activities for staff at each school and for families. The monthly spirit days for PK-5 will take place again this year, with September 9 as the first, with a theme of mismatch day. | <p>PTO Report</p> |
| <p>5. A.</p> | <p>Approval of Minutes</p> <p>Approval of the following Board of Education Meeting Minutes:</p> <p>1. Special Meeting Minutes July 19, 2022</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 19, 2022, seconded by Mr. Hansell.</p> <p>The motion passed 7-0-1, with Mr. O'Brien abstaining.</p> <p>2. Special Meeting Minutes July 28, 2022 @ 6:30 PM</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 28, 2022 @ 6:30 PM, seconded by Mr. McCauley.</p> <p>The motion passed 6-0-2, with Mr. Hansell and Mr. O'Brien abstaining.</p> <p>3. Special Meeting Minutes July 28, 2022 @ 7:30 PM</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 28, 2022 @ 7:30 PM, seconded by Mr. McCauley.</p> <p>The motion passed 6-0-2, with Mr. Hansell and Mr.</p> | <p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Special Meeting Minutes July 19, 2022</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 19, 2022.</p> <p>2. Special Meeting Minutes July 28, 2022 @ 6:30 PM</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 28, 2022 @ 6:30 PM.</p> <p>3. Special Meeting Minutes July 28, 2022 @ 7:30 PM</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 28, 2022 @ 7:30 PM.</p> |

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| | <p>O'Brien abstaining.</p> <p>4. Special Meeting Minutes August 9, 2022</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes August 9, 2022, seconded by Mr. McCauley.</p> <p>The motion passed 7-0-1, with Mr. O'Brien abstaining.</p> | <p>4. Special Meeting Minutes August 9, 2022</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes August 9, 2022.</p> |
| <p>6.</p> | <p>Superintendent's Report</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach said she was happy to welcome Dr. Paddyfote back to the district. ● Dr. Paddyfote said she was excited to be back and was busy reconnecting and meeting new people. She gave kudos to the Central Office team for their work this summer. ● The Administrative Retreat took place today, led by Assistant Superintendent Holly Hollander. The focus was on Tier 1 instruction and data review and reflection. ● There are no new fundraisers to report this month. ● Kindergarten enrollment update as of August 15: NES - 136 and HPS - 117. As a reminder, the 2022-23 budgeted projections are NES - 145 and HPS - 126 so we are not significantly below projection. ● School Breakfast & School Lunch will be free for all students to begin the 22-23 school year thanks to funding by the State of Connecticut. While the length of this funding is uncertain, it is anticipated to last until January 1, 2023 at least. The district will provide families with ample notification prior to any changes. | <p>Superintendent's Report</p> |
| <p>7.</p> | <p>Board Chairman's Report</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach said we continue to work with the Town on messaging about the high school. There will be a Facebook Live tomorrow night. Items have been ordered and taken care of by the | <p>Board Chairman's Report</p> |

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| | <p>Town.</p> <ul style="list-style-type: none"> • The Ad Hoc Committee reviewed the RFPs for the superintendent search consultants and conducted some interviews. There will be a recommendation made this evening. • Mrs. Faulenbach said she caught up briefly with Dr. Paddyfote today. She invited any Board member with questions to email the Chair and Superintendent. | |
| <p>8.</p> <p>A.</p> | <p>Discussion and Possible Action</p> <p>Exterior Public Address Speakers</p> <p>Mrs. McNerney moved to approve \$30,000 to be used to outfit each school with exterior public address speakers, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> • Mr. Giovannone said the memo outlines the process for the general capital reserve request for 5 year capital projects. Following that approval and the high school fire, the need for exterior public address speakers was discussed at the cabinet level. The recommendation is to defer the painting and carpeting requested and start this new project instead. The transfer for this will not require new approval from the Town. • Mrs. Rella asked if last year’s surplus could be used for this project instead so that the painting and carpeting could remain. • Mr. Giovannone said the Board can make a new capital reserve request at any time but that it would delay this project as it works through the approval process. • Mr. Cunningham said this item was recommended following a security audit by the Department of Homeland Security. They felt it was an important feature to add to all schools. It became even more relevant following the fire at the high school. The project will include wiring and a separate amplifier. Approval will fast track it for fall. • Mrs. Rella asked where the carpet and painting were supposed to take place. | <p>Discussion and Possible Action</p> <p>A. Exterior Public Address Speakers</p> <p>Motion made and passed unanimously to approve \$30,000 to be used to outfit each school with exterior public address speakers.</p> |

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| <ul style="list-style-type: none">• Mr. Cunningham said at SMS and in the HPS Main Office.• Mr. Hansell asked if the speakers are a suggested safety improvement.• Mr. Cunningham said yes. In general the audit was very good, but this was one suggestion.• Mr. McCauley said this is a safety issue and needs to be done.• Mr. Giovannone said the 5 year capital plan includes a line for \$20,000 in carpeting replacement every other year and \$10,000 for painting each year. <p>The motion passed unanimously.</p> <p>B. Approval of Curricula</p> <ol style="list-style-type: none">1. Astronomy College Prep2. Advanced Placement Biology3. College Prep Biology4. Freshman Seminar5. General Woodworking <p>Mr. O'Brien moved to approve the following curricula:</p> <ol style="list-style-type: none">1. Astronomy College Prep2. Advanced Placement Biology3. College Prep Biology4. Freshman Seminar5. General Woodworking <p>Seconded by Mrs. Rella.</p> <ul style="list-style-type: none">• Ms. Hollander said the Science curriculums have been revised based on the Next Generation Science Standards. General Woodworking has been revised due to the recent challenges with use of the woodshop. It now focuses on the use of hand tools and is sustainable no matter what space is used. It formalizes the current practices. The Freshman Seminar course was approved last year and will be piloted this year. They will collect data and report back on its future development.• Mrs. Faulenbach asked when the data will be presented and Ms. Hollander said next spring. | <p>B. Approval of Curricula</p> <ol style="list-style-type: none">1. Astronomy College Prep2. Advanced Placement Biology3. College Prep Biology4. Freshman Seminar5. General Woodworking <p>Motion made and passed unanimously to approve the following curricula:</p> <ol style="list-style-type: none">1. Astronomy College Prep2. Advanced Placement Biology3. College Prep Biology4. Freshman Seminar5. General Woodworking |
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- Mrs. Rella asked when the woodshop would be ready.
- Mr. Cunningham said the space can be used now for some types of projects, just not those that require the dust collection system. He said they will present an estimate for full repair at the next subcommittee meeting.
- Mr. O'Brien said he started his work career in the carpenters' union and is thrilled that this program is still going. Hand tools are a great start prior to working with power tools.
- Ms. Hollander said the high school has been working with the carpenters' union in Wallingford for real work opportunities too.
- Mrs. McInerney said course revisions are usually presented in clusters and she noted the absence of Honors Biology along with the other Biology courses..
- Ms. Hollander said revisions are still being made to that course and it will be presented soon.

The motion passed unanimously.

C. Bid Awards

1. Superintendent Search Consultant

Mrs. Rella moved to award the bid for the Superintendent Search Consultant to CABE Executive Search Services, seconded by Mr. McCauley.

- Mrs. Faulenbach thanked Mr. Helmus and Mrs. Sarich for their participation with her on the Ad Hoc Committee. She said they reviewed the RFPs and conducted interviews with select consultants. They are unanimous in their recommendation of CABE Executive Search Services as the best fit. Moving forward, the process will now involve the Board as a whole.
- Mr. Helmus said there were 6 RFPs received. One was a no bid, three were more nationally based without a big footprint in CT and there were two regional. Both firms were good however CABE provided a more lengthy

C. Bid Awards

1. Superintendent Search Consultant

Motion made and passed unanimously to award the bid for the Superintendent Search Consultant to CABE Executive Search Services.

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| | <p>interview and produced immediate feedback when it was requested.</p> <ul style="list-style-type: none"> • Mrs. McInerney asked about the budgetary impact. • Mrs. Faulenbach said CAFE charges \$19,500 which covers a comprehensive process, with the exception of a few add-ons should the Board so wish. Other firms offered a tiered approach that would be similar in cost once all the add-ons were factored in. • Mr. Hansell asked if the Board would be able to scrutinize all resumes submitted. Mrs. Faulenbach said they could discuss that and any other requests with the consultant as a whole Board when they meet. • Mr. Helmus asked that the RFP be sent to the full Board. <p>The motion passed unanimously.</p> <p>2. District Security Services</p> <ul style="list-style-type: none"> • Ms. Adams said six qualified bids were submitted and they have begun interviews. They are unfortunately not ready to make a recommendation this evening and she is hoping the Board will consider a special meeting prior to schools opening. • Mrs. Rella asked if this is for security guards. • Ms. Adams said they are security monitors. • Mrs. Faulenbach noted that this is a budgeted expense. <p>D. Approval of Authorized Signatures Change Form for ED-099 Agreement for Child Nutrition Programs</p> <p>Mrs. McInerney moved to approve the Authorized Signatures Change Form for the ED-099 Agreement for Child Nutrition Programs, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p> | <p>2. District Security Services</p> <p>D. Approval of Authorized Signatures Change Form for ED-099 Agreement for Child Nutrition Programs</p> <p>Motion made and passed unanimously to approve the Authorized Signatures Change Form for the ED-099 Agreement for Child Nutrition Programs.</p> |
| <p>9.</p> | <p>Items for Information and Discussion</p> | <p>Items for Information and Discussion</p> |

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| | <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated August 16, 2022</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach asked how hiring is going. ● Ms. Adams said well; there are only three certified vacancies presently. <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated July 31, 2022 2. Purchase Resolution: D-761 3. Request for Budget Transfers <ul style="list-style-type: none"> ● Mr. Giovannone said they are still encumbering payroll and services through August. The purchase resolution is alphabetical by vendor this month and, next, versus the usual format. Any item labeled yearly is for the creation of a purchase order to draw off throughout the year versus direct expensing to the vendor. ● Mrs. Faulenbach asked what year it is of the Munis contract and what year for the auditor contract. Mr. Giovannone said he would check and report back. <p>C. NMHS Update</p> <ul style="list-style-type: none"> ● Mr. Manka thanked the Central Office administrators for their amazing support since the high school fire, and the HPS staff for welcoming them there as a temporary home. He thanked the Mayor and Mr. Healy for their work in helping to restore the building. He said high school administration is now focused on getting teaching and learning back on track. It is a relief to hear that the first and second floors will be fully accessible, as well as most of the third floor including bathrooms. The most impacted areas on the third floor are the plant science classroom, which will be relocated, science offices and the greenhouse. Lab sciences will rotate through equipped classrooms without a need to modify classes. Science instruction will take place as expected. | <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated August 16, 2022</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated July 31, 2022 2. Purchase Resolution: D-761 3. Request for Budget Transfers <p>C. NMHS Update</p> |
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- They are reviewing the bell schedule in case adjustments to passing time are needed and will monitor it upon opening.
- A process for staff retrieval of items has been worked out.
- There will not be an in-person Freshman Orientation but students and staff are working on a video which will address all pertinent topics. Its expected release is August 26.
- The parent portal will open on August 29 for accessibility to schedules.
- Questions are welcomed by email and, if they apply to the general population, answers will be posted on the district/school website under a specific FAQ page that has been set up. That site is updated each Tuesday and Friday. Mr. Manka will also continue with his weekly Friday update to parents and students.
- Mrs. Rella asked what happens when parents call the high school.
- Mr. Manka said messages are being retrieved by the secretaries.
- Mr. Best said athletic practices began this week and all the fields are being used. There will be no impact to the fall schedules. Band camp is also taking place this week onsite. They are reviewing large events upcoming such as Homecoming and the Band home show to consider alternatives for overflow.
- The student parking portal opened yesterday. Seniors will have first priority. Mr. Best said they feel confident they will be able to handle the demand to start the year. Actual spots will be issued in the near future.
- Mrs. McInerney said the Friday updates are very helpful and she asked that tonight's information be added to the FAQ page and/or a future parent email since it is very helpful to know.
- Mrs. Faulenbach said she was sorry that Freshman Orientation will not be in person because it is always extremely well attended and helps allay any concerns.
- Mr. Manka said they are discussing having student leaders provide tours the first few days to interested parties and will also use advisory to address items.

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| D. | Field Trip Report <ul style="list-style-type: none">Ms. Hollander said there are eleven approved field trips on the list; ten are music related and one is the senior trip. Six will use All Star buses and six will use Coach buses. | D. Field Trip Report |
| 10. | Adjourn <p>Mrs. Rella moved to adjourn the meeting at 8:03 p.m., seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> | Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 8:03 p.m.</p> |

Respectfully submitted:



Olga I. Rella, Secretary
New Milford Board of Education

**New Milford Board of Education
 Special Meeting Minutes
 September 1, 2022
 Lillis Administration Building Board Room**

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| Present: | Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mr. Tom O'Brien Mrs. Olga I. Rella Mrs. Leslie Sarich |
| Absent: | Mr. Eric Hansell Mr. Keith A. Swanhall Jr. |


 2022 SEP -2 A 6:24

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| 1. | Call to Order The special meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed. | Call to Order |
| 2. | Public Comment <ul style="list-style-type: none"> • There was none. | Public Comment |
| 3. | Discussion and Possible Action A. Appointment of Superintendent Search Committee Mrs. Rella moved to appoint the Board of Education in its entirety as the Superintendent Search Committee, seconded by Mr. McCauley and passed unanimously. | Discussion and Possible Action A. Appointment of Superintendent Search Committee Motion made and passed unanimously to appoint the Board of Education in its entirety as the Superintendent Search Committee. |
| 4. | Adjourn Mrs. McInerney moved to adjourn the meeting at 6:31 p.m., seconded by Mrs. Rella and passed unanimously. | Adjourn Motion made and passed unanimously to adjourn the meeting at 6:31 p.m. |

Respectfully submitted:



Olga I. Rella, Secretary
 New Milford Board of Education

FOR APPROVAL

COMMENTARY: Conn. Gen. Stat. § 10-237 authorizes boards of education to establish school activity funds for specified purposes including school lunch programs, drivers-ed courses and individual school and school organization programs. The statute requires the board of education to designate a treasurer for each fund (which may be a BOE member) and provides that the treasurer must be bonded. The statute allows for the expenditure from such funds pursuant to regulations approved by the BOE. School activity funds are subject to auditing in the same manner as town accounts although a 1955 legal opinion from the Connecticut Attorney General states that school activity funds are board of education accounts. Some districts delegate the authority to establish school activity funds to the superintendent or designee subject to applicable regulations. If the Board wishes to do so, some slight amendments will need to be made to the suggested revisions in the first paragraph below. The Board may wish to consult with Town auditors to see if they have any recommendations for fund protocols that should be incorporated into this policy and/or the accompanying administrative regulation.

This policy was combined with policy 3453.1 Unexpended Class Funds. 09.06.2022 Update from Policy Committee: consensus was to remove language added from policy 3453.1 and change policy 3453.1 to a regulation.

3453(a)

Business/Non-Instructional Operations

School Activity Funds

The Board may establish and maintain in its custody school activity funds through which it may handle (1) the finances of that part of the cost of the school lunch program not provided by Town of New Milford appropriations, (2) the finances of that part of the cost of driver education courses furnished by the Board and not provided by Town of New Milford appropriations and (3) such funds of schools and school organizations as the Board from time to time determines to be desirable. Whenever the Board establishes a school activity fund it shall designate a fund treasurer who shall be properly bonded. The designated treasurer may be a Board of Education member, but no Board member designated to serve as a fund treasurer shall receive compensation for such services. The Board may receive and accept gifts and donations to be appropriated to school activity funds.

~~School Activity Funds may be established to handle school funds and the funds of school organizations that the Board determines to be desirable. Although the control of these funds shall remain in the name of the respective schools and organizations, the Superintendent's office must adopt regulations and/or procedures to control the collection of funds and the expenditures from these accounts in a fiduciary manner.~~

Administrative regulations regarding the administration of school activity funds shall be developed by the Superintendent. All activity within these funds should be directed towards promoting the general welfare, education and morale of the student body and financing the normal legitimate extra-curricular activities of various student organizations. Each activity fund or organization should have a clear statement of purpose on file. This statement of purpose should address both the raising and spending of funds. Insofar as possible, funds should be used to benefit those students who contributed to the accumulation of the funds or for those activities for which funds were collected or accumulated.

Business/Non-Instructional Operations

School Activity Funds

The management of activity funds shall be in accordance with sound business practices **and consistent with any recommendations of Town auditors**. Each ~~building Principal, as trustee for and designated~~ treasurer of a school activity fund, shall be directly responsible for the operation of the fund/account in accordance with established procedures and shall be bonded. The ~~building Principal~~ **designated treasurer**, with the assistance of the Business Office, shall be responsible for the adequate maintenance of records and timely issue of reports for the same.

The following general guidelines are to be implemented via specific administrative **regulations and** procedures:

1. All bank accounts are to be listed with the District's Business Office.
2. Only transactions dealing with student related activities or for those activities expressly permitted by the Board through the Superintendent or his/her designee may flow through these accounts.
3. All accounts must require at least two (2) signatures for expenditures or withdrawals.
4. These accounts must be included as part of the annual municipal audit.
5. An annual report for all accounts must be submitted to the Board.
6. All money collected shall be placed in a locked and secure location for safe keeping prior to making a bank deposit and such deposit shall be made in accordance with Board of Education policy #3450.

~~Unexpended Class Funds~~

~~All invoices or obligations incurred by the Senior Class must be paid out of the senior class fund no later than the opening day of the following school year. No new obligations may be incurred any later than one week after graduation.~~

~~Remaining funds will be turned over to two class officers, in trust for the class, for the purpose of supporting the five year or a later reunion, unless the majority of the class resolves that the funds will be used for some other purpose which benefits those students who contributed to the accumulation of the funds.~~

(cf. 1324 – Fund Raising In and For The Schools)

(cf. 3450 – Monies in School Buildings)

(cf. 3451 – Petty Cash Funds)

Business/Non-Instructional Operations

School Activity Funds

Legal Reference: Connecticut General Statutes

7-392 Making of audits and filing of statements

10-237 Student Activity Funds

Policy adopted: March 12, 2002
Policy revised: June 10, 2008
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Language in **RED** constitutes an addition

COMMENTARY: Effective October 1, 2022, Public Act 21-82 recognizes “victim of domestic violence” as a legally protected class under Connecticut law. The Act designates appropriate accommodations that may be afforded to employees who are the victims of domestic violence however those accommodations do not need to be listed out in this policy. The Act further provides that information and records regarding an employee’s status as a victim of domestic violence be kept confidential to the extent permitted by law.

The Act also immediately requires all employers with three or more employees to post “in a prominent and accessible location information concerning domestic violence and the resources available to victims of domestic violence in Connecticut.” This provision does not need to be reflected in this policy, but the District must comply with it. The legislation requires the Connecticut Commission on Human Rights and Opportunities (“CHRO”) to develop resources to assist with this obligation.

09.06.2022 Update from Policy Committee: consensus was to change title to Non-Discrimination: Employees.

4111.1(a)

4211.1(a)

Personnel – Certified/Non-Certified

~~Equal Employment Opportunity~~ Non-Discrimination: Employees

The New Milford Board of Education provides equal employment opportunities for all employees and applicants for employment. All employment decisions are made without regard to race, color, sex (including pregnancy), religion, national origin, sexual orientation, gender identity or expression, disability, marital status, age, ancestry, genetic information, veteran status, **status as a victim of domestic violence** or any other basis prohibited by local, state and federal laws. Employment decisions include, but are not limited to, recruitment, hiring, promotion, transfer, compensation, benefits, training, layoff and termination.

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

The school district hires people based on their qualifications for the position being filled by virtue of job related standards of suitability. Unless provided otherwise by contract, the school district’s promotional decisions are based upon an employee’s performance and qualifications as they relate to the new responsibilities.

Personnel – Certified/Non-Certified

~~Equal Employment Opportunity~~ Non-Discrimination: Employees

Reasonable accommodations shall be available to disabled employees and the victims of domestic violence in a manner consistent with state and federal law. Pre-employment inquiries shall be made only regarding an applicant's ability to perform job-related functions. Medical records and records relating to an employee's status as a victim of domestic violence shall be kept separate from other employee information and shall be treated confidentially in accordance

with applicable state and federal law. Employee medical information and information regarding an employee's status as a victim of domestic violence shall be kept confidential to the extent permitted by state and federal law.

Any employee or applicant who feels there has been a violation of this policy should bring the matter to the immediate attention of the Building Principal or the Title IX Coordinator, unless the Title IX Coordinator is the subject of the complaint, in which case it should be brought to the Superintendent. Any staff member or administrator who receives a complaint should bring the matter to the immediate attention of the Title IX Coordinator, unless he or she feels the Title IX Coordinator is the inappropriate person to handle the matter under the particular circumstances, in which case, it should be brought to the attention of the Superintendent of Schools.

The Title IX Coordinator, the Director of Human Resources, may be reached at 50 East Street, New Milford, CT 06776, 860-210-2200.

The Superintendent of Schools is authorized to develop administrative regulations to establish a complaint procedure for reporting violations of this policy. The Title IX Coordinator shall have responsibility for coordinating compliance with this policy and investigating or supervising the investigation of complaints.

A copy of this policy shall be distributed to all present and future employees.

Legal Reference:

Connecticut General Statutes

10-153 Discrimination Based on Marital Status

46a-60(a) Connecticut Fair Employment Practices Act

46a-81c Sexual Orientation Discrimination- Employment

R.S.C.A. 46a-54-200 through 46a-54-207

Public Act 21-2 – An Act Creating a Respectful and Open World for Natural Hair

4111.1(c)
4211.1(c)

Personnel – Certified/Non-Certified

~~Equal Employment Opportunity~~ Non-Discrimination: Employees

United States Code

- 20 U.S.C. 1681 Title IX of the Education Amendments of 1972
- 29 U.S.C. 623 Age Discrimination in Employment Act
- 29 U.S.C. 794 Section 504 of the Rehabilitation Act of 1973
- 38 U.S.C. 4301 Uniformed Services Employment and Re-employment Rights Act
- 42 U.S.C. 2000ff Genetic Information Nondiscrimination Act of 2008
- 42 U.S.C. 2000d and 2000e Titles VI and VII of the Civil Rights Act of 1964
- 42 U.S.C. 12101 Americans with Disabilities Act
- 29 C.F.R. 1604.11 EEOC Guidelines on Sexual Harassment

Policy adopted: December 9, 2003
Policy revised: November 7, 2005
Policy revised: November 10, 2009
Policy revised: June 14, 2011
Policy revised: October 11, 2011
Policy reviewed: February 24, 2015
Policy revised: August 17, 2021

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Language in **RED** constitutes an addition

COMMENTARY: Public Act 22-87 amends the law by providing that boards of education must electronically distribute abuse and neglect reporting policies to district employees. Prior to this change, such policies needed to be distributed on an annual basis, but the law was silent as to how that distribution needed to occur (i.e. by mail, electronically, etc.).

Public Act 22-87 also now requires boards of education to electronically distribute on an annual basis the Governor’s Task Force on Justice for Abused Children’s guidelines regarding identifying and reporting child sexual abuse to all school employees, as well as members of the Board and parents and guardians of students in enrolled in District schools. 2021 legislation required the Governor’s Task Force for Abused Children to develop such guidelines by December 1, 2021. To date, the only guidelines the Governor’s Task Force on Justice for Abused Children have developed address abuse and neglect recognition and prevention specifically within youth sports. It is unclear at this point in time whether additional guidelines will be developed that address identifying and reporting child sexual abuse more broadly so at this point the reference at the end of the policy should be sufficient.

In addition to the above, legal recommends making several additional revisions to this policy. First, the initial section entitled “Reporting Procedure for Mandated Reporters” can be deleted and the second section with the same title can take its place. The second section was added with a reference that it would become effective on October 1, 2019 as a result of state legislation permitting oral and electronic reporting to DCF within twelve hours after a mandated reporter has acquired reasonable cause to believe a child has been abused and neglected. Since the 2019 section is now effective the old section may safely be deleted.

Second, legal recommends that the last sentence in the section entitled “Investigation by the Board of Education” be deleted. This sentence, which provides that the Superintendent shall conduct an internal investigation of alleged abuse or neglect by a school employee only after receipt of notice from DCF or law enforcement that the Board’s investigation will not conflict with an investigation by DCF or law enforcement, is too restrictive. The existing sentence is based on DCF’s model abuse and neglect policy for school districts, but it does not align closely with state statutes. Unfortunately, there are often times where a district has a pressing need to investigate so waiting on notice from DCF or law enforcement that it is permissible to investigate – which may not be provided in a timely manner – is inappropriate. The first two sentences of the paragraph are sufficient and closely align with state law. Legal recommends deleting the last sentence to avoid unnecessarily restricting District administrators in investigating potential abuse and neglect issues.

4118.25(a)

4218.25(a)

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

The Board of Education recognizes the obligation and importance of reporting suspected child abuse and neglect. Many of the school district's employees are considered mandated reporters and have an independent duty under state law to report suspected abuse and neglect to the Department of Children and Families ("DCF") or other law enforcement agencies. Regardless of an employee's status as a mandated reporter, ALL employees of the school district are required to report suspected child abuse or neglect in accordance with this policy and applicable law.

Definitions

For the purposes of this policy, the following definitions shall apply:

"Child" means any person under eighteen years of age or any person under twenty-one years of age who is in full-time attendance in a secondary school, a technical school, a college or a state-accredited job training program;

"Abused" refers to a child who (a) has had physical injury or injuries inflicted upon him/her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment;

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

"Mandated reporters" are "School Employees" and specifically include: teachers, substitute teachers, administrators, superintendents, guidance counselors, psychologists, social workers, nurses, physicians, paraprofessionals, coaches or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district.

"Sexual assault" means the criminal conduct described in Conn. Gen. Stat. §§53a-70 (sexual intercourse by force or threat of force, or with a person unable to consent due to age or mental incapacity); 53a-70a (aggravated sexual assault); 53a-71 (includes sexual intercourse between a school employee and a student enrolled in the school district); 53a-72a (compelled sexual contact); 53a-72b (sexual contact with threat of firearm) or 53a-73a (sexual contact between a school employee and student enrolled in the school district).

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

When to Report Abuse or Neglect

Reports must be made whenever an employee, in the ordinary course of his or her employment, has reasonable cause to suspect or believe that:

1. A child (as defined above) has been: abused or neglected; has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child; or has been placed in imminent risk of serious harm.
2. A student has been the victim of a sexual assault and the perpetrator is a school employee. "Student" means a person of any age who is being educated by a local or regional board of education or technical high school other than as part of an adult education program.
3. A full time student under the age of 21 has been abused or neglected by a member of the school staff.

Reasonable Cause

A reporter's suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts or statements by a child, victim or third party. Such suspicion or belief does not require certainty or probable cause.

Reporting Procedure for Mandated Reporters[†]

Oral Report to DCF within 12 hours

~~Mandated reporters must make an oral report by telephone (24 Hour Careline, 1-800-842-2288) or in person to the Department of Children and Families, or an appropriate law enforcement agency, as soon as practicable but not later than twelve (12) hours after having acquired reasonable cause to suspect or believe that a child or victim has been abused or neglected. The employee shall notify the Building Principal and Superintendent of Schools or designee immediately after the oral report has been made.~~

[†]The following section of this policy shall be effective until September 30, 2019.

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

~~Written Report to DCF within 48 hours~~

~~Mandated reporters shall submit a written report to DCF within forty eight (48) hours of making the oral report. The report shall be filed on form DCF-136 or other sufficient form provided by DCF. The reporter shall also provide a copy of the written report to the Building Principal and~~

~~Superintendent of Schools, except when the Superintendent is the alleged perpetrator of the abuse or neglect. In making all written reports required under this policy, the reporter may use a form provided by DCF. Written reports of abuse or neglect by mandatory reporters shall include the following information, if known:~~

- ~~1. The names and addresses of the child or victim and his or her parents or other person responsible for the child's or victim's care;~~
- ~~2. The age of the child or victim;~~
- ~~3. The gender of the child or victim;~~
- ~~4. The nature and extent of the child's or victim's injury or injuries, maltreatment or neglect;~~
- ~~5. The approximate date and time the injury or injuries, maltreatment or neglect occurred;~~
- ~~6. Information concerning any previous injuries to, maltreatment of or neglect to the child or his or her siblings;~~
- ~~7. The circumstances in which the injuries, maltreatment or neglect came to be known to the reporter;~~
- ~~8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;~~
- ~~9. The reasons such persons are suspected of causing such injury or injuries, maltreatment or neglect;~~
- ~~10. Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child;~~
- ~~11. Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.~~

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Reporting Procedure for Mandated Reporters²

Oral Report to DCF within 12 hours

Mandated reporters must make an oral or electronic report to the Department of Children and Families, or an appropriate law enforcement agency, as soon as practicable but not later than twelve (12) hours after having acquired reasonable cause to suspect or believe that a child or victim has been abused or neglected. An oral report shall be made by telephone (24 Hour Careline, 1-800 842-2288) or in person. An electronic report shall be made in accordance with any electronic reporting procedures established by the Commissioner of the Department of Children and Families. The employee shall notify the Building Principal and Superintendent of Schools or designee immediately after the oral or electronic report has been made. A mandated reporter who makes an electronic report shall respond to further inquiries from the Department of Children and Families made within twenty-four hours of such report.

Written or Electronic Report to DCF within 48 hours

Mandated reporters shall submit a written or electronic report to DCF within forty-eight (48) hours of making an oral report. The reporter shall also provide a copy of the written or electronic report to the Building Principal and Superintendent of Schools, except when the Superintendent is the alleged perpetrator of the abuse or neglect. All reports required under this policy, shall be made in a manner prescribed by the Department of Children and Families.

All reports of abuse or neglect by mandatory reporters shall include the following information, if known:

1. The names and addresses of the child or victim and his or her parents or other person responsible for the child's or victim's care;
2. The age of the child or victim;
3. The gender of the child or victim;
4. The nature and extent of the child's or victim's injury or injuries, maltreatment or neglect;
5. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
6. Information concerning any previous injuries to, maltreatment of or neglect to the child or his or her siblings;

²~~The following section of this policy shall be effective on and after October 1, 2019.~~

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

7. The circumstances in which the injuries, maltreatment or neglect came to be known to the reporter;
8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
9. The reasons such persons are suspected of causing such injury or injuries, maltreatment or neglect;
10. Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child;
11. Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

Cooperation with Investigation

A person reporting child abuse or neglect shall provide any person authorized to conduct an investigation of child abuse or neglect with all information related to the investigation that is in the possession or control of the person reporting the abuse or neglect, except as expressly prohibited by state or federal law.

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

Reporting Procedure for Employees who are NOT Mandated Reporters

Employees of the school district who are not mandated reporters are required to report suspected abuse or neglect and suspected sexual assault of a student by a school employee as soon as possible but not later than twelve (12) hours after the employee has reasonable cause to suspect that a child has been abused or neglected. Such reports shall be made in writing to the Superintendent of Schools and the building administrator who shall act in accordance with his or her obligations as a mandated reporter.

4118.25(g)
4218.25(g)

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Nothing in the reporting procedure outlined by this policy prevents employees who are not mandated reporters from also reporting suspected abuse or neglect directly to DCF or a law enforcement agency.

Procedures When a School Employee is the Alleged Abuser

Notification of Parent or Guardian

Whenever there is a report that a student has been abused or neglected by a school employee, the Superintendent shall immediately notify the child's parent or other person responsible for the child's care that a report has been made.

Investigation by the Board of Education

The Board of Education shall permit and give priority to any investigation conducted by DCF or the appropriate law enforcement agency. The Board may conduct its own investigation of the alleged abuse or neglect or sexual assault by a school employee provided that such investigation does not impede an investigation by DCF. ~~The Superintendent of Schools shall conduct his/her investigation upon receipt of notice from the Commissioner of DCF or the appropriate law enforcement agency that the Board's investigation will not interfere with the investigation of DCF or law enforcement.~~

Before interviewing a child in connection with the investigation of an allegation of abuse or neglect by a school employee, the Superintendent or designee shall endeavor to obtain, when possible, the consent of parents or guardians or other persons responsible for the care of the child, to interview the child. The investigation shall include an opportunity for the suspected perpetrator to be heard with regard to the alleged abuse or neglect. During the course of the investigation, the Superintendent of Schools may suspend the employee with pay or may place the employee on administrative leave with pay pending the outcome of the investigation.

Regardless of the outcome of any investigation by DCF or a law enforcement agency, the Superintendent of Schools may take disciplinary action against any school employee up to and including termination of employment based upon the school district's investigation.

4118.25(h)
4218.25(h)

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Impact of DCF Findings on Mandatory Suspension of School Employees

If the Commissioner of DCF determines that there is reasonable cause to believe that a child has been abused or neglected by a school employee, and has recommended that such employee be placed on the DCF child abuse and neglect registry, the Superintendent shall suspend such employee with pay and without termination of benefits, and, within seventy-two (72) hours after issuance of the suspension, shall notify the Board of Education and the Commissioner of Education or his representative of the reasons for and conditions of the suspension. The suspension of a school employee who is employed in a position requiring a certificate shall remain in effect until the Board of Education acts pursuant to §10-151 of the Connecticut General Statutes. The Superintendent shall also disclose those records provided by DCF concerning its investigation to the Commissioner of Education and the Board of Education or its attorney. If the contract of employment of such a certified school employee is terminated as the result of an investigation of abuse or neglect or the employee resigns, the Superintendent shall notify the Commissioner of Education or his representative within seventy-two (72) hours after such termination or resignation. The suspension of a non-certified school employee shall remain in effect until the Superintendent of Schools or designee determines the appropriate disciplinary response, up to and including termination of employment.

Prohibitions on Employment

The Board shall NOT employ a person whose employment contract was previously terminated by a board or who resigned from such employment if such person:

Has been convicted of a crime involving an act of child abuse or neglect as described in Conn. Gen. Stat. § 46b-120 or sexual assault against a student being educated by a local or regional board of education or technical high school other than as part of an adult education program as described in Conn. Gen. Stat. §§53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a; or has been convicted of the crime of failing to make a mandated report in a timely manner or intentionally and unreasonably interfering with or preventing the making of a mandated report in violation of Conn. Gen. Stat. §17a-101a regardless of whether the allegation of abuse or neglect or sexual assault has been substantiated.

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Training

School employees who are mandated reporters and were hired on or after July 1, 2011 shall be required to complete a training program for the accurate and prompt identification and reporting of child abuse and neglect. School employees who are mandated reporters and were hired before July 1, 2011 are required to complete a refresher training program. All mandated reporters shall be required to complete the refresher training program at least once every three years.

Although only mandated reporters are legally required to complete abuse and neglect training and refresher training programs, the Superintendent of Schools, at his or her discretion, may require other school employees to complete such training.

The training and refresher training programs shall be developed and made available by the Commissioner of DCF in accordance with applicable law shall annually certify to the Superintendent of Schools that each school employee who is a mandated reporter working at the school is in compliance with the training requirements. The Superintendent of Schools shall certify that all school employees who are mandated reporters are in compliance with training requirements.

Confidential Rapid Response Team

The Board hereby establishes a confidential rapid response team to coordinate with the DCF to ensure prompt reporting of suspected abuse or neglect or the suspected sexual assault of a student by a school employee and provide immediate access to information and individuals relevant to the department's investigation. The team shall consist of the Superintendent of Schools or designee, a teacher, a local police officer and other members designated by the Superintendent.

Child Sexual Abuse and Assault Awareness and Prevention

The Superintendent of Schools is authorized to implement a sexual abuse and assault awareness and prevention program developed by the State Department of Education in accordance with state law. The program should include training for teachers regarding the prevention, identification of and response to child sexual abuse and assault, information on resources to promote awareness, age-appropriate educational materials for students in grades K-12, and use of the uniform child sexual abuse and assault response policy and reporting procedure.

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Records and Documentation

All records pertaining to allegations, investigations or reports of child abuse or neglect by a school employee shall be maintained in a central location. Such records shall include any reports made to DCF. The Department of Education shall have access to such records.

The Board shall keep records establishing that school employees have completed training and refresher training programs as required by law.

The Board shall document the annual notification of this policy to school employees.

Retaliation Prohibited

Retaliation against a mandated reporter is prohibited. The Board will not discriminate, discharge or otherwise retaliate against an employee who acts in good faith to comply with this policy and the individual obligations of applicable state law.

Violation of this Policy

Employees who fail to report child abuse or neglect in a timely manner or otherwise violate the requirements of this policy and/or applicable law may face disciplinary action up to and including termination of employment.

Delegation of Authority

The Superintendent is authorized to delegate his or her responsibilities for receiving and making reports, notifying and receiving notification, and conducting investigations to a designee acting on his or her behalf.

Notification of Policy and Abuse and Neglect Prevention and Reporting Resources

This policy shall be **electronically** distributed annually to all school employees.

In addition, on an annual basis the administration shall electronically distribute the Governor's Task Force on Justice for Abused Children guidelines regarding identifying and reporting child sexual abuse. Task Force resources regarding identifying and reporting child sexual abuse may be found at:

<https://portal.ct.gov/DCF/GTF-CJA/Home>

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Legal References: Connecticut General Statutes

10-220 Duties of boards of education

10-220a In-service training

10-221s Investigations of child abuse and neglect. Disciplinary action

10-151e Disclosure of teacher records for purposes of an investigation of child abuse or Neglect

17a-101 Protection of children from abuse. Mandated reporters. Educational and training programs Model mandated reporting policy

17a-101a Report of abuse, neglect or injury of child or imminent risk of serious harm to child. Penalty for failure to report. Notification of Chief State's Attorney

17a-101b ~~Oral report by mandated reporter~~ **Report by mandated reporter. Notification of law enforcement agency when allegation of sexual abuse or serious physical abuse. Notification of person in charge of institution, facility or school when staff member suspected of abuse or neglect**

17a-101c Written report by mandated reporter

17a-101d Contents of oral and written reports

17a-101i Abuse or neglect by school employee or public or private institution or facility providing care for children. Suspension. Termination or resignation. Notification of state's attorney re conviction. Written policy re mandated reporting. Training programs

17a-101o School employee failure or delay in reporting child abuse or neglect

17a-101p Reports by persons not designated as mandated reporters. Notice to Commissioner of Education

17a-101q State-wide sexual abuse and assault awareness and prevention program

17a-103e Reports of child abuse and neglect by a school employee. Review of records and information

53a-65 Definitions

53a-70 Sexual assault in the first degree: Class B or A felony

53a-70a Aggravated sexual assault in the first degree: Class B or A felony

53a-71 Sexual assault in the second degree: Class C or B felony

53a-72a Sexual assault in the third degree. Class D or C felony

53a-72b Sexual assault in the third degree with a firearm: Class C or B felony

53a-73a Sexual assault in the fourth degree: Class A misdemeanor or class D felony

~~Public Act 18-67 An Act Concerning Minor Revisions to the Statutes of the Department of Children and Families and Establishing a Pilot Program to Permit Electronic Reporting by Mandated Reporters~~

4118.25(I)
4218.25(I)

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Policy adopted: March 13, 2012
Policy revised: October 9, 2012
Policy revised: October 14, 2014
Policy revised: October 13, 2015
Policy revised: September 18, 2018

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Language in **RED** constitutes an addition

COMMENTARY: Public Act 22-47 amends Connecticut's truancy statute by requiring school personnel to provide notice of the availability of the 2-1-1 Infoline program, and other pediatric mental and behavioral health screening services and tools to the parents/guardians of students who are deemed truant.

5113(a)

Students

Truancy

Attendance

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The attendance policy is intended to promote student success.

The New Milford Board of Education requires parents to ensure that their children attend school regularly during the hours and term's the public schools are in session.

Regular attendance at school is not only required by state law, but is an integral component in student success and a matter of self-discipline which will prove important later in life. Class time is an invaluable opportunity for students and teachers to interact with each other and exchange ideas. It is also the forum for a wide range of learning opportunities which cannot be duplicated outside of the classroom. Therefore, in order to avail themselves of the maximum opportunity for learning, students need to be present in each and every class.

The success of a student is determined by the cooperative effort of the student, parents, school, and the community. Failure of these groups to live up to their responsibilities can result in failure for the student. For this reason, responsibilities must be clearly defined and followed.

The procedures and regulations shall be in accordance with Board policy and Connecticut State law. The Superintendent shall insure that administrative procedures and disciplinary actions for student attendance will be contained in each student/parent handbook.

Procedures and regulations shall be maintained and implemented for the schools to provide age-appropriate measures which promote regular and punctual attendance. Schools that share the same grade levels shall have the same procedures and regulations. The procedures and regulations shall clearly define the responsibilities of parents and students regarding attendance in class and school, tardiness, early dismissal, completion of missed work, and other areas which affect the classroom learning experience.

The Principal will give annual written notice to parents/guardian of their obligations according to Connecticut General Statute 10-184. At the beginning of each academic year -- or, in the case of students who enroll during the school year, at the time of enrollment -- the school district will require from the parents/guardians a telephone number where they can be contacted during the school day (i.e. from first bell to dismissal).

Students

Truancy

The official school day, during which all students are the responsibility of the high school, begins when the student either boards a school bus to come to school or otherwise when the student arrives on campus for the day. Students may neither get off the bus prior to arrival at school nor may they leave campus once they have arrived, without prior approval of the Principal or the Principal's designee.

A. Student Responsibilities

1. To attend all classes except for reasons stated under "Excused Absence" and to be punctual.
2. To report directly to the Attendance Office or School Office when tardy to school, in accordance with school procedures.
3. To notify teachers of anticipated absence and to make arrangements to make up work promptly upon return from an excused absence. In the case of an extended absence, to seek faculty assistance if needed and to make up work in a reasonable time frame.
4. To communicate with parents, teachers, and/or school administrators any problems related to lack of attendance and/or tardiness to school or any class.
5. To report one's own absences from school or class in accordance with school procedures if one is legally emancipated.

B. Parent Responsibilities:

1. To communicate and work cooperatively with the school for the benefit of the student.
2. To emphasize the importance of regular attendance and punctuality. To authorize only those absences that are included under "Excused Absence." Also, to make every effort to schedule appointments and vacations outside of school hours.
3. To contact the school regarding an absence or tardy the morning of that absence or tardy.
4. To assist students with arrangements to seek faculty assistance and make up missed work resulting from an absence.

Students

Truancy

C. School Responsibilities:

1. To take all actions necessary to ensure the success of the student, including parent conferences, counseling, and interaction with the community in making use of community services.
2. To keep accurate attendance records.
3. To notify parents promptly (when parents have not called the school) of all absences whether, for one class or the entire school day.
4. To arrange opportunities for the students to make up missed tests, quizzes and assignments resulting from absences, upon their return to school. In the case of extended absence, to prepare with the student a plan for faculty assistance and an opportunity to make up work in a reasonable time frame.

D. Community Responsibilities:

1. To realize that the success of students contributes to the success of the community.
2. To encourage regular school attendance as a prerequisite for student employment.
3. To encourage area businesses to refrain from allowing students to congregate during school hours.
4. To encourage medical and dental offices to arrange student appointments outside of school hours.
5. To do all that is possible under current state law to ensure that all students attend school regularly.

Definitions

1. Truant - Shall mean a student age 5-18 inclusive who has four unexcused absences in any one month or ten unexcused absences in one school year.
2. Tardy - A student shall be considered tardy if he/she arrives at class after classes have begun.
3. Absence - any non-attendance of an enrolled student. A student is considered to be in attendance if present at his/her assigned school, or an activity sponsored by the school (e.g. field trip), for at least half of the regular school day.

Students

Truancy

4. Disciplinary Absence - an absence that is the result of school or district disciplinary action such as an out-of-school suspension or expulsion. Disciplinary absences are neither excused nor unexcused.
5. Documentation of absence — a written explanation of the nature of and the reason for the absence as well as the length of the absence. This includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Separate documentation must be submitted for each incidence of absenteeism. Non-English speaking parents/guardians may submit documentation in their native language.
6. Excused Absence - A student's non-attendance from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes (when the school medical advisor provides notice to a parent or guardian that a student has symptoms of a communicable disease) and meets the following criteria:
 - A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
 - B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 1. student illness (all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 2. up to two (2) “mental health wellness days,” during which a student attends to such student’s emotional and psychological well-being in lieu of attending school, which days may not be taken consecutively;
 3. student's observance of a religious holiday;
 4. death in the student's family or other emergency beyond the control of the student's family;

Students

Truancy

5. mandated court appearances (additional documentation required); the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.
- C. Up to ten absences will be considered excused for students to visit with parents or legal guardians who are active members of the armed forces and have been called to duty for, are on leave from or have immediately returned from deployment to a combat zone or combat support posting. The Board of Education may grant additional excused absences for such purposes.
7. Unexcused absence — Any absence that does not meet the criteria for an excused absence (including proper documentation) or a disciplinary absence.
 8. Dismissal - No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee. No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal. No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.
 9. Chronically Absent Child - a child who is enrolled in a school under the jurisdiction of the Board and whose total number of absences at any time during a school year is equal to or greater than ten per cent of the total number of days that such student has been enrolled at such school during such school year.

Attendance

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until age six or seven. The parent or person having control of a child of age five or six shall exercise such option by personally appearing at the school district office and signing an option form. At such time, school personnel shall provide the parent or person with information on the educational opportunities available in the school system.

Students

Truancy

Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent. Parents and guardians shall be notified when a student has reached nine (9) absences and reminded of the stricter rules that apply to further absences for the remainder of the school year.

The Superintendent of Schools or designee shall periodically audit a small percentage of the documentation provided for student absences in order to ensure general compliance with this policy.

Excessive Absences/Truancy

It is the policy of the Board of Education to monitor school attendance so as to identify students who are truant, and to enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises. The following truancy procedures are hereby adopted:

For purpose of these procedures, "Parent" means the parent, guardian or other person having control of a child.

1. Whenever a student in grade K-8 is absent from school on a regularly scheduled school day and no indication has been received by school personnel that the parent, **guardian** or other person having control of the child is aware of the student's absence, school personnel or volunteers under the direction of the building principal shall make a reasonable effort to notify the parent of the student's absence by telephone.
2. When a student is identified as a truant, the Superintendent or his/her designee will conduct a meeting with the parent, **guardian or other person having control of the student**, the student, if appropriate, and with such school personnel where involvement is determined appropriate. The meeting will occur not later than ten (10) school days after the child's fourth (4th) unexcused absence in a month or the tenth (10th) unexcused absences in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy. In reviewing and evaluating the reasons for the student's truancy, the participants of the meeting should consider the appropriateness of referring the student to the school's [Student Assistance Team] or planning and placement team. At the meeting, school personnel shall be designated to coordinate services with and referrals of children to community agencies

Students

Truancy

providing child and family services if appropriate. **Additionally, school personnel shall provide notice to the parent or guardian of the student identified as truant of the availability of the 2-1-1 Infoline program, and other pediatric mental and behavioral health screening services and tools.**

Chronic Absenteeism

The Board will report data to the state regarding the number of students who are truant and chronically absent as required by law. In the event that a school experiences high rates of chronic absenteeism, the Superintendent will form an attendance review team to address the problem. Such attendance review teams may utilize resources developed by the State Department of Education for chronic absenteeism prevention and intervention.

Legal References:

Connecticut General Statutes

10-184 Duties of parents

10-185 Penalty

10-198a through 10-202 Attendance, truancy - in general

10-220 Duties of boards of Education

10-221 Boards of education to prescribe rules, policies and procedures

46b-149 Child from family with service needs

~~Public Act 21-46 An Act Concerning Social Equity and the Health, Safety and Education of Children~~

Connecticut State Board of Education Definitions of Excused and Unexcused Absences Adopted June 27, 2012

Connecticut State Board of Education Statewide Definition of Attendance for Public School Districts in Connecticut, Adopted January 2, 2008.

Connecticut State Department of Education's "Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention," April 2013

Students

Truancy

Policy adopted: June 12, 2001
Policy revised: June 24, 2004
Policy revised: June 12, 2007
Policy revised: June 8, 2010
Policy revised: October 11, 2011
Policy revised: October 9, 2012
Policy revised: October 8, 2013
Policy revised: October 14, 2014
Policy revised: October 13, 2015
Policy revised: September 19, 2017
Policy revised: August 17, 2021

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Appendix A

NEW MILFORD PUBLIC SCHOOLS
New Milford, ConnecticutANNUAL NOTIFICATION OF PARENTAL OBLIGATIONS
UNDER C.G.S. 10-184

Dear (Parent Name),

Connecticut law requires that annually the school district provide you a written notice of your obligations under Connecticut General Statute 10-184. This law requires each parent or guardian of a child five years of age and older and under eighteen years of age to ensure that the child attends school regularly when school is in session unless such parent or other person shows that the child is receiving equivalent instruction elsewhere, or that the child has graduated from high school. Parents or persons having control of a child five or six years of age have the option of not sending the child to school until age six or seven by personally appearing at the school district office and signing an option form. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school by signing a withdrawal form at the school district office.

Regular student attendance is essential to the educational process. So that we can inform you if your child is absent without a previous explanation, Connecticut laws also require that we obtain from you a telephone number or other means of contacting you during the school day. Please complete and return the form attached.

Thanks for your cooperation.

Sincerely,

Principal

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Language in **RED** constitutes an addition

COMMENTARY: Public Act 22—80 amends school medication administration laws to allow school nurses – or during their absence/unavailability – qualified/trained school employees to administer “opioid antagonists” (i.e. Narcan) to students experiencing a drug overdose who do not have prior written authorization from a parent or a prior order from a qualified medical professional.

The recommended change below aligns with recommended changes to administrative regulations on this topic. Public Act 22-80 requires the State Department of Education and Department of Consumer Protection to jointly develop guidelines on the storage and administration of opioid antagonists in schools by October 1, 2022 so further changes may be needed once the guidelines are published.

The change to the section on the administration of epinephrine by school bus drivers is recommended since the applicable public act is now codified into the school medication administration statutes.

5141.21(a)

Students

Administration of Medication

A licensed nurse, or in the absence of such nurse, qualified personnel for schools may administer medication to students in the school system. Administration of medications by qualified personnel for schools shall be under the general supervision of the school nurse and in accordance with a student's individual medication plan.

Students will be permitted to self-administer medications only when they follow the procedures established by this policy and obtain prior approval from the school nurse. This requirement applies even to students who are age 18 or older.

Nothing in this policy prohibits parents or guardians from administering medication to their own children on school grounds.

Definitions

For the purpose of this policy, the following definitions shall apply:

“Medication” means any medicinal preparation including over-the-counter, prescription and controlled drugs.

“Administration of Medication” means any one of the following activities:

- Handling, storing, preparing or pouring of medication;
- Conveying it to the student according to the medication order;
- Observing the student inhale, apply, swallow, or self-inject the medication;

Students

Administration of Medication

- Documenting that the medication was administered;
- Counting remaining doses to verify proper administration and use.

“Qualified personnel” (A) for schools means a qualified school employee who is (i) a full time employee, or is (ii) a coach, athletic trainer or school paraprofessional, or (B) for school readiness programs and before- and after-school programs, means the director or director's designee and any lead teachers and school administrators who have been trained in the administration of medication;

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

“Self-Administration of Medication” means that the medication is controlled by the student at all times and self-managed by the student according to an individual medication plan.

Except for the emergency administration of epinephrine to students who do not have a written prior authorization or order, prior to any administration of medication to students, the school nurse must be in possession of the following documentation:

1. The written order of an authorized prescriber;
2. The written authorization of a parent, guardian or student who is 18 years of age or older; and
3. The written permission for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of the medication.

Self-Administration of Medications by Students

Students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication [or maintenance medication for diabetes] will be permitted to self-administer such medication provided that:

1. The required documentation for self-administering medication at school includes the following additional items:
 - a. The written order must include the recommendation for self-administration by the authorized prescriber;
 - b. The written authorization of the parent/guardian or student who is 18 years of age or older for the self-administration of medication;

Students

Administration of Medication

- c. An assessment by the school nurse that the student is competent to self-administer in the school setting;
 - d. An appropriate plan for the self-administration of medication including provisions for general supervision developed by the school nurse.
2. In addition, the Principal and appropriate staff must be informed that the student is self-administering prescribed medication.
3. The medication is transported by the student and maintained under the student's control in accordance with school policy and the student's plan.
4. In the case of inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse's review of a student's competency to self-administer shall not be used to prevent a student from retaining and self-administering such medication. In such cases, students may retain possession of inhalers or cartridge injectors at all times while attending school or receiving transportation services and self-administer such medication with only the written authorization of an authorized prescriber and written authorization from a student's parent or guardian.

Students with a medically diagnosed life-threatening allergic condition may possess, self-administer or possess and self-administer medication, including, but not limited to, medication administered with a cartridge injector, to protect such student against serious harm or death. Such students may possess, self-administer or possess and self-administer medication pursuant to the written authorization of a parent or guardian and pursuant to the written order of a qualified medical professional. Such students may possess, self-administer or possess and self-administer medication while in school or while receiving school transportation services.

Self-Administration of Sunscreen by Students

Any student who is six years of age or older may possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity, provided a written authorization signed by the student's parent or guardian is submitted to the school nurse.

Administrative Regulations

The Superintendent of Schools, with the advice and approval of the school medical advisor and the school nurse supervisor shall develop administrative regulations to implement this policy.

Students

Administration of Medication

The regulations shall address the following topics:

1. Administration of medications by qualified personnel for schools
2. Limitations of LPNs, paraprofessionals, coaches and athletic trainers
3. School readiness and before- or after-school programs
4. Training and supervision of qualified school personnel
5. Self-administration of medications by students
6. Procedures in the event of a medication emergency
7. Handling, storage and disposal of medications
8. Documentation and record-keeping
9. Notification and documentation of errors in the administration of medication
10. Procedures for the administration of epinephrine by qualified school employees for the purpose of emergency first aid to students who experience allergic reactions and who do not have a prior written authorization for the administration of epinephrine
11. Procedures for the administration of opioid antagonists by qualified school employees for the purpose of emergency first aid to students who experience an opioid-related drug overdose and do not have a prior written authorization for the administration of an opioid antagonist

School Bus Drivers

For purposes of this policy a “school bus driver” means any person employed by the New Milford Board of Education or by a private carrier who holds a commercial driver’s license with a public passenger endorsement pursuant to subsection (a) of section 14-44 of the Connecticut General Statutes and who transports New Milford Public Schools’ students in a school bus.

Not later than June 30, 2019 all school bus drivers providing transportation services to New Milford Public Schools’ students shall receive training as **required by law** ~~set forth in Public Act 18-185 in~~ (1) the identification of the signs and symptoms of anaphylaxis, (2) the administration of epinephrine by a cartridge injector, (3) the notification of emergency personnel, and (4) the reporting of an incident involving a student and a life-threatening allergic reaction.

Students

Administration of Medication

In accordance with Connecticut General Statutes § 52-557b, school bus drivers on or in the immediate vicinity of a school bus during the provision of school transportation services, who render emergency care by administration of medication with a cartridge injector to a student in need thereof who has a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death, shall not be liable to the student assisted for civil damages for any injuries which result from acts or omissions by the school bus driver in rendering the emergency care of administration of medication with a cartridge injector, which may constitute ordinary negligence.

Biennial Review of Policy and Regulations

This policy and administrative regulations shall be reviewed and revised biennially with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal Reference: Connecticut General Statutes

| | |
|---------|--|
| 10-212 | School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. |
| 10-212a | Administration of medications in schools, at athletic events and to children in school readiness programs |
| 14-11 | License endorsement for operators of commercial motor vehicles used for passenger transportation, school buses, student transportation vehicles, taxicabs, motor vehicles in livery service and motor or service buses. Requirements. Hearing. Appeal. Report re persons whose license or endorsement has been withdrawn, suspended or revoked. Penalty. |
| 52-557b | “Good Samaritan law”. Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render. Immunity from liability re automatic external defibrillators. |

Public Acts

| | |
|-------------------|--|
| 18-185 | An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools |
| 19-60 | An Act Allowing Students to Apply Sunscreen Prior to Engaging in Outdoor Activities |

Students

Administration of Medication

Regulations of Connecticut State Agencies

10-212a-1 to 10-212a-10 Administration of Medications by School Personnel and
Administration of Medication During Before – and After–
School Programs and School Readiness Programs

Policy adopted: June 12, 2001
Policy revised: June 11, 2002
Policy revised: August 26, 2003
Policy revised: June 24, 2004
Policy revised: September 14, 2004
Policy revised: June 12, 2007
Policy revised: October 13, 2009
Policy revised: June 14, 2011
Policy revised: November 10, 2015
Policy revised: September 18, 2018
Policy revised: February 26, 2019
Policy revised: September 17, 2019

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR DELETION

COMMENTARY: This policy is not legally mandated. Since the senior class fund is presumably a school activity fund it may make sense to incorporate the provisions of this policy into the school activity fund policy or regulation.

The language in this policy has been added to policy 3453 School Activity Funds.

09.06.2022 Update from Policy Committee: consensus was to remove language in green added to policy 3453 and change policy 3453.1 to a regulation.

3453.1

~~Business/Non-Instructional Operations~~

~~Unexpended Class Funds~~

~~All invoices or obligations incurred by the Senior Class must be paid out of the senior class fund no later than the opening day of the following school year. No new obligations may be incurred any later than one week after graduation.~~

~~Remaining funds will be turned over to two class officers, in trust for the class, for the purpose of supporting the five year or a later reunion, unless the majority of the class resolves that the funds will be used for some other purpose which benefits those students who contributed to the accumulation of the funds.~~

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 8, 2011
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

New Milford Public Schools Office of the Assistant Superintendent Five-Year Curriculum Plan (2022-2027)

Draft September 2022

| Subject/Area | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 |
|---|--|--|---|--|---|
| <p style="text-align: center;">Business & Practical Arts/ Technology</p> | Computer Literacy Sports & Entertainment Business Law Marketing Work Program Projects Unlimited | Arch. Drafting II Arch. Drafting III Intro to Business Technology 6-8 Marketing I Accounting I Web Design II | Website Design I Adv. Auto CAD Machine Drafting Computer Science (SMS) AP Computer Science Principles Personal Finance II | Arch Drafting I Intro to Programming Personal Finance I Accounting II College AP Computer Science A | Basic Auto Cad Business Computer App. Arch. Drafting I Marketing II General Woodworking Intro to Woodworking Freshman Seminar |
| <p style="text-align: center;">English/ Language Arts K-12</p> | Children's Literature CP/Honors Modern and Contemporary Poetry World Literature and Culture Divers Voices Writing & Research Workshop' | Creative Writing Advanced Creative Writing Theater Workshop Science Fiction | Any not written 2021-2024 Journalism I Journalism II AP Lit and Composition | English I, II, III CP and Honors Literature and Media Studies Intro to Video Production Public Speaking | AP Lang. & Composition Advance Video Production Sports Literature Graphic Novels Studies |

New Milford Public Schools Office of the Assistant Superintendent Five-Year Curriculum Plan (2022-2027)

Draft September 2022

| Subject/Area | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 |
|--|---|--|--|---|--|
| <p style="text-align: center;">Fine Arts K-12</p> | <p>Crafts Ceramics I Ceramics II Sculpture AP Studio Art Honors Studio Art</p> | <p>Portfolio Digital Photography Graphic Design</p> | <p>Advertising Art & Design Sculpture</p> | <p>Design Foundations I & II AP Art History Honors AP Art History</p> | <p>K-2 Art 3-5 Art Grade 8 Art Grade 7 Art Grade 6 Art</p> |
| <p style="text-align: center;">Library Media K-12</p> | | <p>K-2 Library Media 3-5 Library Media 6-8 Library Media '' 9-12 Library Media</p> | | | |
| <p style="text-align: center;">Mathematics K-12</p> | <p>Geometry CP Honors Geometry Algebra III Adv. Algebra & Trig. Introductory Geometry</p> | <p>Alg II CP Grades K-5 (grade level bands) Intro to Alg II Alg II Honors</p> | <p>Calculus Honors AP Calc AB AP Calc BC AP Statistics Pre-Calculus Honors Math SAT Prep</p> | <p>Pre Algebra Algebra I Honors Algebra I CP</p> | <p>Practical Math Percent: Practical Math Statistics: Practical Math Measure: ' Practical Math Probability: Grades 6 Grade 7 Grade 8</p> |

New Milford Public Schools Office of the Assistant Superintendent Five-Year Curriculum Plan (2022-2027)

Draft September 2022

| Subject/Area | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 |
|--|---|--|---|--|--|
| Music K-12 | Grades 3-5 Choral Grades 6-8 Choral Music | Grade 6-8 General Music Grade 9-12 Instr. Music | Grades K-2 Gen. Music Grades 3-5 Gen. Music | Advanced Chorus Grades 9-12 Chorus | History of Am. Music Theater Music Appreciation Music Theory Elec. Music Tech. Orchestra Wind Ensemble Honors |
| Guidance PE Health K-12 | | Health K-2 Health 3-5 EMT Medical Technology | All in grade bands Guidance 3-5 Guidance 6-8 Guidance 9-12 (grade bands) | Allied Health. Careers Health I Health II Health 6-8 Sports Medicine | PE I PE II PE III & IV K-2 PE 3-5 PE 6-8 PE |
| Science K-12 | AP Environmental Science AP Chemistry Exper. Chemistry CP Chemistry Chemistry Honors Introduction to Engineering Design (PLTW) | Ecology I Fall Ecology II Spring Physics CP & Honors AP Physics I AP Physics II Integrated Science CP & Honors | Digital Electronics (PLTW) Engineering Design & Development (PLTW) Principles of Engineering" (PLTW) Civil Engineering & Architecture (PLTW) | Anat./Phys Honors I Anat./Phys Honors II Forensic Science Plant Science I Plant Science II | Biology CP Biology Honors AP Biology Astronomy |

New Milford Public Schools Office of the Assistant Superintendent Five-Year Curriculum Plan (2022-2027)

Draft September 2022

| Subject/Area | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 |
|--|--|---|---|--|---|
| <p style="text-align: center;">Social Studies K-12</p> | <p>Modern America Economics Civics AP Microeconomics AP Human Geography</p> | <p>AP Psychology Russian Studies Honors AP Government</p> | <p>Grades K-2 Grades 3-5 Grades 6-8 Sociology Chinese Studies Honors Forensic Psychology AP World History</p> | <p>US History Intellectual History Honors History Through Film Intro to Psychology Middle East Studies</p> | <p>AP US History World History Grade 9 Modern World History Grade 10 World History Honors</p> |
| <p style="text-align: center;">World Languages 7-12</p> | <p>French II CP French II Honors French IV CP French IV Honors German II CP German II Honors Spanish II CP Spanish II Honors</p> | <p>French I CP German I CP Spanish I CP French 1a French 1b Spanish 1a Spanish 1b</p> | <p>French IV CP French IV Honors German IV CP German IV Honors Spanish IV CP Spanish IV Honors</p> | <p>French III CP French III Honors German III CP German III Honors Spanish III CP Spanish III Honors</p> | <p>AP French AP German AP Spanish</p> |

NEW MILFORD PUBLIC SCHOOLS
Office of the Assistant Superintendent
50 East Street
New Milford, Connecticut 06776
(860) 354-3235 FAX (860) 210-2643



Holly Hollander
Assistant Superintendent of Schools

To: Dr. JeanAnn C. Paddyfote, Interim Superintendent
From: Holly Hollander, Assistant Superintendent
Date: August, 25, 2022
Re: Teacher Evaluation Flexibilities

The Professional Development and Evaluation Committee met on June 14, 2022, to review the Flexibilities for Implementing the CT Guidelines for Educator Evaluation 2017 for the 2022-2023 School Year. By unanimous agreement of the twenty-two members present, the New Milford Public Schools PDEC Committee requests approval to implement the flexibilities for the 2022-2023 school year.

A summary of the flexibilities for 2022-2023 is included below and reflects what was sent from the State Board of Education to Superintendents on April 7, 2022.

Flexibilities 2022-2023

Student Learning Indicators and measures of accomplishment will prioritize students with the most significant needs and will align with the following:

- the school's focus on social and emotional learning;
- school and/or district improvement goals,
- addressing identified areas of need based on current data and/or
- content-related standards.

Teachers will develop a minimum of one student learning goal with a minimum of two indicators, or measures of accomplishment, focused on:

- social and emotional learning for students, student engagement,
- engaging families,
- cultural responsiveness, and/or
- academic achievement

Indicators or measures of accomplishment could be demonstrated by implementing school-wide, grade level, or individual strategies mutually agreed upon between the teacher and evaluator during the goal setting process.

A minimum of two and three informal observations for teachers based on years of experience and previous summative ratings, All teachers complete a minimum of one review of practice.

Administrators will develop a minimum of two student learning indicators, or measures of accomplishment, including, but not limited to:

- supporting the health, safety, and social and emotional well-being of staff and students,
- ensuring equity for the most vulnerable students and their families,
- mastery-based learning, and/or
- developing systematic approaches to incorporating social and emotional practices and/or culturally
- responsive practices into the teaching and learning process.

Indicators or measures of accomplishment could be demonstrated by the implementation of district-wide or individual strategies that are mutually agreed upon between the administrator and evaluator during the goal-setting process.



BUDGET TRANSFER REQUESTS

| # | DETAIL | | FROM (-) | | | TO (+) | | |
|-------------|--|-------------|----------|--------------------|--------------------------|---------|--------------------|----------------|
| | REASON | AMOUNT | LOCATION | ORG | OBJECT | LOCATIO | ORG | OBJECT |
| ATHLETICS-1 | RE-ALIGNMENT OF THE ORIGINALLY APPROVED FUNDING IN 22/23 BUDGET FOR THE ATHLETIC TRAINER POSITION WHICH IS NOW A DIRECT HIRE | \$50,000.00 | NMHS | BLE32040 ATHLETICS | 53201 MEDICAL SERVICES | NMHS | BLE32040 | 51210 SALARIES |
| ATHLETICS-2 | ADDITIONAL \$5,000 BEYOND WHAT WAS APPROVED IN 22/23 BUDGET FOR THE ATHLETIC TRAINER POSITION TO OBTAIN A SUITABLE CANDIDATE. "FROM LINE" CAN BE USED AS MANY SCHOOLS HAVE CANCELED SOME SUB-VARSITY LEVELS DUE TO LOW PARTICIPATION RESULTING IN A SAVINGS OF REFEREE AND EVENT STAFF PAYMENTS. | \$5,000.00 | NMHS | BLE32040 ATHLETICS | 53540 PURCHASED SERVICES | NMHS | BLE32040 ATHLETICS | 51210 SALARIES |

| # | DETAIL | | FROM (-) | | | TO (+) | | |
|-------------------|--------|--------|----------|-----|--------|---------|-----|--------|
| | REASON | AMOUNT | LOCATION | ORG | OBJECT | LOCATIO | ORG | OBJECT |
| NONE AT THIS TIME | | | | | | | | |



TO: Dr. JeanAnn Paddyfote, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: September 7, 2022
RE: Tuition Rates for 2022-2023

This is to advise you that the grade level tuition rates in the 2022/2023 school year for out of district students who wish to attend New Milford Schools has been calculated and the rates are as follows:

| School | 21/22 Tuition Rate | 22/23 Tuition Rate | % Increase |
|----------------------------|--------------------|--------------------|------------|
| New Milford High School | \$13,562 | \$13,877 | 2.32% |
| Schaghticoke Middle School | \$11,703 | \$12,020 | 2.71% |
| K-5 Schools | \$11,663 | \$11,862 | 1.70% |

Tuition rates are based on the 2022/2023 regular education costs and the projected enrollment levels at each school from when the budget was built. Costs for Special Education and transportation are excluded from the calculation. Please note: if an out of district child requires special education services based on an Individual Educational Plan, the costs for those services will be billed separately to the parents/guardians.

The revenue for this type of tuition goes to the Town and gets deposited in the MUNIS account 10470100-44801. The last 5 years of activity for this account is summarized in the below chart.

| | 17/18 | 18/19 | 19/20 | 20/21 | 21/22 |
|---|--------------------|-------------|-------------|-------------|-------------|
| Budget | \$0.00 | \$20,000.00 | \$20,000.00 | \$40,000.00 | \$20,000.00 |
| Received | \$47,999.52 | \$45,208.26 | \$16,717.65 | \$30,728.50 | \$27,124.00 |
| 5 year average of revenue received | \$33,555.59 | | | | |

The information above does not apply to Sherman students attending NMPS as there is a separate agreement in place with that district.

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



New Milford Public Schools
Technology Department

To: JeanAnn C. Paddyfote, Interim Superintendent
From: Jeff Turner, Technology Director
Date: 8/24/2022
Re: Recording BOE Contract with Myke Furhman, Myke Foo Media

Dr. Paddyfote,

We would like to renew the contract for Myke Furhman's company, Myke Foo Media, to continue recording our monthly BOE meetings for the year 2022-2023.

Attached is the pending contract (renewal costs are the same as for the 21-22 school year).

Once approved by the Board of Education, this will be sent to Mr. Furhman and he will create an invoice and sign the contract for our records.

SERVICES AGREEMENT

THIS SERVICES AGREEMENT (this “Agreement”) is made and entered into effective as of July 1, 2022 (the “Effective Date”) by and between Myke Foo Media, a Connecticut limited liability company with an address at 27 Main Street, Studio 8, New Milford, Connecticut, 06776 and the New Milford Public Schools, a public school district with an address at 50 East Street, New Milford, CT 06776 [“District”]. Myke Foo Media and District are also sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

WHEREAS, Myke Foo Media is in the business of providing motion picture and video production services; and

WHEREAS, the District wishes to secure the motion picture and video production services of Myke Foo Media in accordance with the terms and conditions of this Agreement and in accordance with the Student Data Terms of Service Addendum appended hereto;

NOW THEREFORE, in consideration of the foregoing, and the mutual undertakings and promises contained in this Agreement, the parties agree as follows:

1. **Term**: Myke Foo Media’s services under this Agreement shall commence on July 1, 2022 and shall, unless terminated earlier in accordance with the terms set forth below, expire on June 30, 2023. Nothing herein shall prohibit the Parties from extending the term of this Agreement prior to its expiration on mutually agreeable terms and conditions, all of which must be set forth in a separate document and signed by the Parties.
2. **Services Provided**: The District hereby agrees to engage Myke Foo Media to provide the District with services (the “Services”) consisting of recording and live-streaming (via Zoom and YouTube Live) New Milford Board of Education full-Board and subcommittee meetings as well as budget discussions.
3. **Compensation**: The District agrees to pay Myke Foo Media for the above services at the rate of \$250 for any day on which a full Board of Education meeting, Board subcommittee meeting or budget discussion is held. This \$250 rate shall not increase if more than one Board or subcommittee meeting is held on the same day.
4. **Capacity/Independent Contractor**: It is expressly agreed that Myke Foo Media is acting as an independent contractor and not as an employee of the District in providing the Services under this Agreement. Myke Foo Media and the District acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.
5. **Termination**: Either party may terminate this Agreement for any reason upon written notice to the other party. In the event that the District fails to pay fees as required pursuant to Section 3 above, Myke Foo Media may terminate this Agreement immediately upon

notice to the District if such breach of the Agreement remains uncured after thirty (30) days following the delivery of written notice of the breach to the District by Myke Foo Media.

6. **Student Data Privacy**: The Parties agree that all student records, student information and student-generated content provided to Myke Foo Media and/or accessed by Myke Foo Media shall be provided and/or accessed in accordance with the attached Student Data Terms of Service Addendum.
7. **Content Sharing**: Myke Foo Media shall not share, broadcast or otherwise disseminate any video or other content captured by Myke Foo Media pursuant to this Agreement without first obtaining the express, written consent of the District.
8. **Representations**: Myke Foo Media shall not represent to any third party that it is authorized to speak or communicate on behalf of the District without first obtaining the express, written consent of the District.
9. **Intellectual Property**: Myke Foo Media acknowledges and agrees to assign to the District (or to any third party at the District's election), and hereby assigns to the District, all of Myke Foo Media's right, title and interest in and to all intellectual property including, without limitation, copyrights, patents and trademarks, and all applications and registrations for copyrights, patents and trademarks that may arise from content recorded, broadcast or held by Myke Foo Media pursuant to the Services provided to the District under this Agreement.
10. **Retention and Deletion of Footage**: Myke Foo Media shall retain all raw footage collected in connection with the performance of the services for a period of thirty (30) days. At the conclusion of such thirty (30) day period Myke Foo Media shall delete and/or otherwise destroy such raw footage. At its sole discretion the District may accelerate the time period for Myke Foo Media's deletion of raw footage upon written notice to Myke Fee Media as provided for in this Agreement.
11. **Insurance**: Myke Foo Media shall obtain and maintain general liability coverage of at least \$500,000/\$1 million dollars aggregate. The District shall be added as an additional insured and Myke Foo Media's coverage shall be primary and non-contributory. Waiver of subrogation is required in favor of the district on all policies.
12. **Myke Foo Media Personnel**: Myke Foo Media shall bear sole responsibility for compensating or paying its personnel, whether they are employees or independent contractors of Myke Foo Media. Myke Foo Media shall pay and report all federal and state income tax withholding, and social security taxes applicable to its employees. In addition, Myke Foo Media shall procure and maintain unemployment insurance and workers compensation insurance coverage sufficient to meet the statutory requirements of every state in which Myke Foo Media's employees are providing Services for the District. Myke Foo Media shall bear sole responsibility for any health or disability insurance, retirement benefits, or other welfare or pension benefits, if any, to which its employees may be

entitled. Myke Foo Media agrees to defend, indemnify, and hold harmless District and its officers, directors, employees and agents, and the administrators of District's benefit plans, from and against any claims, liabilities, or expenses relating to such compensation, tax, insurance, or benefit matters.

13. **Publicity**: Myke Foo Media agrees that the District, its schools, students and faculty may not be used in any marketing efforts without the express written consent of the District.
14. **Mutual Indemnification**: During the Term of this Agreement, each Party [the "Indemnifying Party"] agrees to indemnify and hold the other Party and its officers, directors, affiliates, subsidiaries, agents, and employees [collectively, the "Indemnified Party"] harmless from any loss or damage to person or property caused by the willful, reckless, or negligent acts or omissions of the Indemnifying Party. Notwithstanding the foregoing, the Indemnifying Party shall not have a duty under this Agreement to indemnify and/or hold the Indemnified Party harmless from or against any claim or action for injuries or damage to person or property or any other damage or loss to the extent it was caused or is claimed to have been caused or contributed to in whole or in substantial part by the act or failure to act of the Indemnified Party.
15. **No Third-Party Beneficiaries**: Nothing in this Agreement, express or implied, is intended to or shall confer upon any Person other than the Parties and their respective successors and permitted assigns any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.
16. **Entire Agreement**. This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings, agreements or representations by or among the parties, written or oral, to the extent they are related in any way to the subject matter hereof. No agent or representative of either party hereto has authority to make, and the parties shall not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.
17. **Interpretation of Agreement**. All parties have participated fully in the negotiation and drafting of this Agreement. The Agreement has been prepared by all parties equally and is to be interpreted according to its terms. No inference shall be drawn that the Agreement was prepared by or is the product of any particular party or parties.
18. **Succession and Assignment**. This Agreement will be binding upon and inure to the benefit of the parties named herein and their respective successors and permitted assigns. No party may assign either this Agreement or any of its rights, interests or obligations hereunder without the prior written approval of the other party.
19. **Invalidity**. If any term or provision of this Agreement shall be invalid or unenforceable to any extent or application, then the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

20. **Notices** All notices, requests, demands, claims and other communications hereunder shall be addressed as follows (or to such other address as either party may designate by notice in accordance with the provisions of this Section 19):

If to the District: JeanAnn C. Paddyfote, Ph.D.
Interim Superintendent of Schools
New Milford Public Schools
50 East Street
New Milford, CT 06776

If to Myke Foo Media: Michael Fuhman
Myke Foo Media, LLC
27 Main Street
Studio 8
New Milford, CT 06776

All such notices shall be deemed duly given on: (a) the date of personal delivery; (b) the date of transmission by facsimile, provided that the transmission is confirmed by a dated electronic confirmation; (c) three (3) business days after the date of deposit in the U.S. mail; or (d) if given by overnight courier, one (1) business day after being deposited with such courier.

21. **Governing Law:** This Agreement will be governed by and construed in accordance with the laws of the State of Connecticut without giving effect to its conflicts of law rules.

22. **Force Majeure:** In the event either Party is delayed or prevented from performing this Agreement (other than obligations to pay money) due to any cause beyond its reasonable control, including but not limited to, strike, labor or civil unrest or dispute, embargo, blockage, work stoppage, protest, public health emergency, or acts of God, such delay shall be excused during the continuance of such delay, and the period of performance shall be extended to such extent as may be reasonable to perform after the cause of delay has been removed.

23. **Headings and Captions:** The headings and captions used herein are solely for the purpose of reference only and are not to be considered in connection with the construction or interpretation of this Agreement.

24. **Amendments and Waivers:** No amendment of any provisions of this Agreement will be valid unless the same will be in writing and signed by each party. The failure by either the District or Myke Foo Media to insist upon strict performance of any of the provisions contained in this Agreement shall in no way constitute a waiver of any of its rights as set forth in the Agreement, at law or equity.

25. **Severability**: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable to any extent, such provision shall be enforced to the greatest extent permitted by law and the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

26. **Dispute Resolution**:

26.1 Intent. The intent of the Parties is to identify and resolve disputes promptly after any dispute arises. Before attempting to exercise any legal remedy, each Party agrees to follow the dispute resolution procedure described in this Section 26.

26.2 Procedure. In the event of a dispute between the Parties arising out of or related to the negotiation, execution or obligations set forth in this Agreement, each Party agrees to promptly engage in good faith negotiations between senior executives of each Party as well as their respective representatives, including but not necessarily limited to legal counsel, at a place mutually agreeable to both Parties. In the event that such matter remains unresolved upon the earlier of (i) the conclusion of the negotiations; or (ii) twenty (20) days following the start of such negotiations, the Parties may submit the dispute to arbitration in accordance with subsection 26.3 below.

26.3 Arbitration. Any controversy or claim arising out of or relating to the negotiation, execution or obligations set forth in this Agreement, or the breach thereof, shall be settled by arbitration in Danbury, Connecticut administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

26.4 Prevailing Party. If a Party prevails against another Party regarding any claim arising from or related to the negotiation, execution or obligations set forth in this Agreement, then the non-prevailing Party shall reimburse the prevailing Party for costs, expenses, and attorneys' fees reasonably incurred by the prevailing Party regarding such claim.

27. **Counterpart Execution**: This Agreement may be executed and delivered in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

WHEREFORE, the Parties intending to be legally bound by the execution of this Contract, hereby assert the same by affixing their signatures as stated below.

Myke Foo Media, LLC

Dated:

By _____
Michael Furhman
Its: Owner / Executive Producer
Duly Authorized

New Milford Board of Education

Dated:

By _____
JeanAnn C. Paddyfote, Ph.D.
Interim Superintendent
Duly Authorized

STUDENT DATA TERMS OF SERVICE ADDENDUM

For the purposes of this Agreement, “directory information,” “de-identified student information,” “school purposes,” “student information,” “student records,” “student-generated content,” and “targeted advertising” shall be as defined by Conn. Gen. Stat. § 10-234aa:

1. All student records, student information, and student-generated content (collectively, “student data”) provided or accessed pursuant to the contract are not the property of, or under the control of Myke Foo Media.
2. The District shall have access to and the ability to delete student data in the possession of Myke Foo Media except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by Myke Foo Media. The District may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The District may request the deletion of student data by written notice to Myke Foo Media as set forth in Paragraph 20 of the Parties’ Agreement.
3. Myke Foo Media shall not use student data for any purposes other than those authorized pursuant to the Parties’ Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. He or she may do so by contacting the District’s administration which shall then contact Myke Foo Media to arrange a meeting in which the student, parent or legal guardian may review such personally identifiable information contained in student data and correct any erroneous information.
5. Myke Foo Media shall take actions designed to ensure the security and confidentiality of student data.
6. Myke Foo Media will notify the District, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps: immediate telephone call and email correspondence to the District’s superintendent of schools that notifies the superintendent of the unauthorized release, disclosure or acquisition of such data.
7. Student data shall not be retained or available to Myke Foo Media upon expiration of the contract between Myke Foo Media and the District, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with Myke Foo Media after the expiration of such contract for the purpose of storing student-generated content.

8. Myke Foo Media and the District shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The laws of the State of Connecticut shall govern the rights and duties of Myke Foo Media and the District.
10. If any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other Connecticut Commission for Educational Technology Version 1.0 provisions or applications of the contract which can be given effect without the invalid provision or application.
11. Myke Foo Media acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
12. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.



MEMORANDUM

Department of Human Resources
(860) 210-2200

TO: Dr. JeanAnn Paddyfote, Superintendent
FROM: Rebecca E. Adams
RE: Proposed theater stipends conflict with the amounts set by contract
DATE: September 16, 2022

A review of the 2022-2026 collective bargaining agreement between the New Milford Board of Education and CEA-New Milford shows that the majority of the stipends proposed by the theater department do not align with those listed in Appendix E of the contract. The proposal must be amended to comply with the terms of the contract.

Figure 1 (attached) provides a comparison of the proposed stipend compensation to the closest contractual stipend amounts for the category lower than the proposed stipend (column 3) and the category higher than the proposal amount (column 9).

When the proposed stipend amounts are compared to the contractual amounts, 7 of the 12 positions fall within \$86 dollars or less of those listed in Appendix E. However, the remaining 5 stipends proposed, shown on Figure 1 in blue, varied by a range of -\$215 to +\$728.

<H:\Theater Stipends\Figure 1 Theater Stipends Comparison of Contract to Proposal.pdf>

Figure 1

COMPARISON THEATER DEPARTMENT STIPEND PROPOSAL TO CONTRACT STIPENDS

| Stipend Position | Dept Proposed \$\$ | Contract Amount Low | Contract Type Low | Variance Low | Increase from Current Stipend | Stipend Position | Contract Type High | Contract Amount High | Variance High | Increase from Current Stipend |
|---|---------------------------|----------------------------|--------------------------|---------------------|--------------------------------------|------------------------------------|---------------------------|-----------------------------|----------------------|--------------------------------------|
| Theater Director Fall | \$4,000 | \$3,928 | E | -\$72 | \$2,442 | Theater Director Fall | E | \$3,928 | -\$72 | \$2,442 |
| Theater Director Spring | \$5,500 | \$5,460 | F | -\$40 | \$993 | Theater Director Spring | F | \$5,460 | -\$40 | \$993 |
| Theater Producer Fall | \$2,200 | \$1,985 | C | -\$215 | \$1,985 | Theater Producer Fall | D | \$2,483 | \$283 | \$2,483 |
| Theater Prod/Music Director Spring | \$4,000 | \$3,928 | E | -\$72 | \$1,445 | Theater Prod/Music Director Spring | E | \$3,928 | -\$72 | \$1,445 |
| Master Carpenter Fall | \$1,400 | \$1,486 | B | \$86 | \$1,486 | Master Carpenter Fall | B | \$1,486 | \$86 | \$1,486 |
| Master Carpenter Spring | \$1,985 | \$1,985 | C | \$0 | \$1,985 | Master Carpenter Spring | C | \$1,985 | \$0 | \$1,985 |
| Technical Director Fall | \$2,200 | \$1,985 | C | -\$215 | \$1,985 | Technical Director Fall | D | \$2,483 | \$283 | \$2,483 |
| Technical Director Spring | \$3,200 | \$2,483 | D | -\$717 | \$498 | Technical Director Spring | E | \$3,928 | \$728 | \$1,943 |
| Pit Orchestra Dir. Spring | \$3,200 | \$2,483 | D | -\$717 | \$498 | Pit Orchestra Dir. Spring | E | \$3,928 | \$728 | \$1,943 |
| Choreographer Spring | \$3,200 | \$2,483 | D | -\$717 | \$498 | Choreographer Spring | E | \$3,928 | \$728 | \$1,943 |
| Wardrobe Superv. Fall | \$1,000 | \$992 | A | -\$8 | \$992 | Wardrobe Superv. Fall | A | \$992 | -\$8 | \$992 |
| Wardrobe Superv. Spring | \$1,000 | \$992 | A | -\$8 | \$992 | Wardrobe Superv. Spring | A | \$992 | -\$8 | \$992 |
| Total | \$32,885 | \$30,190 | | | | | | \$35,521 | | |
| Total compared to amount budgetted | | -\$2,695 | | | | | | \$2,636 | | |



TO: Dr. JeanAnn Paddyfote, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: September 16, 2022
RE: Bid Award: District Security Services

The Facilities Director, High School Principal and myself reviewed all materials submitted by the three finalists at two separate follow-up meetings on September 15th and September 16th.

We are jointly recommending that the award be to Securitas with the following adjustments to the forthcoming contract that will be pursued if the Board of Education (BOE) agrees with our recommendation:

- initial award period of 1 year only with the ability by both parties to continue or discontinue service for the following year with notice given 30 days before the start of the next school year
- clear language that the NMHS building administration has overarching discretion in the personnel assigned and to which post they are assigned
- incorporation of the revised "work orders" as dictated by NMHS building administration to be included as an addendum to the contract

This recommendation for award to Securitas is for the period starting Monday October 3, 2022 through the last day of school for the 2022/2023 school year. If approved by the BOE based on this recommendation I will engage with legal counsel to draft the new contract.

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



TO: Dr. JeanAnn Paddyfote, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: September 16, 2022
RE: Wastewater Management Plan for SMS Septic

Background - Spring of 2022

- As directed by then Superintendent DiCorpo, the Business Office paid a \$125.00 permit fee to the Connecticut Department of Energy and Environmental Protection (CDEEP) for the proper septic system permit application for SMS.
- Through working with the Public Works Director, Mr. Jack Healy, we were advised to the possibility that this tank may be classified differently in the future by his request to move this system from the jurisdiction of CDEEP to the jurisdiction of the Department of Health. The justification presented at the time was based on actual water consumption.
- If a Wastewater Management Plan (WMP) would be required it was noted that it would be submitted by the Town in September.
- Facilities Director Mr. Matt Cunningham, Superintendent DiCorpo and myself met regarding this item and we did not know at that time if the WMP would be required and who would be paying for it. It was discussed internally for a possible "end of year project" when that request was presented but it was not included because confirmation of requirement to have a WMP, as well as who would be responsible for payment, would not be made until well after June 2022.

Most Recent Status - August & September 2022

- On August 5, 2022, Mr. Matt Cunningham was made aware that the efforts to have the tank classified differently had not been successful and a WMP would still be required. Mr. Jack Healy advised at that time that the Town would seek to retain an engineering consultant who has experience with preparing a WMP for a treatment system of this size.
- On September 13, 2022, Mr. Jack Healy emailed myself and Mr. Matt Cunningham asking what would be required to request the funds from the BOE for the WMP. The Town's procurement rules allow for the hiring of consultants and contractors without a formal bid process for tasks costing under \$20,000 and this is estimated to cost between \$15,000 and \$20,000. If the preparation of the WMP will cost more than \$20,000 the Town may have to conduct a more formal Request for Proposal process.

Current Request

- The Town would like the BOE to identify where the BOE could fund this expense from.



Sarah Gleason
segleason@goodwin.com
203-324-8132

August 24, 2022

VIA ELECTRONIC MAIL

JeanAnn C. Paddyfote, Ph.D.
Interim Superintendent of Schools
New Milford Public Schools

Re: Model Board of Education Policies

Dear JeanAnn:

As you requested, I am writing to provide you with information regarding Shipman & Goodwin LLP's model policy service. We have drafted our model policies in recognition of the importance of having policies that are: 1) in compliance with state and federal law and 2) clearly written and understandable for all concerned parties. Consistent with these objectives, our model policies address numerous "core" subjects. The core subjects include policies that are legally required for public school districts in Connecticut, as well as those policies that promote the proper and effective operation of a school district. We do not draft a policy for every legal requirement applicable to a school district, however, out of recognition that there may not be a need or a desire for a policy if the legal requirements in question do not allow for discretion on the part of school district personnel. We consider the model policy recommendations to be confidential and privileged as legal advice pertaining to the proper and efficient operation of a school district.

Subscribers to the model policy service receive complete access to the firm's most current model policies, along with administrative regulations, model forms and sample notices, where applicable. These policies are provided through our client extranet, which provides access to all of our model policies and related documents. Our extranet is a secure portal where you may log on at any time and download the complete set of the latest policies, regulations and related forms/notices. The portal also provides access to redlined comparison documents which highlight the changes made to any of these model documents for easier review and revision. Access to the portal is ongoing as long as the district maintains its subscription to our service.

JeanAnn C. Paddyfote, Ph.D.

August 24, 2022

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The initial subscription fee for our model policy services is \$3,500. In the event the New Milford Board of Education (“the Board”) subscribes, an invoice for this one-time fee will be sent to you. Subscriptions are automatically renewed on an annual basis for a flat fee of \$1,000, which would be invoiced at the end of each calendar year. The subscription renewal fee may be increased from time to time, typically in January. A district’s ability to have ongoing access to policy revisions as they may occur during the school year allows our school district clients to keep current their policies on the “core” subjects addressed in our model policies at a relatively low cost.

As you know, the need frequently arises to revise Board policies in order to bring policies into compliance with changes in the law. As it is critical that Board policies keep pace with these changes in the law, we are continuously reviewing our model policies in order to keep them up to date. We push out new policies throughout the year, based on new legislation, recent court cases, and/or new state or federal regulations. Given the frequency with which school district legal requirements change, there may be a delay in revisions to policies as new requirements come into effect. In addition, each policy revision reflects our professional judgment about the applicability of any particular requirement to the efficient and proper operation of a public school district.

We also recognize that the Board most likely maintains policies on subjects other than those addressed in our model policies based on the Board’s own bylaws, municipal charters or ordinance requirements, grant requirements or other legal requirements specifically applicable to the Board. If the Board would like us to review and suggest revisions for the Board’s current policies on any of these additional subjects or other legal requirements, we would be happy to do so. The charges for such review are our then-current discounted public sector hourly rates. Similarly, the charges for attorney attendance at board meetings, and/or further explanation of our model policies or customization thereof, would be at our discounted public sector rates.

Upon enrollment, the model policy portal is accessible to individuals designated by the district. The Board is responsible for ensuring that it reviews Shipman’s subscriber emails and updated policies, and that it follows its Board bylaws for adopting and revising its policies and administrative regulations. While we provide comparison documents in the portal explaining the most recent changes to individual policies, the Board is responsible for ensuring that its own policies are up-to-date with any prior revisions that may have been made to the policies. We recognize that you will publish the model policy language as part of the district’s policies that are made available to the public, parents, students, members of the community and others as you may deem appropriate to the operation of the Board. We ask that you refrain from sharing the policies as “samples” to other individuals or entities on a fee basis or otherwise. Your

JeanAnn C. Paddyfote, Ph.D.

August 24, 2022

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use of the portal is also subject to additional Terms of Use that are available on the portal and may be modified from time to time.

I am enclosing an index of our model policies for your review. I hope this information is helpful to you. If you have any questions, please feel free contact me.

Very truly yours,

/s/ Sarah Gleason

Sarah Gleason



MODEL POLICY INDEX

| | |
|---------------|---------------------------|
| SERIES 1000 | COMMUNITY/BOARD OPERATION |
| SERIES 2000 | ADMINISTRATION |
| SERIES 3000 | BUSINESS |
| SERIES 4000 | PERSONNEL |
| SERIES 5000 | STUDENTS |
| SERIES 6000 | INSTRUCTION |
| SERIES 7000 | RESERVED |
| SERIES 8000 | RESERVED |
| SERIES 9000 | BYLAWS OF THE BOARD |
| SERIES C-19 | COVID-19 POLICIES |
| NOTIFICATIONS | FEDERAL |
| NOTIFICATIONS | STATE |



MODEL POLICY INDEX

1000 Series - COMMUNITY/BOARD OPERATIONS

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| Automatic External Defibrillators |
| Deadly Weapons or Firearms |
| Green Cleaning Programs |
| Non-Discrimination (Community) |
| Pesticide Application on School Property |
| Pool Safety Plan |
| Security and Safety Plan |
| Sexual Offenders on School Property |
| Smoking |
| Use of School Facilities |
| Visitors |
| Volunteers |

2000 Series - ADMINISTRATION

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| Hold on Destruction of Records (Litigation) |
| Retention of Electronic Records and Information |
| Uniform Treatment of Recruiters |

3000 Series - BUSINESS

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| Budget Procedures and Line Item Transfers |
| Code of Conduct Child Nutrition Program |
| Disposal of Obsolete or Surplus Equipment/Material |
| Gifts, Grants and Bequests To The District |
| IDEA Fiscal Compliance |
| Purchasing |
| School Activity Funds |

4000 Series - PERSONNEL

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| Abuse or Neglect of Disabled Adults |
| Alcohol, Tobacco and Drug-Free Workplace |
| Athletic Coaches (Evaluation and Termination) |
| Bloodborne Pathogens |
| Child Abuse or Neglect Reporting |
| Code of Ethics |
| Concussion Training for Athletic Coaches |
| Employee Use of District Computer Systems |
| Employment and Student Teacher Checks |
| FMLA |
| Hiring of Certified Staff |
| Hiring of Non-certified Staff |
| Nepotism |
| Non-discrimination (Personnel) |
| Plan for Minority Staff Recruitment |
| Psychotropic Drugs |
| Section 504/ADA (Personnel) |
| Sex Discrimination and Harassment in the Workplace |
| Social Media |
| Sudden Cardiac Arrest Awareness |

5000 Series - STUDENTS

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| Administration of Medications |
| Attendance, Truancy and Chronic Absenteeism |
| Bullying and Safe School Climate Plan |
| Chemical Health for Student Athletes |
| Child Sex Abuse or Assault Response and Reporting |
| Drug and Alcohol Use by Students |
| Education Stability Procedures |
| Field Trips |
| Food Allergies and/or Glycogen Storage Disease |
| Fundraising Activities |
| Graduation Requirements |
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| Immunizations |
| Meal Charging |
| Non-discrimination (Students) |

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| Physical Activity and Student Discipline |
| Pledge of Allegiance |
| Policy to Improve Completion Rates of the FAFSA |
| Restraint and Seclusion |
| Search and Seizure |
| Section 504/ADA (Students) |
| Student Discipline |
| Student Dress |
| Student Privacy (PPRA) |
| Student Records (FERPA) |
| Student Use of the District Computer Systems |
| Suicide Prevention and Intervention |
| Sunscreen Application in School |
| Title IX Sex Discrimination and Sexual Harassment |
| Transportation |
| Use of Private Technology Devices by Students |
| Wellness |

6000 Series - INSTRUCTION

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| Advanced Course or Program/Challenging Curriculum |
| Credit for Online Courses |
| Curricular Exemptions |
| Homework |
| IDEA - Alternative Assessments |
| Limited Exemptions to In-Person Attendance |
| Parent and Family Engagement Policy (Title I) |
| Parental Access to Instructional Materials |
| Parent-teacher Communication |
| Policy for the Equitable Identification of Gifted and Talented Students |
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7000 Series (Reserved)

8000 Series (Reserved)

9000 Series - BYLAWS

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| Board Regulations (Adoption and/or Revision) |
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| Committees |
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| Construction and Posting of Agenda |
| Filling Vacancies |
| Meeting Conduct |
| Minutes |
| Oath of Office |
| NEW Officers |
| Official Duties – Chairperson |
| Official Duties – Secretary |
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| Official Duties - Vice Chairperson |
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| Quorum and Voting Procedures |
| Reimbursement of Board Member Expenses |
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| Transaction of Business |

C-19 Series – COVID-19 Policies

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| Model Toolkit for Compliance with Executive Order 13G (subfolder with 4 forms) |
| Memorandum and Summary of Changes (July 2020) |
| Board Bylaws/Meeting Conduct |
| Community/Green Cleaning |
| Community/Use of School Facilities |
| Community/Visitors and Observers |
| Community/Volunteers |
| FFRCA |
| Model Required Annual Notices |
| Personnel/Employment and Student Teacher Checks |
| Personnel/Use of District Computer Systems |

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| Students/Attendance, Truancy, Chronic Absenteeism |
| Students/Health Assessments |
| Students/Student Discipline |
| Students/Transportation |
| Students/Use of District Computer Systems |
| Students/Use of Private Technology Devices |
| Temporary Policies and Regulations |
| Use of Face Coverings in School |

Notifications/Forms - Federal

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| Asbestos Notification |
| ESSA Non- or Provisionally Certified Teacher |
| ESSA Parent/Family Engagement |
| ESSA Right to Teacher/Para Qualifications |
| FERPA Rights |
| Guidelines for IEEs |
| IDEA/Accessing Public Benefits/Insurance |
| IDEA/Consent to Access Public Benefits/Insurance |
| IDEA/Low-Cost Legal Services |
| Section 504/ADA Rights |
| Sex Discrimination/Harassment in the Workplace |
| Student Privacy (PPRA) Rights |

Notifications/Forms - State

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| Bullying Notice/Sample Forms |
| Early Childhood Licensure/Child Care |
| Electronic Monitoring Notice |
| EpiPen Refusal Form |
| Extraordinary Educational Experiences |
| Homebound Instruction |
| Individualized Learning Plan |
| Kindergarten Opt Out Form |
| Meeting Regarding PPT Process/Evaluations |
| Notification Regarding Attendance/Truancy |
| Oral Health Assessment Notice |
| Parent Rights/Info Related to Special Education |
| Religious Exemption for Immunizations |

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|----------------------------------|
| Student Data Privacy Notice |
| Student Expulsion Hearing Notice |

Required Annual Notices for Handbooks

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| Required Annual Notices for Handbooks |
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8/3/22

NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education
New Milford, Connecticut
August through September 2022
**Revised September 16, 2022

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

- | | |
|---|-------------------------|
| 1. **Ms. Rebecca Adams , Director of Human Resources effective October 14, 2022. | Took position elsewhere |
| 2. Mrs. Ashley Ackley , English Teacher, Schaghticoke Middle School effective September 6, 2022. | Personal Reasons |
| 3. Mr. Matt Hirsch , Special Education Teacher, New Milford High School effective August 15, 2022. | Took position elsewhere |
| 4. **Mrs. Annette Marcus , Art Teacher, New Milford High School effective January 30, 2023. | Retirement |
| 5. Ms. Lisa Mosey , Math Teacher, Schaghticoke Middle School effective January 27, 2023. | Retirement |
| 6. Mr. James Wilson , Technology Education Teacher, Schaghticoke Middle School effective September 29, 2022. | Took position elsewhere |

2. **CERTIFIED STAFF**

b. **NON-RENEWALS**

1. **None currently**

3. **CERTIFIED STAFF**

c. **APPOINTMENTS**

1. **Mrs. Amanda Anderson**, Music Teacher, Sarah Noble Intermediate School effective September 1, 2022.
2022-2023 Salary – \$58,089 (step 3 Masters)

Education History:
BA: Wilkes University
Major: Musical Theater
MED: Grand Canyon University
Major: Elementary Education

Work Experience:
1 yr. New York City DOE
1 yr. China
2 yrs. Online ESL Teacher
4 yrs. Sub Teacher/Assistant Teacher NY

Rep: C. Zimmerman

2. **Ms. Gillian Barto**, Math Interventionist, Hill and Plain School/Northville Elementary School effective August 31, 2022.

2022-2023 Salary – \$56,681 (step 2 Masters)

Education History:

BS: SUNY, New Paltz
Major: Elementary Education
MS: Western Governors University
Major: Curriculum & Instruction

Work Experience:

3 yrs. NY Long term substitute

New - ESSER

3. **Ms. Karla Bickmore**, English Teacher, New Milford High School effective August 31, 2022, pending receipt of Connecticut certification.

2022-2023 Salary – \$65,052 (step 7 Masters)

Education History:

BA: Washington State University
Major: English & History
MED: Grand Canyon University
Major: Secondary Education

Work Experience:

6 yrs. Washington State
4 yrs. Arizona

Rep: A. Schlemmer

4. **Ms. Allison Burke**, Elementary Teacher, Hill and Plain School effective August 31, 2022.

2022-2023 Salary – \$59,525 (step 4 Masters)

Education History:

BS: SUNY, Cortland
Major: Early Childhood
MS: CUNY, Lehman
Major: Special Education

Work Experience:

6 yrs. NY DOE

Rep: J. Larkin

5. **Mr. Ryan Carbone**, Special Education Teacher, Sarah Noble Intermediate School effective September 22, 2022.

2022-2023 Salary – \$70,772 (step 9 Masters)

Education History:

BA/BS: SCSU
Major: History & Political Science
MA: University of St. Joseph
Major: Special Education

Work Experience:

5 yrs. Danbury Schools
5 yrs. CT Junior Republic
New budgeted position

6. **Mr. Sean Cotter**, Computer Education Teacher, Schaghticoke Middle School effective September 7, 2022.

2022-2023 Salary – \$95,055 (step 15 Masters)

Education History:

BS: SUNY, Stony Brook
Major: Math & Education
MS: WCSU
Major: Educational Technology

Work Experience:

10.5 yrs. New Milford PS
3.5 yrs. Danbury Schools
1 yr. Nonnewaug HS
1 yr. New York

Rep: J. Morrison

7. **Ms. Michelle DiFalco**, English Teacher, New Milford High School effective August 31, 2022.
2022-2023 Salary – \$55,296 (step 1 Masters)

Education History:
BA: WCSU
Major: American Studies
MA: Sacred Heart University
Major: Secondary English

Work Experience:
6 yrs. Substitute
1 yr. Tutor Bethel

Rep: J. DiFabbio

8. **Mrs. Jennifer Fodor**, Library Media Specialist, New Milford High School effective October 3, 2022.
2022-2023 Salary – \$68,297 (step 7 Masters+60)

Education History:
BA: WCSU
Major: American Studies/English
MS: University of Bridgeport
Major: Education
MA: Fairfield University
Major: Library Media Science

Work Experience:
1 yr. Sherman School
4 yrs. Reg. #6
1 yr. Seymour Schools
2 yrs. NMPS Tutor

Rep: L. Cerra

9. **Ms. Elizabeth Goldman**, Special Education Teacher, Schaghticoke Middle School effective September 1, 2022.
2022-2023 Salary – \$70,772 (step 9 Masters)

Education History:
BA: CUNY, Hunter
Major: English
MS: CUNY, Hunter
Major: Adolescent Education, (students with disabilities)

Work Experience:
8 yrs. NY DOE
5 yrs. After School Coord. New York

Rep: A. Wyka

10. **Ms. Kristen Hallecks**, Special Education Teacher, New Milford High School effective August 31, 2022.
2022-2023 Salary – \$59,209 (step 5 Bachelors+30)

Education History:
BA: WCSU
Major: History
Currently in MS program at CCSU
(cross endorsement in special education)

Work Experience:
3 yrs. New York
1 yr. Las Vegas
1 yr. Bristol
Building sub -NMPS

Rep: M. Hirsch

11. Mr. Paul Jussila, Business Teacher, New Milford High School effective September 6, 2022.
2022-2023 Salary – \$99,625 (step 15 Masters+60)

Education History:
BS: Quinnipiac University
Major: Management
MA: Johnson & Wales University
Major: Business Education
MBA: Capella University
Major: Finance, Management, Marketing

Work Experience:
17 yrs. South Windsor Schools
1 yr. Colorado

Rep: A. Bimonte

12. Mrs. Patricia Martin, Special Education Teacher, Sarah Noble Intermediate School effective September 23, 2022.
2022-2023 Salary – \$95,055 (step 15 Masters)

Education History:
BBA: WCSU
Major: Business Education
MA: St. Joseph College
Major: Special Education

Work Experience:
12 yrs. Derby Public Schools
3 yrs. Hartford Public Schools

New budgeted position

13. Ms. Melissa Olin, Math Interventionist, Northville Elementary School effective September 6, 2022.
2022-2023 Salary – \$90,481 (step 15 Bachelors)

Education History:
BA: Binghamton University
Major: Sociology

Work Experience:
6 yrs. BOCES
9 yrs. Florida Schools
2 yrs. North Carolina Schools
8 yrs. South Carolina Schools

ESSER position

14. Ms. Gabriela Payano, School Psychologist, Sarah Noble Intermediate School/Schaghticoke Middle School effective August 31, 2022.
2022-2023 Salary – \$57,916 (step 1 Masters+60)

Education History:
BA: WCSU
Major: Psychology
MA: Fairfield University
Major: School Psychology

Work Experience:
Internship Ridgefield Schools
Practicum New Fairfield Schools

Rep. S. VanSchaick

15. Wendy Sapione, Alternate Learning Program (Computer Based Instruction) Teacher, New Milford High School/Central Office effective August 31, 2022.
2022-2023 Salary – \$95,055 (step 15 Masters) pro-rated to .60 FTE

Education History:
BA: Fairfield University
Major: English
MA: Fairfield University
Major: Special Education

Work Experience:
3 yrs. Hamden Schools
12 yrs. Stratford Schools
1 yr. Ansonia Schools

Rep. B. Garcia

16. Mrs. Caitlin Skelly, Special Education Teacher, Hill and Plain School effective August 31, 2022.
2022-2023 Salary – \$55,296 (step 1 Masters)

Education History:
BS: WCSU
Major: Elementary Education
MS: SCSU
Major: Special Education

Work Experience:
3 yrs. Assumption Catholic School

Rep. A. Spellman

17. Ms. Janna Stratman, Physical Education, Hill and Plain School effective August 31, 2022.
2022-2023 Salary – \$53,986 (step 2 Bachelors)

Education History:
BS: SCSU
Major: Exercise Science

Work Experience:
1 yr. Newtown
1 yr. new Fairfield

Rep: A. Nocera

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

1. None

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

1. None

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. **Mrs. Jessica Bailey**, Paraeducator, Schaghticoke Middle School effective August 19, 2022.
2. **Mrs. Elizabeth DePalma**, Paraeducator, Sarah Noble Intermediate School effective August 26, 2022.
3. ****Mrs. Charlene DiGregorio**, Food Services Worker; Worker, Sarah Noble Intermediate School effective September 13, 2022.
4. **Ms. Jennifer Naum**, Paraeducator, New Milford High School effective August 19, 2022.

Took position elsewhere

Personal Reasons

Personal Reasons

Personal Reasons

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. ****Mrs. Anastasia des Enfants**, Paraeducator, Sarah Noble Intermediate School effective September 19, 2022.

\$15.67 per hour - Hire Rate
\$17.31 per hour – Job Rate
(after completion of probationary period)
7 hours per day/5 days per week

Rep. E. DePalma

| | |
|---|--|
| 2. **Ms. Denise Landry , Athletic Trainer, New Milford High School effective September 27, 2022. | \$55,000 based on 215 day work year New budgeted |
| 3. Mrs. Bernadette Maresca , Paraeducator, Hill and Plain School effective September 12, 2022. | \$15.67 per hour - Hire Rate \$17.31 per hour – Job Rate (after completion of probationary period) 7 hours per day/5 days per week Rep. S. Harris |
| 4. Mrs. Susan McManus , Paraeducator, Litchfield Hills Transition Center effective September 1, 2022. | \$15.67 per hour - Hire Rate \$17.31 per hour – Job Rate (after completion of probationary period) 7 hours per day/5 days per week New budgeted position |
| 5. Mr. Derrick Mimms , Assistant Cook, New Milford High School effective September 12, 2022. | \$19.89 per hour – Step 3 6.5 hours per day/5 days per week Rep. A. Camacho |
| 6. Ms. Amanda Morse , Paraeducator, Hill and Plain School effective September 1, 2022. | \$15.67 per hour - Hire Rate \$17.31 per hour – Job Rate (after completion of probationary period) 7 hours per day/5 days per week Rep. F. Jackson |
| 7. **Mrs. Jennifer Muckerman , Mail Courier, Central Office effective September 27, 2022. | \$14.50 per hour, no benefits Calendar year up to 19.5 hours per week |
| 8. Ms. Lynda Rushka , General Worker for Food Services, New Milford High School effective September 1, 2022. | Hire Rate (contract under negotiation) 4 hours per day/5 days per week |
| 9. Mrs. Darcilyn Schriver , Paraeducator, Hill and Plain School effective September 6, 2022. | \$15.67 per hour - Hire Rate \$17.31 per hour – Job Rate (after completion of probationary period) 7 hours per day/5 days per week Rep. R. Grudzwick |
| 8. ADULT EDUCATION STAFF | |
| a. RESIGNATIONS | |
| 1. None | |
| 9. ADULT EDUCATION STAFF | |
| b. APPOINTMENTS | |
| 1. None | |

10. BAND STAFF

a. RESIGNATIONS

1. None

11. BAND STAFF

b. APPOINTMENTS

1. None

12. COACHING STAFF

a. RESIGNATIONS

1. None

13. COACHING STAFF

b. APPOINTMENTS

1. **Ms. Ana Aguirre**, JV Girls' Soccer Coach, New Milford High School effective September 8, 2022, pending receipt of coaching permit.
2. ****Mrs. Kimberly Ginn**, Girls' and Boys' Unified Soccer Coach, New Milford High School effective September 22, 2022
3. **Ms. Kayleen Soper**, Freshman Girls' Volleyball Coach, New Milford High School effective August 25, 2022.
4. **Mrs. Lisa Stein**, Varsity Girls' Volleyball Coach, New Milford High School effective August 25, 2022.

2022-23 Stipend: \$3149

Current staff member

2022-23 Stipend: \$992

Current staff member

2022-23 Stipend: \$2424

2022-23 Stipend: \$4846

14. LEAVES OF ABSENCE

1. None



| RANGE | MAJOR OBJECT CODE DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------------------|-------------------------------|-------------------|-----------|-------------------|------------------|-------------------|------------------|---------------|
| 100'S | SALARIES - CERTIFIED | 30,920,462 | 0 | 30,920,462 | 1,712,385 | 28,539,200 | 668,877 | 97.84% |
| 100'S | SALARIES - NON CERTIFIED | 9,964,002 | 0 | 9,964,002 | 847,776 | 6,106,286 | 3,009,941 | 69.79% |
| 200'S | BENEFITS | 11,165,730 | 0 | 11,165,730 | 2,957,538 | 7,105,890 | 1,102,302 | 90.13% |
| 300'S | PROFESSIONAL SERVICES | 4,147,549 | 0 | 4,147,549 | 964,913 | 1,969,610 | 1,213,027 | 70.75% |
| 400'S | PROPERTY SERVICES | 963,512 | 0 | 963,512 | 161,288 | 334,684 | 467,540 | 51.48% |
| 500'S | OTHER SERVICES | 9,535,698 | 0 | 9,535,698 | 860,318 | 7,483,062 | 1,192,319 | 87.50% |
| 600'S | SUPPLIES | 2,699,331 | 0 | 2,699,331 | 210,974 | 1,660,028 | 827,329 | 69.31% |
| 700'S | CAPITAL | 22,784 | 0 | 22,784 | 1,280 | 930 | 20,574 | 9.70% |
| 800'S | DUES AND FEES | 93,268 | 0 | 93,268 | 57,306 | 1,629 | 34,333 | 63.19% |
| 900'S | REVENUE | -1,745,047 | 0 | -1,745,047 | 0 | 0 | -1,745,047 | 0.00% |
| GRAND TOTAL | | 67,767,289 | 0 | 67,767,289 | 7,773,777 | 53,201,318 | 6,791,194 | 89.98% |

SALARIES - NON CERTIFIED BREAKOUT

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------------|--------------------------------------|------------------|-----------|------------------|----------------|------------------|------------------|---------------|
| 51180 | SALARIES - NON CERT - STIPENDS | 535,390 | 0 | 535,390 | 985 | 0 | 534,405 | 0.18% |
| 51201 | SALARIES - NON CERT - PARA EDUCATORS | 2,188,657 | 0 | 2,188,657 | 100,763 | 1,812,863 | 275,031 | 87.43% |
| 51202 | SALARIES - NON CERT - SUBSTITUTUES | 971,737 | 0 | 971,737 | 335 | 0 | 971,402 | 0.03% |
| 51210 | SALARIES - NON CERT - SECRETARY | 2,093,451 | 0 | 2,093,451 | 260,158 | 1,541,266 | 292,027 | 86.05% |
| 51225 | SALARIES - NON CERT - TUTORS | 260,695 | 0 | 260,695 | 0 | 0 | 260,695 | 0.00% |
| 51240 | SALARIES - NON CERT - CUSTODIAL | 1,971,159 | 0 | 1,971,159 | 276,166 | 1,323,026 | 371,966 | 81.13% |
| 51250 | SALARIES - NON CERT - MAINTENANCE | 950,613 | 0 | 950,613 | 140,066 | 600,684 | 209,863 | 77.92% |
| 51285 | SALARIES - NON CERT - TECHNOLOGY | 508,703 | 0 | 508,703 | 49,911 | 433,207 | 25,585 | 94.97% |
| 51336 | SALARIES - NON CERT - NURSES | 483,597 | 0 | 483,597 | 19,390 | 395,240 | 68,967 | 85.74% |
| TOTAL | | 9,964,002 | 0 | 9,964,002 | 847,776 | 6,106,286 | 3,009,941 | 69.79% |

BENEFIT BREAKOUT

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------------|------------------------------------|-------------------|-----------|-------------------|------------------|------------------|------------------|---------------|
| 52200 | BENEFITS - FICA | 622,565 | 0 | 622,565 | 66,374 | 0 | 556,191 | 10.66% |
| 52201 | BENEFITS - MEDICARE | 531,498 | 0 | 531,498 | 38,737 | 0 | 492,762 | 7.29% |
| 52300 | BENEFITS - PENSION | 929,692 | 0 | 929,692 | 929,692 | 0 | 0 | 100.00% |
| 52600 | BENEFITS - UNEMPLOYMENT COMP | 33,000 | 0 | 33,000 | 0 | 0 | 33,000 | 0.00% |
| 52810 | BENEFITS - HEALTH INSURANCE | 8,397,600 | 0 | 8,397,600 | 1,791,405 | 6,606,195 | 0 | 100.00% |
| 52820 | BENEFITS - DISABILITY INSURANCE | 125,000 | 0 | 125,000 | 17,364 | 107,636 | 0 | 100.00% |
| 52830 | BENEFITS - LIFE INSURANCE | 126,000 | 0 | 126,000 | 17,394 | 103,606 | 5,000 | 96.03% |
| 52900 | BENEFITS - OTHER EMPLOYEE BENEFITS | 400,375 | 0 | 400,375 | 96,572 | 288,453 | 15,349 | 96.17% |
| TOTAL | | 11,165,730 | 0 | 11,165,730 | 2,957,538 | 7,105,890 | 1,102,302 | 90.13% |



EXPENDITURES

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------|------------------------------|-----------------|-----------|----------------|------------|--------------|-----------|---------|
| 51110 | CERTIFIED SALARIES | 30,920,462 | 0 | 30,920,462 | 1,712,385 | 28,539,200 | 668,877 | 97.84% |
| 51200 | NON-CERTIFIED SALARIES | 9,964,002 | 0 | 9,964,002 | 847,776 | 6,106,286 | 3,009,941 | 69.79% |
| 52000 | BENEFITS | 11,165,730 | 0 | 11,165,730 | 2,957,538 | 7,105,890 | 1,102,302 | 90.13% |
| 53010 | LEGAL SERVICES | 238,553 | 0 | 238,553 | 236,348 | 0 | 2,205 | 99.08% |
| 53050 | CURRICULUM DEVELOPMENT | 75,000 | 0 | 75,000 | 2,805 | 0 | 72,195 | 3.74% |
| 53200 | PROFESSIONAL SERVICES | 2,406,345 | 0 | 2,406,345 | 487,281 | 1,504,621 | 414,443 | 82.78% |
| 53201 | MEDICAL SERVICES - SPORTS | 52,700 | 0 | 52,700 | 0 | 0 | 52,700 | 0.00% |
| 53210 | TIME & ATTENDANCE SOFTWARE | 10,500 | 0 | 10,500 | 0 | 0 | 10,500 | 0.00% |
| 53220 | IN SERVICE | 114,450 | 0 | 114,450 | 0 | 29,905 | 84,545 | 26.13% |
| 53230 | PUPIL SERVICES | 576,592 | 0 | 576,592 | 58,105 | 318,750 | 199,737 | 65.36% |
| 53300 | OTHER PROF/ TECH SERVICES | 46,785 | 0 | 46,785 | 11,480 | 0 | 35,305 | 24.54% |
| 53310 | AUDIT/ACCOUNTING | 41,250 | 0 | 41,250 | 41,250 | 0 | 0 | 100.00% |
| 53500 | TECHNICAL SERVICES | 238,871 | 0 | 238,871 | 120,748 | 2,720 | 115,403 | 51.69% |
| 53530 | SECURITY SERVICES | 228,503 | 0 | 228,503 | 0 | 110,583 | 117,920 | 48.39% |
| 53540 | SPORTS OFFICIALS SERVICES | 118,000 | 0 | 118,000 | 6,895 | 3,030 | 108,075 | 8.41% |
| 54101 | CONTRACTUAL TRASH PICK UP | 93,016 | 0 | 93,016 | 14,274 | 70,654 | 8,088 | 91.30% |
| 54301 | REPAIRS & MAINTENANCE | 475,762 | 0 | 475,762 | 99,334 | 129,774 | 246,653 | 48.16% |
| 54302 | FIRE / SECURITY MAINTENANCE | 1,700 | 0 | 1,700 | 0 | 1,074 | 626 | 63.18% |
| 54303 | GROUNDS MAINTENANCE | 12,700 | 0 | 12,700 | 3,617 | 3,383 | 5,700 | 55.12% |
| 54310 | GENERAL REPAIRS | 43,170 | 0 | 43,170 | 397 | 5,546 | 37,226 | 13.77% |
| 54320 | TECHNOLOGY RELATED REPAIRS | 41,637 | 0 | 41,637 | 0 | 8,990 | 32,647 | 21.59% |
| 54411 | WATER | 68,195 | 0 | 68,195 | 5,102 | 63,094 | 0 | 100.00% |
| 54412 | SEWER | 15,559 | 0 | 15,559 | 11,272 | 4,287 | 0 | 100.00% |
| 54420 | LEASE/RENTAL EQUIP/VEH | 211,773 | 0 | 211,773 | 27,293 | 47,881 | 136,599 | 35.50% |
| 55100 | PUPIL TRANSPORTATION - OTHER | 175,790 | 0 | 175,790 | 284 | 1,216 | 174,290 | 0.85% |
| 55101 | PUPIL TRANS - FIELD TRIP | 22,750 | 0 | 22,750 | 0 | 0 | 22,750 | 0.00% |
| 55110 | STUDENT TRANSPORTATION | 5,053,987 | 0 | 5,053,987 | 123,421 | 4,847,241 | 83,325 | 98.35% |
| 55200 | GENERAL INSURANCE | 306,689 | 0 | 306,689 | 306,689 | 0 | 0 | 100.00% |
| 55300 | COMMUNICATIONS | 39,440 | 0 | 39,440 | 4,210 | 35,230 | 0 | 100.00% |
| 55301 | POSTAGE | 32,750 | 0 | 32,750 | 3,027 | 29,723 | 0 | 100.00% |
| 55302 | TELEPHONE | 80,966 | 0 | 80,966 | 30,358 | 50,608 | 0 | 100.00% |



EXPENDITURES

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------------------------|--------------------------------|-------------------|-----------|-------------------|------------------|-------------------|------------------|---------------|
| 55400 | ADVERTISING | 8,000 | 0 | 8,000 | 567 | 761 | 6,672 | 16.61% |
| 55505 | PRINTING | 31,210 | 0 | 31,210 | 12,018 | 0 | 19,192 | 38.51% |
| 55600 | TUITION - TRAINING | 30,000 | 0 | 30,000 | 1,050 | 0 | 28,950 | 3.50% |
| 55610 | TUITION - PUBLIC PLACEMENTS | 1,129,164 | 0 | 1,129,164 | 141,343 | 441,139 | 546,683 | 51.59% |
| 55630 | TUITION - PRIVATE PLACEMENTS | 2,578,401 | 0 | 2,578,401 | 232,117 | 2,077,143 | 269,141 | 89.56% |
| 55800 | TRAVEL | 46,551 | 0 | 46,551 | 5,235 | 0 | 41,316 | 11.24% |
| 56100 | GENERAL INSTRUCTIONAL SUPPLIES | 168,026 | 0 | 168,026 | 19,443 | 42,879 | 105,704 | 37.09% |
| 56110 | INSTRUCTIONAL SUPPLIES | 397,899 | 0 | 397,899 | 42,688 | 110,593 | 244,618 | 38.52% |
| 56120 | ADMIN SUPPLIES | 31,918 | 0 | 31,918 | 984 | 3,857 | 27,077 | 15.17% |
| 56210 | NATURAL GAS | 219,960 | 0 | 219,960 | 439 | 219,521 | 0 | 100.00% |
| 56220 | ELECTRICITY | 1,021,171 | 0 | 1,021,171 | 82,300 | 843,221 | 95,650 | 90.63% |
| 56230 | PROPANE | 4,251 | 0 | 4,251 | 0 | 0 | 4,251 | 0.00% |
| 56240 | OIL | 238,503 | 0 | 238,503 | 0 | 215,440 | 23,063 | 90.33% |
| 56260 | GASOLINE | 38,375 | 0 | 38,375 | 1,605 | 10,495 | 26,275 | 31.53% |
| 56290 | FACILITIES SUPPLIES | 320,428 | 0 | 320,428 | 17,569 | 173,825 | 129,034 | 59.73% |
| 56291 | MAINTENANCE COMPONENTS | 16,475 | 0 | 16,475 | 0 | 8,167 | 8,308 | 49.57% |
| 56292 | UNIFORMS/ CONTRACTUAL | 13,222 | 0 | 13,222 | 100 | 3,400 | 9,722 | 26.47% |
| 56293 | GROUNDKEEPING SUPPLIES | 22,585 | 0 | 22,585 | 1,331 | 6,669 | 14,585 | 35.42% |
| 56410 | TEXTBOOKS | 63,639 | 0 | 63,639 | 32,432 | 0 | 31,207 | 50.96% |
| 56411 | CONSUMABLE TEXTS | 27,126 | 0 | 27,126 | 2,416 | 9,246 | 14,464 | 42.99% |
| 56420 | LIBRARY BOOKS | 52,049 | 0 | 52,049 | 5,803 | 4,972 | 41,274 | 20.70% |
| 56430 | PERIODICALS | 17,224 | 0 | 17,224 | 671 | 7,659 | 8,894 | 48.36% |
| 56460 | WORKBOOKS | 1,900 | 0 | 1,900 | 0 | 0 | 1,900 | 0.00% |
| 56500 | SUPPLIES - TECH RELATED | 44,580 | 0 | 44,580 | 3,193 | 86 | 41,301 | 7.35% |
| 57345 | INSTRUCTIONAL EQUIPMENT | 7,154 | 0 | 7,154 | 1,280 | 0 | 5,874 | 17.90% |
| 57400 | GENERAL EQUIPMENT | 2,500 | 0 | 2,500 | 0 | 0 | 2,500 | 0.00% |
| 57500 | FURNITURE & FIXTURES | 13,130 | 0 | 13,130 | 0 | 930 | 12,200 | 7.08% |
| 58100 | DUES & FEES | 93,268 | 0 | 93,268 | 57,306 | 1,629 | 34,333 | 63.19% |
| EXPENDITURE TOTAL | | 69,512,336 | 0 | 69,512,336 | 7,773,777 | 53,201,318 | 8,536,241 | 87.72% |



REVENUES

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|----------------------|-----------------------------------|-------------------|-----------|-------------------|------------|--------------|-------------------|--------------|
| 43103 | EXCESS COSTS | -1,301,689 | 0 | -1,301,689 | 0 | 0 | -1,301,689 | 0.00% |
| 43105 | MEDICAID REIMBURSEMENT | -60,507 | 0 | -60,507 | 0 | 0 | -60,507 | 0.00% |
| 44105 | FOI & FINGERPRINTING FEES | -1,900 | 0 | -1,900 | 0 | 0 | -1,900 | 0.00% |
| 44705 | BUILDING USE FEES (BASE RENTAL) | -55,000 | 0 | -55,000 | 0 | 0 | -55,000 | 0.00% |
| 49102 | BUILDING USE FEES (CUSTODIAL) | -27,951 | 0 | -27,951 | 0 | 0 | -27,951 | 0.00% |
| 44800 | REGULAR ED TUITION | -116,000 | 0 | -116,000 | 0 | 0 | -116,000 | 0.00% |
| 44822 | SPECIAL ED TUITION | -29,900 | 0 | -29,900 | 0 | 0 | -29,900 | 0.00% |
| 49103 | DCF TUITION | -85,000 | 0 | -85,000 | 0 | 0 | -85,000 | 0.00% |
| 44860 | ADMISSIONS/ATHLETIC GATE RECEIPTS | -25,400 | 0 | -25,400 | 0 | 0 | -25,400 | 0.00% |
| 44861 | PARKING PERMIT FEES | -41,700 | 0 | -41,700 | 0 | 0 | -41,700 | 0.00% |
| REVENUE TOTAL | | -1,745,047 | 0 | -1,745,047 | 0 | 0 | -1,745,047 | 0.00% |

| | | | | | | | |
|--------------------|-------------------|----------|-------------------|------------------|-------------------|------------------|---------------|
| GRAND TOTAL | 67,767,289 | 0 | 67,767,289 | 7,773,777 | 53,201,318 | 6,791,194 | 89.98% |
|--------------------|-------------------|----------|-------------------|------------------|-------------------|------------------|---------------|

| BOE Capital Reserve Acct #43020000-10101 | |
|---|------------------|
| MUNIS Balance as of 8/31/22 | 3,039,825 |
| Contribution Towards NMHS Roof Replacement | -450,000 |
| Approved by BoF - 5 year Capital Withdraw 22/23 | -980,030 |
| Projected Total* | 1,609,795 |

| Turf Field Replacement Acct #43020000-10130 | |
|---|----------------|
| CONTRIBUTION - FROM BOE 17.18 FYE BALANCE | 50,000 |
| CONTRIBUTION - FROM BOE 18.19 FYE BALANCE | 50,000 |
| CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S & BANNER SALES | 10,225 |
| CONTRIBUTION - FROM TOWN DATED 6/4/20 | 50,000 |
| CONTRIBUTION - FROM TOWN DATED 6/16/21 | 50,000 |
| CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 6/23/21 | 3,765 |
| CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 9/29/21 | 1,890 |
| CONTRIBUTION - FROM BOE 20.21 FYE BALANCE | 100,000 |
| CONTRIBUTION - FROM TOWN DATED 6/9/22 | 50,000 |
| Total as of 8/31/22* | 365,880 |

* before any fiscal year end 21/22 deposit from BOE



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

| Funding | Location | Vendor Name | Description | Amount | Object Code |
|--------------|-----------------|--|--|---------------------|---------------|
| GENERAL | SPED | EDADVANCE | 22/23 YEARLY - STUDENT CARE WORKERS | \$ 689,425.00 | 53200 |
| GENERAL | SPED | EFFECTIVE SCHOOL SOLUTIONS | 22/23 YEARLY - CLINICAL SERVICES | \$ 143,712.00 | 53200 |
| GENERAL | SPED | ST VINCENTS | 22/23 YEARLY - ESY AND SCHOOL YEAR TUITION | \$ 114,000.00 | 55630 |
| GENERAL | SPED | CHANGE ACADEMY | 22/23 YEARLY - TUITION THROUGH DECEMBER 2022 | \$ 101,636.00 | 55630 |
| GENERAL | SPED | WHEELER CLINIC | 22/23 YEARLY - ESY AND SCHOOL YEAR TUITION | \$ 96,998.00 | 55630 |
| GENERAL | SPED | EDADVANCE | 22/23 YEARLY - ESY AND SCHOOL YEAR TUITION | \$ 86,900.00 | 55610 |
| GENERAL | SPED | WESTPORT DAY SCHOOL | 22/23 YEARLY - SCHOOL YEAR TUITION | \$ 83,000.00 | 55630 |
| CAPITAL | FACILITIES | GENGRAS FORD | 2022 FORD F-550 W/SNOW REMOVAL EQUIPMENT | \$ 81,838.90 | 57400 |
| CAPITAL | NMHS | SPORTSFIELD SPECIALTIES | SAFETY NETTING FOR JV SOFTBALL FIELD | \$ 47,290.00 | 54300 |
| GENERAL | DISTRICT | FIRST CITIZENS BANK & TRUST | BASE LEASE FOR DISTRICT COPIERS | \$ 46,800.00 | 54420 |
| GENERAL | SPED | ABILITY BEYOND DISABILITY | 22/23 YEARLY - TRANSPORTATION | \$ 40,725.00 | 55110 |
| GENERAL | SPED | REGIONAL SCHOOL DISTRICT 12 | 22/23 YEARLY - ESY AND SCHOOL YEAR TUITION | \$ 37,000.00 | 55610 |
| GENERAL | DISTRICT | KEE ENTERPRISES, INC. | 22/23 YEARLY - TRANSPORTATION | \$ 27,874.00 | 55110 |
| GRANT | DOI | READING WRITING PROJECT NETWORK | TC SUPPORT FOR SNIS | \$ 27,500.00 | 53300 |
| CAPITAL | DISTRICT | CDW | CHROMEBOOKS (88 UNITS) | \$ 24,992.00 | 57340 |
| CAPITAL | FACILITIES | INTEGRATED SYSTEMS SERVICES | PA SPEAKER PROJECT FOR ALL SCHOOL LOCATIONS | \$ 24,082.00 | 54301 |
| GENERAL | TECHNOLOGY | SHI INTERNATIONAL | SOPHOS CENTRAL SUBSCRIPTION | \$ 21,548.90 | 53500 |
| GENERAL | DISTRICT | CABE | 22/23 YEARLY - SUPERINTENDENT SEARCH CONSULTING SERVICES | \$ 19,500.00 | 53200 |
| GENERAL | FACILITIES | NEW MILFORD SEPTIC SERVICES | 22/23 YEARLY - SEPTIC AND/OR GREASE TRAP PUMPING | \$ 16,068.00 | 54301 |
| GENERAL | SPED | EFFECTIVE SCHOOL SOLUTIONS | 22/23 YEARLY - SMS CLINICAL SERVICES | \$ 15,968.00 | 53200 |
| GENERAL | NMHS | M A RICHEY MFG | POLE VAULTING EQUIPMENT | \$ 12,990.00 | 303/56100/543 |
| GENERAL | FACILITIES | BRIGHTLY SOFTWARE | ANNUAL SOFTWARE RENEWAL (FORMERLY SCHOOLDUDE) | \$ 12,934.34 | 54301 |
| GENERAL | SPED | ROBERT A DAVIS | 22/23 YEARLY - SUPPORT TRAINING FOR STAFF | \$ 9,000.00 | 53230 |
| GENERAL | FACILITIES | OTIS ELEVATOR COMPANY | ANNUAL SERVICE CONTRACT FOR SMS | \$ 8,963.64 | 54301 |
| GENERAL | FISCAL SERVICES | TOWN OF NEW MILFORD | 22/23 YEARLY - SECURITY AT BOE MEETINGS | \$ 8,583.00 | 53530 |
| GENERAL | FACILITIES | LOGICAL ENVIRONMENTAL SOLUTIONS | COMPLIANCE PROGRAM - PETROLEUM STORAGE TANKS | \$ 7,975.00 | 54301 |
| GENERAL | SPED | TOWN OF WOLCOTT BOE | 22/23 YEARLY - SCHOOL YEAR TUITION | \$ 7,500.00 | 55610 |
| CAPITAL | FACILITIES | TOTAL FENCE | SNIS HAND RAILING REPAIRS | \$ 7,400.00 | 54300 |
| GENERAL | NMHS | EXPLORE LEARNING | SCIENCE SOFTWARE LICENSE | \$ 6,435.00 | 58100 |
| GENERAL | NES | HALF PINT KIDS | ELA BOOK ORDER | \$ 5,385.60 | 56420 |
| GENERAL | DOI | EDWARD V GERETY | CONVOCATION SPEAKER | \$ 5,000.00 | 53300 |
| GRANT | SPED | THE MASTER TEACHER | ONLINE PARA TRAINING PROGRAM | \$ 5,000.00 | 51115 |
| GENERAL | SPED | EVAN HACK | 22/23 YEARLY - MEDICAL ADVISOR | \$ 5,000.00 | 53230 |

EXPENDITURES PRESENTED IN BOLD AND ITALICIZED FONT IN THE ABOVE LISTING WERE PURCHASED VIA GRANT FUNDING.



Items listed below are over \$5,000 threshold, were processed by the Board of Education and have already been submitted to the Town to be part of the joint claim through CIRMA.

| Funding | Location | Vendor Name | Description | Amount | Object Code |
|---------|----------|------------------|--|---------------|-------------|
| FIRE | NMHS | CDW | SMARTBOARDS (51 UNITS) | \$ 146,370.00 | 57999 |
| FIRE | NMHS | CDW | CHROMEBOOKS (200 UNITS) | \$ 63,200.00 | 57999 |
| FIRE | NMHS | FLINN SCIENTIFIC | REPLACEMENT TABLES (28 UNITS) | \$ 21,420.00 | 57999 |
| FIRE | NMHS | CDW | LAPTOPS (11 UNITS) PLUS CABLES/CORDS | \$ 12,679.46 | 57999 |
| FIRE | NMHS | CDW | MOUNTING BRACKETS FOR SMARTBOARDS (51 UNITS) | \$ 10,557.00 | 57999 |
| FIRE | NMHS | AMAZON | ESY SUPPLIES | \$ 5,458.54 | 56999 |

Additional "FIRE" purchases under the \$5,000 threshold (NOT SHOWN ABOVE), have also been submitted to the Town to be part of the joint claim through our insurance provider (CIRMA).



NEW MILFORD PUBLIC SCHOOLS
Office of the Assistant Superintendent
50 East Street
New Milford, Connecticut 06776
(860) 354-3235
FAX (860) 210-2643

TO: Dr. JeanAnn C. Paddyfote, Interim Superintendent
FROM: Holly Hollander, Assistant Superintendent
DATE: September 8, 2022
RE: 2022-2023 Tuition Students

Listed below are the tuition students for the 2022-2023 school year:

- Tenth Grade student to attend New Milford High School (full tuition rate)
- Eleventh Grade student to attend New Milford High School (full tuition rate)

ITEM OF INFORMATION

09.06.2022 Update from Policy Committee: consensus was to delete policy 3453.1 and change it to a regulation.

3453.1

Business/Non-Instructional Operations

Unexpended Class Funds

All invoices or obligations incurred by the Senior Class must be paid out of the senior class fund no later than the opening day of the following school year. No new obligations may be incurred any later than one week after graduation.

Remaining funds will be turned over to two class officers, in trust for the class, for the purpose of supporting the five year or a later reunion, unless the majority of the class resolves that the funds will be used for some other purpose which benefits those students who contributed to the accumulation of the funds.

Regulation adopted: September 20, 2022

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

ITEM OF INFORMATION

COMMENTARY: Effective October 1, 2022, Public Act 21-82 recognizes “victim of domestic violence” as a legally protected class under Connecticut law. The Act designates appropriate accommodations that may be afforded to employees who are the victims of domestic violence however those accommodations do not need to be listed out in this regulation. The Act further provides that information and records regarding an employee’s status as a victim of domestic violence be kept confidential to the extent permitted by law.

The Act also immediately requires all employers with three or more employees to post “in a prominent and accessible location information concerning domestic violence and the resources available to victims of domestic violence in Connecticut.” This provision does not need to be reflected in this regulation, but the District must comply with it. The legislation requires the Connecticut Commission on Human Rights and Opportunities (“CHRO”) to develop resources to assist with this obligation.

4111.1(a)

4211.1(a)

Personnel – Certified/Non-Certified

Procedures for Employee Complaints of Discrimination

The New Milford Board of Education provides equal employment opportunities for all employees and applicants for employment. All employment decisions are made without regard to race, color, national origin, sex (including pregnancy), age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, genetic information, veteran status, **status as a victim of domestic violence** or any other basis prohibited by law.

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

Although discrimination also includes sexual, racial or other unlawful harassment, the prohibition of such conduct is governed by a separate Board policy. Please refer to Board Policy 4118.112, 4218.112 and regulations for the procedure for complaints of sexual, racial or other unlawful harassment.

Employees who believe they have suffered discrimination in violation of this policy are encouraged to promptly report such incidents to a Building Principal or the district’s Title IX Coordinator or both. Timely reporting of incidents of unlawful harassment enables the school district to properly investigate and resolve such complaints.

Complaints will be investigated promptly and corrective action will be taken when warranted. Any reprisals or retaliations found to have occurred as a result of reporting discrimination may result in disciplinary action against the retaliator.

4111.1(b)
4211.1(b)

Personnel – Certified/Non-Certified

Procedures for Employee Complaints of Discrimination

Reporting a Complaint of Discrimination

Any applicant or employee who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, genetic information, ~~or~~ veteran status, **status as a victim of domestic violence** or **any other basis prohibited by law** should promptly bring his/her complaint to the attention of one of the following school officials: Building Principal or Title IX Coordinator.

The Title IX Coordinator(s) for the New Milford Board of Education are:

STUDENTS:—

Ms. Holly Hollander _____

Assistant Superintendent

50 East Street _____

New Milford, CT 06776

Phone number: 860-354-3235 _____

hollanderh@newmilfordps.org

STAFF:

Ms. Rebecca Adams

Director of Human Resources

50 East Street

New Milford, CT 06776

860-210-2200

adamsr@newmilfordps.org

Although there is no requirement that the complaint be in writing, the school official should encourage the complainant to submit the complaint in writing and may assist the complainant in writing the complaint.

The written complaint should state the following (the form in Appendix A may be provided for the convenience of the complainant, but is not required):

1. name of the complainant;
2. date that the complaint was made;
3. name(s) of the person(s) who discriminated against complainant;
4. date and place of the alleged discriminatory conduct;
5. names of any witnesses;
6. list of documentary evidence, if any;
7. statement of the facts supporting the complaint of discrimination.

Personnel – Certified/Non-Certified

Procedures for Employee Complaints of Discrimination

Investigation of Complaints of Discrimination other than Harassment

Investigator: The Title IX Coordinator is responsible for designating the investigator of any complaint, which may be himself/herself or a properly trained staff member, administrator or outside investigator. The advice of legal counsel should be sought as necessary. The designation of the investigator, if other than the Title IX Coordinator, shall be done promptly.

During any stage of the investigation, the investigator may attempt to resolve the complaint in the least disruptive, most prompt and confidential manner.

Interim measures: The investigator shall assess whether there is a necessity to take immediate interim measures to prevent further allegations of discrimination or retaliation of any kind while the investigation is pending.

Investigation: The investigation shall be conducted with objectivity and completed in a timely manner. The investigator shall consult with all individuals believed to have relevant information, including the complainant, the person(s) accused of the discriminatory conduct, potential witnesses and other possible victims of the alleged conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the investigative process, the due process rights of the person(s) accused of discrimination shall be respected. The investigator shall keep the complainant apprised of the status of the investigation on a periodic basis.

Documentation: The investigator should carefully document all aspects of the investigation, including any informal resolution of the complaint. Documentation should be maintained in an investigative file. Documentation of disciplinary actions taken should be maintained in the employee's personnel file or the student's disciplinary file.

Written Report: After an impartial and prompt investigation of the complaint, the investigator should ascertain (1) whether the alleged discrimination occurred and (2) whether such conduct constitutes a violation of the Board's policy. If there is a violation, the investigator should recommend any remedial action appropriate to redress the discrimination and/or prevent any recurrence of such conduct in the future. The investigator should commit the findings and recommendations to writing and forward the report to the Title IX Coordinator and Superintendent of Schools. Unless unusual circumstances exist, the written report shall be completed without delay. If the Superintendent is the subject of the investigation, the Board of Education shall receive the findings and recommendations.

Personnel – Certified/Non-Certified

Procedures for Employee Complaints of Discrimination

Notification of Results of Investigation: The results of the investigation will be promptly communicated to the parties involved in a manner consistent with state and federal laws regarding data and records privacy.

Request for Review: If the complainant is unsatisfied with the results of the investigation, he/she may request a review by the Superintendent of Schools within 10 school days of the notification of the results of the investigation. The Superintendent (or designee) shall review the investigator's written report and further investigation may be conducted if necessary. The complainant may present additional evidence or witnesses for the reviewer to consider. Absent unusual circumstances, the Superintendent shall promptly notify the complainant in writing of the results of his/her review.

Corrective Action: If discrimination in violation of Board policy has been determined to have occurred, the school district will take prompt remedial action to redress the discrimination. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and other school district policies.

Alternative Complaint Procedures

The Connecticut Commission of Human Rights and Opportunities (CHRO) investigates complaints of employment discrimination based upon race, color, national origin, sex (**including pregnancy**), age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, ~~or~~ genetic information, **veteran status or status as a victim of domestic violence**. CHRO may be contacted at 21 Grand Street, Hartford, CT 06106 (860-541-5737).

The U. S. Equal Employment Opportunity Commission (EEOC) investigates complaints of employment discrimination based upon race, color, sex, religion, national origin, age, or disability. The EEOC may be contacted at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, 1-800-669-4000.

The EEOC and CHRO apply a statute of limitation of one hundred and eighty (180) days to complaints of employment discrimination.

The U. S. Department of Labor, Veteran's Employment and Training Service investigates complaints of discrimination based upon veteran status. The Veteran's Employment and Training Service may be contacted at 1-866-4-USA-DOL.

4111.1(e)
4211.1(e)

Personnel – Certified/Non-Certified

Procedures for Employee Complaints of Discrimination

Regulation adopted: June 14, 2011
Regulation revised: October 11, 2011
Regulation revised: February 24, 2015
Regulation revised: August 17, 2021
Regulation revised: June 7, 2022

NEW MILFORD BOARD OF EDUCATION
New Milford, Connecticut

ITEM OF INFORMATION

COMMENTARY: Public Act 22—80 amends school medication administration laws to allow school nurses – or during their absence/unavailability – qualified/trained school employees to administer “opioid antagonists” (i.e. Narcan) to students experiencing an opioid-related drug overdose who do not have prior written authorization from a parent or a prior order from a qualified medical professional.

Public Act 22-80 requires the State Department of Education and Department of Consumer Protection to jointly develop guidelines on the storage and administration of opioid antagonists in schools by October 1, 2022 so further changes may be needed to this regulation once the guidelines are published.

5141.21(a)

Students

Administration of Medications

The Board of Education has authorized the Superintendent of Schools to develop the following procedures concerning the administration of medications to students within the school system by a licensed nurse or, in the absence of a nurse, by qualified personnel for schools. These administrative regulations have been developed with the advice and approval of the school medical advisor and the school nurse supervisor. Nothing in these regulations prohibits parents or guardians from administering medication to their own children on school grounds.

I. Administration of Medications by Qualified Personnel for Schools

A school nurse or any other nurse licensed in the state of Connecticut may administer medications to students in school. In the absence of a licensed nurse, only qualified personnel who have been properly trained may administer medication to students as delegated by the school nurse. Administration of medications by qualified personnel shall be under the general supervision of the school nurse.

A. General Principles

1. Prescribed medication will be administered during school hours, only if it is not possible to achieve the desired effect by home administration.
2. Medication will be administered during field trips and school sponsored activities by qualified school personnel, or the parent/guardian. Students will be permitted to self-carry medication provided New Milford Administrative Regulations, Section IV are followed.
3. Qualified personnel are not authorized to administer “standing order” medications while on field trips if nurse is not present.
4. A current list of qualified personnel authorized to give medication shall be maintained in each school.

Students

Administration of Medications

5. The school medical advisor and the school nurse coordinator shall review and revise the procedures concerning the administration of medications as needed, but at least biannually.

B. Qualified Personnel for Schools includes the following:

1. Principals, teachers, licensed athletic trainers, licensed physical or occupational therapists employed full-time by the Board;
2. Coaches and licensed athletic trainers (subject to the conditions below);
3. Paraprofessionals (subject to the conditions below);
4. Directors (or directors' designees), lead teachers and administrators of school readiness programs and before- or after-school programs.

C. Basic prerequisites

Except as permitted in Section E below, no medication may be administered to students by any school personnel without documentation of the following in the student's health record:

1. The written order of an authorized prescriber;
2. The written authorization of a parent, guardian or eligible student; and
3. The written permission for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of the medication;
4. Prescribed medication shall be only administered to, and taken by, the person for whom the prescription is written.

D. Medications that may be administered

1. Qualified personnel for schools may administer oral, topical, intranasal or inhalant medications;
2. Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death;
3. Glucagon. Qualified school employees may administer medications with injectable equipment used to administer glucagon to a student with diabetes who requires prompt treatment in order to protect the student against serious harm or death. This is limited to situations where the school nurse is unavailable and the qualified personnel have been specially trained and approved to use such equipment.
4. Qualified personnel for schools may not administer investigational drugs or research study medications.

Students

Administration of Medications

5. Antiepileptic Medication. Qualified school employees may administer antiepileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Such authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer antiepileptic medication unless: (i) such qualified school employee annually completes the required training program for antiepileptic medication administration; (ii) the school nurse and school medical advisor have attested, in writing, that such qualified school employee has completed such training; (iii) such qualified school employee receives monthly reviews by the school nurse to confirm such qualified school employee's competency to administer antiepileptic medication under this subsection; and (iv) such qualified school employee voluntarily agrees to serve as a qualified school employee.

E. Epinephrine as Emergency First Aid for Students Who Do Not Have Prior Written Authorization or Order

Epinephrine may be administered as emergency first aid to students who experience allergic reactions but do not have a prior written authorization of a parent or guardian or the written order of a qualified medical professional. Such administration may be done by a school nurse or, when the school nurse is absent or unavailable, by a qualified school employee who has completed the training required by law to administer emergency epinephrine.

A school nurse or in the absence of a school nurse, at least one qualified school employee who has been trained will be on the grounds of each school in the district during regular school hours.

Notice to Parents Regarding Opt-Out

The parent or guardian of a student may submit, in writing, to the school nurse a notice that epinephrine shall not be administered to such student. The school district shall annually notify parents or guardians of the need to provide such written notice.

Procedures for the Administration of Epinephrine as Emergency First Aid

The school nurse supervisor for the district shall:

1. Determine the level of nursing services and number of qualified school employees needed to ensure coverage at each school during regular school hours. This includes consulting with district administrators to establish awareness of the regular school hours for each school.

Students

Administration of Medications

2. Consult with the school medical advisor or other licensed physician to determine the supply of epinephrine in cartridge injectors that shall be available in each school in the district.
3. Coordinate with each school principal and school nurse to select qualified school employees from employees who volunteer to complete the training required to administer epinephrine as emergency first aid.
4. Develop a mechanism within each school to ensure communication to one or more qualified school employees and other staff that the school nurse is absent or unavailable and that a qualified school employee shall be responsible for the emergency administration of epinephrine.
5. Develop a mechanism to ensure that persons who will administer epinephrine as emergency first aid to students who experience allergic reactions but who do not have a prior written authorization of a parent or guardian or prior written order of a qualified medical professional for the administration of epinephrine, are notified of the students whose parents have refused the emergency administration of epinephrine.

Emergency Epinephrine Training for Qualified School Employees

Qualified school employees who administer epinephrine as emergency first aid shall, annually, complete the training program developed by the Departments of Education and Public Health, in consultation with the School Nurse Advisory Council, pursuant to state law and training in cardiopulmonary resuscitation (CPR) and first aid.

Reporting of the Emergency Administration of Epinephrine

A qualified school employee shall immediately report the emergency administration of epinephrine to a student who does not have a prior written authorization or order to the school nurse. The school nurse or the qualified school employee shall immediately notify the student's parent or guardian.

A medication administration record shall be submitted to the school nurse by the qualified school employee at the earliest possible time, but not later than the next school day, and documentation of the medication administration shall be made in the student's cumulative health record.

Students

Administration of Medications

F. Opioid Antagonists as Emergency First Aid for Students Who Experience an Opioid-Related Drug Overdose and Do Not Have Prior Written Authorization or Order

Opioid antagonists may be administered as emergency first aid for students who experience an opioid-related drug overdose and do not have a prior written authorization of a parent or guardian or the written order of a qualified medical professional for the administration of such opioid antagonist. A school nurse or school principal shall select qualified school employees to administer such opioid antagonists and there shall be at least one such qualified employee on school grounds during regular school hours in the absence of a school nurse. Such administration may be done by a school nurse or, when the school nurse is absent or unavailable, by a qualified school employee provided such administration is in accordance with Board policies and procedures.

No school nurse or qualified school employee shall administer an opioid antagonist unless such school nurse or qualified school employee completes a required training in the distribution and administration of an opioid antagonist.

Notice to Parents Regarding Opt-Out

The parent or guardian of a student may submit, in writing, to the school nurse or school medical advisor a request in writing that opioid antagonists shall not be administered to such student.

Procedures for the Administration of Opioid Antagonists as Emergency First Aid

The school nurse supervisor for the district shall:

1. Determine the level of nursing services and number of qualified school employees needed to ensure coverage at each school during regular school hours. This includes consulting with district administrators to establish awareness of the regular school hours for each school.
2. Consult with the school medical advisor or other licensed physician to determine the supply of opioid antagonists that shall be available in each school in the district.
3. Coordinate with each school principal and school nurse to select qualified school employees from employees who volunteer to complete the training required to administer opioid antagonists as emergency first aid.

Students

Administration of Medications

4. Develop a mechanism within each school to ensure communication to one or more qualified school employees and other staff that the school nurse is absent or unavailable and that a qualified school employee shall be responsible for the emergency administration of opioid antagonists.
5. Develop a mechanism to ensure that persons who will administer opioid antagonists as emergency first aid to students who experience an opioid-related drug overdose and do not have a prior written authorization of a parent or guardian or the written order of a qualified medical professional for the administration of such opioid antagonist, are notified of the students whose parents have refused the emergency administration of opioid antagonists.

Emergency Opioid Antagonist Administration Training for Qualified School Employees

Qualified school employees who administer opioid antagonists as emergency first aid shall complete all training in the administration of opioid antagonists that may be required by the District or by law.

Reporting of the Emergency Administration of Opioid Antagonists

A qualified school employee shall immediately report the emergency administration of an opioid antagonist to a student who does not have a prior written authorization or order to the school nurse. The school nurse or the qualified school employee shall immediately notify the student's parent or guardian.

A medication administration record shall be submitted to the school nurse by the qualified school employee at the earliest possible time, but not later than the next school day, and documentation of the medication administration shall be made in the student's cumulative health record.

II. Limitations of School Personnel

A. Licensed practical nurses

Licensed practical nurses may administer medications to students only after the medication plan has been established by the school nurse and if they can demonstrate evidence of one of the following:

1. Training in administration of medications as part of their basic nursing program;
2. Successful completion of a pharmacology course and subsequent supervised experience;

Students

Administration of Medications

3. Supervised experience in the administration of medication while employed in a health care facility.

In addition, licensed practical nurses may not train or delegate administration of medications to another individual.

B. Paraprofessionals

Paraprofessionals may only administer medications to a specific student in order to protect that student from harm or death due to a medically-diagnosed allergic condition and in accordance with the following:

1. Only with approval by the school medical advisor and school nurse, in conjunction with the school nurse supervisor, and under the supervision of the school nurse;
2. With a proper medication authorization from the authorized prescriber;
3. With parental permission for the paraprofessional to administer the medication in school;
4. Only medications necessary for prompt treatment of an allergic reaction, including, but not limited to cartridge injector; and
5. The paraprofessional shall receive proper training in the administration of medication and supervision from the school nurse.

C. Coaches and Licensed Athletic Trainers: For students who can self-carry

Students who have written authorization on file in the nurses office from an authorized prescriber, parent/guardian or eligible student to self-administer medication, may retain possession of medication at all times, including for after-school sports.

The following conditions shall be met:

1. The nurse provides the coach with a copy of the authorized prescriber's order and parental permission form, in addition to a copy of an Emergency Care Plan.
2. Should a student be unable to appropriately perform the administration of emergency cartridge injector for severe allergic reaction, coach will intervene and administer medication as prescribed.
3. Cartridge injector administration procedure reviewed with coach.

Students

Administration of Medications

D. Coaches and Licensed Athletic Trainers: For students who self-administer medication is not a viable option

During intramural and interscholastic athletic events, a coach or licensed athletic trainer may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse for (A) inhalant medications prescribed to treat respiratory conditions and (B) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The following conditions must be met:

1. The coach must be trained in the general principles of the administration of medication applicable to receiving, storing and assisting with inhalant medications or cartridge injector medications and documentation as well as the specific needs of the student needing assistance according to the individualized medication plan.
2. The school nurse shall provide a copy of the authorized prescriber's order and the parental permission form to the coaches;
3. The parent or guardian shall provide the medication to the coach or licensed athletic trainer according to the district's procedures regarding the safe handling of medications [see Section VIII (A)-(C) below]. The medication provided by the parent or guardian shall be separate from the medication stored in the school health office for use during the school day.
4. The coach or licensed athletic trainer shall agree to the administration of emergency medication and shall implement the emergency care plan.
5. Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications, in locations that preserve the integrity of the medication, under the general supervision of the coach or licensed athletic trainer trained in the administration of medication and locked in a secure cabinet when not in use at athletic events.
6. Errors in the administration of medication shall be addressed in the same manner as errors during the school day, except that if the nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.
7. The coach or licensed athletic trainer shall document administration of medication on forms for individual administration of medication and the school nurse shall be notified of:
 - a. A separate medication administration record for each student shall be maintained in the athletic area;

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- b. Administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time but not later than the next school day;
- c. All other instances of the administration of medication shall be reported to the school nurse at least monthly or as frequently as required by the individual student plan;
- d. The administration of medication record shall be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

III. Training and Supervision of Qualified Personnel

The school nurse or school medical advisor shall train designated qualified personnel in the safe administration of medications at least annually. Only qualified personnel for schools who have successfully completed such annual training may administer medications to students. Licensed practical nurses shall not train other individuals in the administration of medication.

A. Content of training

Training shall include at least the following:

1. The general principles of safe administration of medication;
2. The procedural aspects of administration of medication, including the safe handling and storage of medications, documentation;
3. Specific information related to each student's medication and each student's medication plan, including the name and generic name of the medication, indications for medication, dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed dose of the medication and when to implement emergency interventions.
4. Administration of medication with injectable equipment used to administer glucagon for students with diabetes. Such training will only be provided to school personnel who volunteer to provide this form of medication administration.

B. Documentation of training sessions

The Supervisor of Schools Nurses shall maintain documentation of the administration of medication training as follows:

1. Dates of general and student-specific trainings;
2. Content of the training;

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3. Names of individuals who have successfully completed general and student-specific training for the current school year shall be submitted to the Superintendent by the nursing coordinator on October 31 of each year;
4. A current list of those authorized to give medication shall be maintained in the school;
5. Names and credentials of the nurse or school medical advisor trainers.
6. For training in the administration of medication with injectable equipment used to administer glucagon, both the school nurse and the school medical advisor shall attest in writing of the successful completion of such training.

C. Supervision of Administration of Medications

The school nurse is responsible for general supervision of administration of medications in the schools to which that nurse is assigned, and shall:

1. Review orders and changes in orders, and communicate these to personnel designated to give medication;
2. Set up a medication plan and schedule to ensure medications are administered properly;
3. Provide training to qualified personnel and other licensed nursing personnel in the administration of medications and assess that the qualified personnel for schools are competent to administer medication;
4. Support and assist other licensed nursing personnel to prepare for and implement their responsibilities related to the administration of specific medications during school hours;
5. Provide appropriate follow-up to ensure the administration of medication plan results in the desired outcomes;
6. Provide consultation by telephone or other means of telecommunication. In the absence of the school nurse, an authorized prescriber or other nurse may provide this consultation;
7. Implement policies and procedures regarding all phases of administration of medications;
8. Review periodically all documentation pertaining to the administration of medications for students;
9. Observe competency to administer medication by qualified personnel for schools who have been newly trained;
10. Periodically review, as needed, with licensed personnel and all qualified personnel for schools regarding the needs of any student receiving medication.

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IV. Self-Administration of Medications by Students

Students who have a verified chronic medical condition and are capable of self-administering prescribed emergency medications, including rescue inhalers, cartridge injectors will be permitted to self-administer such medication provided:

- A. The required documentation for self-administering medication at school includes the following items:
 1. The written order must include the recommendation for self-administration by the authorized prescriber renewed annually;
 2. The written authorization of the parent/guardian or eligible student for the self-administration of medication;
 3. An appropriate plan for the self administration of medication is developed by the school nurse including provisions for general supervision and the plan is placed in the student's health record;
 4. Notation in the student's health record of the means by which the Principal and appropriate staff have been notified that the student is self-administering prescribed medication.

- B. An assessment by school nurse of the student's capacity to self-administer in the school setting by considering that student:
 1. Is capable of identifying and selecting the appropriate medication by size, color, amount, or other label identification;
 2. Knows the frequency and time of day for which the medication is ordered;
 3. Can identify the presenting symptoms that require medication;
 4. Administers the medication appropriately;
 5. Maintains safe control of the medication at all times;
 6. Seeks adult supervision whenever warranted; and
 7. Cooperates with the established medication plan; and
 8. Notify authorized prescriber and parent or guardian if the student is unable to demonstrate safe and appropriate self-administration and handling of medication.
 9. Document contact with authorized prescriber and parent or guardian and the outcome.

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- C. In the case of students with medically diagnosed life-threatening allergic conditions, the school nurse's review of a student's competency to self-administer shall not be used to prevent a student from retaining and self-administering such medication. In such cases, students may retain possession of such medication, including inhalers or cartridge injectors, at all times while attending school and while receiving school transportation services and self-administer such medication with only the written authorization of an authorized qualified medical professional and written authorization from a student's parent or guardian.
- D. The medication is transported by the student and maintained under the student's control in accordance with school policy and the student's medication plan.
- E. Self-administration of controlled medication may be considered for extraordinary situations, such as international field trips, and shall be approved by the school nurse supervisor and the school medical advisor in advance and an appropriate plan must be developed.
- F. Self-administration of medications other than inhalers or epipens will be considered on an individual basis. Written authorization must be on file in the nurse's office from an authorized prescriber, parent/guardian or eligible student to self-administer and shall be approved by the school nurse supervisor. The school nurse supervisor may consult the medical advisor regarding any such request for self-administration. An appropriate plan must be developed.
- G. Self-administration or carrying of over the counter medications is not permitted in New Milford Public Schools.
- H. The responsibility of self-administration shall be revoked if the Board of Education Medication Policy for self-administration is violated or if student exhibits behavior that is not safe for student or other students.
- I. Principal and/or appropriate staff will be informed that the student self-administers prescribed medications.
- J. Students with diabetes may conduct blood glucose self-testing with a written order from a physician stating the need and capability of such student to self-test. No school may restrict the time and location of blood glucose testing by a student who has such order and written authorization of the student's parent or guardian.

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V. Medication Errors: Procedure for Notification and Documentation

- A. Medication error means failure to do any of the following as ordered:
1. Administer a medication to a student;
 2. Administer a medication within the time designated by the authorized prescriber;
 3. Administer the specific medication prescribed for a student;
 4. Administer the correct dosage;
 5. Administer medication by the proper route; and/or
 6. Administer medication according to generally accepted standards practice or;
 7. Administration of a medication to a student which is not ordered or authorized by the parent or guardian;
 8. Inadvertent destruction, theft or loss by other means of medication stored in school.
- B. If an error in medication administration occurs or is suspected, the school nurse or substitute nurse shall immediately assess the student and:
1. Determine error and potential for emergency;
 2. Call 911 if applicable;
 3. Implement Standing Orders if applicable;
 4. Call Poison Control if applicable (1-800-222-1222);
 5. Follow directions of Poison Control-note who you spoke to, time call was made, what directions were given, and what actions you took;
 6. Call prescribing practitioner-follow prescriber's directions, if applicable;
 7. Notify School Nurse Coordinator;
 8. Notify student's parent/guardian;
 9. Notify principal/administrator;
 10. Monitor student and provide interventions as directed by Poison Control, student's physician, standing orders or nursing protocols, as applicable, until EMS or parent/guardian arrives;
 11. Complete Medication Error Report form;
 12. Document the incident in the student's electronic health record (SNAP). Describe the error and sequence of events thereafter, including nursing assessment and interventions, medical treatment, and exchanges of information; print and attach SNAP Incident Report to the Medication Error Report form. Send the completed Report and Incident Report form to the School Nurse Coordinator.
- B. If qualified personnel other than the school or substitute nurse make or recognize a medication error, the individual shall immediately notify the school nurse. If the school nurse is not available, the qualified individual shall:

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1. In a true emergency call EMS, then Poison Control if applicable.
 2. If not an immediate emergency, follow the sequence of steps in B.1., and B. 4-9 above and consult, as applicable, with the school nurse if available by phone.
 3. Monitor the student and provide first aid care as directed by Poison Control, the student's physician or the school nurse or school nurse coordinator, as applicable, until EMS or parent/guardian arrives.
 4. Document the incident, including all details, on the Medication Error Report form; use and attach an additional page to complete the documentation as needed.
 5. Send the completed form to the School Nurse Coordinator.
 6. Provide a copy of the completed Medication Error Report form to the school nurse who shall file it in the student's CHR.
- D. A medication error or incident report will be completed by nurse or qualified personnel. A copy will be sent to the nursing coordinator who will review with Pupil Personnel. Pupil Personnel will document any corrective action taken.
- E. Any error in the administration of a medication shall be documented in the student's cumulative health record.

VI. Medication Emergencies

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

- A. Each health office shall post in a prominent location on or near the medication cabinet the following information:
1. The Poison Control information center telephone number 1-800-222-1222;
 2. This section of medication regulations and Section V, Medication Errors;
 3. The name of building administrator responsible for decision making in the absence of a school or substitute nurse.
- C. If qualified personnel other than the school or substitute nurse recognize a potential medication emergency, the qualified individual shall immediately notify the school nurse.
- C. In a medication emergency, the school nurse shall proceed as in Section V, Medication Errors, B 1 – B 10; as indicated by the circumstances.
- D. After managing and documenting in SNAP the medication emergency, the school nurse shall generate an incident report.

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- E. In the absence of a school or substitute nurse, the building administrator responsible for decision making, the qualified individual off site, such as a teacher on a field trip shall proceed as in Section V, Medication Errors C 1 – C 6 as indicated by circumstances.

VII. Handling and Storage of Medications

- A. All medications, except those approved for self-medication or epinephrine intended for emergency administration to students who do not have a written prior authorization or order, shall be delivered by the parent or other responsible adult to the school nurse or, in the absence of such nurse, other qualified personnel for schools trained in administration of medication and assigned to the school. For FDA-approved medications being administered according to an approved study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.
- B. The parent/guardian, responsible adult or eligible student shall deliver medication in the original, properly labeled container directly to the school nurse, principal or other qualified school personnel trained in medication administration.
- C. The school nurse, principal, or other qualified school personnel trained in medication administration will record the medication and quantity received. The individual student medication form will be co-signed with the parent/guardian, responsible adult or eligible student.
- D. The nurse shall examine on-site any new medication, medication order and parent authorization form and develop an administration of medication plan for the student before any medication is administered by any school personnel.
- E. The school nurse shall review all medication refills with the medication order and parent authorization prior to any administration of medication.
- F. All medications shall be properly stored as follows:
 - 1. Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, or in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication;

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2. Emergency medications will be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan;
 3. All other non-controlled medications except those approved for self-medication, shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication; and
 4. Controlled substances shall be stored separately from other medications in a separate, secure, substantially constructed, locked metal or wood cabinet pursuant to state law.
- G. Access to all stored medications shall be limited to persons authorized to administer medications. Each school or before- and after- school program and school readiness program shall maintain a current list of those persons authorized to administer medications.
- H. All medications, prescription and non-prescription, shall be delivered and stored in their original containers. At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before- and after-school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- I. Medication requiring refrigeration shall be stored as follow:
1. In a refrigerator at no less than 36°F and no more than 46°F;
 2. The refrigerator shall be located in a health office that is maintained for health services purposes with limited access;
 3. Non-controlled medications may be stored directly on the shelf of the refrigerator with no further protection needed;
 4. Controlled medications shall be stored in a locked box which is affixed to the refrigerator shelf.
- J. No more than a three month supply of a medication for a student shall be stored at the school.
- K. No medication for a student shall be stored at a school without a current written order from an authorized prescriber.

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- L. Each school shall maintain a current list of those persons authorized to administer medications.

VIII. Destruction/Disposal of Medication

At the end of the school year or whenever a student's medication is discontinued by the prescribing physician, the parent or guardian is to be contacted and requested to repossess the unused medication within a seven (7) school day period.

- A. All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse.
- B. Non-controlled drugs shall be destroyed in the presence of at least one (1) witness. Medication will be destroyed in a non-recoverable fashion as recommended by CTDEP, Office of Pollution Prevention:
1. Keep the medication in its original container;
 2. To protect privacy and discourage misuse of the prescription, cross out the patient's name with a permanent marker or duct tape or remove the label (Chemotherapy drugs may require special handling. Work with your healthcare provider on proper disposal options for this type of medication);
 3. Modify the medications to discourage consumption;
 - For solid medication: such as pills or capsules: add a small amount of water to at least partially dissolve them.
 - For liquid medication: add enough table salt, flour, charcoal, or nontoxic powdered spice, to make a pungent , unsightly mixture that discourages anyone from eating it.
 - For blister packs: wrap the blister packages containing pills in multiple layers or duct or other opaque tape
 4. Seal and conceal;
 - Tape the medication container lid shut with packing or duct tape.
 - Place it inside a non-transparent bag or container such as an empty yogurt or margarine tub to ensure that the contents cannot be seen.
 - Do not conceal medicines in food products because animals could inadvertently consume them.
 5. Discard the container in your trash can; and

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6. The following information is to be charted on the student's health folder and signed by the school nurse and a witness.
 - Date of destruction
 - Time of destruction
 - Name, strength, form and quantity of medication destroyed
 - Manner of destruction of medication
- C. Controlled drugs shall be destroyed in accordance with law, specifically, § 21a-262-3 of the Regulations of the Connecticut State Agencies. School nurse/ nurse coordinator will contact the Drug Control Division of the CT Department of Consumer Protection at 860-713-6065 for assistance. Nurse will follow directions of Drug Control Division, documenting name of the person giving the directions.
- D. Accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue and jointly documented on the student medication administration record and on a medication error form. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to 21a-262-3 of the Regulations of the Connecticut State Agencies.

IX. Documentation and Recordkeeping

Each school or before- and after-school program and school readiness program shall maintain an individual medication administration record for each student who receives medication during school or program hours. Transactions shall either be recorded in ink and shall not be altered or recorded electronically in a record that can not be altered.

- A. The individual medication administration record will include:
 1. The name of the student;
 2. The name of the medication, dosage, route and frequency of administration;
 3. The name of the authorized prescriber;
 4. The dates for initiating and terminating the medication including extended school year program;
 5. The quantity received which shall be verified by the adult delivering the medication;
 6. Any student allergies to food or medicine;
 7. The date, time and dose or amount of drug administered.
 8. If the drug was not administered, the omission must be documented; including the reason for omission;
 9. The full written or electronic legal signature of the nurse or qualified personnel for schools administering the medication;

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10. For controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness;
 11. The medication administration record shall be made available to the State Department of Education for review until destroyed pursuant to law. The completed medication administration record for non-controlled medications may be destroyed in accordance with Section M8 of the Connecticut Municipality Record Retention Schedule as long as it is superseded by a summary on the student health record.
- B. The following shall be filed in the student's cumulative health record or, for before- and after-school programs and school readiness programs, in the child's program record:
1. The written order of the authorized prescriber;
 2. The written authorization of the parent/guardian to administer the medication;
 3. The written parental permission for the exchange of information by the prescriber and school nurse to ensure the safe administration of such medication.
- C. As to any and all controlled drugs administered at school, the completed medication administration record shall be maintained in the same manner as the non-controlled medications, in addition, a record shall be maintained separate from the student's cumulative file for at least three years that includes:
1. Copies of all physician's orders for controlled drugs;
 2. The original medication administration records;
 3. Each school wherein any controlled drug is administered under the provisions of this section shall keep such records thereof as are required of hospitals under the provisions of subsections (f) and (h) of Connecticut General Statutes §21a-254 and shall store such drug in such manner as the Commissioner of Consumer Protection shall, by regulation, require.
- D. An authorized prescriber's verbal order, including a telephone order, for a change in any medication can be received only by a school nurse. Any such verbal order must be followed by a written order from the authorized prescriber which may be faxed and must be received not later than three (3) school days.

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- E. The completed medication administration record for non-controlled medications may be destroyed in accordance with Section M8 of the Connecticut Municipal Records Retention Schedule, provided it is superseded by a summary on the student's cumulative health record.

X. School Readiness and Before-or After-School Programs¹

Administration of medications shall be provided in school readiness and before- or after-school programs administered and operated by the Board of Education only when it is medically necessary for participants to access the program and maintain their health status while attending the program. All the provisions of these regulations regarding training, supervision, self-administration, documentation, handling, storage, disposal, errors and medication emergencies apply to school readiness and before- and after-school programs. Such programs are subject to the following additional conditions:

- A. At the beginning of each school year, the school nurse supervisor, in consultation with the school medical advisor or other licensed physician, will review the policies and procedures for the administration of medication in these programs and determine the following:
 - 1. The level of nursing services needed in order to ensure safe administration of medication within the programs based on the needs of the program and the program's participants;
 - 2. Who may administer medication and whether a licensed nurse is required on-site;
 - 3. The circumstances under which self-administration of medication by students is permitted;
 - 4. The procedures to be followed in the event of a medication emergency or error and the individuals or facilities to be contacted in such an event;
 - 5. The manner in which the local poison control center information will be made readily available at these programs;
 - 6. The person responsible for decision making in the absence of the nurse.

¹ These regulations do not apply to before-and after-school programs that are administered and operated by the Town of New Milford on school grounds.

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- B. Where possible, a separate supply of medication shall be stored at the site of the before- or after-school or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
- C. Documentation of the administration of medications in school readiness and before- and after-school programs shall be as follows:
 - 1. A separate administration of medication record for each student shall be maintained in the program;
 - 2. Administration of medication with a cartridge injector shall be reported to the school nurse at the earliest possible time but not later than the next school day;
 - 3. All other instances of the administration of medication shall be reported to the school nurse according to the student's individual plan or at least on a monthly basis;
 - 4. The administration of medication record shall be submitted to the school nurse at the end of each school year and filed in or summarized on the student's cumulative health record.

XI. Definition of Terms

The following definitions are derived from Sections 10-212a-1 through 10-212a-10 of the Regulations of Connecticut State Agencies, plus two acronyms used in the procedures, and apply to terms used by New Milford Public Schools for the Administration of Medication.

- 1. **Administration of medication** means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.
- 2. **Advanced practice registered nurse** means an individual licensed pursuant to Section 20-94a of the Connecticut General Statutes.
- 3. **Authorized prescriber** means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and, for interscholastic and intramural athletic events only, a podiatrist.

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4. **Before- and after-school program** means any child care program operated and administered by a local or regional board of education or municipality exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs shall not include public or private entities licensed by the Department of Public Health or board of education enhancement programs and extra-curricular activities.
5. **Board of education** means the New Milford Board of Education.
6. **Cartridge injector** means an automatic pre-filled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.
7. **CHR or CHR-1** refers to the cumulative health record (see below).
8. **Coach** means an athletic coach as defined in Section 10-222e of the Connecticut General Statutes.
9. **Commissioner** means the Commissioner of Education or any duly authorized representative thereof.
10. **Controlled drugs** means controlled drugs as defined in Section 21a-240 of the Connecticut General Statutes.
11. **Cumulative health record** means the cumulative health record of a pupil mandated by Section 10-206 of the Connecticut General Statutes.
12. **Dentist** means a doctor of dentistry licensed to practice dentistry in Connecticut pursuant to Chapter 379 of the Connecticut General Statutes, or licensed to practice dentistry in another state.
13. **Department** means the Connecticut State Department of Education or any duly authorized representative thereof.
14. **Director** means the person responsible for the operation and administration of any school readiness program or before-and after-school program.
15. **Eligible student** means a student who has reached the age of eighteen or is an Emancipated minor.
16. **Error** means:
 - a. failure to do any of the following as ordered:
 - administer a medication to a student;
 - administer medication within the time designated by the prescribing practitioner;
 - administer the specific medication prescribed for a student;
 - administer the correct dosage of medication;
 - administer medication by the proper route; and/or
 - administer the medication according to generally accepted standards of practice; or

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- b. administration of a medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student except for the administration of epinephrine for the purpose of emergency first aid pursuant to Section 10-212a of the Connecticut General Statutes and subsection (e) of Section 10-212a-2 of the Regulations of Connecticut State Agencies.
- 17. **Extracurricular activities** means activities sponsored by local or regional boards of education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before- and after-school programs and school readiness programs.
- 18. **Guardian** means one who has the authority and obligations of guardianship of the person of a minor, and includes:
 - a. the obligation of care and control, and
 - b. the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.
- 19. **Injector Equipment Used to Inject Glucagon** means an injector or injectable equipment used to deliver glucagon in an appropriate dose for emergency first aid response to diabetes.
- 20. **Intramural athletic events** means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.
- 21. **Interscholastic athletic events** means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.
- 22. **Investigational drug** means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA) which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.
- 23. **Licensed athletic trainer** means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.
- 24. **Medication** means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Section 21a-240 of the Connecticut General Statutes.
- 25. **Medication emergency** means a life-threatening reaction of a student to a medication.

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26. **Medication plan** means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.
27. **Medication order** means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.
28. **Nurse** means an advanced practice registered nurse, a registered nurse or a practical nurse.
29. **Occupational therapist** means an occupational therapist employed full-time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.
30. **Opioid Antagonist** means naloxone hydrochloride or any other similarly acting and equally safe drug approved by the federal Food and Drug Administration for the treatment of a drug overdose
31. **Optometrist** means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.
32. **Paraprofessional** means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board for employment as a health care aide or assistant or instructional aide or assistant.
33. **Physical therapist** means a physical therapist employed full-time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.
34. **Physician** means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.
35. **Physician assistant** means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes.
36. **Podiatrist** means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.
37. **Principal** means the administrator in the school.
38. **Qualified medical professional** means (i) a licensed physician, (ii) a licensed optometrist (iii) an advanced practice registered nurse licensed to or (iv) a physician assistant licensed to prescribe.

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39. **Qualified school employee** means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.
40. **Qualified personnel** (A) for schools means a qualified school employee who is (i) a full time employee, or is (ii) a coach, athletic trainer or school paraprofessional, or (B) for school readiness programs and before- and after-school programs, means the director or director's designee and any lead teachers and school administrators who have been trained in the administration of medication.
41. **Research or study medications** means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.
42. **School** means any educational program which is under the jurisdiction of a board of education as defined by this section excluding extracurricular activities.
43. **School medical advisor** means a physician appointed pursuant to Section 10-205 of the Connecticut General Statutes.
44. **School nurse** means a nurse appointed pursuant to Section 10-212 of the Connecticut General Statutes.
45. **School nurse supervisor** means the nurse designated by the local or regional board of education as the supervisor or, if no designation has been made by the board, the lead or coordinating nurse assigned by the board.
46. **School readiness program** means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.
47. **Self-administration of medication** means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.
48. **SNAP** means the electronic student health record system known as SNAP Health Center.
49. **Supervision** means the overseeing of the process of the administration of medication in a school.
50. **Teacher** means a person employed full time by a board of education who has met the minimum standards as established by that board of education for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to Sections 10-212a-1 through 10-212a-7 of the Regulations of Connecticut State Agencies.

Students

Administration of Medications

Legal References:

Connecticut General Statutes:

- 10-16p Definitions. Lead agency for school readiness
- 10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds
- 10-212a Administration of medications in schools, at athletic events and to children in school readiness programs
- 10-220j Blood glucose self-testing by children. Guidelines
- 21a-240 Definitions
- 21a-254 Designation of restricted drugs or substances by regulations

Regulations of Connecticut State Agencies:

- 10-212a-1 to 10-212a-10, Administration of Medications by School Personnel and Administration of Medication During Before- and After-School Programs and School Readiness Programs
- 21a-262-3, Disposition of drugs

Regulation approved: June 12, 2001
Regulation revised: June 11, 2002
Regulation revised: August 26, 2003
Regulation revised: June 14, 2011
Regulation revised: October 9, 2012
Regulation revised: October 20, 2015
Regulation revised: February 5, 2019

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

New Milford High School Wood Shop

Issued **Jul 20, 2022**

388 Danbury Road, New Milford, CT

revised 8/1/22

Job No: 21.373

OPINION OF PROBABLE CONSTRUCTION COST

Phase: **Schematic Design**

Project type: **Renovation**

TOTAL RENOVATED SPACE 2,000 SQUARE FEET

| SECTION NUMBER | WORK CATEGORIES | QTY. | UNIT | MATERIAL/LABOR COST | | ALLOWANCE | TOTAL \$ |
|--|--|-------|------|---------------------|-------------|------------------|------------------|
| | | | | UNIT \$ | TOTAL | | |
| DIVISION ONE - General Requirements | | | | | | | |
| | STATE PERMITS (2%) | | | \$2,612.00 | \$2,612 | | \$2,612 |
| | 100% PAYMENT & PERFORMANCE BOND (1.5%) | | | \$1,959.00 | \$1,959 | | \$1,959 |
| | LIABILITY INSURANCE (1.5%) | | | \$1,959.00 | \$1,959 | | \$1,959 |
| | DAILY FINAL CLEANING | 2,000 | SF | \$0.25 | \$500 | | \$500 |
| | RUBBISH REMOVAL/ DUMPSTER | 1 | EA | \$2,000.00 | \$2,000 | | \$2,000 |
| DIVISION ONE SUB-TOTAL | | | | | | \$9,030 | |
| DIVISION FOUR - Masonry | | | | | | | |
| | 8" CONCRETE UNIT MASONRY | 50 | SF | \$100.00 | \$5,000 | | \$5,000 |
| DIVISION SEVEN SUB-TOTAL | | | | | | \$5,000 | |
| DIVISION EIGHT - Openings | | | | | | | |
| | ALUMINUM LOUVER | 1 | EA | \$1,500 | \$1,500 | | \$1,500 |
| DIVISION SEVEN SUB-TOTAL | | | | | | \$1,500 | |
| DIVISION NINE - Finishes | | | | | | | |
| | MISC. PAINTING | 1 | LS | \$5,000.00 | \$5,000 | | \$5,000 |
| DIVISION TWENTY-TWO SUB-TOTAL | | | | | | \$5,000 | |
| DIVISION TWENTY-THREE - HVAC | | | | | | | |
| | DEMO | 6 | S.F. | \$2,000.00 | \$12,000.00 | | \$12,000 |
| | MOTORIZED DAMPER | 2 | EA | \$800.00 | \$1,600.00 | | \$1,600 |
| | HYDRONIC PIPING | 1 | LS | \$2,500.00 | \$2,500.00 | | \$2,500 |
| | PIPE INSULATION | 1 | LS | \$1,500.00 | \$1,500.00 | | \$1,500 |
| | DIFFUSERS & GRILLES | 1 | LS | \$1,500.00 | \$1,500.00 | | \$1,500 |
| | TESTING & BALANCING | 2.5 | S.F. | \$2,000.00 | \$5,000.00 | | \$5,000 |
| | DUCT WORK | 14 | S.F. | \$1,000.00 | \$14,000.00 | | \$14,000 |
| | AIR DUCT ACCESSORIES | 1 | LS | \$1,000.00 | \$1,000.00 | | \$1,000 |
| | DUST COLLECTOR | 1 | LS | \$45,000.00 | \$45,000.00 | | \$45,000 |
| | AIR HANDLERS | 2 | EA | \$5,000.00 | \$10,000.00 | | \$10,000 |
| | ADD ALTERNATE FOR PAINT BOOTH | 1 | LS | \$20,000.00 | \$20,000.00 | | \$20,000 |
| DIVISION TWENTY-THREE SUB-TOTAL | | | | | | \$114,100 | |
| DIVISION TWENTY-SIX - Electrical | | | | | | | |
| | DEMO, REMOVAL AND RELOCATION | | LS | \$0.00 | \$1,200 | | \$1,200 |
| | DISCONNECTS AND CIRCUIT BREAKERS | | LS | \$0.00 | \$1,000 | | \$1,000 |
| | WIRE AND CONDUITS | | LS | \$0.00 | \$2,000 | | \$2,000 |
| | MISC | | LS | \$0.00 | \$800 | | \$800 |
| DIVISION TWENTY-SIX SUB-TOTAL | | | | | | \$5,000 | |
| CONSTRUCTION SF TOTAL: \$116.99 | | | | | | | |
| SUBTOTAL (INCLUDING O&P): | | | | | | \$144,630 | |
| GENERAL CONDITIONS: | | | | | | 15% | \$21,695 |
| CONSTRUCTION SUBTOTAL: | | | | | | | \$166,363 |
| SOFT COSTS | | | | | | | |
| CONSTRUCTION CONTINGENCY | | | | | | 10% | \$16,636 |
| DESIGN CONTINGENCY | | | | | | 10% | \$16,636 |
| A&E FEES | | | | | | | \$33,845 |
| FF&E | | | | | | | \$0 |
| PRINTING | | | | | | | \$500 |
| SOFT COSTS TOTAL: | | | | | | | \$67,618 |
| TOTAL PROJECT COST: | | | | | | | \$233,980 |



SILVER/ **PETRUCELLI** + ASSOCIATES

Architects, Engineers, & Interior Designers

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Hamden, CT 06518

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Fax: 203 230 8247

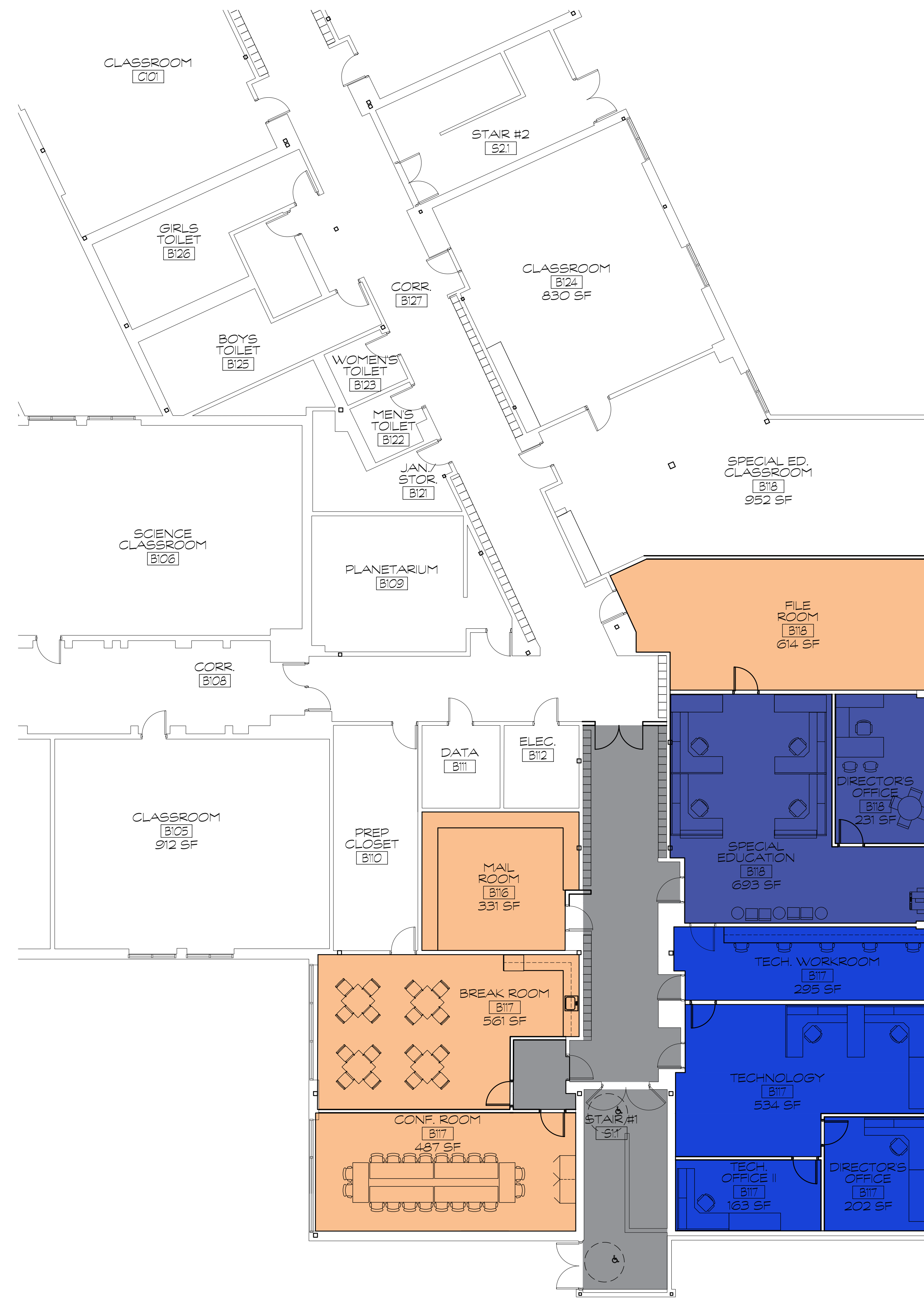
Email: info@silverpetrucci.com

Legend:

- Superintendent's Office
- Business Director's Office
- Special Education Office
- Human Resources
- Technology
- Support Spaces
- Circulation



Hatching indicates area of work and impacted rooms.
 Classrooms- Qty: 4
 Storage - Qty: 3
 Lockers - Approx. Qty: 54



TOTAL GROSS SF:
5,355 SF

1 PARTIAL FIRST FLOOR - DEMO PLAN
1/8" = 1'-0"

2 PARTIAL FIRST FLOOR - PROPOSED NEW
1/8" = 1'-0"

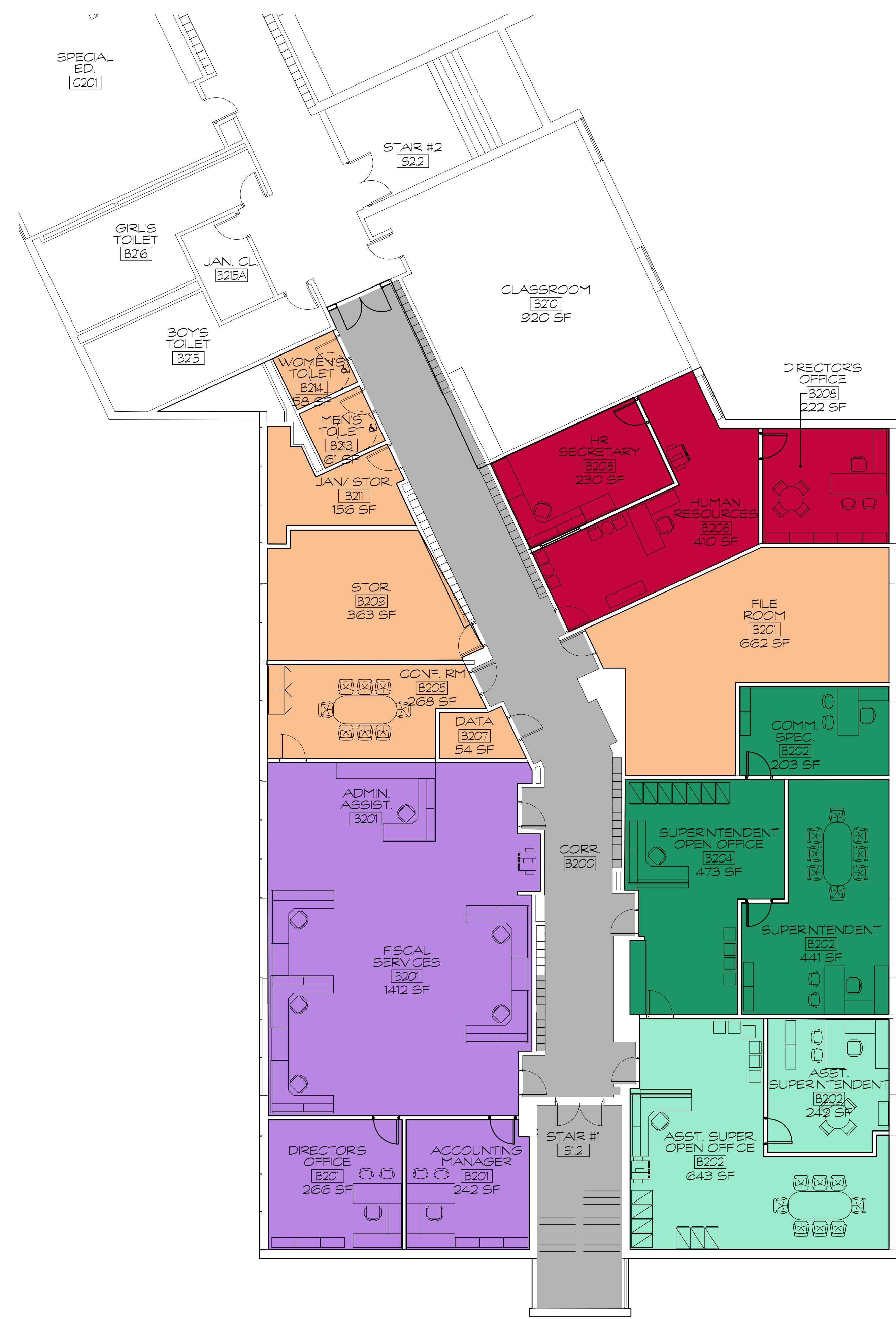


| Revision | Description | Date | Revised By |
|----------|-------------|------|------------|
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Legend:

- Superintendent's Office
- Asst. Superintendent's Office
- Business Director's Office
- Special Education Office
- Human Resources
- Technology
- Support Spaces
- Circulation

Hatching indicates area of work and impacted rooms.
 Classrooms- Qty: 6
 Support Classrooms- Qty: 1
 Storage- Qty: 1
 Lockers - Approx. Qty: 79



TOTAL GROSS SF:
8,647 SF



| Revision | Description | Date | Revised By |
|----------|-------------|------|------------|
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New Milford BOE Offices at Sarah Noble Intermediate School

Issued **Aug 1, 2022**

25 Sunny Valley Road, New Milford, CT

Job No: 21.056

OPINION OF PROBABLE CONSTRUCTION COST

Phase: **Schematic Design**

Project type: **Renovation**

TOTAL RENOVATED SPACE 14,971 SQUARE FEET

| SECTION NUMBER | WORK CATEGORIES | QTY. | UNIT | MATERIAL COST | | ALLOWANCE | TOTAL \$ |
|---|--|----------------|------|---------------|-----------|--------------------|------------------|
| | | | | UNIT \$ | TOTAL | | |
| DIVISION ONE - General Requirements | | | | | | | |
| | STATE PERMITS (2%) | | | \$300.00 | \$300 | | \$300 |
| | 100% PAYMENT & PERFORMANCE BOND (1.5%) | | | \$14,649.24 | \$14,649 | | \$14,649 |
| | LIABILITY INSURANCE (1.5%) | | | \$14,649.24 | \$14,649 | | \$14,649 |
| | DAILY FINAL CLEANING | 14,971 | SF | \$0.25 | \$3,743 | | \$3,743 |
| | RUBBISH REMOVAL/ DUMPSTER | 4 | EA | \$2,000.00 | \$8,000 | | \$8,000 |
| DIVISION ONE SUB-TOTAL | | | | | | \$41,341 | |
| DIVISION TWO - Demolition | | | | | | | |
| | DEMO MILLWORK | 383 | LF | \$20.00 | \$7,660 | | \$7,660 |
| | DEMO BLOCK WALLS | 540 | SF | \$25.00 | \$13,500 | | \$13,500 |
| | DEMO GYP. BOARD WALLS (DOUBLE SIDED) | 540 | SF | \$5.00 | \$2,700 | | \$2,700 |
| | DEMO DOORS/ FRAMES/ HARDWARE | 3 | EA | \$100.00 | \$300 | | \$300 |
| | SELECT REMOVAL OF LOCKERS & DEMO OF PLINTH BASE | 1 | LS | \$5,000.00 | \$5,000 | | \$5,000 |
| DIVISION TWO SUB-TOTAL | | | | | | \$29,160 | |
| DIVISION SIX - Wood, Plastics, and Composites | | | | | | | |
| | NEW GYPSUM WALL BOARD WALLS & STUDS (DOUBLE SIDED) | 3810 | SF | \$ 10.00 | \$38,100 | | \$38,100 |
| | NEW MILLWORK BASE CABINETS | 67 | LF | \$ 460.00 | \$30,150 | | \$30,150 |
| | NEW MILLWORK UPPER CABINETS | 81 | LF | \$ 250.00 | \$20,250 | | \$20,250 |
| | SOLID SURFACE COUNTERTOPS | 81 | LF | \$ 125.00 | \$10,125 | | \$10,125 |
| DIVISION SIX SUB-TOTAL | | | | | | \$98,625 | |
| DIVISION SEVEN - Thermal and Moisture Control | | | | | | | |
| | INSULATION/SOUND ATTENUATION | 3810 | SF | \$2.00 | \$7,620 | | \$7,620 |
| DIVISION SEVEN SUB-TOTAL | | | | | | \$7,620 | |
| DIVISION EIGHT - Openings | | | | | | | |
| | INTERIOR WINDOWS | 1 | EA | \$1,300.00 | \$1,300 | | \$1,300 |
| | WOOD DOORS AND METAL FRAMES - SINGLE | 14 | EA | \$1,200 | \$16,800 | | \$16,800 |
| | ALUMINUM ENTRANCE DOUBLE DOOR | 2 | EA | \$5,500 | \$11,000 | | \$11,000 |
| | DOOR HARDWARE | 18 | EA | \$1,000 | \$18,000 | | \$18,000 |
| DIVISION EIGHT SUB-TOTAL | | | | | | \$47,100 | |
| DIVISION NINE - Finishes | | | | | | | |
| | MISC. PAINTING | 1 | LS | \$10,000.00 | \$10,000 | | \$10,000 |
| | PATCH IN WALL BASE | 762 | LF | \$3 | \$2,096 | | \$2,096 |
| DIVISION NINE SUB-TOTAL | | | | | | \$12,096 | |
| DIVISION TEN - Specialties | | | | | | | |
| | INTERIOR SIGNAGE | 1 | LS | \$5,000 | \$5,000 | | \$5,000 |
| DIVISION TEN SUB-TOTAL | | | | | | \$5,000 | |
| DIVISION TWENTY-ONE - Fire Protection | | | | | | | |
| | MOBILIZATION AND DEMOBILIZE | 1 | LS | \$2,500.00 | \$2,500 | | \$2,500 |
| | NEW | 1 | LS | \$67,500.00 | \$67,500 | | \$67,500 |
| DIVISION TWENTY-ONE SUB-TOTAL | | | | | | \$70,000 | |
| DIVISION TWENTY-TWO - Plumbing | | | | | | | |
| | MOBILIZATION AND DEMOBILIZE | 1 | LS | \$2,500.00 | \$2,500 | | \$2,500 |
| | DEMO | 1 | LS | \$5,000.00 | \$5,000 | | \$5,000 |
| | NEW | 1 | LS | \$20,000.00 | \$25,000 | | \$25,000 |
| DIVISION TWENTY-TWO SUB-TOTAL | | | | | | \$32,500 | |
| DIVISION TWENTY-THREE - HVAC | | | | | | | |
| | MOBILIZATION AND DEMOBILIZE | 1 | LS | \$9,000.00 | \$9,000 | | \$9,000 |
| | DEMO | 1 | LS | \$15,000.00 | \$15,000 | | \$15,000 |
| | NEW VRF HTG/COOLING | 38 | Tons | \$7,750.00 | \$294,500 | | \$294,500 |
| | FANS / ERVS | 1 | LS | \$45,000.00 | \$45,000 | | \$45,000 |
| DIVISION TWENTY-THREE SUB-TOTAL | | | | | | \$363,500 | |
| DIVISION TWENTY-SIX - Electrical | | | | | | | |
| | DEMO | 1 | LS | \$25,000.00 | \$25,000 | | \$25,000 |
| | NEW & RELOCATED LIGHTING/CONTROLS | 1 | LS | \$35,000.00 | \$35,000 | | \$35,000 |
| | FIRE ALARM ADDITIONS/MODIFICATIONS | 1 | LS | \$10,000.00 | \$10,000 | | \$10,000 |
| | NEW POWER | 1 | LS | \$75,000.00 | \$75,000 | | \$75,000 |
| | DATA | 1 | LS | \$40,000.00 | \$40,000 | | \$40,000 |
| DIVISION TWENTY-SIX SUB-TOTAL | | | | | | \$185,000 | |
| CONSTRUCTION SF TOTAL: | | \$84.42 | | | | | |
| SUBTOTAL (INCLUDING O&P): | | | | | | \$891,942 | |
| GENERAL CONDITIONS: | | | | | | 10% | \$89,194 |
| CONSTRUCTION SUBTOTAL: | | | | | | \$981,174 | |
| SOFT COSTS | | | | | | | |
| CONSTRUCTION CONTINGENCY | | | | | | 10% | \$98,117 |
| DESIGN CONTINGENCY | | | | | | 5% | \$49,059 |
| A&E FEES | | | | | | | \$135,000 |
| FF&E | | | | | | | \$0 |
| PRINTING | | | | | | | \$500 |
| SOFT COSTS TOTAL: | | | | | | \$282,676 | |
| TOTAL PROJECT COST: | | | | | | \$1,263,850 | |
| STATE FUNDING (% of Construction Total+ A&E Fees Only) | | | | | | 23.00% | \$290,686 |
| TOWN FUNDING | | | | | | 77.00% | \$973,164 |



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**New Milford Board of Education
 Policy Sub-Committee Special Meeting Minutes
 September 8, 2022
 Sarah Noble Intermediate School Library Media Center**

SEP 12 10:07 AM
 2022 SEP 12 AM 8:20

| | |
|----------------------|---|
| Present: | Mrs. Olga I. Rella, Chairperson Mrs. Tammy McInerney Mrs. Leslie Sarich Mrs. Wendy Faulenbach, Ex Officio |
| Absent: | Mr. Keith A. Swanhall Jr. |
| Also Present: | Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mr. Jeffrey Turner, Technology Director |

| | | |
|-----------|--|--|
| 1. | Call to Order The special meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Rella. Mrs. Faulenbach was seated in the absence of Mr. Swanhall. | Call to Order |
| 2. | Public Comment <ul style="list-style-type: none"> There was none. | Public Comment |
| 3. | Discussion and Possible Action A. Policy for Approval: 1. 3453 School Activity Funds B. Policy for Deletion: 1. 3453.1 Unexpended Class Funds <ul style="list-style-type: none"> Mrs. Rella said these are back for final review before going to the full Board. Mrs. McInerney said she was happy to see the policies combined to cut down on the overall volume. Dr. Paddyfote suggested 5141.21 could be kept as a regulation instead of adding it to 3453, since it is not required policy language. She said there are so many policies that it is sometimes hard to keep track and make sure they are all being followed and updated appropriately. She noted that there are full | Discussion and Possible Action A. Policy for Approval: 1. 3453 School Activity Funds B. Policy for Deletion: 1. 3453.1 Unexpended Class Funds |

| | | |
|--|---|--|
| | <p>service providers available for policy management to assist with this.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she feels there are too many policies and it can be cumbersome for the public too. She is comfortable with removing the 3453.1 language from 3453 and keeping it as a regulation instead. • Mr. Giovannone agreed it would simplify the policy itself. • Mrs. McInerney asked if the Board would still be notified. • Dr. Paddyfote said yes, as an item of information. • The committee was in agreement to remove the 3453.1 language in green in the 3453 revision before sending it to the full Board for approval and to change policy 3453 to a regulation. <p>Mrs. Faulenbach moved to bring policies:</p> <ol style="list-style-type: none"> 1. 3453 School Activity Funds 2. 3453.1 Unexpended Class Funds <p>with the recommended changes, to the full Board for approval.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Motion passed unanimously.</p> <p>C. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p> <ul style="list-style-type: none"> • Mrs. McInerney asked if these changes are all mandated. Dr. Paddyfote said they are. <ol style="list-style-type: none"> 1. 4111.1/4211.1 Equal Employment Opportunity 2. 4118.25/4218.25 Reporting Child Abuse and Neglect | <p>Motion made and passed unanimously to bring policies:</p> <ol style="list-style-type: none"> 1. 3453 School Activity Funds 2. 3453.1 Unexpended Class Funds <p>with the recommended changes, to the full Board for approval.</p> <p>C. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p> <ol style="list-style-type: none"> 1. 4111.1/4211.1 Equal Employment Opportunity 2. 4118.25/4218.25 Reporting Child Abuse and Neglect 3. 5113 Truancy 4. 5141.21 Administration of Medication |
|--|---|--|

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|-----------------------------------|--|---|
| | <ul style="list-style-type: none"> ● Dr. Paddyfote noted that the revision requires that all employees receive the notice electronically on an annual basis. ● Mrs. Rella asked if there is a check off on that. Dr. Paddyfote said that a form could be created. <p>3. 5113 Truancy</p> <ul style="list-style-type: none"> ● Dr. Paddyfote noted the language clean up and the addition of 211 information. <p>4. 5141.21 Administration of Medication</p> <ul style="list-style-type: none"> ● Mrs. Sarich noted the additional references to opioids. ● Mrs. Faulenbach asked how driver training is monitored. ● Dr. Paddyfote said that would be procedures followed by the contractor. ● Mrs. Faulenbach asked if it is in the contract. ● Dr. Paddyfote said she believes it is covered under Connecticut statutes. ● Mr. Giovannone said he would check the contract. <p>Mrs. McNerney moved to bring policies:</p> <ol style="list-style-type: none"> 1. 4111.1/4211.1 Equal Employment Opportunity 2. 4118.25/4218.25 Reporting Child Abuse and Neglect 3. 5113 Truancy 4. 5141.21 Administration of Medication <p>to the full Board for approval.</p> <p>Motion seconded by Mrs. Sarich.</p> <p>Motion passed unanimously.</p> | <p>Motion made and passed unanimously to bring policies:</p> <ol style="list-style-type: none"> 1. 4111.1/4211.1 Equal Employment Opportunity 2. 4118.25/4218.25 Reporting Child Abuse and Neglect 3. 5113 Truancy 4. 5141.21 Administration of Medication <p>to the full Board for approval.</p> |
| <p>4.</p> <p>A.</p> | <p>Items of Information</p> <p>Regulations for Review:</p> <ul style="list-style-type: none"> ● Mrs. Rella said the revisions mirror policy language. | <p>Items of Information</p> <p>A. Regulations for Review:</p> <ol style="list-style-type: none"> 1. Procedures for Employee Complaints of Discrimination |

| | | |
|-----------------------------------|--|---|
| | <p>1. 4111.1/4211.1 Procedures for Employee Complaints of Discrimination</p> <ul style="list-style-type: none"> ● Dr. Paddyfote said the reference to students is being removed because this is a personnel related policy only. <p>2. 5141.21 Administration of Medications</p> | <p>2. 5141.21 Administration of Medications</p> |
| <p>5.</p> <p>A.</p> | <p>Discussion</p> <p>Policy for Revision:</p> <p>1. 5132 Dress and Grooming</p> <ul style="list-style-type: none"> ● Mrs. Rella said this is a continuing discussion over several months. So far consensus seems to be to use more gender neutral terminology. She said she feels too that there is a lack of compliance because the policy is all over the place. ● Mrs. McInerney said that students feel punishments are not consistent either. ● Mrs. Rella said, at the same time, promoting career readiness is a district goal and the policy should model that. ● Mrs. Faulenbach said she thinks everyone is looking for more clarity. ● Ms. Hollander said there are several current revised policies that are less specific, but clear and focused, and she would be happy to share them with the committee again. ● Dr. Paddyfote suggested the policy should be short and have a more specific regulation to accompany it. ● Mrs. Faulenbach noted that religious beliefs must be taken into consideration. ● Mrs. Rella said safety is an issue too and she would like hoods banned so that they do not hinder identification within the building. She also wants more specificity regarding safe footwear. ● Mrs. Sarich asked where the safety line is drawn, suggesting it should be safe for the | <p>Discussion</p> <p>A. Policy for Revision:</p> <p>1. 5132 Dress and Grooming</p> |

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| | <p>activity the student is doing. She also asked about allowing shoulders to show.</p> <ul style="list-style-type: none"> • Mrs. McInerney said it is important to take into account current fashion trends. • Mrs. Rella said she would like more definition in the consequences section. • Mrs. Faulenbach said she would like that section removed and added to a regulation since consequences are not usually stated in a policy. • Dr. Paddyfote said the policy should be designed with career readiness in mind. She said we should be trying to build a culture by engaging students and parents as partners. • Ms. Hollander agreed, saying it is important to educate students versus being punitive. We want students in school so need to build those relationships. • Mrs. Rella asked for other sample policies to be brought to the next Policy meeting. | |
| 6. | <p>Public Comment</p> <ul style="list-style-type: none"> • Dr. Paddyfote said she would like the Board to consider options for policy services such as those offered by Shipman and Goodwin. | Public Comment |
| 7. | <p>Adjourn</p> <p>Mrs. McInerney moved to adjourn the meeting at 7:31 p.m. seconded by Mrs. Sarich and passed unanimously.</p> | <p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:31 p.m.</p> |

Respectfully submitted:



Olga I. Rella, Chairperson
 Policy Sub-Committee

| | | |
|-----------------------------------|--|---|
| | <p>B. Five-Year Curriculum Plan (2022-2027)</p> <ul style="list-style-type: none"> ● Ms. Hollander said curriculum guides all instruction and the district continues to have a clear plan for revision through a thorough process of writing and review. ● Mrs. McInerney asked when the Board will see the first curriculum for approval this year. Ms. Hollander said in the spring. ● Mrs. Faulenbach noted that this is a fluid document and movement takes place as needed. She asked what the timeframe is for revision. ● Ms. Hollander said it is 12-16 weeks altogether. <p>Mr. McCauley moved to bring the Five-Year Curriculum Plan (2022-2027) to the full Board for approval, seconded by Mrs. Sarich.</p> <p>Motion passed unanimously.</p> <p>C. Teacher and Administrator Evaluation Waiver</p> <ul style="list-style-type: none"> ● Ms. Hollander said the state offered flexibilities this year as they did last year while they work out the final evaluation guidelines at the state level. The Professional Development and Evaluation Committee met and unanimously agreed to recommend approval to implement the flexibilities offered. Actionable feedback to enhance student learning is still the goal. ● Mrs. Faulenbach asked if this is in line with what other districts are doing and Ms. Hollander said it is. <p>Mr. McCauley moved to bring the Teacher and Administrator Evaluation Waiver to the full Board for approval, seconded by Mrs. Sarich.</p> <p>Motion passed unanimously.</p> | <p>B. Five-Year Curriculum Plan (2022-2027)</p> <p>Motion made and passed unanimously to bring the Five-Year Curriculum Plan (2022-2027) to the full Board for approval.</p> <p>C. Teacher and Administrator Evaluation Waiver</p> <p>Motion made and passed unanimously to bring the Teacher and Administrator Evaluation Waiver to the full Board for approval.</p> |
| <p>4.</p> <p>A.</p> | <p>Items for Information and Discussion</p> <p>Presentation: Supporting Student Success</p> <ol style="list-style-type: none"> 1. Science of Reading K-5 2. K-12 Math: Ensuring Coherence 3. Universal Screener: iReady | <p>Items for Information and Discussion</p> <p>A. Presentation: Supporting Student Success</p> <ol style="list-style-type: none"> 1. Science of Reading K-5 |

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| <ul style="list-style-type: none">● Ms. Hollander said this is a collaborative effort and is designed to make sure all district systems align and that professional learning is provided to support students.● They are looking at how our students are performing now and what they will need for future success.● Ms. Ziu-Pires and Mr. Manciero presented regarding Math K-12. Here the goal is to review where we are now through historical data analysis, curriculum review and visits with staff to determine what factors contributed to the positive and negative trends in growth in achievement; what possible indicators/processes in curriculum and instruction could have room for growth to maximize the district's potential; what does research in teaching and learning show; and what goals are the district aiming to achieve.● They want to connect to the district strategic planning done last year and provide instruction for deep learning.● Ms. Hollander said they recognize that there is a lift to be done here to build success. The goal is to restructure as needed while maintaining the path towards the goal.● Mrs. McInerney asked if they will be looking at the sequencing of courses at the middle school level as part of this. Ms. Hollander said that is part of the work.● Mr. McCauley said he sees a loss of motivation on the part of students too which is a harder hurdle.● Mr. Manciero said they are starting to address that in professional development: how to create that itch to learn in students again.● Ms. Sylvester presented regarding ELA "Right to Read" legislation and its effect on instruction. As part of this, the state will choose five approved programs, PK-3, and districts will have to choose their curricula or apply for a waiver that explains how they will update their current curriculum. We have begun the process for the waiver. We are attending Science of Reading master classes to help us with implementation. | <ol style="list-style-type: none">2. K-12 Math: Ensuring Coherence3. Universal Screener: iReady |
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| | <ul style="list-style-type: none"> ● Ms. Bosco presented on a change to the assessment tool that the district uses. We will no longer use NWEA MAP and have switched instead to iReady. iReady is both a universal screener, like MAP, and also a diagnostic tool. It will provide specific data in individual domain areas; align to the Science of Reading; and provide grade level and scaled score baseline and current level data. This will offer the same assessment K-8, unlike MAP which had three different assessments over K-8. ● Mrs. Faulenbach asked what timeframe iReady uses. ● Ms. Hollander said it is three times a year, the same as MAP. She said it is very user friendly, both for students, parents and teachers. They have been meeting with small groups of teachers since last year on the roll out. ● Mrs. Faulenbach asked when parents will be made aware, since their understanding is crucial. ● Ms. Hollander said information will go out from her office prior to testing. ● Mrs. Faulenbach asked when the first data will be available. Ms. Hollander said by the second week in October. ● Mrs. McInerney asked that this evening's presentations be sent to the full Board. | |
| <p>5.</p> | <p>Public Comment</p> <ul style="list-style-type: none"> ● There was none. | <p>Public Comment</p> |
| <p>6.</p> | <p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 8:49 p.m., seconded by Mr. McCauley, and passed unanimously.</p> | <p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:49 p.m.</p> |

Respectfully submitted:



Tammy McInerney, Chairperson
 Committee on Learning

**New Milford Board of Education
 Facilities Sub-Committee Minutes
 September 13, 2022
 Sarah Noble Intermediate School Library Media Center**

2022 SEP 15 A 9:24
 NEW MILFORD, CT

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| Present: | Mr. Brian McCauley, Chairperson Mr. Eric Hansell Mr. Tom O'Brien Mrs. Wendy Faulenbach, Ex Officio |
| Absent: | Mr. Pete Helmus |
| Also Present: | Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Mr. Matthew Cunningham, Facilities Director Mr. Anthony Giovannone, Director of Operations and Fiscal Services Ms. Holly Hollander, Assistant Superintendent Mr. Jeffrey Turner, Technology Director Ms. Rebecca Adams, Human Resources Director |

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| 1. | Call to Order The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. McCauley. Mrs. Faulenbach was seated in the absence of Mr. Helmus. | Call to Order |
| 2. | Public Comment <ul style="list-style-type: none"> • There was none. | Public Comment |
| 3. | Items for Information and Discussion A. NMHS Updates <ul style="list-style-type: none"> • Mr. Cunningham said Belfor Property Restoration has completed the majority of their restoration work from the July 5th fire on all but the center third floor hallway. These rooms are currently being worked on during the second shift. Casework for the science rooms is tentatively scheduled to be replaced during the winter recess in December. • Mrs. Faulenbach asked if the Board would get a copy of the fire report. • Mr. Cunningham said he will follow up with the Fire Marshal and ask. | Items for Information and Discussion A. NMHS Updates |

- During a heavy rainstorm on September 6th, over thirty leaks occurred throughout the building. Nine offices/classrooms and four restrooms were affected.
- Mr. O'Brien asked if any areas were in the new roof section.
- Mr. Cunningham said no areas were under the new standing seam sections; they were all in areas where the roof has not been replaced yet.
- Mr. McCauley asked if any classes were relocated.
- Mr. Cunningham said a few were, just for the day.
- Mr. Cunningham said Facilities has met with the potential roofer, Greenwood Industries, to discuss logistics for when the roof project restarts. As of this writing Greenwood has not finalized their contract with the bonding company.
- Mr. Hansell asked if there are any concerns with Belfor and the roofing company both working onsite.
- Mr. Cunningham said no since Belfor is inside and working second shift and the roof work is external.
- Mr. Cunningham provided a cost estimate from Silver Petrucelli providing probable construction costs, including soft costs, for work necessary to address building code violations in the woodshop.
- Mrs. Faulenbach noted that previous discussions had this funding coming out of the capital reserve. She asked what the project timeframe would be.
- Mr. Cunningham said it would have to go out to bid and then a few months after that probably. He noted the space is being used by students now that school is back in session.
- Mrs. Faulenbach asked who would oversee the work.
- Mr. Cunningham said he believes it will be the Facilities department coordinating, since it is an internal building project.
- Mr. O'Brien said he would like to see more in depth information, including a written scope of the work.

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| | <ul style="list-style-type: none">● Mr. McCauley said he will request that the item be placed on the full Board agenda for further discussion. <p>B. SNIS Oil Tank Update</p> <ul style="list-style-type: none">● Mr. Cunningham said that the State Office of School Construction Grants & Review has asked for some clarification regarding the difference in cost estimates versus the amount of money allocated for this project. The Town will need to speak to this difference before the grant process can continue.● Mrs. Faulenbach noted that it has been a very long process for this project. <p>C. NV5/ESG Update</p> <ul style="list-style-type: none">● Mr. Cunningham said ESG is currently installing solar panels on HPS. During October they will commission the new boilers installed at SNIS and NMHS and replace the chiller at SMS. Lighting upgrades are completed and a full walkthrough will be conducted this month. Included in the Board packet are documents showing an RFP compiled by ESG and presented to the Town for a proposed Phase II solar installation at three school locations.● Mr. Hansell asked if we ever received the promised report for this project regarding offset of costs.● Mr. Giovannone said there is a standing monthly meeting regarding tracking of costs; the last one took place on September 9. They have been promised a tracking dashboard but there is no date assigned yet.● Mrs. Faulenbach asked if the Phase II solar information is an addition to the original project and who will decide if it gets added or not.● Mr. Cunningham said it is new information and that the Town has been the driver on this project. From a Facilities perspective, he said NES is the next roof due and there will be an additional cost to remove any solar panels when that happens. | <p>B. SNIS Oil Tank Update</p> <p>C. NV5/ESG Update</p> |
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| | <ul style="list-style-type: none">● Mr. McCauley noted that the HPS roof was also slated to be replaced.● Mr. Cunningham said it was on the list to follow NES.● Mr. Giovannone said we also don't know when the roofs will be bonded, as those dates will come from the Town.● Mr. O'Brien asked where the roofs are on life expectancy.● Mr. Cunningham said they are both well over. <p>D. Lillis Building</p> <ul style="list-style-type: none">● Mr. Cunningham said floor plans and construction cost estimates for the proposed renovations to SNIS which would allow the Board of Education to move from the Lillis building were included in the packet. They represent a revised, bare bones approach. He is also looking into the cost to add an exterior elevator to make the self contained area ADA compliant. This would avoid visitors having to enter the main body of SNIS. That cost is not included in the current figures.● Mrs. Faulenbach said this topic will be added to the full Board agenda for further discussion. She said this is a very large dollar amount to take from the capital reserve and she would like to see the Board work with the Town to recoup costs for in-kind services and capital improvements made over the years at East Street. <p>E. Summer Projects</p> <ul style="list-style-type: none">● Mr. Cunningham said there were other projects around the district this summer besides those at the high school. At SNIS, handrails were repaired, fencing was installed preventing vehicles from driving on the rear fields, and multiple classrooms had their floor tiles completely replaced. Catch basins were repaired at NMHS and SNIS. Parking lots and handicap spaces, along with arrows, were painted district wide. Trees were pruned and bushes removed at all locations. Interior and exterior painting were completed in all schools. | <p>D. Lillis Building</p> <p>E. Summer Projects</p> |
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| | <p>Emergency lighting was upgraded at the Lillis building. At SMS, radios were upgraded to digital for better connectivity.</p> <ul style="list-style-type: none"> • Mr. Hansell asked if additional low cost items for increased security have been considered, such as exterior numbering. • Mr. Cunningham said they participated in a DHS analysis that said the district is in good shape generally. He said they are working on camera upgrades, and have rekeyed some doors at the high school. He said they need to review the flow of interior doors in the buildings before adding any exterior numbering. | |
| 4. | <p>Public Comment</p> <ul style="list-style-type: none"> • There was none. | Public Comment |
| 5. | <p>Adjourn</p> <p>Mr. Hansell moved to adjourn the meeting at 7:25 p.m., seconded by Mr. O'Brien, and passed unanimously.</p> | <p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:25 p.m.</p> |

Respectfully submitted:



Brian McCauley, Chairperson
 Facilities Sub-Committee

**New Milford Board of Education
 Operations Sub-Committee Minutes
 September 13, 2022
 Sarah Noble Intermediate School Library Media Center**

Handwritten initials
 2022 SEP 15 A 9 24

NEW MILFORD, CT

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| Present: | Mrs. Wendy Faulenbach, Chairperson Mr. Eric Hansell Mr. Tom O'Brien Mr. Brian McCauley, Alternate |
| Absent: | Mr. Pete Helmus |
| Also Present: | Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Ms. Rebecca Adams, Human Resources Director |

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| 1. | Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:31 p.m. by Mrs. Faulenbach. Mr. McCauley was seated in the absence of Mr. Helmus. | Call to Order |
| 2. | Public Comment <ul style="list-style-type: none"> Alessandro Amenta, NMHS theater director, thanked the Board for adding the theater stipend discussion to tonight's agenda and said he would be happy to answer any questions that may come up. | Public Comment |
| 3. | Discussion and Possible Action A. Tuition Rates for 2022-2023 <ul style="list-style-type: none"> Mrs. Faulenbach said a memo has been provided. Mr. Giovannone said tuition revenue goes to the Town. Sherman students are not included here as they are under a separate agreement. Their revenue also goes to the Town. | Discussion and Possible Action A. Tuition Rates for 2022-2023 |

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| | <ul style="list-style-type: none"> • Mrs. Faulenbach suggested future memos make reference to that fact. Mr. Giovannone said he would make a note. <p>Mr. McCauley moved to bring the Tuition Rates for 2022-2023 to the full Board for approval.</p> <p>Motion seconded by Mr. Hansell.</p> <p>Motion passed unanimously.</p> <p>B. Myke Foo Media Contract</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this is an updated contract for this year, with terms and costs unchanged from last year. <p>Mr. O'Brien moved to bring the contract for Myke Foo Media to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>C. Theater Stipends</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this was first discussed at budget time, with the Board being in support of the increase in general. The handout provided shows a comprehensive breakdown of the final positions, which were reviewed over the summer. • Ms. Adams said there are budgeted funds to cover the positions. <p>Mr. Hansell moved to bring the theater stipends as presented to the full Board for approval.</p> <p>Motion seconded by Mr. O'Brien.</p> <p>Motion passed unanimously.</p> | <p>Motion made and passed unanimously to bring the Tuition Rates for 2022-2023 to the full Board for approval.</p> <p>B. Myke Foo Media Contract</p> <p>Motion made and passed unanimously to bring the contract for Myke Foo Media to the full Board for approval.</p> <p>C. Theater Stipends</p> <p>Motion made and passed unanimously to bring the theater stipends as presented to the full Board for approval.</p> |
| <p>4.</p> | <p>Items of Information</p> | <p>Items of Information</p> |

Sarah Noble Intermediate School Library Media Center

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| | <p>usual moved to ODP status, and tuition and transportation rates have increased.</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach asked if a transfer was being considered and where it would come from. ● Mr. Giovannone said right now they just want to put it on the Board’s radar. They would look in program first for any transfers. ● Mrs. Faulenbach noted there could be offsets from excess cost and Mr. Giovannone agreed that is possible. ● Regarding the purchase resolution, Mr. Giovannone said an added second page tracks items over \$5,000 being reimbursed from the fire. Other items under \$5,000 are also being submitted to the Town for insurance consideration. This is ongoing. ● Mrs. Faulenbach noted other hidden costs such as overtime and legal consults. She asked how items are being paid for now. ● Mr. Giovannone said the Town is fronting the money while waiting on insurance. ● Mrs. Faulenbach asked if the student care workers item on page 1 of 2 covers the whole year. ● Mr. Giovannone said it does; it is an annual encumbrance, which will be paid through individual billing statements. ● Mr. Giovannone said the request for budget transfers is detailed on the form. The transfer is among lines within the Athletic program, and will be used to increase the salary for the direct hire of an athletic trainer. <p>C. Tuition Students</p> <ul style="list-style-type: none"> ● Ms. Hollander said there are two students who have been with us since Grade 6. <p>D. Bid Award</p> <p>1. District Security Services</p> <ul style="list-style-type: none"> ● Mr. Giovannone said the memo highlights the process so far. A recommendation will be brought to the full Board meeting. | <p>C. Tuition Students</p> <p>D. Bid Award</p> <p>1. District Security Services</p> |
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| <p>E.</p> | <p>New Milford High School Graduation Date 2023</p> <ul style="list-style-type: none"> • Dr. Paddyfote said Mr. Manka has recommended Saturday, June 24, 2023 as the date for graduation, but she is bringing the topic forward here for discussion due to the change in venue. The O’Neill Center is no longer hosting graduations so the ceremony will be at NMHS. She suggested that this provides an opportunity for the Board to consider other options. The statute says a date can be set for no sooner than the 185th day of school so the Board could choose June 23 if they wish. She said many districts choose the last day of school, whatever that turns out to be. Right now, without any snow days, that is June 19. • Mrs. Faulenbach asked what will happen in the event of bad weather. • Dr. Paddyfote said the ceremony would have to move inside, with a live streaming option. • Dr. Paddyfote said she would be happy to speak to the Grad Party as well for their input if she is provided with a contact. | <p>E. New Milford High School Graduation Date 2023</p> |
| <p>5.</p> | <p>Public Comment</p> <ul style="list-style-type: none"> • There was none. | <p>Public Comment</p> |
| <p>6.</p> | <p>Adjourn</p> <p>Mr. O’Brien moved to adjourn the meeting at 8:11 p.m. seconded by Mr. Hansell, and passed unanimously.</p> | <p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:11 p.m.</p> |

Respectfully submitted:



Wendy Faulenbach, Chairperson
 Operations Sub-Committee