

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

**BOARD OF EDUCATION**  
**MEETING NOTICE**

<b>DATE:</b>	<b>November 15, 2022</b>
<b>TIME:</b>	<b>7:00 P.M.</b>
<b>PLACE:</b>	<b>Sarah Noble Intermediate School Library Media Center</b>

**AGENDA**

**New Milford Public Schools Mission Statement**

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

**1. CALL TO ORDER**

A. Pledge of Allegiance

**2. RECOGNITION**

A. NMPS Stars of the Month: Alicia Hanelt, Nina Money, Diane Smith

**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. Regular Meeting Minutes October 18, 2022

**7. SUPERINTENDENT'S REPORT**

**8. BOARD CHAIRMAN'S REPORT**

**9. DISCUSSION AND POSSIBLE ACTION**

A. Monthly Reports

1. Budget Position dated October 31, 2022

2. Purchase Resolution: D-764

3. Request for Budget Transfers

B. Policy for First Review

1. 5132 Student Dress

  
**RECEIVED**  
**TOWN CLERK**  
2022 NOV 10 A 8:06  
NEW MILFORD, CT

- C. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311
  - 1. 2500 Retention of Electronic Records and Information
  - 2. 4115.2 Emergency Action Plan for Interscholastic and Intramural Athletic Events
  - 3. 4115.3 Exertional Heat Illness Awareness for Intramural and Interscholastic Athletics
  - 4. 5115 Physical Activity, Undirected Play and Student Discipline
  - 5. 5134 Meal Charging
  - 6. 6141.7 Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum
- D. Approval of New Course
  - 1. Grade 6 Accelerated Math
  - 2. Grade 7 Accelerated Math
  - 3. Statistics Honors
- E. Approval of Curriculum
  - 1. Grade 6 Math
- F. NMHS Woodshop
- G. Central Office Move to SNIS

**10. ITEMS FOR INFORMATION AND DISCUSSION**

- A. Employment Report: October - November
- B. Job Descriptions
  - 1. Administrative Assistant to the Superintendent of Schools
  - 2. Clerk, Board of Education
  - 3. Nurse Supervisor
  - 4. Human Resources Benefits Specialist
- C. Entitlement Grants 2022-23
- D. Regulations
  - 1. 2500R Retention of Electronic Records and Information
  - 2. 5132R Administrative Regulation Addressing Student Dress
  - 3. 6141.7R Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum
- E. Field Trip Report

**11. ADJOURN**

**ITEMS OF INFORMATION**

Policy Subcommittee Meeting Minutes - November 1, 2022  
Committee on Learning Meeting Minutes - November 1, 2022  
Facilities Subcommittee Special Meeting Minutes - November 8, 2022  
Operations Subcommittee Special Meeting Minutes - November 8, 2022

**New Milford Board of Education  
Regular Meeting Minutes  
October 18, 2022  
Sarah Noble Intermediate School Library Media Center**

**Page 1**

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

RECEIVED  
TOWN CLERK  
2022 OCT 20 A 9:40  
NEW MILFORD, CT

<b>Also Present:</b>	Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mr. Matthew Cunningham, Facilities Director Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Jeffrey Turner, Technology Director Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Mrs. Gwen Gallagher, Northville Elementary School Principal Nicholas Carroccio, Student Representative
----------------------	---

<b>1.</b>	<b>Call to Order</b>	<b>Call to Order</b>
<b>A.</b>	<b>Pledge of Allegiance</b>	<b>A. Pledge of Allegiance</b>
	The regular meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	
<b>2.</b>	<b>Recognition</b>	<b>Recognition</b>
<b>A.</b>	<b>NMPS Stars of the Month: Claudia DeMoura, Gina Fabiano, Jaimee Keppel, Chantel Kitzke</b>	<b>A. NMPS Stars of the Month: Claudia DeMoura, Gina Fabiano, Jaimee Keppel, Chantel Kitzke</b>
	<ul style="list-style-type: none"> <li>Dr. Paddyfote congratulated the Stars of the Month and read their nomination.</li> </ul>	
<b>B.</b>	<b>NMPS Retirees: Betsey Thibodeau, Laurie Thornton</b>	<b>B. NMPS Retirees: Betsey Thibodeau, Laurie Thornton</b>
	<ul style="list-style-type: none"> <li>Dr. Paddyfote congratulated Mrs. Thibodeau and Mrs. Thornton on their retirement and thanked them for their many years of service.</li> </ul>	

3.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Dana O'Rourke, president of the secretaries and IT tech union, said the secretaries and technicians were an integral part of reopening the high school, performing monumental tasks in only three days. She said this deserves public recognition and she hopes that it will be remembered at negotiations time.</li> <li>• Brenda Vaughey and Geri Kayfus of the Grad Party asked that the graduation date be set for the weekend to accommodate set up and volunteers for this huge endeavor.</li> </ul>	Public Comment
4.	<p><b>PTO Report</b></p> <ul style="list-style-type: none"> <li>• Mrs. Byrd said they are hosting a Sip and Shop on November 18 at JPCC with all proceeds going to scholarships. NMHS PTO is hosting a flocking event in school and running concessions at the Homecoming dance. They are also planning penny wars. SMS is planning a Fall Festival with pie eating contest for November 5. They will be hosting the Book Fair in November. They have their own flocking event, taking place on lawns around town. A Halloween dance is planned for 8th graders at the Maxx. Grades 6 and 7 will have their dance in December. PK-5 schools are hosting many family events. Book fairs will be taking place. School stores have reopened. Donation boxes for the Santa Fund will be set up.</li> </ul>	PTO Report
5.	<p><b>Student Representatives' Report</b></p> <ul style="list-style-type: none"> <li>• Nicholas Carroccio, student representative, reported on happenings in the schools.</li> <li>• HPS: Students started the month off with picture day. PTO sponsored a Family Movie Night this past Friday and it was a huge success. Next week HPS celebrates Character Day. Teachers have been extremely busy administering the iReady assessment for the first time and will then review data to determine instructional</li> </ul>	Student Representatives' Report

	<p>strategies to use in the classroom. The staff looks forward to being able to meet with parents at next month's conferences to provide updates for families on their child's progress in school.</p> <ul style="list-style-type: none"> <li>• NES: Picture Day took place at the end of September. Students are completing their iReady testing - this will provide teachers with diagnostic information to help instruct students. Both NES and HPS enjoyed having the Fire Marshall, Ed Pagan, and his staff meet with students during their lunch waves. The Book Character Parade will take place on October 31st. At Northville they are continuing to celebrate the students with CARES Citizen Lunch and Good News Calls. The PTO planned a wonderful family event last Friday - the Spooktacular. The Unified Arts teachers are doing a Hispanic Heritage Dance with the 2nd grade this week.</li> <li>• SNIS: This month saw the return of the tradition of First Friday Food Drives with many donations received. This past week, the PTO hosted the first School Store in several years; it was a big hit. This week is SNIS Pledge week. Each day staff and students focus on one attribute of our pledge to be respectful, responsible, honest, safe, and kind and what that looks like in all settings.</li> <li>• SMS: This year SMS has implemented a Spirit Challenge to help promote school spirit and improve the overall climate. Students and staff compete based on their grade level/team. One big way that students and staff have been participating so far this year is through themed spirit days. Themes have included: team color day, green/white day, wear orange for bullying awareness, and sports fan day. Grade 8 students recently participated in presentations from Shepaug Agriscience and Henry Abbott Technical High School. New Milford High School will be visiting on Wednesday this week. These presentations allow our 8th grade students to learn more about the options they have for high school.</li> <li>• NMHS: This is Spirit Week, with themed days and a pep rally on Friday and a Homecoming Dance on Saturday to end the week.</li> </ul>	
--	--	--

<p>6.</p> <p>A.</p>	<p><b>Approval of Minutes</b></p> <p><b>Approval of the following Board of Education Meeting Minutes:</b></p> <p><b>1. Regular Meeting Minutes September 20, 2022</b></p> <p><b>Mrs. McNerney moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes September 20, 2022, seconded by Mr. Helmus.</b></p> <p><b>The motion passed unanimously.</b></p>	<p><b>Approval of Minutes</b></p> <p><b>A. Approval of the following Board of Education Meeting Minutes:</b></p> <p><b>1. Regular Meeting Minutes September 20, 2022</b></p> <p><b>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes September 20, 2022.</b></p>
<p>7.</p>	<p><b>Superintendent's Report</b></p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said there are several new fundraisers this month.</li> <li>• There are three at NMHS: GAPP Coffee Bean Sale to raise money for a trip to Germany; FHS STAR project to collect and distribute winter boots and books and a Crepe fundraiser for Scholarships and a France trip.</li> <li>• There is one at SNIS: The SNIS PTO is doing a monthly sale of school supplies to fundraise for student enrichment purposes.</li> <li>• HPS has three under the HPS PTO: The Fall Festival, Pie Fundraiser and Concession Stand at Movie Night, all to provide for teacher/student needs, assemblies, and fun nights.</li> <li>• LHTC is hosting Holiday Sales to provide for additional activities.</li> <li>• Dr. Paddyfote said she will be overseeing Human Resources while we transition to a new Director, including interviewing new staff. She may do some project based hiring for support as needed. She hopes to have a new Director onboard by January 3. Since it is an administrative hire, the Board will have the opportunity to interview the candidate as well.</li> </ul>	<p><b>Superintendent's Report</b></p>
<p>8.</p>	<p><b>Board Chairman's Report</b></p>	<p><b>Board Chairman's Report</b></p>

	<ul style="list-style-type: none"> <li>• Mrs. Faulenbach said Board correspondence is being shared this evening. Several invitations have been sent via email and she is excited to be attending these school events.</li> <li>• She read an additional invitation regarding the Attitudes and Behaviors survey data: "Last Friday, Ms. Hollander met with colleagues from New Milford CAN and the Youth Agency to continue conversation and to plan for the sharing of the most recent Attitudes and Behaviors survey results. They have been looking at the data since the summer. The plan is to create a shared goal that we can all work on together. The first event is a conversation between stakeholders: BOE members, Mayor, Superintendent, and NM CAN members on November 1st from 11:30 a.m. - 1:00 p.m. at the Maxx. Ms. Hollander is looking for 3 Board members to participate. Per Ms. Hollander, the gathering is the first in a series of four community conversations looking at how we can best support New Milford's youth. A community-wide forum is being planned as part of our effort and is scheduled to occur on November 30th. More information will be forthcoming. Our role as partners is to support the overall wellness of not just our youth but also their families and caretakers in New Milford."</li> <li>• Mrs. Faulenbach asked Board members to contact Mrs. Silverman if they are available on November 1st.</li> </ul>	
<b>9.</b>	<p><b>Discussion and Possible Action</b></p> <p><b>A. NMPS 2022 Superintendent Search Leadership Profile</b></p> <p><b>Mrs. McInerney moved that the Board of Education accept the New Milford Public Schools 2022 Superintendent Search Leadership Profile Report as presented, seconded by Mrs. Sarich.</b></p> <ul style="list-style-type: none"> <li>• Superintendent Search consultants Dr. Mary Broderick and Dr. Jack Reynolds presented the</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. NMPS 2022 Superintendent Search Leadership Profile</b></p> <p><b>Motion made and passed that the Board of Education accept the New Milford Public Schools 2022 Superintendent Search Leadership Profile Report as presented.</b></p>

Profile to the Board via google meet.

- Dr. Broderick said the Profile presents findings from interviews, focus groups, and an online survey conducted in September 2022. The consultants offered 14 interviews and focus groups and spoke with 31 individuals, including parents, teachers, para-educators, administrators, the Mayor, Town Council members, and members of the New Milford Board of Education. In total, 147 New Milford residents and staff took the online survey.
- All told, 178 individuals participated in some form. The data collected do not constitute a scientific sampling, but a representation of NMPS and community at a moment in time. Items are included in the report if, in the consultants' judgment, they were repeated by a sufficient number of respondents to warrant the Board's attention.
- Mrs. Rella asked if with 29,000 people in New Milford and 3,700 students these numbers would be considered a low turnout for the survey.
- Dr. Broderick said it is not a bad turnout generally and they do think it is statistically significant.
- Dr. Broderick said the participants identified several strengths of the district. The majority identified New Milford's teachers, staff and administrators as its primary strength. Other strengths included district programming, the broader New Milford community, student diversity and an active parent base.
- Dr. Reynolds said significant challenges were also identified by participants. These include community and political climate and finances, staff retention and morale, district and school performance, some issues within the Board of Education, mental and behavioral issues/safety, communications, some types of parent involvement, effects of the COVID pandemic and some structural issues.
- Mr. Hansell asked how New Milford's turnover rate compares to other districts in the state. The consultants did not have that data.
- Stakeholders were also asked about what expertise and qualities are desired in a new



	<p>leader. The top responses under expertise are that the new superintendent builds trusting relationships with students, staff and community; communicates and collaborates effectively in schools and community; and has experience running a school district. Top desired qualities are accessible, approachable, visible in schools and community; keeps students' growth and wellbeing the primary focus; trustworthy, honest, respectful; decisive, confident, and objective problem solver.</p> <ul style="list-style-type: none"><li>• Mr. Hansell asked what accepting the Profile means and what it commits the Board to.</li><li>• Dr. Broderick said it means that the Board has heard and received the commentary and is allowing the consultants to share the information with potential candidates and others, typically by placing it on the district website. The consultants will use this as a way to include stakeholder perspectives in the search while the Board serves as the actual committee.</li><li>• Mr. McCauley said the report has been hard to listen to in a lot of aspects but it is part of the process. It is important to accept the perspectives of participants.</li><li>• Mrs. McInerney said the report was hard to read but she doesn't feel there are any real surprises. She said whether it is fact or not, it is peoples' perspectives. She is disappointed in the participation rate and lack of student participation especially.</li><li>• Mrs. Rella said she agrees with Mrs. McInerney regarding the low turnout and she feels it presents a biased perspective as a result.</li><li>• Mr. Helmus said it is hard to integrate but in the end the design was to get to expertise and qualities desired and he does not disagree with those. They match what the district and Town needs.</li><li>• Mr. Hansell said he will need to read the Profile more thoroughly before he can vote to accept it. He would like to see some edits made.</li><li>• Mrs. Faulenbach said she thinks the report captures what we are looking for in a leader so she will support the acceptance. She said the report offers opportunities for self reflection. She</li></ul>	
--	--	--

	<p>believes New Milford is a strong community and that Board members and the community are all trying to do their best for students.</p> <p><b>The motion passed 6-2-0.</b></p> <p><b>Yes: Mrs. Faulenbach, Mr. Helmus, Mr. McCauley, Mrs. McInerney, Mr. O'Brien, Mrs. Sarich</b>  <b>No: Mr. Hansell, Mrs. Rella</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>1. Budget Position dated September 30, 2022</b></li> <li><b>2. Purchase Resolution: D-763</b></li> <li><b>3. Request for Budget Transfers</b></li> </ol> <p><b>Mr. Hansell moved to approve Monthly Reports: Budget Position dated September 30, 2022, Purchase Resolution D-763, and Request for Budget Transfers, seconded by Mrs. Sarich.</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said these were discussed at Operations. He had two items for follow up. Regarding the certified salary balance, this time last year there was approximately \$339,000 available and this year during the same time period we show \$569,719. Regarding ODP placements of 21 and 22 year olds this year versus last, there is no impact.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>1. PTO - Exhibit B</b></li> </ol> <p><b>Mrs. Sarich moved to accept Gifts &amp; Donations: PTO - Exhibit B in the amount of \$1,595.00, seconded by Mr. Hansell.</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach thanked the PTO for their continued generosity.</li> </ul> <p><b>The motion passed unanimously.</b></p> <ul style="list-style-type: none"> <li>• Mr. McCauley left the meeting at 8:20 p.m.</li> </ul>	<p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>1. Budget Position dated September 30, 2022</b></li> <li><b>2. Purchase Resolution: D-763</b></li> <li><b>3. Request for Budget Transfers</b></li> </ol> <p><b>Motion made and passed unanimously to approve Monthly Reports: Budget Position dated September 30, 2022, Purchase Resolution D-763, and Request for Budget Transfers.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>1. PTO - Exhibit B</b></li> </ol> <p><b>Motion made and passed unanimously to accept Gifts &amp; Donations: PTO - Exhibit B in the amount of \$1,595.00.</b></p>
--	---	---

<p><b>D. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</b></p> <ol style="list-style-type: none"> <li><b>1. 5158 Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)</b></li> <li><b>2. 6142.1 Curricular Exemptions</b></li> <li><b>3. 6144 Policy for the Equitable Identification of Gifted and Talented Students</b></li> </ol> <p><b>Mrs. McInerney moved to approve the following policies:</b></p> <ol style="list-style-type: none"> <li><b>1. 5158 Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)</b></li> <li><b>2. 6142.1 Curricular Exemptions</b></li> <li><b>3. 6144 Policy for the Equitable Identification of Gifted and Talented Students</b></li> </ol> <p><b>Seconded by Mrs. Sarich.</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said she was pleased to see the robust work starting in Policy since it is such an important area.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>E. New Milford High School Graduation Date 2023</b></p> <p><b>Mrs. Rella moved to approve the New Milford High School Graduation Date for 2023 for Saturday, June 24, 2023 at 4:00 p.m., seconded by Mrs. Sarich.</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said the Board heard from the Grad Party this evening. This recommendation follows healthy discussions on the topic. She supports the recommendation. She asked about a rain date.</li> <li>Dr. Paddyfote said it is not referenced in the memo but she and Principal Manka discussed</li> </ul>	<p><b>D. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</b></p> <ol style="list-style-type: none"> <li><b>1. 5158 Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)</b></li> <li><b>2. 6142.1 Curricular Exemptions</b></li> <li><b>3. 6144 Policy for the Equitable Identification of Gifted and Talented Students</b></li> </ol> <p><b>Motion made and passed unanimously to approve the following policies:</b></p> <ol style="list-style-type: none"> <li><b>1. 5158 Policy to Improve Completion Rates of the Free Application for Federal Student Aid (FAFSA)</b></li> <li><b>2. 6142.1 Curricular Exemptions</b></li> <li><b>3. 6144 Policy for the Equitable Identification of Gifted and Talented Students</b></li> </ol> <p><b>E. New Milford High School Graduation Date 2023</b></p> <p><b>Motion made and passed unanimously to approve the New Milford High School Graduation Date for 2023 for Saturday, June 24, 2023 at 4:00 p.m.</b></p>
---	--

	<p>Sunday, June 25, 2023 at 4:00 p.m.</p> <ul style="list-style-type: none"> <li>• Mrs. McNerney said she was glad to hear from the Grad Party and happy that the date will stay on a Saturday.</li> <li>• Mrs. Rella and Mrs. Sarich agreed.</li> </ul> <p><b>The motion passed unanimously.</b></p>	
<b>F.</b>	<p><b>NMHS Woodshop HVAC Grant</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said there is no recommended motion.</li> <li>• Mr. Cunningham said there is the potential for an HVAC grant to assist with the funding of this project. There is a tight window to apply, it will be very competitive, and probably a long shot to receive. It is a gamble to pursue it as we would have to go out to bid officially for architectural and engineering services, but the reimbursement if awarded is 466%.</li> <li>• Mrs. Faulenbach asked if pursuing the grant would affect the timeframe to get the woodshop back in service.</li> <li>• Mr. Cunningham said yes.</li> <li>• Mr. Helmus asked if we would know about the grant award by budget deliberations.</li> <li>• Mr. Cunningham said he was not sure.</li> <li>• Mrs. Faulenbach said the last discussion on this topic focused on funding it through the capital reserve to get the program up and running next year. That discussion was prior to the grant opportunity surfacing.</li> <li>• Mrs. McNerney asked if we can move forward on the project while waiting to see if we get the grant award.</li> <li>• Mr. Cunningham said no because we can't accept bids on the actual work until we know if we have received the grant.</li> <li>• Mr. Helmus asked what is requested here.</li> <li>• Mr. Cunningham said if the Board wants to move forward with the grant application, an additional \$3,200 would be factored into the Silver Petrucelli specs for assistance with the grant application, which is extremely involved. The Board has already invested \$14,800 in design specifications for this project. That</li> </ul>	<p><b>F. NMHS Woodshop HVAC Grant</b></p>

	<p>money would be lost basically if the current vendor does not end up being awarded the work.</p> <ul style="list-style-type: none"> <li>• Mr. Helmus said the likelihood of an award seems slim based on the conversation tonight and he thinks we should just move forward with the project without applying for the grant.</li> <li>• Mrs. Faulenbach said the plan will be to bring the topic back to Facilities and the full Board next month to discuss approving a request from the capital reserve.</li> <li>• Ms. Hollander said she wants to assure the Board that the program is running successfully now in its current set up. However, they are reviewing career clusters and looking towards additional courses in the future where a fully operating shop would be a helpful enhancement.</li> <li>• Mr. O'Brien said the hand tool program is very valuable but he feels it is absolutely necessary to get the shop up and running as economically as possible. The Mayor was at September's meeting where this was discussed and left open the possibility that the Town might help with that. He would like to see that pursued.</li> <li>• Mrs. Faulenbach said the topic will be on the November Facilities agenda and they will reach out to the Town prior to then.</li> </ul>	
<b>G. Lillis Building</b>	<ul style="list-style-type: none"> <li>• Mr. Cunningham said the boiler is damaged and has steam escaping. A temporary patch is in place so there is heat in the building. He does not think it is sustainable. Three contractors have reviewed the situation and agree that the boiler has to be replaced. He has been researching the cost of a temporary boiler but is not sure how realistic that is. He is meeting with the building inspector tomorrow so the Town is aware. The matter was mentioned on a call with the Mayor as well. The building also has a history of failing piping in the walls. The district is looking at the possibility of expediting the move to SNIS using the area already identified but with temporary partitions etc. for now.</li> <li>• Mr. Helmus said that adverse working conditions were discussed at Facilities and he</li> </ul>	<b>G. Lillis Building</b>

	<p>asked if they are being tracked.</p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said the weather has been good so far so it hasn't been an issue but it will not stay that way as it gets colder outside. The spaces available at SNIS are classrooms so they are not ideal but at least they are clean, bright, and heated.</li> <li>• Mrs. Rella said this appears to be a dire need and she asked what the timeline is.</li> <li>• Dr. Paddyfote said the move will be soon but there are logistics to be worked out and other parties to take into account such as the student program upstairs, the ESS vendor and Camella's Cupboard.</li> <li>• Mrs. Faulenbach said she sees this as a safety issue at this point and not ideal circumstances for the move, but necessary. We also need to keep sight of the long term plan to make the space fully usable as the administrative offices for the district.</li> </ul>	
10.	<p><b>Items for Information and Discussion</b></p> <p><b>A. Employment Report: September - October (Revised)</b></p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said they are pleased to have hired two nurses.</li> </ul> <p><b>B. Regulation 5158 Administrative Regulation Addressing Improving the Completion Rates of FAFSA</b></p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said this is the companion to the policy proposed earlier tonight.</li> </ul> <p><b>C. BOE Annual Report 2021-22</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted the many accomplishments last year.</li> <li>• Mr. Helmus said he would like clarification added under the April Board meeting section that makes it clear that Mr. Manka rescinded his resignation and that is why Exhibit A was passed without that item on it. He would like the order</li> </ul>	<p><b>Items for Information and Discussion</b></p> <p><b>A. Employment Report: September - October (Revised)</b></p> <p><b>B. Regulation 5158 Administrative Regulation Addressing Improving the Completion Rates of FAFSA</b></p> <p><b>C. BOE Annual Report 2021-22</b></p>

	<p>changed to better reflect the action of the evening.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said this is an item of information since the Board does not approve the report, but that the minutes will reflect Mr. Helmus' commentary.</li> </ul>	
11.	<p><b>Discussion and Possible Action</b></p> <p><b>A. Discussion and possible action regarding potential post-retirement agreement with Administrative Assistant to the Superintendent of Schools. Executive session anticipated. The Board may take action when it returns to public session.</b></p> <p>Mrs. Rella moved that the Board enter into Executive Session for the purpose of discussing a potential post-retirement agreement with the Administrative Assistant to the Superintendent of Schools, and that Interim Superintendent of Schools Dr. JeanAnn Paddyfote be invited into the executive session, seconded by Mr. Helmus.</p> <p>The motion passed unanimously.</p> <p>The Board entered executive session at 9:04 p.m.</p> <p>The Board returned to public session at 9:16 p.m.</p> <p>Mrs. McInerney moved that the Board authorize the Chairperson of the Board to enter into a post-retirement agreement on behalf of the Board with the Administrative Assistant to the Superintendent of Schools in accordance with the terms and conditions discussed by the Board in executive session and pending further legal review, seconded by Mr. Helmus.</p> <p>The motion passed unanimously.</p> <p><b>B. Discussion and possible action regarding attorney-client privileged communication relating to</b></p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Discussion and possible action regarding potential post-retirement agreement with Administrative Assistant to the Superintendent of Schools. Executive session anticipated. The Board may take action when it returns to public session.</b></p> <p>Motion made and passed unanimously that the Board enter into Executive Session for the purpose of discussing a potential post-retirement agreement with the Administrative Assistant to the Superintendent of Schools, and that Interim Superintendent of Schools Dr. JeanAnn Paddyfote be invited into the executive session.</p> <p>Motion made and passed unanimously that the Board authorize the Chairperson of the Board to enter into a post-retirement agreement on behalf of the Board with the Administrative Assistant to the Superintendent of Schools in accordance with the terms and conditions discussed by the Board in executive session and pending further legal review.</p> <p><b>B. Discussion and possible action regarding attorney-client</b></p>

	<p>student transportation contract and potential issuance of request for proposals regarding same. Executive session anticipated. The Board may take action when it returns to public session.</p> <p>Mrs. Rella moved that the Board enter into Executive Session for the purpose of review and consideration of attorney-client privileged communication relating to student transportation contract and potential issuance of request for proposals regarding same and to further move that the Board invite Interim Superintendent of Schools Dr. JeanAnn Paddyfote and Director of Fiscal Services Anthony Giovannone into the Executive Session, seconded by Mr. Helmus.</p> <p>The motion passed unanimously.</p> <p>The Board entered executive session at 9:17 p.m.</p> <p>The Board returned to public session at 9:31 p.m.</p>	<p>privileged communication relating to student transportation contract and potential issuance of request for proposals regarding same. Executive session anticipated. The Board may take action when it returns to public session.</p> <p>Motion made and passed unanimously that the Board enter into Executive Session for the purpose of review and consideration of attorney-client privileged communication relating to student transportation contract and potential issuance of request for proposals regarding same and to further move that the Board invite Interim Superintendent of Schools Dr. JeanAnn Paddyfote and Director of Fiscal Services Anthony Giovannone into the Executive Session.</p>
12.	<p><b>Adjourn</b></p> <p>Mrs. Rella moved to adjourn the meeting at 9:32 p.m., seconded by Mrs. Sarich.</p> <p>The motion passed unanimously.</p>	<p><b>Adjourn</b></p> <p>Motion made and passed unanimously to adjourn the meeting at 9:32 p.m.</p>

Respectfully submitted:



Olga I. Rella, Secretary  
New Milford Board of Education





RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	30,920,462	0	30,920,462	7,915,794	22,402,835	601,833	98.05%
100'S	SALARIES - NON CERTIFIED	9,964,002	55,000	10,019,002	2,567,325	4,692,337	2,759,339	72.46%
200'S	BENEFITS	11,165,730	0	11,165,730	5,409,036	4,890,819	865,874	92.25%
300'S	PROFESSIONAL SERVICES	4,147,549	-55,000	4,092,549	1,288,960	1,871,262	932,327	77.22%
400'S	PROPERTY SERVICES	963,512	0	963,512	303,290	344,223	316,000	67.20%
500'S	OTHER SERVICES	9,535,698	0	9,535,698	2,065,080	6,951,051	519,567	94.55%
600'S	SUPPLIES	2,699,331	0	2,699,331	561,772	1,398,799	738,761	72.63%
700'S	CAPITAL	22,784	0	22,784	2,461	178	20,145	11.58%
800'S	DUES AND FEES	93,268	0	93,268	61,443	381	31,444	66.29%
900'S	REVENUE	-1,745,047	0	-1,745,047	-126,258	0	-1,618,789	7.24%
<b>GRAND TOTAL</b>		<b>67,767,289</b>	<b>0</b>	<b>67,767,289</b>	<b>20,048,903</b>	<b>42,551,885</b>	<b>5,166,501</b>	<b>92.38%</b>

## 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	16,896	0	518,494	3.16%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,188,657	0	2,188,657	541,812	1,395,074	251,771	88.50%
51202	SALARIES - NON CERT - SUBSTITUTES	971,737	0	971,737	169,599	0	802,138	17.45%
51210	SALARIES - NON CERT - SECRETARY	2,093,451	55,000	2,148,451	637,338	1,136,106	375,007	82.55%
51225	SALARIES - NON CERT - TUTORS	260,695	0	260,695	9,957	0	250,738	3.82%
51240	SALARIES - NON CERT - CUSTODIAL	1,971,159	0	1,971,159	623,684	1,082,700	264,775	86.57%
51250	SALARIES - NON CERT - MAINTENANCE	950,613	0	950,613	296,021	475,039	179,553	81.11%
51285	SALARIES - NON CERT - TECHNOLOGY	508,703	0	508,703	153,404	333,561	21,738	95.73%
51336	SALARIES - NON CERT - NURSES	483,597	0	483,597	118,613	269,858	95,126	80.33%
<b>TOTAL</b>		<b>9,964,002</b>	<b>55,000</b>	<b>10,019,002</b>	<b>2,567,325</b>	<b>4,692,337</b>	<b>2,759,339</b>	<b>72.46%</b>

## BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	622,565	0	622,565	177,402	0	445,163	28.50%
52201	BENEFITS - MEDICARE	531,498	0	531,498	152,292	0	379,206	28.65%
52300	BENEFITS - PENSION	929,692	0	929,692	929,692	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	33,000	0	33,000	3,690	8,310	21,000	36.36%
52810	BENEFITS - HEALTH INSURANCE	8,397,600	0	8,397,600	3,881,290	4,516,310	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	35,847	89,153	0	100.00%
52830	BENEFITS - LIFE INSURANCE	126,000	0	126,000	36,143	84,857	5,000	96.03%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	400,375	0	400,375	192,679	192,190	15,505	96.13%
<b>TOTAL</b>		<b>11,165,730</b>	<b>0</b>	<b>11,165,730</b>	<b>5,409,036</b>	<b>4,890,819</b>	<b>865,874</b>	<b>92.25%</b>

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	30,920,462	0	30,920,462	7,915,794	22,402,835	601,833	98.05%
51200	NON-CERTIFIED SALARIES	9,964,002	55,000	10,019,002	2,567,325	4,692,337	2,759,339	72.46%
52000	BENEFITS	11,165,730	0	11,165,730	5,409,036	4,890,819	865,874	92.25%
53010	LEGAL SERVICES	238,553	0	238,553	75,678	162,875	0	100.00%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	4,748	0	70,252	6.33%
53200	PROFESSIONAL SERVICES	2,406,345	0	2,406,345	801,703	1,260,784	343,858	85.71%
53201	MEDICAL SERVICES - SPORTS	52,700	-50,000	2,700	0	0	2,700	0.00%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	854	2,189	7,457	28.98%
53220	IN SERVICE	114,450	0	114,450	29,905	2,019	82,526	27.89%
53230	PUPIL SERVICES	576,592	0	576,592	122,313	300,532	153,747	73.34%
53300	OTHER PROF/ TECH SERVICES	46,785	0	46,785	13,887	0	32,898	29.68%
53310	AUDIT/ACCOUNTING	41,250	0	41,250	41,250	0	0	100.00%
53500	TECHNICAL SERVICES	238,871	0	238,871	163,136	11,604	64,132	73.15%
53530	SECURITY SERVICES	228,503	0	228,503	24,280	131,259	72,964	68.07%
53540	SPORTS OFFICIALS SERVICES	118,000	-5,000	113,000	11,206	0	101,794	9.92%
54101	CONTRACTUAL TRASH PICK UP	93,016	0	93,016	31,346	53,582	8,088	91.30%
54301	REPAIRS & MAINTENANCE	475,762	0	475,762	185,163	161,776	128,824	72.92%
54302	FIRE / SECURITY MAINTENANCE	1,700	0	1,700	1,351	0	349	79.49%
54303	GROUPS MAINTENANCE	12,700	0	12,700	5,964	2,036	4,700	62.99%
54310	GENERAL REPAIRS	43,170	0	43,170	1,646	10,336	31,188	27.76%
54320	TECHNOLOGY RELATED REPAIRS	41,637	0	41,637	8,459	8,040	25,138	39.63%
54411	WATER	68,195	0	68,195	5,669	62,526	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	52,419	41,640	117,714	44.42%
55100	PUPIL TRANSPORTATION - OTHER	175,790	0	175,790	42,925	56,008	76,858	56.28%
55101	PUPIL TRANS - FIELD TRIP	22,750	0	22,750	1,354	2,849	18,547	18.47%
55110	STUDENT TRANSPORTATION	5,053,987	0	5,053,987	708,922	4,258,611	86,454	98.29%
55200	GENERAL INSURANCE	306,689	0	306,689	306,689	0	0	100.00%
55300	COMMUNICATIONS	39,440	0	39,440	8,339	31,101	0	100.00%
55301	POSTAGE	32,750	0	32,750	4,411	28,339	0	100.00%
55302	TELEPHONE	80,966	0	80,966	38,578	42,388	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	737	0	7,263	9.22%
55505	PRINTING	31,210	0	31,210	12,032	3,502	15,676	49.77%
55600	TUITION - TRAINING	30,000	0	30,000	-900	0	30,900	-3.00%
55610	TUITION - PUBLIC PLACEMENTS	1,129,164	0	1,129,164	413,550	713,213	2,402	99.79%
55630	TUITION - PRIVATE PLACEMENTS	2,578,401	0	2,578,401	522,186	1,815,016	241,199	90.65%
55800	TRAVEL	46,551	0	46,551	6,257	25	40,269	13.50%
56100	GENERAL INSTRUCTIONAL SUPPLIES	168,026	0	168,026	38,467	33,162	96,396	42.63%
56110	INSTRUCTIONAL SUPPLIES	397,899	0	397,899	116,652	75,770	205,477	48.36%
56120	ADMIN SUPPLIES	31,918	0	31,918	4,840	3,049	24,030	24.71%
56210	NATURAL GAS	219,960	0	219,960	16,428	203,532	0	100.00%
56220	ELECTRICITY	1,021,171	0	1,021,171	221,588	703,401	96,182	90.58%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	238,503	0	238,503	17,990	197,450	23,063	90.33%
56260	GASOLINE	38,375	0	38,375	4,293	7,807	26,275	31.53%
56290	FACILITIES SUPPLIES	320,428	0	320,428	66,980	122,585	130,863	59.16%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	44	7,794	8,637	47.58%
56292	UNIFORMS/ CONTRACTUAL	13,222	0	13,222	4,354	7,444	1,424	89.23%
56293	GROUNDKEEPING SUPPLIES	22,585	0	22,585	1,381	6,619	14,585	35.42%
56410	TEXTBOOKS	63,639	0	63,639	37,913	4,851	20,875	67.20%
56411	CONSUMABLE TEXTS	27,126	0	27,126	7,911	4,493	14,721	45.73%
56420	LIBRARY BOOKS	52,049	0	52,049	8,278	13,431	30,341	41.71%
56430	PERIODICALS	17,224	0	17,224	9,902	2,522	4,800	72.13%
56460	WORKBOOKS	1,900	0	1,900	0	0	1,900	0.00%
56500	SUPPLIES - TECH RELATED	44,580	0	44,580	4,751	4,889	34,940	21.62%
57345	INSTRUCTIONAL EQUIPMENT	7,154	0	7,154	1,099	0	6,055	15.37%
57400	GENERAL EQUIPMENT	2,500	0	2,500	432	178	1,890	24.40%
57500	FURNITURE & FIXTURES	13,130	0	13,130	930	0	12,200	7.08%
58100	DUES & FEES	93,268	0	93,268	61,443	381	31,444	66.29%
<b>EXPENDITURE TOTAL</b>		<b>69,512,336</b>	<b>0</b>	<b>69,512,336</b>	<b>20,175,161</b>	<b>42,551,885</b>	<b>6,785,289</b>	<b>90.24%</b>



## 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	-79,191	0	18,684	130.88%
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	-15,551	0	-39,449	28.27%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-6,736	0	-21,216	24.10%
44800	REGULAR ED TUITION	-116,000	0	-116,000	-20,000	0	-96,000	17.24%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	0	0	-29,900	0.00%
49103	DCF TUITION	-85,000	0	-85,000	-4,781	0	-80,219	5.62%
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%
<b>REVENUE TOTAL</b>		<b>-1,745,047</b>	<b>0</b>	<b>-1,745,047</b>	<b>-126,258</b>	<b>0</b>	<b>-1,618,789</b>	<b>7.24%</b>

<b>GRAND TOTAL</b>	<b>67,767,289</b>	<b>0</b>	<b>67,767,289</b>	<b>20,048,903</b>	<b>42,551,885</b>	<b>5,166,501</b>	<b>92.38%</b>
--------------------	-------------------	----------	-------------------	-------------------	-------------------	------------------	---------------

<b><u>BOE Capital Reserve Acct #43020000-10101</u></b>	
MUNIS Balance as of 7/1/22	3,039,825
Contribution Towards NMHS Roof Replacement	-450,000
Approved by BoF - 5 year Capital Withdraw 22/23	-980,030
Close and return of Security Grant Set-Asside	201,875
<b>TOTAL AS OF 10/31/22*</b>	<b>1,811,670</b>

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

<b><u>Turf Field Replacement Acct #43020000-10130</u></b>	
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
<b>TOTAL AS OF 10/31/22*</b>	<b>365,880</b>



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

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	DOI	REGIONAL SCHOOL DISTRICT 12	22/23 YEARLY - AGRISCIENCE SCHOOL YEAR TUITION (26 STUDENTS)	\$ 192,890.00	55610
<b>GRANT</b>	<b>SPED</b>	<b>GENGRAS FORD LLC</b>	<b>2023 FORD 10 SEATER PASSENGER VAN FOR LHCT</b>	<b>\$ 58,191.80</b>	<b>55100</b>
GENERAL	DISTRICT	DANBURY PUBLIC SCHOOLS ADMIN CTR	22/23 YEARLY - MAGNET SCHOOL YEAR TUITION (18 STUDENTS)	\$ 36,000.00	55610
<b>GRANT</b>	<b>DISTRICT</b>	<b>SILVER/PETRUCELLI &amp; ASSOCIATES</b>	<b>PROFESSIONAL SERVICES - SCHOOL BASED HEALTH CENTERS</b>	<b>\$ 13,900.00</b>	<b>55500</b>
GENERAL	DISTRICT	BASE TECHNOLOGIES	COPIER EQUIPMENT SERVICE CONTRACT FOR 2022-2023	\$ 11,190.00	54420
GENERAL	DOI	EDADVANCE	SEPTEMBER TUITION FOR EXPELLED STUDENTS (3 STUDENTS)	\$ 8,910.00	55105
GENERAL	DOI	CURRICULUM ASSOCIATES	INTERVENTION SERVICES FOR GRADES 6-8	\$ 8,100.00	53200
GENERAL	DOI	UNIVERSITY OF BRIDGEPORT	INTERNSHIP PROGRAM (1 PERSON)	\$ 8,000.00	51202
GENERAL	DOI	SACRED HEART UNIVERSITY	INTERNSHIP PROGRAM (1 PERSON)	\$ 7,650.00	51202
GENERAL	DISTRICT	KAINEN ESCALERA & MCHALE	LEGAL SERVICES FOR TRANSPORTATION INQUIRIES & HEARINGS	\$ 6,615.00	53010
GENERAL	FACILITIES	TK ELEVATOR	22/23 ELEVATOR SERVICE AGREEMENT AT NMHS	\$ 6,480.00	54301
<b>GRANT</b>	<b>SPED</b>	<b>FULCO, MICHAEL, PHD.</b>	<b>NEUROPSYCHOLOGICAL EVALUATIONS</b>	<b>\$ 5,370.00</b>	<b>55500</b>
GENERAL	FACILITIES	FW WEBB	SMS PLUMBING SUPPLIES	\$ 5,085.52	54301
<b>GRANT</b>	<b>SPED</b>	<b>HARTMAN, TAMMY</b>	<b>NEUROPSYCHOLOGICAL EVALUATIONS</b>	<b>\$ 5,000.00</b>	<b>55500</b>



# BUDGET TRANSFER REQUESTS

AGENDA ITEM 3A-3  
NOVEMBER 2022 MEETING

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

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

<p style="text-align: center;"><b>DISCUSSION AND POSSIBLE ACTION FIRST REVIEW</b></p>
---

***This policy will replace the current policy 5132 Dress and Grooming.***

**Series 5000 Students**

**NEW # 5132**

**STUDENT DRESS**

The New Milford Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community.

In general, attire and grooming of individual students in the New Milford Public Schools are the responsibility of the students and their parents/guardians. However, there are general principles of good taste and modesty which must and shall be observed.

Restrictions on student appearance may be applied when it:

1. Is unsafe for the student or those around the student.
2. Is disruptive to school operations and the education process in general.
3. Is contrary to law.

No restriction on freedom of dress and adornment will be imposed which:

1. Reflect discrimination as to civil rights.
2. Enforce particular codes of morality or religious tenets.

The accompanying administrative regulation will serve as a guide to implement this policy and will be reviewed periodically through cooperative planning with staff, students, and parents/guardians.

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION AND APPROVAL AT INITIAL BOARD PRESENTATION</b></p>
---

**Note from Shipman & Goodwin:**

***Retention of Electronic Records and Information (September 2022 Revision):***

***In December of 2021, the Office of the Public Records Administrator revised its Form RC-075.1, Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images. We have revised this policy and the accompanying regulations to reflect the updated form and make other technical edits to better reflect current composition of district computer networks and electronic messaging systems.***

**Series 2000 Administration**

**NEW # 2500**

**RETENTION OF ELECTRONIC RECORDS AND INFORMATION**

**I. POLICY**

The New Milford Board of Education (the “Board”) complies with all state and federal laws and regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all school officials, employees, and individuals granted access to the computer systems and/or networks of the [ ] Public Schools (the “District”) and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District’s computer systems are referred to as the “Users”.

**II. USE OF ELECTRONIC MESSAGES AND ELECTRONIC COMMUNICATIONS**

The Board has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board’s computers, computer networks, electronic devices, Internet access and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District’s computer systems and/or network(s) are not private communications and are potentially subject to disclosure, regardless of whether the messages are sent using personal devices or the District’s computer systems. Users must understand that the Board has reserved the



right to conduct monitoring of the District's computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.

*The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems.* This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by Users.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation, a search for documents pursuant to a Freedom of Information Act request, or a formal discovery process as part of litigation. Users should bear in mind that electronic messages may be retained at different locations within the computer network and that these messages are subject to retrieval, regardless of whether the User has deleted such messages from the User's accounts. Consequently, Users should use discretion when using computers or other electronic technology to send, record or retain electronic messages and information.

### **III. RETENTION OF ELECTRONICALLY STORED INFORMATION**

Electronically stored information on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including electronic messages. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

#### **Legal References:**

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Connecticut State Library, Office of the Public Records Administrator,  
Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as  
Digital Images, Form RC-075.1 (revised 12/2021)

Frequently Asked Questions about E-mail, CT Public Records Administrator,  
*available at* [https://ctstatelibrary.org/wp-  
content/uploads/2015/05/EmailGuidelines.pdf](https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf) .

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION AND APPROVAL AT INITIAL BOARD PRESENTATION</b></p>
---

**Note from Shipman & Goodwin:**

*Emergency Action Plan for Interscholastic and Intramural Athletic Events (NEW – October 2022): Last year, the General Assembly passed Public Act 21-92, which has been codified at Connecticut General Statutes Section 10-212i. The new law requires local and regional boards of education, in consultation with local emergency medical services providers and allied health professionals, to develop and implement an emergency action plan for responding to serious and life-threatening sports-related injuries that occur during interscholastic and intramural athletic events. This policy outlines the requirements of such plan, but the particular components of any such plan will be district-specific and should be developed with medical professionals, as required by law.*

**Series 4000 Personnel**

**NEW # 4115.2**

**EMERGENCY ACTION PLAN FOR INTERSCHOLASTIC AND INTRAMURAL ATHLETIC EVENTS**

The New Milford Board of Education (the “Board”), in consultation with local emergency medical services providers and allied health professions, authorizes the Administration to develop an emergency action plan to be followed in the event that a student sustains a serious injury or illness while participating in an interscholastic or intramural athletic event. Such plan shall include, but need not be limited to, the following components:

- 1) A list of the school employees, coaches or licensed athletic trainers in each school who will be responsible for implementing the emergency action plan and a description of each person's responsibilities under the plan;
- 2) Identification of the location(s) or venue(s) where the interscholastic or intramural athletic event is taking place;
- 3) A description of the equipment and supplies that may be available at the site of the interscholastic or intramural athletic event that will assist in responding to an emergency, including the location of where such equipment and supplies may be found at such site;
- 4) A description of the procedures to be followed when a student sustains a serious sports-related injury, including, but not limited to, responding to the injured student, summoning emergency medical care, assisting local first responders in getting to the injured student and documenting the actions taken during the emergency;
- 5) A description of the protocols to be followed during cardiac or respiratory emergencies, including the operation of an automatic external defibrillator, use of cardiopulmonary resuscitation or the administration of medication, in accordance with applicable state law and Board policy;

- 6) A description of the protocols to be followed when a student is observed to exhibit signs, symptoms or behaviors consistent with a concussion or is diagnosed with a concussion, in accordance with applicable state law and Board policy;
- 7) A description of the protocols to be followed when a student suffers from a traumatic brain injury or spinal cord injury, provided such protocols are designed to include instructions that are based on the level of training of the person implementing the emergency action plan and are in accordance with best practices and state law; and
- 8) A description of the protocols to be followed in the event of heat and cold-related emergencies, provided such protocols are in accordance with current professional standards.

In developing the emergency action plan, the Administration may also consult recommendations from the governing authority for intramural and interscholastic athletics.

The Board shall annually review such emergency action plan and authorize the Administration to update such plan, as necessary. Any school employee, coach or licensed athletic trainer identified in the emergency action plan shall (1) annually rehearse such emergency action plan, and (2) be certified in cardiopulmonary resuscitation and have completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health, any director of health, or an organization using guidelines for first aid published by the American Heart Association and the American Red Cross.

The Board shall distribute the emergency action plan to all school employees, coaches and licensed athletic trainers identified in the emergency action plan. The Board shall also post such emergency action plan in all athletic facilities and at all sites where interscholastic and intramural athletic events will take place, and make such emergency action plan available on the Internet web site for the school district or school.

#### Legal References

Conn. Gen. Stat. § 10-212i. Emergency action plans for serious and life-threatening sports-related injuries during interscholastic and intramural athletic events

Connecticut Association of Schools, Connecticut Interscholastic Athletic Conference, Medical Handbook 2022-2023, available at [https://www.casciac.org/pdfs/CIAC\\_medical\\_handbook22-23.pdf](https://www.casciac.org/pdfs/CIAC_medical_handbook22-23.pdf).

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION AND APPROVAL AT INITIAL BOARD PRESENTATION</b></p>
---

**Note from Shipman & Goodwin:**

*Exertional Heat Illness Awareness for Intramural and Interscholastic Athletics (NEW – October 2022): Last year, the General Assembly passed Public Act 21-87, which has been codified at Connecticut General Statutes Section 10-149h. Beginning with the 2022-2023 school year, the new law requires any person who holds a coaching permit issued by the State Board of Education and who coaches intramural or interscholastic athletics to (1) complete an exertional heat illness awareness education program before beginning coaching for the season, and (2) review such program annually before the start of each coaching season. The new law also requires local and regional boards of education to implement a model exertional heat illness awareness plan developed by the Connecticut Interscholastic Athletics Conference (“CIAC”). Beginning with the 2022-2023 school year, the new law further requires boards to prohibit a student-athlete from participating in intramural or interscholastic athletics unless the student and the student’s parent or guardian read or view training materials or attend an in-person training. The parent or guardian must also sign an informed consent form, issued by the applicable board of education, acknowledging compliance with this requirement.*

**Series 4000 Personnel**

**NEW # 4115.3**

**EXERTIONAL HEAT ILLNESS AWARENESS FOR INTRAMURAL AND  
INTERSCHOLASTIC ATHLETICS**

Prior to commencing a coaching assignment for the season, each coach who holds or is issued a coaching permit by the State Board of Education and is a coach of any New Milford Board of Education (“Board”) intramural or interscholastic athletics shall complete an exertional heat illness awareness education program developed or approved by the governing authority for intramural and interscholastic athletics (the “Program”). Such program shall include, but need not be limited to, (1) the recognition of the symptoms of an exertional heat illness, (2) the means of obtaining proper medical treatment for a person suspected of having an exertional heat illness, and (3) the nature and risk of exertional heat illness, including the danger of continuing to engage in athletic activity after sustaining exertional heat illness and the proper method of allowing a student athlete who has sustained exertional heat illness to return to athletic activity.

Any person who holds or is issued a coaching permit by the State Board of Education and is a coach of Board intramural or interscholastic athletics shall annually review the Program.

Upon development by the governing authority for intramural and interscholastic athletics of a model exertional heat illness awareness plan, the Board shall implement such plan by utilizing written materials, online training or videos or in-person training that shall address, at a minimum: (1) the recognition of signs or symptoms of exertional heat illness, (2) the means of obtaining proper medical treatment for a person suspected of an exertional heat illness, (3) the nature and risks of exertional heat illness, including the danger of continuing to engage in athletic activity after experiencing exertional heat illness, (4) the proper procedures for allowing a student athlete who has experienced exertional heat illness to

return to athletic activity, and (5) best practices in the prevention and treatment of exertional heat illness.

The Board shall provide each participating student and each participating student's parent or legal guardian with information regarding exertional heat illness awareness. The Board shall prohibit a student athlete from participating in any intramural or interscholastic activity unless the student athlete, and a parent or guardian of such student athlete, (1) reads written materials, (2) views online training or videos, or (3) attends in-person training regarding exertional heat illness awareness. Acknowledgment of adherence to this standard by the student athlete and the parent or guardian shall be made by the parent's or guardian's signature on an athletic participation informed consent form issued by the Board.

#### Legal References

Conn. Gen. Stat. § 10-149h. Exertional heat illness awareness education program

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION AND APPROVAL AT INITIAL BOARD PRESENTATION</b></p>
---

**Note from Shipman & Goodwin:**

*Physical Activity, Undirected Play and Student Discipline (September 2022 Revision): We have revised this policy to comply with Public Act No. 22-81. Public Act No. 22-81 amends the requirement in Conn. Gen. Stat. § 10-221o that boards of education adopt a policy concerning the circumstances when a school employee may prevent elementary students from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline. With this revision, the law now mandates that the policy contain specific requirements. Boards have discretion in adopting rules to regulate the restriction, as a form of discipline, of time devoted to physical exercise; however, the Board's policy must meet the requirements in section 9 of Public Act No. 22-81. This policy is offered as a sample for consideration and boards of education may consider other reasonable rules regarding the deprivation of physical exercise or undirected play as a form of discipline consistent with board philosophy and the needs of individual districts, as long as the policy provisions are consistent with Public Act No. 22-81.*

**Series 5000 Students**

**NEW # 5115**

**PHYSICAL ACTIVITY, UNDIRECTED PLAY AND STUDENT DISCIPLINE**

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

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

**I. Deprivation of Physical Exercise Period or Undirected Play Period as a Form of Discipline**

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

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

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

A. Physical Exercise Period

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

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

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

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

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

B. Undirected Play Period

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



## **II. Prohibition on Compulsion of Physical Activity as a Form of Discipline**

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

## **III. Disciplinary Action for Failure to Follow Policy**

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

### **Legal References:**

#### **Connecticut General Statutes:**

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

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

Public Act No. 22-81 "An Act Expanding Preschool and Mental and Behavioral Services for Children"

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION AND APPROVAL AT INITIAL BOARD PRESENTATION</b></p>
---

**Note from Shipman & Goodwin:**

***Meal Charging (NEW - August 2022)***

***State law requires schools to include in any policy or procedure concerning the collection of unpaid charges for school lunches, breakfasts or other such meal, certain statutory elements. This new policy addresses the state statutory requirements and includes the requirements of the U.S. Department of Agriculture's Food and Nutrition Services Child Nutrition Programs.***

**Series 5000 Students**

**NEW # 5134**

**MEAL CHARGING**

The New Milford Board of Education (the “Board”) recognizes the importance of providing nutritious food to students in the New Milford Public Schools (the “District”).

The Board is a sponsor of the United States Department of Agriculture (USDA) Food and Nutrition Services’ Child Nutrition Programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP), and the District shall adhere to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. In accordance with federal law, the Board will make a public announcement and notify parents and guardians of the eligibility criteria for free and reduced price meals and provide information regarding how a household may make an application for these benefits. Such notice and application will generally be distributed at the beginning of each school year.

**Charging Meals**

The District uses an automated prepayment system for student meal accounts. Students whose accounts have insufficient funds, and who do not bring a meal or other funds to school to pay for meals, may charge meals to their meal accounts. Students will be informed of their right to obtain a meal, which excludes a la carte items or more than one meal during the same meal service, for any school breakfast, lunch or other meal offered by the District, even if the student’s account has insufficient funds.

The Board prohibits publicly identifying or shaming a student for any unpaid meal charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student;
- Designating a specific meal option for the student; or
- Otherwise taking any disciplinary action against the student.

**Collection of Unpaid Meal Charges**

The District’s efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The District shall consider whether the benefits of potential collections outweigh the costs that would be incurred to achieve those collections.

For purposes of this policy, “delinquent debt” means unpaid meal charges.

The District will contact the parents/guardians of students who charge meals to their meal accounts in order for the District to collect the delinquent debt. The first such communication will be a written communication, by mail or e-mail, after five meal(s) have been charged. Subsequent written and verbal communications with parents/guardians concerning delinquent debt will be made by the building administrator or designee, as may be necessary and appropriate. All communications regarding unpaid meal charges shall be made directly and discreetly to parents/guardians. Written communications with parents/guardians regarding collection of a student’s unpaid meal charges shall include an application for free or reduced price meals, information on local food pantries and the Connecticut Department of Social Services’ supplemental nutrition assistance program, and a link to the District’s or Town’s website that lists any community services available to Town residents.

In the event a student’s unpaid meal charges are equal to or more than the cost of thirty (30) meals, the parents/guardians of such student will be referred to the District’s homeless education liaison.

The Board shall comply with applicable federal and state laws and other federal or state requirements concerning the collection of unpaid meal charges including but not limited to requirements relating to delinquent debt and “bad debt,” as defined by federal law, and record-keeping relating thereto. The Board may accept gifts, donations or grants from any public or private sources for the purpose of paying off any unpaid charges for school lunches, breakfasts or other such feeding. The nonprofit school food service account (NSFSA) cannot be used to cover the cost of unpaid meal charges in the NSLP and SBP.

#### **Dissemination of Policy**

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the District during the school year. This policy shall be provided to all District staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges shall be informed of this policy.

The District shall maintain, to the extent required by law, documentation of the methods used to communicate this policy to households and District staff responsible for policy enforcement.

The District shall provide this policy to the Connecticut State Department of Education during Administrative Reviews.

The Superintendent or designee may, if necessary and appropriate, develop administrative regulations in furtherance of this policy.

## **Legal References:**

### **State law:**

Connecticut General Statutes

§ 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

State of Connecticut, Department of Education, School Health, Nutrition and Family Services Operational Memorandum No. 11-22, "Connecticut Statutory Requirements for Unpaid Meal Charges in Public Schools," June 15, 2022.

State of Connecticut, Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016.

### **Federal law:**

7 C.F.R. Part 210 National School Lunch Program.

7 C.F.R. Part 220 School Breakfast Program.

7 C.F.R. Part 245 Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policy," July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments," July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 57-2016, "Unpaid Meal Charges: Guidance and Q&A," Sept. 16, 2016.

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION AND APPROVAL AT INITIAL BOARD PRESENTATION</b></p>
---

**Note from Shipman & Goodwin:**

*Advanced Course or Program/Challenging Curriculum (June 2022 Revision): Last year, the Connecticut Legislature passed Public Act No. 21-199, which requires boards of education, not later than July 1, 2022, to adopt (or revise) policies concerning (1) eligibility criteria for student enrollment in an advanced course or program and (2) challenging curriculum. In May 2022, we issued a model policy that complied with the CSDE's draft guidance regarding these topics. The CSDE guidance has now finalized its guidance, and we have revised our model policy and drafted administrative regulations that reflect the revised guidance.*

**Series 6000 Instruction**

**NEW # 6141.7**

**POLICY ADDRESSING ENROLLMENT IN AN ADVANCED COURSE OR PROGRAM AND CHALLENGING CURRICULUM**

The New Milford Board of Education (the “Board”) understands the importance of providing opportunities for students to enroll in an advanced course or program and offering students challenging curriculum in the New Milford Public Schools (the “District”). In accordance with Connecticut law, this policy shall explain the manner in which the District determines eligibility for enrollment in advanced courses or programs and creates academic plans for students in the District.

**I. Definitions**

For purposes of this policy:

"Advanced course or program" means an honors class, advanced placement class, International Baccalaureate program, Cambridge International program, dual enrollment, dual credit, early college or any other advanced or accelerated course or program offered by the Board in grades nine to twelve, inclusive.

“Advanced placement” program is a program authorized by the College Board that offers college-level courses and exams that students take in high school.

“Cambridge International program” is an internationally recognized academic program for students aged five (5) to nineteen (19). High school level courses, available only through approved Cambridge International Schools, provide students the opportunity to earn postsecondary credit that is accepted by colleges in the United States and abroad.

“Dual credit/Dual enrollment” courses are college courses offered by high schools in partnership with a college or university. Students taking these courses in high school are simultaneously enrolled with the partner higher education institution. Students who successfully complete a dual credit/dual enrollment course earn credit toward high school graduation as well as college course credit that appears on a student transcript issued by a college or university.

“International Baccalaureate (“IB”) program” is a program that offers international education through four programs for students aged three (3) to nineteen (19). The four programs are: Primary Years, Middle Years, Diploma Program, and Career-related Program. Schools must be authorized to teach IB programs. Every authorized school is known as an IB World School.

"Prior academic performance" means the course or courses that a student has taken, the grades received for such course or courses and a student's grade point average.

## **II. Eligibility Criteria**

Consistent with state law, the District will identify students in grades eight and nine who may be eligible to take or enroll in an advanced course or program. Students will be eligible to enroll in advanced courses or programs throughout their high school career.

Eligibility for enrollment in an advanced course or program shall not be based exclusively on a student's prior academic performance. There are multiple methods by which a student may satisfy the eligibility criteria for enrollment in an advanced course or program, including:

- Recommendations from teachers, administrators, school counselors or other school personnel.
- Parent or student requests.

## **III. Creation of an Academic Plan/Challenging Curriculum**

The District will create an academic plan for each student who is identified in grade eight or nine as eligible for enrollment in an advanced course or program. Such plan will be designed to enroll the student in one or more advanced courses or programs and allow the student to earn college credit or result in career readiness. Such academic plan will also be aligned with:

- The courses or programs offered by the Board,
- The student's student success plan, created pursuant to Conn. Gen. Stat. § 10-221a(j),
- High school graduation requirements, and
- Any other policies or standards adopted by the Board relating to the eligibility for student enrollment in advanced courses or programs.

The academic plan may be part of the student's success plan, which plan is required for each student by Conn. Gen. Stat. §10-221a.

A student, or the student's parent or guardian, may decline to implement the provisions of an academic plan created for such student.

#### **IV. Guiding Principles and Implementation**

The Board recognizes that course access and academic planning should be guided by considerations beyond traditional course eligibility criteria. The Board recognizes the importance of engaging with a student's parents and/or guardians throughout the student's educational experience, reducing barriers to opportunities for advanced courses and programs, and providing a wide range of advanced courses that appeal to students with various interests.

The Superintendent or designee shall be responsible for implementing this policy and developing procedures in furtherance of this policy and in accordance with guidance provided by the Connecticut Department of Education.

#### **Legal Reference:**

Connecticut General Statutes § 10-221a

Connecticut General Statutes § 10-221w


Connecticut General Statutes § 10-221x

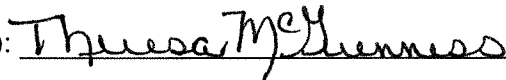
Connecticut State Department of Education, *District Guidance for Developing an Advanced Course Participation Policy* (April 2022)

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## Request for a New Program or Course

Signature of Principal:  Date: 10/3/22

Signature of Dept. Chair (if applicable):  Date: 10/3/2022

Title of Proposal: Grade 6 Accelerated Mathematics

Person submitting Proposal: Gavriela Ziu-Pires Math Curriculum Coordinator K-8

Curriculum Area: Mathematics

Number of Credits/Level (if applicable): Prerequisite Courses (if applicable):

Grade(s): Grade 5 and Meet the Criteria Established for Entry

1. **Description of Program/Course** (What is it this course/program addresses? How does it relate to the Common Core? What other pertinent information about the proposal do you wish to share?)

Grade 6 Accelerated Mathematics aligned to CT/ Common Core State Standards

The course is being proposed in order to meet the needs of students who perform higher in multiple data points in mathematics. This course would allow an accelerated pathway which would provide students the opportunity to take Algebra in grade 8 upon completion of this course and grade 7 Accelerated Mathematics. Students must meet the criteria set in place to qualify for the course, as well as per teacher recommendation(s) be able to demonstrate skills necessary for the course work rigor and completion. This course is an acceleration of the grade 6 content up to middle grade 7. It is important to emphasize that this course does not allow for skipping necessary learning critical in progression of mathematics as recommended from the CT/Common Core State Standards.

2. **Describe the Current Situation and why the new proposal seems needed.** Please also describe what alternatives were considered and what you believe are the advantages and disadvantages of the proposal (use attachment if more space is needed).

The development of this course will address the needs of students who are performing higher in multiple data points in mathematics while preserving the intended progression of mathematical learning. The past practice of pre-algebra implementation in grade 6 unintentionally allowed for gaps in learning to be created, which due to the CT/Common Core standards progression will not further be addressed. This would allow for students to accelerate and build content knowledge to allow for success in higher mathematics courses.



**3. Forecasted impact of change** (use attachment if more space is needed):

A. Please describe the likely impact of change on the students intended to be directly served by the program/course.

Providing an accelerated pathway, students, who demonstrate readiness for the coursework, will be able to take Accelerated Math 7 and Algebra in grade 8 and pursue higher mathematics courses in high school to meet their needs and interests.

B. Will it have impact on other students, if so how?

Developing an accelerated pathway will allow for students to be placed in learning environments designed to deliver coherent and rigorous content. This will allow for all students to engage in mathematics learning that meets individual needs.

C. How will it affect students currently being served or who may be caught in a transition process (if applicable)?

The students will be selected and recommended based on set criteria.

D. What is the impact of this proposal on staffing?

Net zero due to the anticipated distribution of the students.

E. Are there scheduling implications associated with this proposal? If yes, detail those implications.

NA

F. Are there space implications associated with the program/course?

NA

G. How might this impact other programs? (For example: Is a new elective likely to affect enrollment in other departments?)

This course is part of an anticipated restructuring of pathways 6-12 while still preserving the path to advance placement in high school.

**4. What resources are required for the program?**

A. Is there a need for new technology? If so, please explain.

NA

B. What current materials will need replacement?

Program and curriculum development.

C. Are there staffing needs required because of the resources?

NA

D. Would there be specific needs for materials for SPED or ELL?

NA

E. Is specialized training required for staff?

In house PD

**5. Who will be involved in curriculum writing and when does one envision it will occur?**

Curriculum coordinator and/ or other selected grade level teachers will develop the curriculum guide based on approval from the COL.  
The anticipated completion will be Spring 2023.


**6. Develop a projected budget of impact costs for three years and show below.**

<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Cost of Texts				
Supplies				
Professional Development				
Curriculum Writing	\$ 1, 240			
Staffing				
Other (identify) Teacher Digital Program Access	\$ 500			
<b>Total</b>	<b>\$ 1, 740</b>			

Additional explanation of budget impact (if needed):

**Cost is an estimate and will be evaluated at a later date depending on contract(s).**

## Request for a New Program or Course

Signature of Principal:  Date: 10/3/22

Signature of Dept. Chair (if applicable): Theresa McGuinness Date: 10/3/2022

Title of Proposal: Grade 7 Accelerated Mathematics

Person submitting Proposal: Gavriela Ziu-Pires Math Curriculum Coordinator K-8

Curriculum Area: Mathematics

Number of Credits/Level (if applicable): Prerequisite Courses (if applicable):

Grade(s): Grade 6 Accelerated Mathematics and/or Meet the Criteria Established for Entry

1. **Description of Program/Course** (What is it this course/program addresses? How does it relate to the Common Core? What other pertinent information about the proposal do you wish to share?)

Grade 7 Accelerated Mathematics aligned to CT/ Common Core State Standards

The course is being proposed in order to meet the needs of students who perform higher in multiple data points in mathematics. This course would allow an accelerated pathway which would provide students the opportunity to take Algebra in grade 8. Students must meet the criteria set in place to qualify for the course, as well as per teacher recommendation(s) be able to demonstrate skills necessary for the course work rigor and completion. This course is an acceleration of the content from middle grade 7 to the end of grade 8 and does not allow for skipping necessary learning critical in progression of mathematics as recommended from the CT/Common Core State Standards.

2. **Describe the Current Situation and why the new proposal seems needed.** Please also describe what alternatives were considered and what you believe are the advantages and disadvantages of the proposal (use attachment if more space is needed).

The development of this course will address the needs of students who are performing higher in multiple data points in mathematics while preserving the intended progression of mathematical learning. The past practice of pre-algebra implementation in grade 6 and 7 unintentionally allowed for gaps in learning to be created, which due to the CT/Common Core standards progression will not further be addressed. This would allow for students to accelerate and build content knowledge to allow for success in higher mathematics courses.

**3. Forecasted impact of change** (use attachment if more space is needed):

A. Please describe the likely impact of change on the students intended to be directly served by the program/course.

Providing an accelerated pathway, students, who demonstrate readiness for the coursework, will be able to take Algebra in grade 8 and pursue higher mathematics courses in high school to meet their needs and interests.

B. Will it have impact on other students, if so how?

Developing an accelerated pathway will allow for students to be placed in learning environments designed to deliver coherent and rigorous content. This will allow for all students to engage in mathematics learning that meets individual needs.

C. How will it affect students currently being served or who may be caught in a transition process (if applicable)?

The students will be selected and recommended based on set criteria.

D. What is the impact of this proposal on staffing?

Net zero due to the anticipated distribution of the students.

E. Are there scheduling implications associated with this proposal? If yes, detail those implications.

NA

F. Are there space implications associated with the program/course?

NA

G. How might this impact other programs? (For example: Is a new elective likely to affect enrollment in other departments?)

This course is part of an anticipated restructuring of pathways 6-12 while still preserving the path to advance placement in high school.

**4. What resources are required for the program?**

A. Is there a need for new technology? If so, please explain.

NA

B. What current materials will need replacement?

Program and curriculum development.

C. Are there staffing needs required because of the resources?

NA

D. Would there be specific needs for materials for SPED or ELL?

NA

E. Is specialized training required for staff?

In house PD

**5. Who will be involved in curriculum writing and when does one envision it will occur?**

Curriculum coordinator and/ or other selected grade level teachers will develop the curriculum guide based on approval from the COL.

The anticipated completion will be Spring 2023.

**6. Develop a projected budget of impact costs for three years and show below.**

<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Cost of Texts				
Supplies				
Professional Development				
Curriculum Writing	\$ 1, 240			
Staffing				
Other (identify) Teacher Digital Program Access	\$ 500			
<b>Total</b>	<b>\$ 1, 740</b>			

Additional explanation of budget impact (if needed):

**Cost is an estimate and will be evaluated at a later date depending on contract(s).**

## Request for a New Program or Course

Signature of Principal: \_\_\_\_\_

Date: 7/30/22

Signature of Dept. Chair (if applicable): \_\_\_\_\_

Date: 9/30/22

Title of Proposal: Statistics Honors

Person submitting Proposal: Nicholas Manciero

Curriculum Area: Mathematics

Number of Credits/Level (if applicable): 1 High School Math/STEM credit

Prerequisite Courses (if applicable): Algebra 2 Honors or Algebra 2 CP with teacher recommendation

Grade(s): 10-12

1. **Description of Program/Course** (What is it this course/program addresses? How does it relate to the Common Core? What other pertinent information about the proposal do you wish to share?)

Statistics Honors is recommended for students who want an elective that will directly relate to an academic, social science, business, or STEM career. Statistics honors is a great choice for students anticipating statistics requirements in college.

- Topics include: describing data with graphs, distributions, histograms, and other graphical techniques.
- Measures of center and spread.
- Probability: rules and distributions.
- Inference testing and confidence intervals.

2. **Describe the Current Situation and why the new proposal seems needed.** Please also describe what alternatives were considered and what you believe are the advantages and disadvantages of the proposal (use attachment if more space is needed).

Currently, statistics is only offered at the CP and AP levels. This gap in offerings was created when the AP Statistics course came into existence and the decision to change Statistics Honors to AP Statistics without replacing honors was made. This has led to overcrowding of AP classes at the beginning of each year and a large migration of students into the CP level class at the end of quarter 1. By creating an honors level class, students looking for a more rigorous learning environment will have the opportunity to select a suitable level for their learning needs and pathways.



**3. Forecasted impact of change** (use attachment if more space is needed):

A. Please describe the likely impact of change on the students intended to be directly served by the program/course.

Students who choose to take the proposed statistics honors level class will receive an increased workload that will require them to delve deeper into the statistics curriculum as compared to the current CP level class.

B. Will it have an impact on other students, if so how?

Students who choose to take CP or AP level statistics will receive an appropriate curriculum designed to meet the needs of each course. In addition, students who chose not to take statistics due to a lack of honors offering may choose to reconsider in the future.

C. How will it affect students currently being served or who may be caught in a transition process (if applicable)?

n/a

D. What is the impact of this proposal on staffing?

Net zero due to anticipated redistribution of students.

E. Are there scheduling implications associated with this proposal? If yes, detail those implications.

There are no anticipated scheduling

F. Are there space implications associated with the program/course?

There are no anticipated space implications

G. How might this impact other programs? (For example: Is a new elective likely to affect enrollment in other departments?)

This may lure students who are looking for an honors level elective that will be directly applicable to their future college endeavors. Currently, students must make the choice between taking an AP level class in statistics or looking for an honors level course offering from another department.

**4. What resources are required for the program?**

A. Is there a need for new technology? If so, please explain.

Not immediately. However, if the course becomes popular, we will need to purchase additional class sets of graphing calculators.

B. What current materials will need replacement?

n/a

C. Are there staffing needs required because of the resources?

n/a

D. Would there be specific needs for materials for SPED or ELL?

n/a

E. Is specialized training required for staff?

n/a

**5. Who will be involved in curriculum writing and when does one envision it will occur?**

Deb Murnan - Stats CP teacher  
Laura Nadriczny - AP Stats teacher  
Nick Manciero - Dept. Chair

Curriculum writing will commence once board approval is received. Anticipated completion during winter 2022-23.

**6. Develop a projected budget of impact costs for three years and show below.**

<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Cost of Texts	\$0	\$0	\$0	\$0
Supplies	\$150	\$0	\$0	\$150
Professional Development	\$0	\$0	\$0	\$0
Curriculum Writing	\$1240	\$0	\$0	\$1240
Staffing	\$0	\$0	\$0	\$0
Other (identify)	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1390</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1390</b>

Additional explanation of budget impact (if needed):

- The high school currently has class sets of statistics textbooks that will be utilized alongside teacher created/prepared materials.



Office of Fiscal Services & Operations  
50 East Street  
New Milford, Connecticut 06776

**3-B**  
**November 2022**

**TO: Dr. JeanAnn Paddyfote, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: November 3, 2022**  
**RE: NMHS Wood Shop**

---

The current cost estimate for the NMHS Wood Shop can be found attached to this memo and totals \$233,980.

At the current time, the only funding source available is the Board of Education's Capital Reserve Account.

As of October 31, 2022 the funding in that account, before deposit of the 21/22 fiscal year end balance, is in the amount of \$1,811,670.

The Board could make a motion at the November 2022 full Board meeting to fund this item from this Capital Reserve Account.

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

# New Milford High School Wood Shop

388 Danbury Road, New Milford, CT

Issued Jul 20, 2022

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		
	<b>DIVISION ONE - General Requirements</b>						
	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	
	<b>DIVISION FOUR - Masonry</b>						
	8" CONCRETE UNIT MASONRY	50	SF	\$100.00	\$5,000		\$5,000
				DIVISION SEVEN SUB-TOTAL		\$5,000	
	<b>DIVISION EIGHT - Openings</b>						
	ALUMINUM LOUVER	1	EA	\$1,500	\$1,500		\$1,500
				DIVISION SEVEN SUB-TOTAL		\$1,500	
	<b>DIVISION NINE - Finishes</b>						
	MISC. PAINTING	1	LS	\$5,000.00	\$5,000		\$5,000
				DIVISION TWENTY-TWO SUB-TOTAL		\$5,000	
	<b>DIVISION TWENTY-THREE - HVAC</b>						
	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	
	<b>DIVISION TWENTY-SIX - Electrical</b>						
	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	
				<b>SUBTOTAL (INCLUDING O&amp;P):</b>			<b>\$144,630</b>
				GENERAL CONDITIONS:		15%	\$21,695
				<b>CONSTRUCTION SUBTOTAL:</b>			<b>\$166,363</b>
				<b>SOFT COSTS</b>			
				CONSTRUCTION CONTINGENCY		10%	\$16,636
				DESIGN CONTINGENCY		10%	\$16,636
				A&E FEES			\$33,845
				FF&E			\$0
				PRINTING			\$500
				<b>SOFT COSTS TOTAL:</b>			<b>\$67,618</b>
				<b>TOTAL PROJECT COST:</b>			<b>\$233,980</b>

CONSTRUCTION SF TOTAL: \$116.99

SILVER/ **PETRUCELLI + ASSOCIATES**

Architects, Engineers, & Interior Designers

3190 Whitney Avenue

Hamden, CT 06518

Phone: 203 230 9007 ext. 200

Fax: 203 230 8247

Email: info@silverpetrucci.com



Office of Fiscal Services & Operations  
50 East Street  
New Milford, Connecticut 06776

3-C  
November 2022

**TO: Dr. JeanAnn Paddyfote, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: November 3, 2022**  
**RE: Central Office Move to SNIS**

---

Cost estimates for the temporary renovations required as part of the Central Office move to SNIS are shown in the chart below. The physical move is being performed by our Facilities staff, who are incurring overtime to make this happen. All costs below are estimates at this time. Quotes have already been received for both the office space dividers and the phone/fax migration work.

Item	Amount
Interior Door Upgrades	\$25,000
Office Space Dividers	\$12,000
Intercom	\$10,000
Overtime Costs	\$8,000
Access Controls	\$7,500
Phone/Fax Migration	\$3,500
Security Cameras	\$3,000
Signage	\$2,000
<b>Subtotal</b>	<b>\$71,000</b>
Contingency 20%	\$14,200
<b>Grand Total</b>	<b>\$85,200</b>

At the present time, the only funding source available is the Board of Education's Capital Reserve Account.

As of October 31, 2022 the funding in that account, before deposit of the 21/22 fiscal year end balance, is in the amount of \$1,811,670.

The Board could make a motion at the November 2022 full Board meeting to fund this item from the Capital Reserve Account.

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

# NEW MILFORD PUBLIC SCHOOLS

## EMPLOYMENT REPORT

Regular Meeting of the Board of Education  
New Milford, Connecticut  
November 15, 2022

### A. Personnel

#### 1. CERTIFIED STAFF

##### a. RESIGNATIONS

1. **Mrs. Yvonne Lynch**, Special Education Teacher, Sarah Noble Intermediate School effective February 1, 2023.

Retirement

#### 2. CERTIFIED STAFF

##### b. OTHER

1. **Ms. Ellamae Baldelli**, Project Based Work – Human Resources effective October 31, 2022.

20 days up to \$13,000  
Combination of remote & in-person

#### 3. CERTIFIED STAFF

##### c. APPOINTMENTS

1. **Mrs. Sara Lucuk**, Elementary Teacher at Sarah Noble Intermediate School effective November 7, 2022.  
2022-2023 Salary – \$55,296 (step 1 Masters), pro-rated to start date

*Education History:*  
BA: St. Joseph College  
Major: Psychology  
MS: University of Bridgeport  
Major: Education

*Work Experience:*  
1 yr. Seymour

Rep: M. Piersall

#### 4. NON-CERTIFIED STAFF AND LICENSED STAFF

##### a. RESIGNATIONS

1. **Mrs. Liza Helmig**, Secretary to Assistant Principal, Schaghticoke Middle School effective November 15, 2022.
2. **Mrs. Patricia Silverman**, Administrative Assistant to the Superintendent of Schools effective January 1, 2023.
3. **Mrs. Jennifer Smith**, Secretary to the Director of Fiscal Services and Operations effective November 11, 2022.

Personal Reasons

Retirement

Took position elsewhere

#### 5. NON-CERTIFIED AND LICENSED STAFF

##### b. APPOINTMENTS

1. **Ms. Makensie Nelson**, Paraeducator, New Milford High School effective date to be determined, pending passing of para pro test.
2. **Ms. Zelia Schimanskey**, Custodian, New Milford High School effective November 2, 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. A. Wiltshire

\$24.32 per hour

Rep. B. Moore

**6. ADULT EDUCATION STAFF**

**a. RESIGNATIONS**

1. None

**7. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

1. None

**8. BAND STAFF**

**a. RESIGNATIONS**

1. None

**9. BAND STAFF**

**b. APPOINTMENTS**

1. **Mr. George Maloney**, Marching Band, Music/Visual Tech, New Milford High School effective August 15, 2022.

2022-2023 Stipend: \$992

**10. COACHING STAFF**

**a. RESIGNATIONS**

1. **Mr. Peter (Casey) Gawlak**, Girls' Varsity Indoor Track Coach, New Milford High School effective October 14, 2022.
2. **Mr. Peter (Casey) Gawlak**, Boys' Varsity Indoor Track Coach, New Milford High School effective October 14, 2022.

Personal Reasons

Personal Reasons

**11. COACHING STAFF**

**b. APPOINTMENTS**

1. **Ms. Tricia Blood**, Interscholastic Boys' Basketball Coach, Schaghticoke Middle School effective December 1, 2022.
2. **Ms. Tricia Blood**, Intramural Girls' Basketball Coach, Schaghticoke Middle School effective December 1, 2022.
3. **Mr. Rob Hibbard**, Interscholastic Girls' Basketball Coach, Schaghticoke Middle School effective December 1, 2022.
4. **Mr. Rob Hibbard**, Intramural Boys' Basketball Coach, Schaghticoke Middle School effective December 1, 2022.

2022-2023 stipend: \$1985

Current Staff Member

2022-2023 stipend: \$992

Current Staff Member

2022-2023 stipend: \$1985

Current Staff Member

2022-2023 stipend: \$992

Current Staff Member

**12. LEAVES OF ABSENCE**

1. None





**New Milford Public Schools**  
**50 East Street**  
**New Milford, CT 06776**

**Title:** Administrative Assistant to the Superintendent of Schools

**Position Summary:**

The Administrative Assistant, under the direction of the Superintendent of Schools, is responsible for the coordination of all functions of the Superintendent's office, providing a wide variety of complex and confidential administrative and secretarial support. The assistant works independently at a high level within the scope of established laws, policies and procedures, and applies knowledge of district organization, programs and goals to achieve daily tasks. Maintains confidentiality and uses tact, diplomacy and judgment in all interactions and communications with Board of Education members, district staff, families and the community.

**Essential Functions:**

*The essential functions are illustrative and not a complete itemization of all duties and responsibilities of the position.*

- Manages all operations of the Superintendent's office including scheduling, correspondence and other communications.
- Makes decisions based on established policies and procedures and handles administrative details independently.
- Serves as liaison between the Superintendent and staff, Board of Education, legal counsel, community, business, press and government entities.
- Communicates effectively, orally and in writing.
- Maintains a wide variety of complex electronic and manual documents, files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Plans, organizes, prioritizes and executes complex administrative and/or research projects, communications, and functions as assigned by the Superintendent, including those disseminated through the district's automated notification system, website, social media sites and newsletter.
- Utilizes advanced technology devices and applications in maintaining the Office of the Superintendent.

The Administrative Assistant to the Superintendent of Schools must be able to:

- Maintain a stationary position for extended periods of time to operate computer, printer, telephone and other desktop equipment.
- Move about the Central Office to access cabinet files, copy room materials, and attend meetings.
- Periodically meet with colleagues, staff, and vendors.
- Communicate with staff and external stakeholders virtually and in-person.

**Required Knowledge, Skills, and Abilities:**

High-level administrative secretarial skills; ability to work independently with minimal supervision.

Superior planning and organizational skills with attention to detail.

Professional writing, analytical and problem solving skills.

Exhibit tact with information and communications received and given.

**Supervisory Requirements:**

None.

**Education and Experience:**

Minimum 3 to 5 years related experience. Bachelor's degree in related field preferred.

**Certification:**

None required.

**Work Year:**

Twelve months

**Exempt/Non-Exempt:**

Non-exempt

**Salary:**

\*\*\*\*\*

**Background Check**

Individual must submit to a successful

- CT Department of Children and Families background check.
- State and national criminal history record check.

Documents necessary to complete checks must be made within 10 days of hire.

Consistent with the Americans with Disabilities Act (ADA) and Connecticut law, it is the policy of the New Milford Public Schools to provide a reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my positions.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



**New Milford Public Schools**  
**50 East Street**  
**New Milford, CT 06776**

**Title:** Clerk, Board of Education

**Position Summary:**

The Board Clerk, under the direction of the Superintendent of Schools, provides administrative assistance to the Superintendent and Board of Education in conducting the overall operations of the school district.

**Essential Functions:**

*The essential functions are illustrative and not a complete itemization of all duties and responsibilities of the position.*

- Makes all arrangements for Board of Education meetings, including preparation of agenda and compilation of pertinent materials for distribution of packet.
- Attends Board of Education meetings and serves as the recording secretary, as well as attending other meetings as assigned.
- Prepares official minutes, arranges for publication of approved minutes as required by law, and follows up on Board of Education actions.
- Revises to make current Board of Education policies and administrative regulations and communicates changes as appropriate.
- Provides historical information related to Board of Education agendas, official activities and decisions to the Board of Education and Superintendent.

The Board Clerk must be able to:

- Maintain a stationary position for extended periods of time to operate computer, printer, telephone and other desktop equipment.
- Move about the Central Office to access cabinet files, copy room materials, and attend meetings.
- Communicate with staff and external stakeholders virtually and in-person.

**Required Knowledge, Skills, and Abilities:**

High-level administrative secretarial skills; ability to work independently with minimal supervision.

Superior planning and organizational skills with attention to detail.

Professional writing, analytical and problem solving skills.

Exhibit tact with information and communications received and given.

**Supervisory Requirements:**

None.

**Education and Experience:**

Minimum 1 to 3 years clerical/secretarial experience.

**Certification:**

None required.

**Work Year:**

Twelve months

**Exempt/Non-Exempt:**

Non-exempt

**Salary:**

\*\*\*\*\*

**Background Check**

Individual must submit to a successful

- CT Department of Children and Families background check.
- State and national criminal history record check.

Documents necessary to complete checks must be made within 10 days of hire.

Consistent with the Americans with Disabilities Act (ADA) and Connecticut law, it is the policy of the New Milford Public Schools to provide a reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my positions.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



**New Milford Public Schools**  
**50 East Street**  
**New Milford, CT 06776**

**Title:** Nurse Supervisor-RN

**Position Summary:**

The Nurse Supervisor, under the direction of the Superintendent of Schools, will ensure cohesion of practice and quality of nursing services across the New Milford schools. The Nurse Supervisor will act as the liaison between the State's Department of Education and Department of Public Health, the local health department and the Superintendent of New Milford schools to provide guidance and consult regarding policies and procedures. The Nurse Supervisor will guide the professional practice of district-wide health and wellness delivery and will also promote ongoing professional development as a means of improving practice and student outcomes.

**Essential Functions:**

*The essential functions are illustrative and not a complete itemization of all duties and responsibilities of the position.*

- Conduct consultations with staff/administration throughout the school year for New Milford District school-based programs.
- Oversee the planning and implementation of all district health and vision screening programs in the schools.
- Ensure that nurses' monthly meetings are aligned to professional development, school health trends, best practices, legislation and regulations regarding school health as well as relevant district topics and needs.
- Collaborate in the orientation and training to all new nurses, including substitute nurses;
- Ensure fiscal responsibilities of ordering and maintenance of district's school health supplies.
- Conduct monthly staff meetings for school nurses and develop agendas in collaboration with the Director of Pupil Personnel and Special Services, Medical Advisor and Director of Public Health.
- Ensure that school nurses are providing necessary training and information regarding individual student medical needs/conditions.
- Responsible for district and state reports regarding student data and school health requirements.
- Act as a liaison between district, medical advisor, state and local health departments.
- Facilitate the collection of all Nurse's Connecticut health licenses on an annual basis.
- Support the assessment of situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Oversee the consistent design and implementation of healthcare plans for students for the purpose of meeting the needs of students with chronic health problems and/or accommodation requirements.

- In complex cases, participates in Individual Educational Plan meetings, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, and educational programs, and/or improving skills and knowledge.
- Consult with appropriate staff in events involving emergency services for students or staff.
- Adhere to all applicable professional safety standards and practices in the nursing field, including requirements set forth in federal and state law, and Occupational Safety and Health regulations.
- Serve as a building school nurse to ensure necessary coverage when seeking a substitute nurse has been exhausted.
- Fulfill other duties and responsibilities as assigned within the scope of the nursing practice.

The Nurse Supervisor must be able to:

- Maintain a stationary position for extended periods of time to operate computer, printer, telephone and other desktop equipment.
- Move about to access cabinet files, copy room materials, and attend meetings.
- Periodically meet with colleagues, staff, and vendors.
- Communicate with staff and external stakeholders virtually and in-person.

**Required Knowledge, Skills, and Abilities:**

Ability to administer emergency care throughout the facilities and/or grounds of the facilities.

Experience using a computerized documentation system and ability to train other nurses on the system.

Candidate must be proven to be responsible and reliable, possess strong communication skills, and have a valid CT driver's license and insurance.

**Supervisory Requirements:**

Working in Collaboration with Building Principals - Nursing Staff and Nursing Substitutes

**Education and Experience:**

Valid RN license from the State Department of Health Services to practice professional nursing.

Advanced Practice RN preferred.

Experience working in a public school is desirable.

**Certification:**

Current Certification Healthcare Basic Life Support.

Current Professional Rescuer CPR/AED certificate.

**Work Year:**

182 student days plus 14 additional days.

**Exempt/Non-Exempt:**

Exempt

**Salary:**

\*\*\*\*\*

### **Background Check**

Individual must submit to a successful

- CT Department of Children and Families background check.
- State and national criminal history record check.

Documents necessary to complete checks must be made within 10 days of hire.

Consistent with the Americans with Disabilities Act (ADA) and Connecticut law, it is the policy of the New Milford Public Schools to provide a reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my positions.

---

Signature of Employee

---

Date



**New Milford Public Schools**  
**50 East Street**  
**New Milford, CT 06776**

**Title:** Human Resources Benefits Specialist

**Position Summary:**

Reporting to the Director of Fiscal Operations and Director of Human Resources, the Human Resources Benefits Specialist performs responsible Human Resource administrative work of a complex, responsible and confidential nature, including a variety of clerical and administrative tasks related to the administration of employees and fringe benefits for the Board of Education.

**Essential Functions:**

*The essential functions are illustrative and not a complete itemization of all duties and responsibilities of the position.*

- Coordinates benefits across New Milford Public Schools, including but not limited to health, dental, life insurance, supplemental life insurance, Pension, Workers Compensation claims, unemployment claims and Long Term Disability.
- Routinely communicates with insurance carriers regarding employee coverage, benefit communications and problem-solving.
- Calculates adjustments to all deductions as necessary at the beginning and throughout the fiscal year.
- Administers the Flexible and Dependent Care Spending Accounts.
- Works closely with the Payroll Specialist to ensure accurate payroll deductions are taken.
- Works with the Payroll Specialist to process direct deposit and deferred compensation requests and changes.
- Maintains the time clock system including all add, delete and changes needed to employees and approvers.
- Actively participates in planning and running annual Open Enrollment.
- Coordinates maternity leaves, FMLA, Workers Compensation and other leave programs, notifying employees of leave parameters and responding to questions.
- Assists with Human Resources projects.
- Leverages the Human Resources system to automate processes and maintain records.
- Maintains confidential records, both paper and electronic.
- Processes confidential and non-confidential material which may include correspondence, information on forms, documents, budgets, schedules and reports with high speed and accuracy.
- Prepares statistical, technical and narrative reports.
- Serves as liaison for procedural questions based on knowledge of rules and regulations pertaining to Benefits categories.
- Coordinates the retirement program for all eligible staff.
- Serves as liaison with the Connecticut Teacher Retirement Board.
- Processes the district Pension Plan.
- Responsible for the liability, auto, and property insurance for the school system.



- Coordinates workers' compensation insurance for the district including processing the annual OSHA report for work-related injuries and illnesses.
- Processes Unemployment Claims received from the State of Connecticut.
- Responsible for 1095 processing and Internal Revenue Service (IRS) filing.
- Responsible for reporting all approved leaves to the Director of Fiscal Operations, Director of Human Resources and Superintendent.
- Performs other duties as assigned by the Director of Fiscal Operations and Director of Human Resources.

The Human Resources Benefits Specialist must be able to:

- Maintain a stationary position for extended periods of time to operate computer, printer, telephone and other desktop equipment.
- Move about the Central Office to access cabinet files, copy room materials, and attend meetings.
- Periodically meet with business office colleagues, staff, and vendors.
- Communicate with staff, external stakeholders virtually and in-person.

**Required Knowledge, Skills, and Abilities:**

Ability to apply and carry out written and oral instructions.

Knowledge of general office practices, procedures and bookkeeping techniques.

Strong Knowledge of Office programs (Word, Excel, PowerPoint; Access preferred) and Google.

Previous experience with MUNIS is preferred.

Ability to acquire working knowledge of state and federal regulations and legal requirements applicable to assigned activities and services.

Ability to learn and understand the internal operations, responsibilities and services.

Ability to work with speed and accuracy, establish priorities, process large volumes of paperwork and to develop and maintain complex records and files.

Ability to work independently and handle confidential information.

Ability to utilize software applications applicable to operations and activities.

Ability to establish and maintain effective working relationships with the Board of Education staff, parents, students, vendors and the general public.

**Supervisory Requirements:**

None

**Education and Experience:**

Bachelor's degree or the equivalent, and three years of progressively responsible administrative/clerical experience or an equivalent combination of experience and training may be considered. Human Resources benefits and leave experience is preferred.

**Certification:**

Certificate from an approved State of CT Higher Education program or nationally accredited certificate program in Human Resources is preferred.

**Work Year:**

This is a 12-month position.

**Exempt/Non-Exempt:**  
Exempt and unaffiliated.

**Salary:**

\*\*\*\*\*

**Background Check**

Individual must submit to a successful

- CT Department of Children and Families background check.
- State and national criminal history record check.

Documents necessary to complete checks must be made within 10 days of hire.

Consistent with the Americans with Disabilities Act (ADA) and Connecticut law, it is the policy of the New Milford Public Schools to provide a reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my positions.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**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 Paddyfote Holly  
FROM: Hollander, ~~Star~~  
DATE: October 27, 2022  
RE: 22-23 Entitlement Grants

The grants listed below will be used to supplement district funds and not to supplant them. It breaks down as follows:

- **District Consolidated Grant:**

**Title I:** \$424,089.00 *Improving Basic Programs operated by Local Educational Agencies.* Last year we received \$400,192.00. This money is used for literacy and math coaches, an interventionist, summer school supplies and salaries, technology, and for student support services at our Title I schools (HPS, NES, SNIS and SMS).

**Title II:** \$68,626.53 *Teacher and Principal Training and Recruiting* Last year we received \$67,946.50. This money is used for professional development for our certified staff.

- **Title III Grant:** \$30,137.00 *English Language Acquisition and Language Enhancement* Last year we received \$24,853.00. The money will be used for districtwide professional learning, EL Instructional Support, curriculum enhancement, supplemental textbooks, software, and an after school program.
- **Bilingual Grant:** \$17,537.00 Last year we received \$4,621.00. The money will be used across district with bilingual programs in order to support student learning. Bilingual programs are currently required in SNIS, HPS, SMS and NES.
- **Title IV:** \$24,446.41 Last year we received \$22,084.79. The money will be used for STEM professional development, school climate through Welcoming Schools, and continued training on restorative practices.

## ITEM OF INFORMATION

Series 2000 Administration

NEW # 2500R

### ADMINISTRATIVE REGULATIONS REGARDING THE RETENTION OF ELECTRONIC RECORDS AND INFORMATION

#### I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 2500 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including electronic messages and electronically stored information.

#### II. DEFINITIONS

- A. Electronic messages include e-mail, fax, instant messaging, text messaging, and Web-based messaging services. Electronic messages may be transmitted by a variety of mediums, including computers and mobile computing devices. In addition to the body of the message, electronic messages also contain metadata, such as transactional information (e.g., date and time sent, sender/receiver) and may contain attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any method.
- D. Digital imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.
- E. Transitory correspondence consists of communication that does not relate to an individual's job responsibilities or has a short term administrative value.

- F. Routine correspondence consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

### **III. CLASSIFICATION OF ELECTRONIC MESSAGES**

The same record retention policy that applies to paper records applies to electronically stored information, including electronic messages. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determine the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Users shall use the following steps in determining whether to maintain electronic messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.
2. If the message is Routine Correspondence, retain for 2 years.
3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

### **IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS**

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.

3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.
5. Perform periodic backups of all digital images, associated indices, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines.

Permanent	If records are required to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a “human-readable” format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.
Less than Permanent	These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075.1, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form “Records Disposition Authorization” and attaching any supporting documentation, or by following the District’s process for documenting document destruction. After disposing of the records in accordance with these procedures, the Records Custodian will follow all other steps required by the Office of the Public Records Administrator.

## V. RETENTION OF ELECTRONIC RECORDS

Electronic messages and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all electronic messages and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District Users will be notified about the procedures to be followed to implement this process. The Records Custodian or designee shall follow up with notified Users to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

### Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)  
Conn. Gen. Stat. § 7-109  
Conn. Gen. Stat. § 11-8 et seq.  
General Letters 96-2 and 2009-2 of the Public Records Administrator  
Public Records Policy 02, *Digital Imaging*, of the Public Records Administrator  
(Aug. 2014)  
Record Retention Schedules Towns, Municipalities and Boards of Education  
Connecticut State Library, Office of the Public Records Administrator,  
Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as  
Digital Images, Form RC-075.1 (revised 12/2021)  
Frequently Asked Questions about E-mail, CT Public Records Administrator,  
available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

Regulation adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## ITEM OF INFORMATION

**Series 5000 Students**

**NEW # 5132R**

### **ADMINISTRATIVE REGULATION ADDRESSING STUDENT DRESS**

The administration will take notice of clothing fads and styles as they pertain to student dress and periodically update this regulation.

The following guidelines support the District's student dress policy.

- a. It is expected that outer clothing will not be worn in the building unless there are extenuating circumstances.
- b. Head coverings worn as part of a student's religious practice or belief shall be permitted.
- c. Clothing is expected to cover the torso, the midriff, and the buttocks. All undergarments must be covered.
- d. Footwear which mars floors is not allowed and footwear should be appropriate for the educational activity.
- e. Acceptable attire does not contain vulgarity or ~~overly~~ offensive pictures or words, which are likely to disrupt the educational environment.
- f. Acceptable attire does not depict logos or emblems that encourage the use of weapons, drugs, tobacco products, or alcoholic beverages.

Students should take pride in their appearance and recognize the importance of dressing appropriately for school. District expectation is for student attire to focus on career readiness, particularly at the secondary level.

Legal Reference:

Connecticut General Statutes § 46a-51 (definition of protective hairstyles)

Regulation adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



## ITEM OF INFORMATION

### **Note from Shipman & Goodwin:**

*Advanced Course or Program/Challenging Curriculum (June 2022 Revision) Last year, the Connecticut Legislature passed Public Act No. 21-199, which requires boards of education, not later than July 1, 2022, to adopt (or revise) policies concerning (1) eligibility criteria for student enrollment in an advanced course or program and (2) challenging curriculum. In May 2022, we issued a model policy that complied with the CSDE's draft guidance regarding these topics. The CSDE guidance has now finalized its guidance, and we have revised our model policy and drafted administrative regulations that reflect the revised guidance.*

### **Series 6000 Instruction**

**NEW # 6141.7R**

### **ADDRESSING ENROLLMENT IN AN ADVANCED COURSE OR PROGRAM AND CHALLENGING CURRICULUM**

The New Milford Board of Education (the “Board”) understands the importance of providing opportunities for students to enroll in an advanced course or program and offering students challenging curriculum in the New Milford Public Schools (the “District”). In accordance with the Board’s Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum, the administration adopts the following regulations:

1. The District will identify students in grades eight and nine who may be eligible to take or enroll in an advanced course or program. Students will be eligible to enroll in advanced courses or programs throughout their high school career.
2. Eligibility for enrollment in an advanced course or program shall be based on the following:
  - Recommendations from teachers, administrators, school counselors or other school personnel.
  - Parent or student requests.
3. In addition to or as part of student success plans required by Conn. Gen. Stat. § 10-221a(j), the District will create an academic plan for each student who is identified in grade eight or in any year of high school as eligible for enrollment in an advanced course or program. A student, or the student’s parent or guardian, may decline to implement the provisions of an academic plan created for such student.
4. Such academic plan will be designed to enroll the student in one or more advanced courses or programs and allow the student to earn college credit or result in career readiness.

### **Legal References:**

Connecticut General Statutes § 10-221a

Connecticut General Statutes § 10-221w

Connecticut General Statutes § 10-221x

Connecticut State Department of Education, *District Guidance for Developing an Advanced Course Participation Policy* (April 2022)

Regulation adopted:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

Approved Field Trips November 2022

	A	B	C	D	E	F	G	H	I
1	<u>School</u>	<u>Grade/Dept.</u>	<u>Trip Date</u>	<u>Day(s) of the Week</u>	<u># of Students</u>	<u># of Adults</u>	<u>Destination</u>	<u>Subs</u>	<u>Student Cost</u>
2	NMHS	11-12	10/14/22	Friday	26	1	Pratt Nature Center	1	\$6.00
3	NMHS	9-12	11/1/2022	Tuesday	20	2	FBLA Fall Leadership Conference Univ. of Hartford	2	\$40.00
4	NMHS	9	11/4/22	Friday	60	5	CT Science Center:	5	\$14.00 (partial Perkins)
5	NMHS	10-12	11/10/22	Thursday	56	2	SNIS/SMS (Band for Veteran's ceremonies)	2	\$0.00
6	NMHS	12	11/17/22	Thursday	10	3	CIAC Sportmanship Conference	0	\$0.00
7	NMHS	9-12	11/17-11/20/22	Thurs-Sun	8	2	FBLA Fall National Leadership Conference Orlando FL	2	\$780.00
8	NMHS	11-12	12/1/22	Thursday	20	1	Litchfield Superior Court	1	0.00 Perkins for bus
9	NMHS	1-12	12/8/22	Thursday	20	1	Litchfield Superior Court	1	0.00 (Perkins for bus)
10	NMHS	11-12	12/9/22	Friday	26	1	CT Science Center:	1	\$32.00
11	NMHS	9-12	12/17/22	Saturday	8	2	Horace Crealey HS Chappaqua (TEAM Waramaug comp)	0	\$0.00
12	NMHS	9-12	2/2/23	Thursday	30	3	SNIS (WL Honor Society Students)	1	\$0.00
13	NMHS	10-12	3/29/23-4/15/23	Wed-Sat	25	3	World Language Germany Trip	3	\$2,000.00
14	NMHS	11-12	4/3/23-4/13/23	Mon-Thurs	20	3	World Language Paris France Trip	3	\$2,700.00
15	SMS	7	6/8/2023	Thursday	253	16	Quassy Amusement Park	TBD	\$53.88 (after PTO Grant)
16	SMS	8	6/9/2023	Friday	295	20	Lake Compounce	TBD	\$65.00 (after PTO Grant)

RECEIVED  
TOWN CLERK  
2022 NOV - 2 P 2:42  
NEW MILFORD, CT

Present:	Mrs. Olga I. Rella, Chairperson Mrs. Tammy McInerney Mrs. Leslie Sarich Mr. Brian McCauley, Alternate
Absent:	Mr. Keith A. Swanhall Jr.
Also Present:	Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent

1.	<p><b>Call to Order</b></p> <p>The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Rella. Mr. McCauley was seated in the absence of Mr. Swanhall.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <p><b>A. Policy for Revision</b></p> <p><b>1. 5132 Student Dress</b></p> <ul style="list-style-type: none"> <li>Mrs. Rella said this policy is back for one more review before moving forward.</li> <li>Mrs. McInerney said she likes the policy and accompanying regulation. The policy is broad and the use of the regulation will give flexibility as trends change.</li> <li>Mrs. Rella said she thinks the policy is nice and clean and she thanked Dr. Paddyfote for its development.</li> <li>Mrs. Sarich said she was happy to see the final revision.</li> </ul> <p>Mr. McCauley moved to bring policy 5132 Student Dress to the full Board for first review, seconded by Mrs. McInerney.</p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Policy for Revision</b></p> <p><b>1. 5132 Student Dress</b></p> <p><b>Motion made and passed unanimously to bring policy 5132</b></p>

	<p>Motion passed unanimously.</p> <p><b>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</b></p> <ol style="list-style-type: none"> <li><b>1. 2500 Retention of Electronic Records and Information</b> <ul style="list-style-type: none"> <li>● Dr. Paddyfote said this refers to any type of electronic record, including voice mail, and is governed by the State Librarian.</li> </ul> </li> <li><b>2. 4115.2 Emergency Action Plan for Interscholastic and Intramural Athletic Events</b></li> <li><b>3. 4115.3 Exertional Heat Illness Awareness for Intramural and Interscholastic Athletics</b> <ul style="list-style-type: none"> <li>● Dr. Paddyfote said these two policies are newly required this year. While the Board has not yet adopted the policies, Athletic Director Lipinsky has been aware of the CIAC guidelines and has already developed an action plan which he has shared with the coaches. This process will now be memorialized through the policies.</li> <li>● Mr. McCauley said these are good to have especially since there can sometimes be a gray area regarding procedures during after school hours.</li> </ul> </li> <li><b>4. 5115 Physical Activity, Undirected Play and Student Discipline</b> <ul style="list-style-type: none"> <li>● Dr. Paddyfote said most districts have this policy already. Ours has some mention of this in the wellness policy but we do not currently have a stand alone policy. This revision from Shipman and Goodwin notes the conditions for withholding on page 2.</li> </ul> </li> <li><b>5. 5134 Meal Charging</b></li> </ol>	<p><b>Student Dress to the full Board for first review.</b></p> <p><b>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</b></p> <ol style="list-style-type: none"> <li><b>1. 2500 Retention of Electronic Records and Information</b></li> <li><b>2. 4115.2 Emergency Action Plan for Interscholastic and Intramural Athletic Events</b></li> <li><b>3. 4115.3 Exertional Heat Illness Awareness for Intramural and Interscholastic Athletics</b></li> <li><b>4. 5115 Physical Activity, Undirected Play and Student Discipline</b></li> <li><b>5. 5134 Meal Charging</b></li> <li><b>6. 6141.7 Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum</b></li> </ol>
--	--	--

<ul style="list-style-type: none"> <li>• Dr. Paddyfote said this is another required policy. Mrs. Sullivan has reviewed it and made suggestions, where there was leeway allowed, as to what is most appropriate for our district.</li> <li>• Mrs. McInerney said she was happy to see that the policy specifies that contact should be with parents only and not students.</li> </ul> <p><b>6. 6141.7 Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum</b></p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said she reviewed this required policy with Ms. Hollander. There are no restrictions on students wishing to enroll in an advanced course.</li> <li>• Mrs. McInerney asked if this applies to high school only.</li> <li>• Ms. Hollander said they are working on additional pathways for acceleration.</li> </ul> <p>Mrs. McInerney moved to bring policies:</p> <ol style="list-style-type: none"> <li>1. 2500 Retention of Electronic Records and Information</li> <li>2. 4115.2 Emergency Action Plan for Interscholastic and Intramural Athletic Events</li> <li>3. 4115.3 Exertional Heat Illness Awareness for Intramural and Interscholastic Athletics</li> <li>4. 5115 Physical Activity, Undirected Play and Student Discipline</li> <li>5. 5134 Meal Charging</li> <li>6. 6141.7 Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum</li> </ol> <p>to the full Board for approval at the initial meeting.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring policies:</b></p> <ol style="list-style-type: none"> <li>1. <b>2500 Retention of Electronic Records and Information</b></li> <li>2. <b>4115.2 Emergency Action Plan for Interscholastic and Intramural Athletic Events</b></li> <li>3. <b>4115.3 Exertional Heat Illness Awareness for Intramural and Interscholastic Athletics</b></li> <li>4. <b>5115 Physical Activity, Undirected Play and Student Discipline</b></li> <li>5. <b>5134 Meal Charging</b></li> <li>6. <b>6141.7 Policy Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum</b></li> </ol> <p>to the full Board for approval at the initial meeting.</p>
--	---

<p>4.</p> <p>A. Regulations:</p>	<p><b>Items of Information</b></p> <ol style="list-style-type: none"> <li>1. <b>2500R Retention of Electronic Records and Information</b></li> <li>2. <b>5132R Administrative Regulation Addressing Student Dress</b></li> <li>3. <b>6141.7R Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum</b></li> </ol> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said these are the companion regulations for the policies discussed earlier.</li> <li>• Mrs. McInerney said she loves the addition of the R to the number. It makes the regulations much easier to identify as separate from the policies.</li> <li>• Regarding regulation 5132R, Dr. Paddyfote said she met with Mr. Manka and Ms. Scoralick who had questions as to whether or not hats would be permitted. Dr. Paddyfote told them no. Both principals said it was only an issue with a few students currently. Dr. Paddyfote talked with them about procedures that could be implemented, such as leaving the hat in the main office for pick up at the end of the day. She re-emphasized the idea of having students be “career ready”.</li> <li>• Mrs. Rella said she likes the cross out of the word “overly” to add more specificity. She said overall she thinks students will be happy with the new policy and regulation and she is pleased to see them finally moving forward after much discussion.</li> <li>• Mrs. McInerney asked if the policy will now require three reviews.</li> <li>• Dr. Paddyfote said it will and then it will be important to roll it out properly, including discussing the revision with students in appropriate venues such as advisory.</li> </ul>	<p><b>Items of Information</b></p> <p>A. Regulations:</p> <ol style="list-style-type: none"> <li>1. <b>2500R Retention of Electronic Records and Information</b></li> <li>2. <b>5132R Administrative Regulation Addressing Student Dress</b></li> <li>3. <b>6141.7R Addressing Enrollment in an Advanced Course or Program and Challenging Curriculum</b></li> </ol>
<p>5.</p>	<p><b>Public Comment</b></p>	<p><b>Public Comment</b></p>

New Milford Board of Education  
Policy Sub-Committee Meeting Minutes  
November 1, 2022  
Sarah Noble Intermediate School Library Media Center

Page 5

	<ul style="list-style-type: none"><li>• There was none.</li></ul>	
6.	<b>Adjourn</b>  Mrs. McInerney moved to adjourn the meeting at 7:05 p.m. seconded by Mr. McCauley and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 7:05 p.m.</b>

Respectfully submitted:



Olga I. Rella, Chairperson  
Policy Sub-Committee



**New Milford Board of Education  
Committee on Learning Meeting Minutes  
November 1, 2022  
Sarah Noble Intermediate School Library Media Center**

RECEIVED  
TOWN CLERK  
2022 NOV - 2 P 2:42  
NEW MILFORD, CT

Present:	Mrs. Tammy McInerney, Chairperson Mr. Brian McCauley Mrs. Leslie Sarich Mrs. Olga I. Rella, Alternate
Absent:	Mr. Keith A. Swanhall Jr.
Also Present:	Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mr. Nick Manciero, NMHS Math Department Chair Ms. Gavi Ziu-Pires, K-8 Math Coordinator

1.	<b>Call to Order</b>  The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:30 p.m. by Mrs. McInerney. Mrs. Rella was seated in the absence of Mr. Swanhall.	<b>Call to Order</b>
2.	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>  A. <b>New Course Proposals</b> 1. <b>Grade 6 Accelerated Math</b> 2. <b>Grade 7 Accelerated Math</b> 3. <b>Statistics Honors</b>  • Ms. Hollander said the newly developed accelerated math courses for grades 6 and 7 will focus on allowing students to move at a faster pace while ensuring they do not miss any pieces. They want students to be challenged but at the same time receive the full range of content and skills development. They will use a screener to determine current 6th graders who might take the accelerated grade 7 course next year. There is no cost except curriculum development and a small online piece which can be absorbed within the math budget.	<b>Discussion and Possible Action</b>  A. <b>New Course Proposals</b> 1. <b>Grade 6 Accelerated Math</b> 2. <b>Grade 7 Accelerated Math</b> 3. <b>Statistics Honors</b>

	<ul style="list-style-type: none"> <li>• Mrs. McInerney asked for confirmation that staff training will be done through in-house professional development.</li> <li>• Ms. Hollander said yes and that they can bring in additional resources if needed.</li> <li>• Mrs. Rella asked if Mr. Manciero will be writing the Honors Statistics curriculum.</li> <li>• Mr. Manciero said he would, in conjunction with the CP and AP Statistics teachers.</li> <li>• Mrs. McInerney said she appreciated the historical background included in the Honors Statistics proposal and agrees that it will fill a need and provide a clear pathway for students.</li> <li>• Ms. Hollander said it will be important to communicate the changes to families before next year's course selections.</li> <li>• Mrs. McInerney said she hopes Geometry will remain an option at the middle school since it provides a higher accelerated pathway for students who wish to pursue math.</li> </ul> <p>Mrs. Rella moved to bring the new course proposals to the full Board for approval, seconded by Mrs. Sarich, and passed unanimously.</p> <p><b>B. Review and Approval of Curriculum</b></p> <p><b>1. Grade 6 Math</b></p> <ul style="list-style-type: none"> <li>• Ms. Hollander said this is a revision and the beginning of coherence 6-8.</li> <li>• Ms. Ziu-Pircs said the biggest thing in this revision is ensuring a bridge to prior knowledge from grade 5. It is student focused, allowing for discussion.</li> </ul> <p>Mrs. Rella moved to bring the Grade 6 Math curriculum to the full Board for approval, seconded by Mr. McCauley, and passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the new course proposals to the full Board for approval.</b></p> <p><b>B. Review and Approval of Curriculum</b></p> <p><b>1. Grade 6 Math</b></p> <p><b>Motion made and passed unanimously to bring the Grade 6 Math curriculum to the full Board for approval.</b></p>
<b>4.</b>	<b>Items for Information and Discussion</b>	<b>Items for Information and Discussion</b>
<b>A.</b>	<b>K-5 Mathematics Program 2023-24</b>	<b>A. K-5 Mathematics Program 2023-24</b>

	<ul style="list-style-type: none"> <li>Ms. Hollander said this process has been ongoing since last January as the district does its due diligence in looking at our needs and vision. Several programs have been evaluated using rigorous criteria. Under the current resource, Investigations, there is a lack of growth and need for improvement.</li> <li>Ms. Hollander said we are looking to restructure and choose a program that provides courses for depth, data for instruction and comprehensive program resources.</li> <li>A Theory of Action was developed and teacher input solicited. Teachers want a program that works for diverse learners, has print and digital resources and a comprehensive platform with enrichment activities and cross-curricular activities.</li> <li>Ms. Ziu-Pires said it was also important to provide resources and tools for families to use at home.</li> <li>Ms. Hollander said they used a rubric tool to review the different programs. The program chosen, iReady Classroom Mathematics, meets 32 out of 32 criteria. An Action Plan is in place. We are at the Pre-Rollout stage now, planning for implementation which should be complete in Fall of 2023. Teachers will have their materials before leaving for the summer.</li> <li>Ms. Hollander said the cost analysis will show a wash at budget time, though alignment will be different. She can speak to that then.</li> </ul>	
<b>5.</b>	<b>Public Comment</b> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<b>Public Comment</b>
<b>6.</b>	<b>Adjourn</b>  Mrs. Rella moved to adjourn the meeting at 8:15 p.m., seconded by Mrs. Sarich, and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 8:15 p.m.</b>

Respectfully submitted:



Tammy McInerney, Chairperson  
Committee on Learning



# Math Course Proposals

Developing a Context for the Proposals

# Course Proposal(s)

**Title of Proposal:** Grade 6  
Accelerated Mathematics

**Person submitting Proposal:**  
Gavriela Ziu-Pires Math Curriculum  
Coordinator K-8

**Curriculum Area:** Mathematics

**Prerequisite Course(s):**

Grade(s): Grade 5 and Meet the  
Criteria Established for Entry

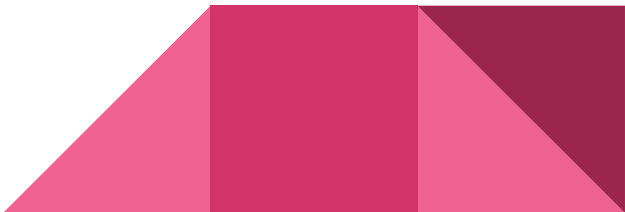
**Title of Proposal:** Grade 7  
Accelerated Mathematics

**Person submitting Proposal:**  
Gavriela Ziu-Pires Math Curriculum  
Coordinator K-8

**Curriculum Area:** Mathematics

**Prerequisite Course(s):**

Grade(s): Grade 6 Accelerated  
Mathematics and/or Meet the  
Criteria Established for Entry

- Acceleration deserves thoughtful attention to ensure that students are challenged and that they are mastering the full range of mathematical content and skills, without omitting critical standards.
  - Acceleration is defined as moving at a “faster rate” through a defined mathematics pathway than grade level peers. Pathways are a set of courses designed to prepare students for post-secondary success.
- 

# Accelerated Student

An accelerated student in mathematics has strong:

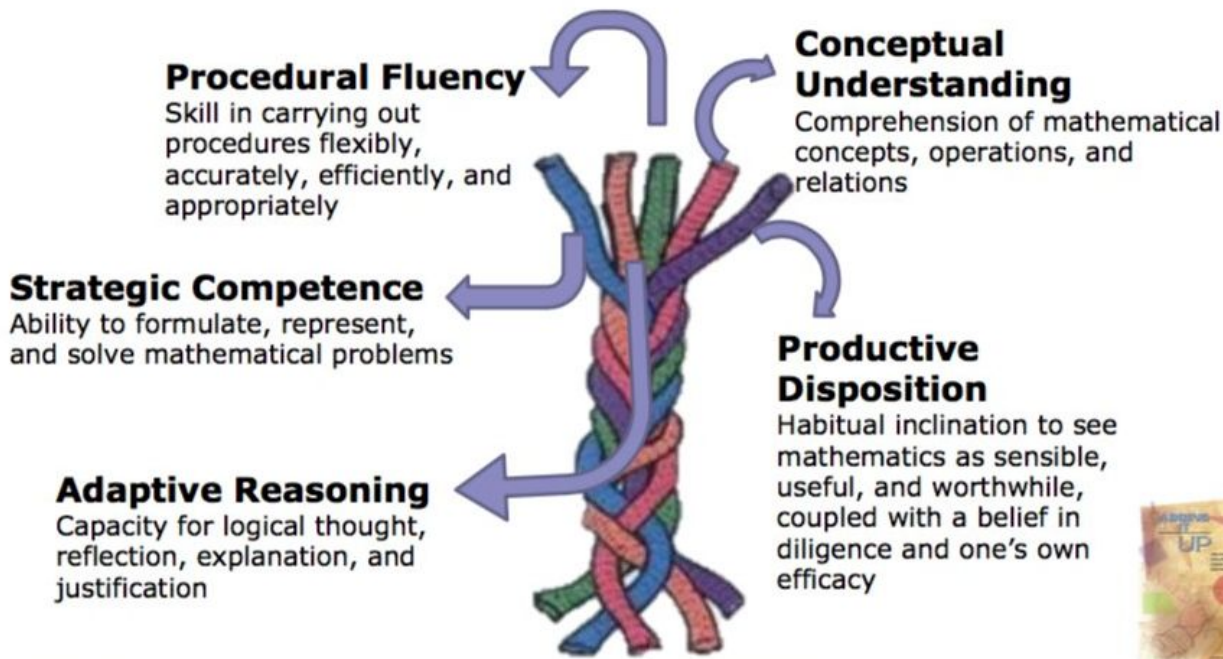
- ❖ Adaptive reasoning
- ❖ Strategic competence
- ❖ Productive dispositions
- ❖ Conceptual understandings
- ❖ Procedural fluency related to grade-level standards

(Kilpatrick, et. al, 2001)



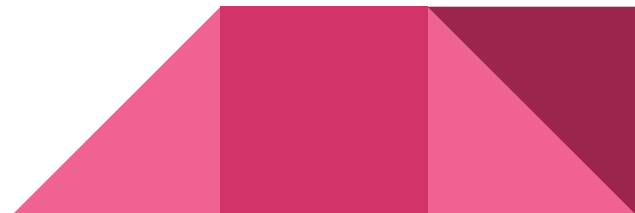
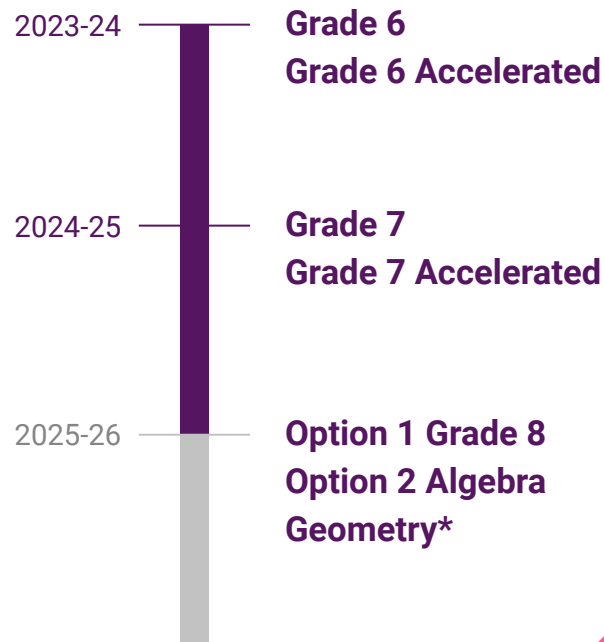
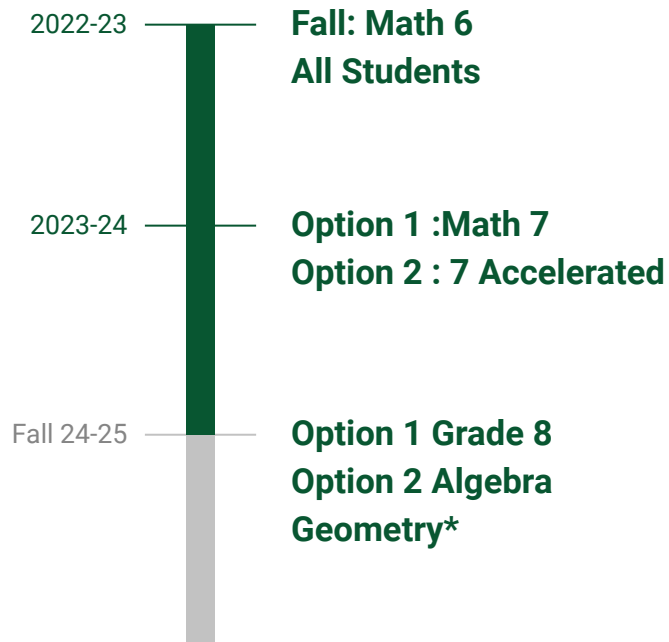
# Accelerated Student

## The Five Strands of Mathematical Proficiency





# Recommendations:





# Building Systems to Support Student Success

---



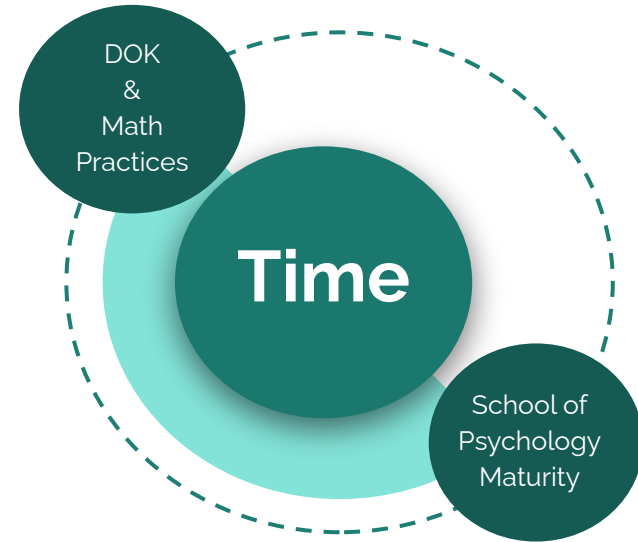
# Outline

- District goal - Connect to prior presentation
- Current historical data -what does it tell us in K-5
- Theory of action
- Design of the action plan in phases
- Survey data from Admin and Staff
- Steps for identifying potential programs (Rubric and in the Field)
- Deep dive and analysis to compare programs
- Phases of moving forward/ Pilot
- Cost analysis
- Results from the field
- Actions steps for Implementation

# Connecting to Previous Discussion

22-23 Restructure and Maintaining the Goal

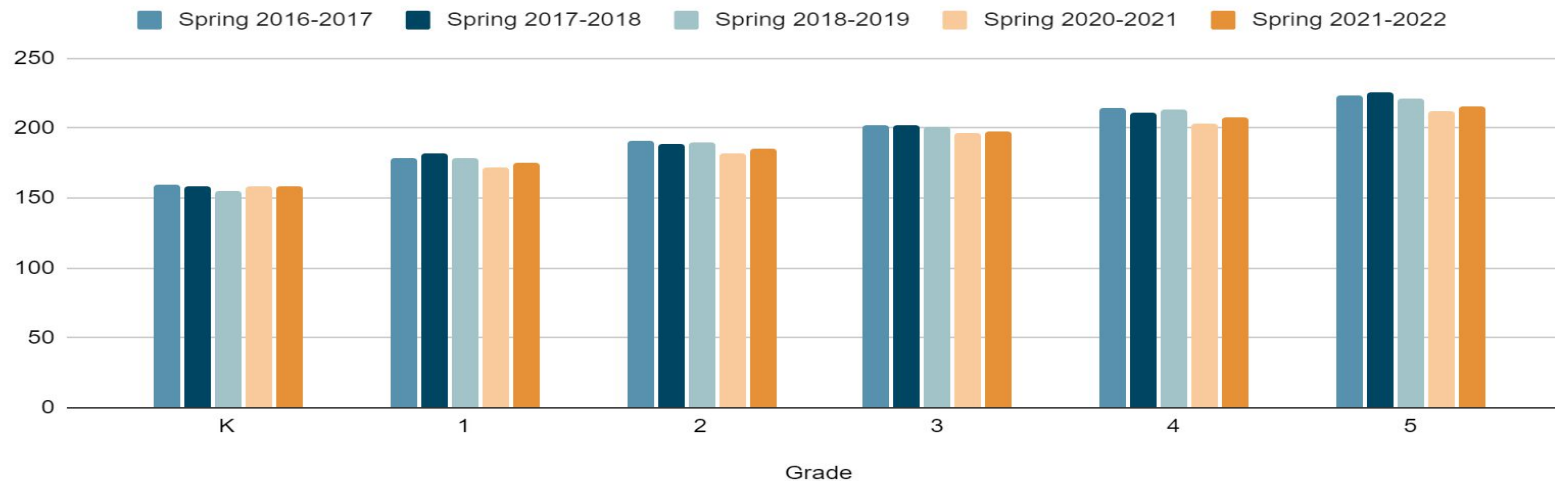
- Courses for Depth
  - Maintaining the Goal
- Data for Instruction
  - Normative and Criterion
- Comprehensive Program Resource(s)
  - Teaching, Learning and Community



# Historical Data k-5

## District Universal Screener

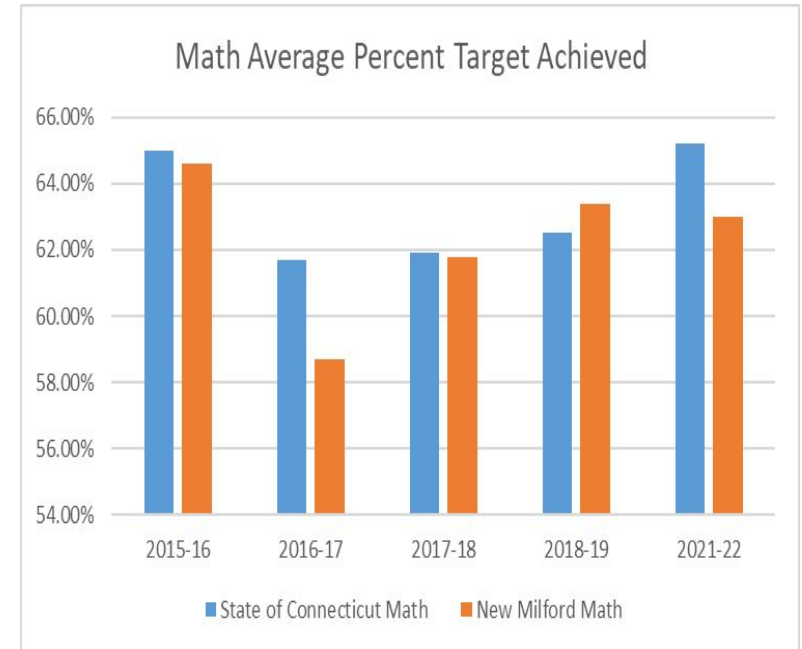
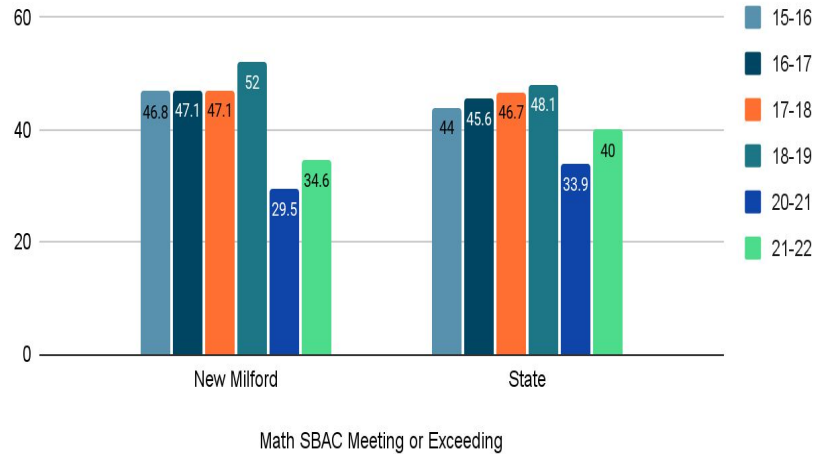
### Average RIT Score by Grade Level over time



# Historical Data k-5 (cont.)

## State Assessment

### SBAC Math Trend





## Our Theory of Action

problem  
critical  
growth  
creativity  
communication mindset  
deep solving thinking learning

IF we provide students with mathematical learning experience(s) that are well **aligned** and **coherent** across grade levels, as well as provide **rigorous** opportunities to develop **conceptual** understanding and **transfer** of knowledge,

THEN students will be equipped to think **critically** as a **habit of mind** and use mathematics to **solve problems** in the world around them.

Our Theory of Action supports our district's essential skills and dispositions as outlined in NMPS Vision of the Graduate.



## Action Plan Design and Phases

Phase 1	Review and Analysis of Needs
Phase 2	In Depth Analysis of Program (s) and Selection
Phase 3	Pre Rollout
Phase 4	Planning for Implementation
Phase 5	Implementation



# Voice from the Field

I

## Area 1: Elements of a Math Program Resource

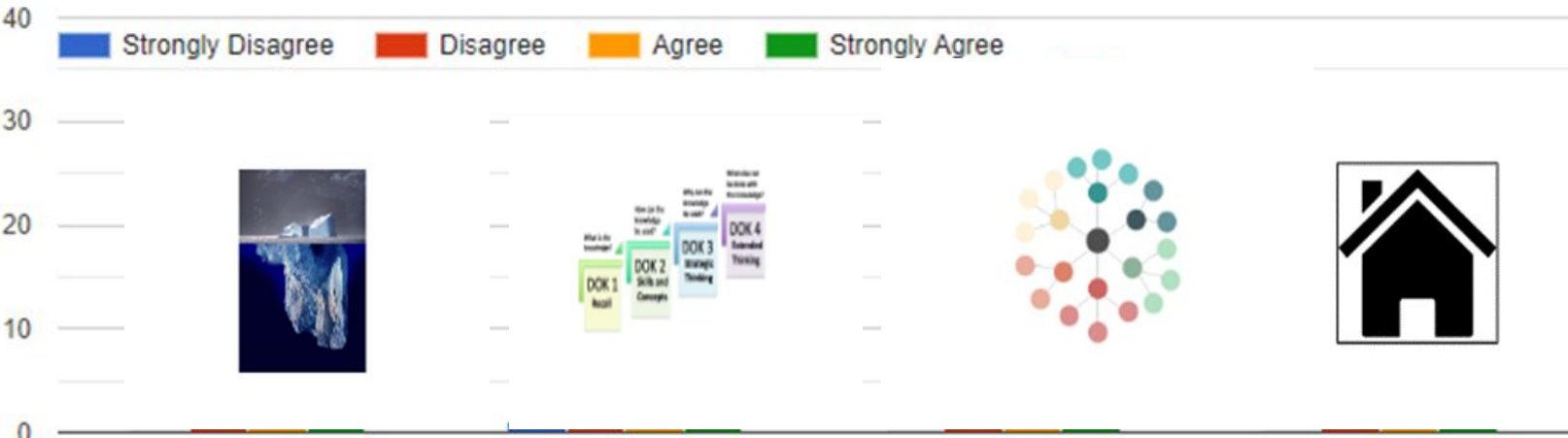
- To meet the needs of all my diverse learners



# Voice from the Field

Area 2: Non Negotiable qualities and support tools of a Math Program Resource

- A strong Program Resource must be

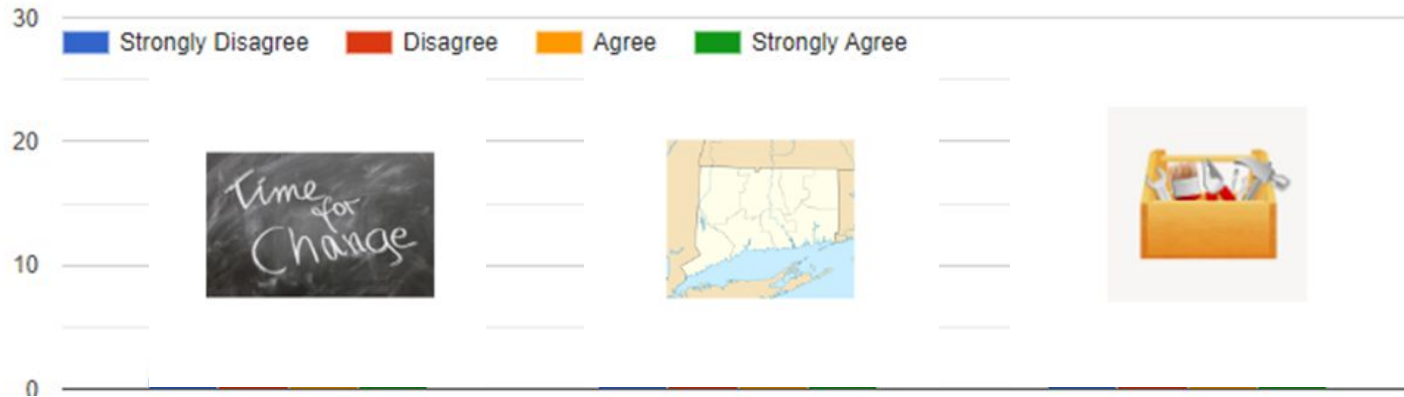


# Voice from the Field

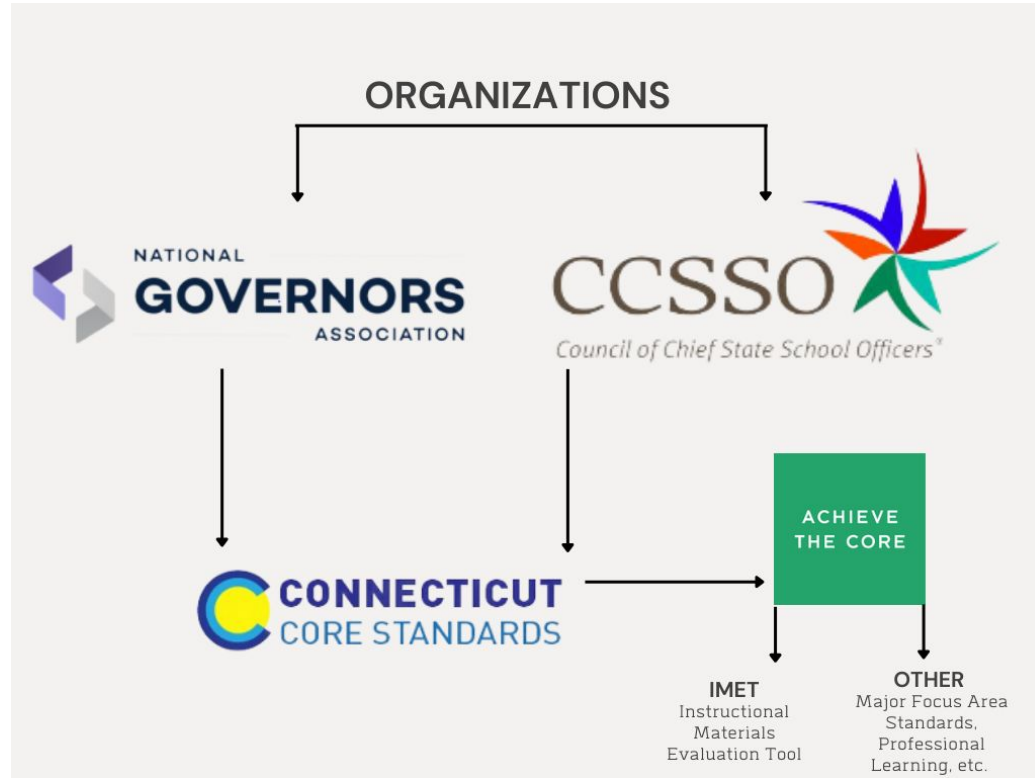
III

Area 3: Assessment of the current Math Resource

- To better support teaching and learning of all the diverse needs in the classroom



# Identifying Potential Programs Tools - IMET



## Identifying Potential Programs Tools II

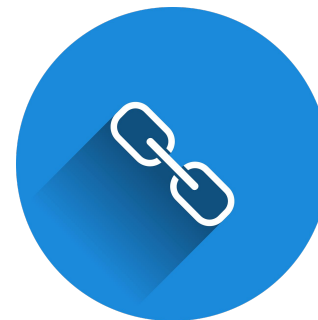


ations



## Comparisons and Criterias (32)

Investigations	Illustrative Mathematics	i-Ready Classroom
21/32	18/32	32/32





## Phases of Moving Forward

Pre-Rollout		
Winter 2022-2023	SNIS	Grade 5
Winter 2022-2023	HPS	Grade 2
Spring 2023	All	All



## More to come

- Cost analysis
- Feedback from the field
- Actions steps for Implementation



**New Milford Board of Education  
Facilities Sub-Committee Special Meeting Minutes  
November 8, 2022  
Lillis Administration Building Board Room**

RECEIVED  
TOWN CLERK  
2022 NOV -9 P 3:04  
NEW MILFORD CT

Present:	Mr. Brian McCauley, Chairperson Mr. Eric Hansell Mr. Pete Helmus (arrived @ 6:57 p.m.) Mr. Tom O'Brien
Also Present:	Dr. JeanAnn C. Paddyfote, Interim Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Matthew Cunningham, Facilities Director Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mr. Jeffrey Turner, Technology Director

1.	<b>Call to Order</b>  The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. McCauley.	<b>Call to Order</b>
2.	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
3.	<b>Items for Information and Discussion</b>  A. <b>NMHS Updates</b>  <ul style="list-style-type: none"> <li>Mr. Cunningham said Belfor Property Restoration has completed the upper third floor hallway and that is now opened to food traffic between the East and West halls and classrooms. They continue to work on completing rooms 3204 and 3205. Finishes for cabinets and countertops have been selected by the administrative team and staff. Casework for the science rooms and several standard classrooms is tentatively scheduled to be replaced during the winter recess in December.</li> <li>Mr. O'Brien asked if the Belfor punch list had been resolved. Mr. Cunningham said yes.</li> <li>Roofing contractor Greenwood Industries continues to work on flat roof perimeter flashing, roof drains, and the standing seam</li> </ul>	<b>Items for Information and Discussion</b>  A. <b>NMHS Updates</b>

	<p>metal roof. They are currently working on several areas of the building simultaneously. Weekly meetings are held discussing what areas are being worked on to coordinate with parking and entrance accessibility. During drop off and pick up no equipment is moved in order to avoid interfering with the arrival and dismissal process. No final timetable for the overall completion of this project has been submitted as of this writing.</p> <ul style="list-style-type: none"><li>• Silver/Petrucelli and Associates has provided estimates for HVAC code upgrades within the high school woodshop. Funding for A&amp;E fees in the amount of \$33,845 would first need to be allocated if the Board wishes to hire Silver/Petrucelli for these services, with an additional \$200k to be approved for the overall estimated project.</li><li>• Mr. O'Brien asked Mr. Cunningham if he is comfortable with the estimated cost. Mr. Cunningham said it is hard to say, but Silver/Petrucelli does a lot of this type of work.</li><li>• Mr. O'Brien said he is troubled that the Town is leaving this expense all in the Board's hands.</li><li>• Mr. McCauley said it is one of many projects that need to be done unfortunately. He said this will be a topic on Operations as well.</li></ul>	
<b>B. NV5/ESG Update</b>	<ul style="list-style-type: none"><li>• Mr. Cunningham said ESG is currently installing solar panels on Hill and Plain School. They have commissioned the new boilers at NMHS and Sarah Noble. BMS (building management systems) are being upgraded and brought online. The lighting ECM (energy conservation measures) will be completed this week. Ballast and concrete blocks, to hold down solar panels at Sarah Noble, have been delivered but solar panel installation has not begun. There is no timeline for their installation as of this writing.</li><li>• Mr. McCauley noted that the SNIS roof is relatively new and he asked if there was any concern with the warranty now that solar panels are being added.</li></ul>	<b>B. NV5/ESG Update</b>

	<ul style="list-style-type: none"> <li>• Mr. Cunningham said that should only be an issue if somehow inadvertent damage was done to the roof during their installation.</li> <li>• Mr. O'Brien said that HPS and NES roofs are both old. He asked who will pay to remove the solar panels when they are done.</li> <li>• Mr. Cunningham said he doesn't know, but that it would have to be taken into consideration as part of the bid package.</li> <li>• Mr. O'Brien asked if the solar panels will cause issues for any needed maintenance.</li> <li>• Mr. Cunningham said they may impede the ability to maneuver somewhat.</li> </ul> <p><b>C. Lillis Building</b></p> <ul style="list-style-type: none"> <li>• Mr. Cunningham said internal moving of classrooms at Sarah Noble was completed on October 29th. This created space for the migration of Central Offices which is being handled in house. IT and Human Resources are already at Sarah Noble. They will be followed by the Business Department on 11/14 and the Superintendent and Assistant Superintendent Offices on 11/21. Additional moves will be conducted thereafter for miscellaneous items in storage that are not high priority for day to day office operations. Dividers to create department head offices within the classroom space are being ordered. Signage and a door buzzer intercom system have also been ordered.</li> <li>• Mr. O'Brien asked what is being done with the other organizations using Lillis and what becomes of Lillis when we vacate.</li> <li>• Mr. Cunningham said ESS is moving to a room at SNIS and the student program is going to JPCC. Conversation will have to start with the Town when we vacate. There is money budgeted for snow removal, electricity for cameras. He is also sensitive to Camella's Cupboard and the service they provide.</li> <li>• Dr. Paddyfote said she thinks it would be helpful to look back to when JPS was turned over to the Town. There was a motion and legal opinion at that time.</li> </ul>	<p><b>C. Lillis Building</b></p>
--	--	----------------------------------

**New Milford Board of Education  
Facilities Sub-Committee Special Meeting Minutes  
November 8, 2022  
Lillis Administration Building Board Room**

**Page 4**

<b>4.</b>	<b>Public Comment</b> <ul style="list-style-type: none"><li>• There was none.</li></ul>	<b>Public Comment</b>
<b>5.</b>	<b>Adjourn</b> <p>Mr. Hansell moved to adjourn the meeting at 7:02 p.m., seconded by Mr. O'Brien, and passed unanimously.</p>	<b>Adjourn</b> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:02 p.m.</b></p>

Respectfully submitted:



Brian McCauley, Chairperson  
Facilities Sub-Committee

**New Milford Board of Education  
Operations Sub-Committee Special Meeting Minutes  
November 8, 2022  
Lillis Administration Building Board Room**

RECEIVED  
TOWN CLERK  
2022 NOV - 9 PM 3:04  
NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Eric Hansell Mr. Pete Helmus Mr. Tom O'Brien
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

1.	<b>Call to Order</b>  The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.	<b>Call to Order</b>
2.	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>  A. <b>Monthly Reports</b> <ol style="list-style-type: none"> <li>1. Budget Position dated October 31, 2022</li> <li>2. Purchase Resolution D-764</li> <li>3. Request for Budget Transfers</li> </ol> <ul style="list-style-type: none"> <li>• Mr. Giovannone said they continue to monitor the transportation and out of district tuition lines. This month, the line item balances total \$288,000. Last year at this time, the line item balance total was \$800,000. No transfer is required as of yet, but the differential is concerning.</li> <li>• Mr. Helmus asked if they represent students in district now being outplaced or new students moving in.</li> <li>• Mrs. Olson said both.</li> <li>• Mr. Giovannone said the overall operating fund balance is in line with last year's total at this</li> </ul>	<b>Discussion and Possible Action</b>  A. <b>Monthly Reports</b> <ol style="list-style-type: none"> <li>1. Budget Position dated October 31, 2022</li> <li>2. Purchase Resolution D-764</li> <li>3. Request for Budget Transfers</li> </ol>

	<p>time. There are no additional funds available within budget for unexpected items such as the woodshop and Central Office move.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked how FICA is paid. Mr. Giovannone said biweekly throughout the year.</li> <li>• Mrs. Faulenbach noted the balance in instructional supplies and asked if there is a timeline for purchase.</li> <li>• Ms. Hollander said purchases are made ongoing throughout the year.</li> <li>• Mrs. Faulenbach noted that a motion has already been made for the 2021-22 balance to go to capital reserve; it is just pending final audit.</li> <li>• Mrs. Faulenbach asked if all Town and BOE contributions to the Turf Field account show on this report.</li> <li>• Mr. Giovannone said all but the 2021-22 deposit by the Board of \$50,000 which is pending final audit. The Board has put in \$200,000 not counting that and the Town has deposited \$150,000 total.</li> <li>• Mrs. Faulenbach asked if the Magnet School tuition had increased.</li> <li>• Mr. Giovannone said that amount, as well as the amount for the Agriscience program, is set by the state.</li> <li>• Mr. Hansell asked about the cost for the School Based Health Centers.</li> <li>• Mr. Giovannone said it is identified as paid for by grant.</li> </ul> <p>Mr. Helmus moved to bring the Monthly Reports to the full Board for approval.</p> <p>Motion seconded by Mr. Hansell.</p> <p>Motion passed unanimously.</p>	
<b>B.</b>	<p><b>NMHS Woodshop</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said this was also discussed at Facilities this evening and at previous meetings. A question was raised at Facilities</li> </ul>	<p><b>Motion made and passed unanimously to bring the Monthly Reports to the full Board for approval.</b></p> <p><b>B. NMHS Woodshop</b></p>

	<p>regarding working with the Town on this project and possible conversations. Mrs Faulenbach said she had not heard anything regarding Town involvement and capital reserve is the only funding source identified. This is a surprise expense that has been put on the Board but the project needs to be done. When the request is put before Town Council, the Board can speak to it then.</p> <ul style="list-style-type: none"><li>• Mr. O'Brien feels that the Town should not be let off the hook that easily and that they should chip in at least half. How do we make that request if we authorize the funds?</li><li>• Mrs. Faulenbach said we do that through open public dialogue. The minutes will reflect the Board's wish for financial collaboration. We can continue discussion at the full Board meeting. If we send the request to the Town, the Town can always amend the request and add support. In fairness, the Town also has capital projects ongoing.</li><li>• Mr. O'Brien said the Board has no shortage of other capital projects either.</li><li>• Mrs. Faulenbach said the Board has no contingency fund from which to draw so must look to capital reserve.</li><li>• Mr. Helmus agrees that financial collaboration from the Town should occur; the fire happened on their watch.</li><li>• Mrs. Faulenbach said they can try and make their case before the Town Council but the request at the Board should be for the full amount just in case so as not to hold up the project.</li></ul> <p>Mr. Helmus moved to bring the request for \$233,980 from the capital reserve account for the NMHS Woodshop to the full Board for approval.</p> <p>Motion seconded by Mr. Hansell.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the request for \$233,980 from the capital reserve account for the NMHS Woodshop to the full Board for approval.</b></p>
--	---	--

<p><b>C.</b></p>	<p><b>Central Office Move to SNIS</b></p> <ul style="list-style-type: none"> <li>● Mr. Giovannone said this is another request for capital reserve funding to help get Central Office up and running day to day operations at SNIS.</li> <li>● Mr. O'Brien questioned the use of the term "temporary" since there are no plans to return to Lillis.</li> <li>● Mr. Giovannone said he used the word in terms of the set up of spaces. Some of these costs were in the final construction plan.</li> <li>● Mr. Helmus asked how we can make it clear that this is a temporary set up so that the Town does not view this as the new normal. He suggested requesting the full funding for the construction plan now.</li> <li>● Mrs. Faulenbach said she doesn't want to go that far at this time, but definitely feels a larger "not to exceed" number should be used. More costs are coming down the road. She would like to have the discussion with the full Board.</li> <li>● Mr. Helmus said he would like to at least add the cost of the ADA elevator to the request to send the message that the Board is committed.</li> <li>● Mr. Hansell suggested calling this phase 1 of the full project.</li> <li>● Dr. Paddyfote said it is important to remember that this move was necessitated by an emergency heating issue. The spaces are not set up for offices. They are wide open so there will be no confidentiality. There is limited separation from students. It is less than ideal.</li> <li>● Mrs. Faulenbach said that is her concern with the dollar amount requested. It is not enough.</li> <li>● Mr. Hansell suggested looking at this as a first step while scheduling the second step.</li> <li>● Mrs. Faulenbach agreed. The Board is committed to the full project. She said there are two goals: to take funding from capital reserve and also to open up conversation regarding East Street's future.</li> <li>● Dr. Paddyfote said this conversation has been going on since at least 2009. She suggested</li> </ul>	<p><b>C. Central Office Move to SNIS</b></p>
------------------	--	--



	<p>forming a joint BOE/Town Ad Hoc Committee to tie the move into when East Street is sold to see if we can get funding there.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said she has always felt the Board should be a component of any financial advantage from the sale of East Street. She would be in favor of an Ad Hoc Committee if it would bring the Town along in that discussion.</li> </ul> <p>Mr. Helmus moved to bring the request for funding from the capital reserve account for the Central Office move to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Hansell.</p> <p>Motion passed unanimously.</p> <p><b>D. Job Descriptions</b></p> <ol style="list-style-type: none"> <li><b>1. Administrative Assistant to the Superintendent of Schools</b></li> <li><b>2. Clerk, Board of Education</b></li> <li><b>3. Nurse Supervisor</b></li> <li><b>4. Human Resources Benefits Specialist</b></li> </ol> <ul style="list-style-type: none"> <li>• Per policy 2130, Dr. Paddyfote said she is notifying the Board of changes in job descriptions. These revisions are in ADA format. The plan is to post these positions tomorrow.</li> <li>• The Administrative Assistant position has been revised in light of the upcoming retirement of the current assistant. The clerk piece has been bifurcated into a part-time position. The range for the administrative assistant will be \$32-\$38 per hour depending on experience. The clerk position will be in the \$25-\$32 range and is 19 hours per week. It will isolate Board responsibilities. The funding comes from the media position that was budgeted but not filled. Media responsibilities have been incorporated into the assistant's description.</li> </ul>	<p><b>Motion made and passed unanimously to bring the request for funding from the capital reserve account for the Central Office move to the full Board for discussion and possible action.</b></p> <p><b>D. Job Descriptions</b></p> <ol style="list-style-type: none"> <li><b>1. Administrative Assistant to the Superintendent of Schools</b></li> <li><b>2. Clerk, Board of Education</b></li> <li><b>3. Nurse Supervisor</b></li> <li><b>4. Human Resources Benefits Specialist</b></li> </ol>
--	---	--

	<ul style="list-style-type: none"> <li>• The Nurse Supervisor is an exempt position for an advanced practice RN who will supervise the nurses and provide clinical expertise. This will negate the need for nurse coordinators. The first two years of this \$65,000-\$75,000 range position will be paid through ESSER III.</li> <li>• Mr. Helmus asked for confirmation that this is a non-union position.</li> <li>• Dr. Paddyfote said that is correct.</li> <li>• Mr. Helmus asked who the person will report to.</li> <li>• Dr. Paddyfote said to the Director of Pupil Personnel and Special Services.</li> <li>• Regarding the Human Resources Benefits Specialist, Dr. Paddyfote said this will replace the budgeted Assistant Director of Human Resources which was not filled, and will support HR and Finance Office functions. It is a non-bargaining unit position for which \$70,000 was budgeted.</li> <li>• Mrs. Faulenbach asked how this impacted the current structure.</li> <li>• Dr. Paddyfote said right now people do pieces. This will provide clarification and definition.</li> <li>• Mrs. Faulenbach said she likes the separation and designation on the benefits piece from a negotiations standpoint.</li> <li>• Mr. Helmus said he finds the new descriptions organized and with a disciplined approach.</li> </ul>	
<b>4.</b>	<p><b>Items of Information</b></p> <p><b>A. Employment Report: October - November</b></p> <ul style="list-style-type: none"> <li>• Mr. Helmus said he was happy to see Ms. Baldelli back, even in a project based capacity and he was sorry to see Mrs. Silverman's name on the report for retirement.</li> </ul> <p><b>B. October 1, 2022 Enrollment Report - Certified</b></p> <ul style="list-style-type: none"> <li>• There were no questions.</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Employment Report: October - November</b></p> <p><b>B. October 1, 2022 Enrollment Report - Certified</b></p>

	<p><b>C. Health Inspections</b></p> <ul style="list-style-type: none"> <li>• There were no questions.</li> </ul> <p><b>D. Update on Transportation Requests</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this is an annual update. He included the transportation policy for reference, since that guides the responses.</li> <li>• Mrs. Faulenbach asked if the policy is in the transportation section of the website for transparency. Mr. Giovannone said it is.</li> <li>• Mr. Helmus asked about the amount of time devoted to inquiries. Mr. Giovannone said it varies depending on whether or not site visits are required etc. It can be significant.</li> <li>• Mrs. Faulenbach said the consolidated runs affect services but save financially.</li> <li>• Mr. Helmus said the policy guidelines are more generous than the state requires.</li> </ul> <p><b>E. Entitlement Grants 2022-23</b></p> <ul style="list-style-type: none"> <li>• Hs. Hollander said the memo updates and articulates the entitlement grant cycles.</li> <li>• Mr. O'Brien asked how the numbers are determined.</li> <li>• Mr. Giovannone said it is based on per pupil expenditures of the preceding year.</li> <li>• Mr. O'Brien noted the increase in the Bilingual grant.</li> <li>• Ms. Hollander said New Milford's numbers are increasing.</li> <li>• Mr. O'Brien asked if it is predominantly spanish.</li> <li>• Ms. Hollander said it is spanish and portuguese primarily.</li> </ul>	<p><b>C. Health Inspections</b></p> <p><b>D. Update on Transportation Requests</b></p> <p><b>E. Entitlement Grants 2022-23</b></p>
5.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
6.	<p><b>Discussion and Possible Action</b></p>	<p><b>Discussion and Possible Action</b></p>

<p><b>A.</b></p>	<p><b>Discussion and possible action regarding response to bid solicitation from student transportation vendor. Executive session anticipated.</b></p> <p>Upon the certification of the Interim Superintendent of Schools and of the Chairman of the Operations subcommittee that the public interest in the disclosure of the response to a bid solicitation from a student transportation vendor is outweighed by the public interest in the confidentiality of such response, Mr. Helmus moved that the subcommittee enter into executive session to review and discuss the response to the bid solicitation and to further move that Interim Superintendent of Schools Dr. JeanAnn Paddyfote and Fiscal Services Director Anthony Giovannone be invited into the executive session.</p> <p>Motion seconded by Mr. O'Brien.</p> <p>Motion passed unanimously.</p> <p>The Board entered executive session at 8:31 p.m.</p> <p>The Board returned to public session at 8:47 p.m.</p>	<p><b>A. Discussion and possible action regarding response to bid solicitation from student transportation vendor. Executive session anticipated.</b></p> <p>Upon the certification of the Interim Superintendent of Schools and of the Chairman of the Operations subcommittee that the public interest in the disclosure of the response to a bid solicitation from a student transportation vendor is outweighed by the public interest in the confidentiality of such response, motion made and passed unanimously that the subcommittee enter into executive session to review and discuss the response to the bid solicitation and to further move that Interim Superintendent of Schools Dr. JeanAnn Paddyfote and Fiscal Services Director Anthony Giovannone be invited into the executive session.</p>
<p><b>7.</b></p>	<p><b>Adjourn</b></p> <p>Mr. O'Brien moved to adjourn the meeting at 8:48 p.m. seconded by Mr. Hansell, and passed unanimously.</p>	<p><b>Adjourn</b></p> <p>Motion made and passed unanimously to adjourn the meeting at 8:48 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee