

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

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2023 DEC 21 A 11:42

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

NEW MILFORD, CT

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director Mrs. Teresa Kavanagh, Director of Human Services Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Anthony Giovannone, Director of Fiscal Services and Operations Ms. Naomi Post, Student Representative Mr. Antonio Caldareri, Student Representative
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1.	A.	Call to Order Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:00 pm by Mrs. Wendy Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	A.	Public Comment None	Public Comment
3.		STUDENT RECOGNITION: Science of Reading Master Class Team Dr. Parlato stated the Science of Reading Master Class team is a special group of educators. K-3 reading is critical to a student's success. The Science of Reading Master Class team has been looking at K-5 to how to best teach reading in NMPS. It's all part of Connecticut's Right-to-Read legislation and the team has worked hard to make sure our curriculum aligns with the five pillars of reading. The district was accepted to a Science of Reading Master Class through the state department of education. It provided this particular group of	STUDENT RECOGNITION: Science of Reading Master Class Team

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	<p>teachers with professional learning, pairing them with a coach and two schools to align with: Bethel and Waterbury. Dr. Parlato stated it has been a heavy lift to make sure our curriculum is aligned with the five pillars of reading.</p> <p>Ms. Hollander stated the team exemplifies leaders of learning and work was done with care and thought. It is not just students' needs but teachers' needs. It takes a collective group to do it well and do it right, and this team is what made it move forward. When the team went to a state master class, most of the other groups were led by an administrator, but New Milford had individuals with boots on the ground. Coaches have said the growth was because New Milford had a teacher voice and leadership on the team.</p> <p>Dr. Parlato noted that New Milford always brings the largest group. Ms. Hollander agreed, and stated that is done to ensure the decision is made among the teachers.</p> <p>Dr. Parlato stated these employees exemplify all four of the Ideas We Live By: Focus, Collaboration, Creativity and Heart.</p> <p>Recipients were: Kathryn Banko, Karen Bosco, Sarah Filogomo, Kelly Harding, Nicole Heering, Holly Hollander, Michelle Klee, Megan Lago, Daniel Miller, Shannon Surreira, Megan Sylvester and Connie Williams.</p> <p>Dr. Parlato stated these staff members represent the finest of NMPS in their effort, thinking, and care.</p>	
<p>4.</p>	<p>PTO REPORT Mrs. Byrd stated K-5 schools offered school stores for students to go to and shop for family and friends. The high school is preparing for their first Battle of the Bands. The event will take place on January 19. The high school is also offering midterm treat bags. Parents can purchase treat bags for students before midterms start.</p>	<p>PTO REPORT</p>

<p>5.</p>		<p>STUDENT REPRESENTATIVES REPORT Ms. Post stated Hill and Plain had their PJ day, which was a fundraiser for the Children’s CT Medical Center, and raised \$500. The PTO did a Polar Express movie night. December 13th was annual literacy day. On Friday, Dec. 15, there was a school assembly focused on core values. The high school had spirit week, dress up for Kenny day, and a dress cozy day.</p> <p>Mr. Caldareri stated Sarah Noble Intermediate School finished their last week of concerts. The PTO held a holiday shop where students shopped for families and friends. Northville also did a fundraiser for Children’s CT Medical Center, raising over \$700. On Dec. 14, the staff had a PD day. Second graders walked to Schaghticoke to see The Grinch who Stole Christmas.</p> <p>They wished the Board of Education and New Milford a lovely holiday break.</p>	<p>STUDENT REPRESENTATIVES REPORT</p>
<p>6.</p>	<p>A.</p>	<p>APPROVAL OF MINUTES Approval of the following Board of Education Meeting Minutes: 1. November 21, 2023 Minutes</p> <p><i>Mr. McCauley moved to approve the November 21, 2023 minutes. Seconded by Mrs. Sarich. Vote passed unanimously.</i></p>	<p>APPROVAL OF MINUTES A. Approval of the following Board of Education Meeting Minutes: 1. November 21, 2023 Minutes</p> <p>Motion made and passed to approve the November 21, 2023 minutes.</p>
<p>7.</p>		<p>SUPERINTENDENT’S REPORT Dr. Parlato stated she wanted to acknowledge the hard work of the three administrators who were present this evening in relation to the Science of Reading: Mrs. Calabrese, Mrs. Gallagher, and Mrs Surreira. With winter break approaching, Dr. Parlato stated she wishes everyone a restful and enjoyable time during the holidays. Just by looking at the PTO reports and social media channels, the district is a very busy place. As we head into the new year, Dr. Parlato wanted to thank all those that contribute to the district.</p>	<p>SUPERINTENDENT’S REPORT</p>

<p>8.</p>	<p>SUBCOMMITTEE REPORTS</p> <p>A. Policy Mrs. Rella stated the subcommittee is continuing to work on revising all the policies. The last meeting adopted new policies that are requested by the state and deleted some policies no longer needed.</p> <p>B. Committee on Learning Mrs. McNerney stated there is a lot of work going on with Science of Reading and, while the initial waiver put forward did not get accepted, the district is making great strides involving revising New Milford's Units of Study. After review of what's available, the district is looking to revise the current program. It must be finalized by the start of the 25/26 school year and the district is taking time to make sure they have the right program in place.</p> <p>Kindergarten entry age is changing. Students must turn five years old by Sept. 1. This will potentially affect 32-34 students in the two elementary schools. Parents can submit a waiver and their children will be assessed to ensure they meet certain criteria for academics and maturity, and there will be deadlines for waivers. The district is planning a community conversation called Let's Talk About Kindergarten on Jan 9 from 6-7pm at the high school.</p> <p>Given the challenges of securing world language teachers at Schaghticoke, the district wants to offer students an alternative experience which focuses on vocabulary and evidence-based reading. The hope is to continue offering world language to 8th graders and offer 7th graders courses that focus on communications arts. Moving forward, world language courses at the high school will be modified to meet students where they are.</p> <p>The need for Multi Language Learners (MLL) has increased. Many of the MLL students come in but may not stay, as they are a transient population. The district is doing what they can to help and will see what the needs are for an MLL teacher. It depends on the needs of students. There are push-in and pull-out services. There is a need for stronger</p>	<p>SUBCOMMITTEE REPORTS</p> <p>A. Policy</p> <p>B. Committee on Learning</p>
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		<p>systems, stronger scope, and sequence of curriculum.</p> <p>C. Facilities Brian stated Hawley Construction was awarded the bid for the NMHS woodshop HVAC project. The time frame is 8-12 weeks. The high school gym ceiling is complete with a few small things to be done.</p> <p>D. Operations Mrs. Faulenbach stated the budget position, budget resolution and the budget transfers are on for topics to discuss. Other Operations items are items of information. Many items are intertwined with Facilities. Mr. Giovannone will give an overview and answer any questions.</p>	<p>C. Facilities</p> <p>D. Operations</p>
<p>9.</p>		<p>BOARD CHAIRMAN’S REPORT Mrs. Faulenbach stated any Board member interested in serving on a subcommittee should send their requests to her and the Board Clerk. Board meeting dates are published. Budget will come out from Dr. Parlato and those proceedings will be in January. Mrs. Faulenbach thanked the Board members for all the time they put in. In the agenda packet there is a synopsis of what the BOE has done over the past year that will be posted on the website and sent to the Town Council.</p>	<p>BOARD CHAIRMAN’S REPORT</p>
<p>10.</p>	<p>A.</p>	<p>DISCUSSION AND POSSIBLE ACTION Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated November 30, 2023 2. Purchase Resolution: D-777 3. Request for Budget Transfers <p>Mr. Giovannone stated, as discussed in Operations, the district is within .24% of last year’s balance for the same time period. There will be a possible need for two transfers in the current fiscal year that will be brought forward at the February meeting. One is for nursing salaries, which currently is in the budget as direct hires but will need to be moved to contracted services under Special Education. The second transfer is for cyber insurance. CIRMA no longer offers it. Mrs. Faulenbach stated that although there will not be subcommittee meetings in</p>	<p>DISCUSSION AND POSSIBLE ACTION A. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated November 30, 2023 2. Purchase Resolution: D-777 3. Request for Budget Transfers

	<p>January, financials will be brought before the Board for the last night of budget hearings. Mr. Giovannone confirmed this and added it will be the three monthly budget reports.</p> <p>Mr. Giovannone stated on the Purchase Resolution, many items are five year capital allocations. Those are now being encumbered. Another potential budget transfer coming is for legal.</p> <p><i>Mr. O'Brien moved to approve monthly reports: Budget Position dated 11/30/23; Purchase Resolution: D-777; and Request for Budget Transfers. Seconded by Mr. Hansell. Vote passed unanimously.</i></p> <p>B. Policies for First Review</p> <p style="padding-left: 40px;">1. 3280 Gifts, Grants and Bequests to the District</p> <p>Mrs. Faulenbach stated these are first review, so no motion is taken. Dr. Parlato stated the policy is for Gifts and Grants.</p> <p>C. Policies for Approval:</p> <ol style="list-style-type: none"> 1. 1105 Non-Discrimination (Community) 2. 3440 Individuals with Disabilities Education Act Fiscal Compliance 3. 3514 Code of Conduct Governing Procurements Under a Federal Award 4. 4111.1 Non-Discrimination (Personnel) 4211.1 5. 5000 Non-Discrimination (Students) 6. 5165 Graduation Requirements 	<p>Motion made to approve monthly reports: Budget Position dated 11/30/23; Purchase Resolution: D-777; and Request for Budget Transfers. Motion passed unanimously.</p> <p>B. Policies for First Review</p> <p style="padding-left: 40px;">1. 3280 Gifts, Grants and Bequests to the District</p> <p>C. Policies for Approval:</p> <ol style="list-style-type: none"> 1. 1105 Non-Discrimination (Community) 2. 3440 Individuals with Disabilities Education Act Fiscal Compliance 3. 3514 Code of Conduct Governing Procurements Under a Federal Award 4. 4111.1 Non-Discrimination (Personnel) 4211.1 5. 5000 Non-Discrimination (Students)
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	<p><i>Mrs. McInerney moved to approve the Policies for Approval. Seconded by Mrs. Rella. Vote passed unanimously.</i></p> <p>D. Policies Recommended for Deletion.</p> <ol style="list-style-type: none"> 1. 3440 Inventories 2. 3514 Equipment <p>Mrs. Faulenbach stated these policies are being deleted because they are captured in other areas and it makes them more concise.</p> <p><i>Mr. O'Brien moved to approve Policies Recommended for Deletion listed above. Seconded by Mrs. Rella. Vote passed unanimously.</i></p> <p>E. Discussion and possible action regarding proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association regarding Bookkeeper – Payroll position vacancy. Executive session anticipated. The Board may take action when it returns to public session.</p> <p><i>Mrs. Sarich moved that the Board enter into executive session to review and consider the proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association regarding a current Bookkeeper – Payroll position vacancy and further moved that the Board invite into the session Superintendent Dr. Janet Parlato, Director of Human Resources, Teresa Kavanagh, and Director of Fiscal Services, Mr. Anthony Giovannone. Seconded by Mr. McCauley. Vote passed unanimously.</i></p>	<p>6. 5165 Graduation Requirements</p> <p>Motion made to approve Policies for Approval. Motion passed unanimously.</p> <p>D. Policies Recommended for Deletion</p> <ol style="list-style-type: none"> 1. 3440 Inventories 2. 3514 Equipment <p>Motion made to approve Policies Recommended for Deletion. Motion passed unanimously.</p> <p>E. Discussion and possible action regarding proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association regarding Bookkeeper – Payroll position vacancy. Executive session anticipated. The Board may take action when it returns to public session.</p> <p>Motion made for the Board to enter into executive session to review and consider the proposed memorandum of agreement between the New Milford Board of Education and the New Milford Secretaries Association regarding a current Bookkeeper – Payroll position vacancy and further moved that the Board</p>
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<p>11.</p>	<p>A.</p>	<p>ITEMS OF INFORMATION</p> <p>Regulation Updates</p> <ol style="list-style-type: none"> 1. 1105 R Administrative Regulations Regarding Non-Discrimination (Community) 2. 3280 R Administrative Regulations Regarding Gifts, Grants and Bequests to the District 3. 3440 R Administrative Regulations Regarding Individuals with Disabilities Education Act Fiscal Compliance 4. 4111.1 R Administrative Regulations Regarding Non-Discrimination (Personnel) 4211.1 R 5. 5000 R Administrative Regulations Regarding Non-Discrimination (Students) <p>Mrs. Faulenbach stated the Board does not approve the regulations but anyone is welcome to ask questions.</p>	<p>ITEMS OF INFORMATION</p> <p>A. Regulation Updates</p> <ol style="list-style-type: none"> 1. 1105 R Administrative Regulations Regarding Non-Discrimination (Community) 2. 3280 R Administrative Regulations Regarding Gifts, Grants and Bequests to the District 3. 3440 R Administrative Regulations Regarding Individuals with Disabilities Education Act Fiscal Compliance 4. 4111.1 R Administrative Regulations Regarding Non-Discrimination (Personnel) 4211.1 R 5. 5000 R Administrative Regulations Regarding Non-Discrimination (Students)

	<p>B. Employment Report Mrs. McInerney asked if the coaching staff appointment is a volunteer because there was no money allocation. Mrs. Kavanaugh stated it is a stipend and she will get the exact numbers out to the Board.</p> <p>C. Enrollment Report - December 2023 Dr. Parlato stated the district enrollment is stable. The report is showing a decline in students, close to what was projected. Mrs. Rella asked Dr. Parlato why she thinks the numbers are dropping more than expected. Dr. Parlato stated since it is a projection, being off by this much is not a big deal. Mrs. Rella stated the district lost more than what was projected. Dr. Parlato stated yes, that can be caused by an increase in home schoolers, lower birth rate, etc. Mrs. Rella asked Dr. Parlato if she knew how many students have left to go to other schools in the area. Dr. Parlato stated she would get that info. Mrs. Rella asked if it could include the number of homeschoolers prior to covid and after covid. Dr. Parlato stated she would get that information.</p> <p>D. NMHS Roof Update Mrs. Faulenbach stated this has been discussed by the Board, Cabinet, and the Town to see what the plan might be. The Town and Board commissioned the Fuss & O'Neill report, and this has been discussed by the Municipal Building Committee. Mrs. Faulenbach stated she believes the plan so far is to make final assessments on what needs to be done on the roof, what the time frame will be, and what repairs will be needed. More information has been requested, based on the Fuss & O'Neill report because some things are still not clear. Mrs. Faulenbach hopes that information will come soon.</p> <p>Mr. O'Brien clarified that there are two issues happening. It is known that the roof was not properly fastened. The previous contractor, United, did not use two screws per fastener. That was the original concern. When Fuss & O'Neill did their study, they determined that missing fasteners reduce the safety factor from what should have been 3:1 or 4:1, down to 1.5:1 or 2:1, close to no safety factor at</p>	<p>B. Employment Report</p> <p>C. Enrollment Report</p> <p>D. NMHS Roof Update</p>
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	<p>all. Fuss & O'Neill raised one more red flag that needs to be addressed. There is a discrepancy between what the pullout capacity is. Garland, the manufacturer assigned to the fasteners, claimed the fasteners have a pullout capacity of 609 pounds. Fuss & O'Neill, in their own research, estimate that the pullout capacity is 360 pounds. If that's the case, the pullout capacity is half of what it should be, and there is serious concern about the roof's safety. It needs to be verified that the screws used have a pullout capacity of 609 pounds and not 360 pounds. Mr. O'Brien hopes the documentation can be provided so the district can rest easy that the pullout strength is not a problem.</p> <p>Mrs. Faulenbach agreed that they have been trying to get that information and need that information. Mrs. Faulenbach stated they need a timeframe of what may have to be done with the roof as well. It's been asked, and she agrees having documentation for the Board and the Town is important on where we stand.</p> <p>Mrs. Rella asked if the Fuss & O'Neill report stated the roof could withstand 120 mile-an-hour winds.</p> <p>Mr. O'Brien stated yes, but only if the right screws were used.</p> <p>Mrs. Rella asked why it is taking so long to know what screws were used.</p> <p>Mrs. Faulenbach stated that is a great question, and no one is trying to be an alarmist, but it's important that this is verified and that has not been accomplished yet.</p> <p>Mr. O'Brien stated it should be confirmed the 609 pound capacity has been validated.</p> <p>Mrs. Faulenbach agreed and stated it would need to be memorialized.</p> <p>Mr. Barile stated it should definitely be documented. Mr. Barile then stated, if the number of fasteners are per space, would it help to add fasteners to give it</p>	
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	<p>the necessary strength. Mr. O'Brien stated yes, but adding fasteners is not so easy, it involves essentially having to peel the roof back. To do so, it means going to the first panel and securing it, then moving to the next, and so forth. Mr. O'Brien noted that Architect Petrucelli stated this repair is unprecedented. The 609 pound pullout capacity needs to be verified.</p> <p>Mrs. Faulenbach stated it has been made abundantly clear this is not an ideal situation and the district is committed to ensure that the repair happens. There needs to be assurances and hopes this is resolved shortly.</p> <p>Mr. Cunningham confirmed as of today he has no new information regarding this matter.</p> <p>E. Belfor Restorations Mr. Cunningham stated the project is complete with a few miscellaneous items to finalize. He is doing a walkthrough with administration on Thursday and will make sure no items need to be addressed. Mrs. Faulenbach asked if it was almost done. Mr. Cunningham stated yes, with just a few small outstanding items.</p> <p>F. Central Office Update Mrs. Faulenbach stated the programming study done was in regards to square footage. The Central Office is still looking for a future permanent home. The district was asked by the town to give the needs, which are enclosed in the packet. Mr. Cunningham stated it will officially be submitted tomorrow. Mrs. Faulenbach stated they should set up time to address questions and start planning what the needs are to get conversations going on location, finances, and what the financial impact may be.</p> <p>Mrs. McInerney stated there should be conversations regarding square footage needs, and any other requests, especially regarding location, so the Central Office is appropriately located in regards to where the schools are.</p>	<p>E. Belfor Restorations</p> <p>F. Central Office Update</p>
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	<p>Mrs. Faulenbach agreed there will be those conversations about the most beneficial way to move forward, including how it affects the taxpayer and still providing a proper facility.</p> <p>Mr. Hansell wanted to confirm that the Town will not be surprised they will see this. Mr. Cunningham stated the Town asked to see this, so it is expected. Next steps would be location and layout.</p> <p>Mrs. McInerney stated it is a great first step.</p> <p>G. BOE Annual Report 2022-2023 Mrs. Faulenbach stated the Annual Report is used to give a recap of what the BOE has been doing and acting upon. It is a synopsis of what has been done in the last year. Mrs. Faulenbach thanked everyone for their work. Dr. Parlato stated it is a document about which we should be beaming with pride. Mrs. McInerney agreed it is a comprehensive snapshot. Mrs. Faulenbach noted this report is not reflective of all the meetings that make this happen. There is a lot here and when we began this practice 10 years ago, it was quite interesting to see it. Instead of looking at all the reports, this puts it all in one arena.</p> <p>H. 2024-2025 and 2025-2026 School Calendars Mrs. McInerney stated parents will be happy. Dr. Parlato stated it has been a career goal to put out two years of calendars. It provides a chance for families and staff members to plan ahead. It includes school vacations, first/last days of school, and parent conferences. Dr. Parlato thanked Ms. Hollander for developing it. Ms. Hollander stated it was a collaborative effort to adhere to all contractual obligations.</p> <p>Mrs. Rella asked Ms. Hollander if two days of parent conferences is enough. Ms. Hollander stated for elementary, it's not enough, and for secondary, it's too much. There's no perfect answer. Elementary wants more time. This year the middle school did it in teams, and that was well received.</p> <p>Mrs. Faulenbach asked how the feedback was from staff about elementary parent conferences. Ms.</p>	<p>G. BOE Annual Report 2022-2023</p> <p>H. 2024-2025 and 2025-2026 School Calendars</p>
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	<p>Hollander stated they built in additional time for next year that will now include an early dismissal.</p> <p>Mr. Barile asked what percentage of parents show up for conferences. Ms. Hollander stated she has shared that information with the Board and will provide that to Mr. Barile.</p> <p>I. Field Trip Report Dr. Parlato stated students are traveling and performing with outside audiences. It is a great opportunity for the kids.</p> <p>J. Gifts and Donations Dr. Parlato stated the district received a super generous donation from Yogibo. It allows students to have a chromebook or tablet on their lap so they can work independently or in group work. The donation will be split with HPS and NES.</p> <p>K. December Fundraising Report Dr. Parlato stated the high school is raising money through clubs. The PTO's are also working hard on raising funds for their schools.</p> <p>L. Kindergarten Entry Age Update Dr. Parlato stated she sent out info on Kindergarten entry. There will be a "Let's Talk about Kindergarten" night in January. Parents can submit a waiver if their child is turning five after September 1, 2024.</p> <p>Mrs. Rella asked Dr. Parlato if she collaborates with other Superintendents. Dr. Parlato stated yes, but one of the challenges is Kindergarten entry decisions are locally controlled. Ultimately, the Superintendents make the decisions for their own districts. They are all following the legislation.</p> <p>Ms. Hollander stated there will be a webpage that includes the waiver, FAQ's, and how the assessments will be done. That will launch in March.</p> <p>Mrs. Faulenbach wished everyone a healthy and happy holiday.</p>	<p>I. Field Trip Report</p> <p>J. Gifts and Donations</p> <p>K. December Fundraising Report</p> <p>L. Kindergarten Entry Age Update</p>
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Meeting Minutes

December 19, 2023

Sarah Noble Intermediate School Library Media Center

12.	ADJOURN <i>Mr. O'Brien moved to adjourn the meeting at 8:09 p.m. Seconded by Mr. McCauley. Vote passed unanimously.</i>	ADJOURN Motion made to adjourn the meeting at 8:09 p.m. Motion passed unanimously.
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Respectfully submitted:



Tammy McInerney
Secretary
New Milford Board of Education