

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

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

<b>DATE:</b>	<b>March 19, 2020</b>
<b>TIME:</b>	<b>3:00 P.M.</b>
<b>PLACE:</b>	<b>BY TELECONFERENCE</b>

**AGENDA**

**New Milford Public Schools Mission Statement**

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

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT**

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

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

- 3. APPROVAL OF MINUTES**

- A. Approval of the following Board of Education Meeting Minutes
  1. Regular Meeting Minutes February 25, 2020

- 4. SUPERINTENDENT'S REPORT**

- 5. BOARD CHAIRMAN'S REPORT**

- 6. DISCUSSION AND POSSIBLE ACTION**

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated March 17, 2020
- B. Monthly Reports
  1. Budget Position dated February 29, 2020
  2. Purchase Resolution: D-732
  3. Request for Budget Transfers
- C. Gifts and Donations
  1. PTO – Exhibit B
- D. Activity Stipend Request
  1. Schaghticoke Middle School
- E. Food and Nutrition Services – Exhibit C
  1. Healthy Food Certification Statement
  2. Food Certification Exemptions for School Fundraisers
  3. Beverage Certification Exemptions

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**F. Approval of the Following Curricula**

1. Accounting I
2. AP Psychology
3. Child Development
4. Children's Lit CP
5. Children's Lit Honors
6. Design Foundations I
7. Design Foundations II
8. German III CP
9. German III Honors
10. Intellectual History
11. Personal Finance II
12. SAT Reading & Writing

**G. Policies for First Review**

1. 5117 School Attendance Areas
2. 5118.1 Homeless Students

**H. SNIS Elevator**

**I. SNIS Air Conditioner – Cafeteria**

**J. Textbook Approval**

**7. ITEMS FOR INFORMATION AND DISCUSSION**

**A. Field Trip Report**

**B. Excess Cost**

**C. BOE 2020-2021 Budget Update**

**8. ADJOURN**

**ITEMS OF INFORMATION**

Policy Sub-Committee Minutes – March 3, 2020

Committee on Learning Sub-Committee Minutes – March 3, 2020

Facilities Sub-Committee Minutes – March 10, 2020

Operations Sub-Committee Minutes – March 10, 2020

**To join the meeting by teleconference:**

Join Zoom Meeting <https://zoom.us/j/897444583>

Meeting ID: 897 444 583

One tap mobile

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Meeting ID: 897 444 583

Find your local number: <https://zoom.us/u/adiTRUVoHr>

**New Milford Board of Education  
Regular Meeting Minutes  
February 25, 2020  
Sarah Noble Intermediate School Library Media Center**

<b>Present:</b>	Mrs. Angela C. Chastain Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella
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NEW MILFORD, CT

<b>Also Present:</b>	Dr. Kerry Parker, Superintendent of Schools Ms. Alisha DiCorpo, Assistant Superintendent Mr. Anthony Giovannone, Director of Operations and Fiscal Services Ms. Ellamae Baldelli, Director of Human Resources Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Brandon Rush, Director of Technology Mr. Kevin Munrett, Director of Facilities Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Dr. Christopher Longo, Principal, Schaghticoke Middle School Mr. Craig Benvenuti, Student Representative Mr. Joshua Abel, Student Representative
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<b>1.</b>	<b>Call to Order</b> <b>A. Pledge of Allegiance</b>  The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. by Mrs. Chastain. The Pledge of Allegiance immediately followed the call to order.	<b>Call to Order</b> <b>A. Pledge of Allegiance</b>
<b>2.</b>	<b>Recognition</b>  <b>A. National Geographic Geography Bee: SMS student William Orlando</b> <ul style="list-style-type: none"> <li>Dr. Parker invited Dr. Longo up to assist with the recognition of student William Orlando, who won the SMS National Geographic Geography Bee.</li> </ul>	<b>Recognition</b>  <b>A. National Geographic Geography Bee: SMS student William Orlando</b>

<p><b>B.</b></p>	<p><b>NMPS Stars of the Month: Marni Gross, Kathleen Lewis, Joseph Raps, Sasha Salem, Betsy Stewart, Christina Strell</b></p> <ul style="list-style-type: none"> <li>• Dr. Parker said all nominations are considered together in one pool for random selection, so that bigger schools with more nominees could be on par with the smaller schools. Dr. Parker read a comment about each Star from the person who nominated them. They each received a pin recognizing their nomination.</li> <li>• Star Kathleen Lewis was randomly selected to drive the Ingersoll Automotive Courtesy Car for the month.</li> </ul> <p>The meeting recessed at 7:38 p.m. for a short reception and reconvened at 7:46 p.m.</p>	<p><b>B. NMPS Stars of the Month: Marni Gross, Kathleen Lewis, Joseph Raps, Sasha Salem, Betsy Stewart, Christina Strell</b></p>
<p><b>3.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Debbie McGuire read a letter on behalf of a former student who had been helped by the Effective School Solutions (ESS) program while in school. The student said cutting the program was a mistake.</li> <li>• Megan Byrd said she was disappointed in what she viewed as a partisan decision to remove 2/3 of the ESS program. She said it is not the Board's role to put forward a budget the Town Council will approve. The Board should put forth a budget for what students need. She asked how the Board can put a price on students' mental health. She said cutting the program will affect all students, not just the ones currently in the program, since remaining resources will now be spread out. She asked the Town Council to bring the funding back.</li> <li>• Ria Militana said the ESS program has helped her family and is their safety net, and it is sad that students are collateral damage in the cut. She said outsourcing is not cost effective and that there is a need for more programs like this, not less.</li> <li>• Theo Makowicki is a senior at the high school and is advocating for the ESS program as the best asset the high school has. Cutting the</li> </ul>	<p><b>Public Comment</b></p>

program is telling students they are not worth the cost.

- Mandi MacDonald said mental health issues are rising in general. The ESS program has been a game changer for her son, in keeping him in school. She said she vehemently disagrees with the characterization of the program as a want versus need. She said the district has a legal obligation to provide a safe place for all students.
- Karen Romandi said the ESS program has been a huge help to her son. By cutting it, the Board is telling students they don't matter.
- Susan Waldman said she is an art teacher at NES which has almost a hundred more students than HPS. She said this number affects the specials teachers at NES in prepping for and serving all students. She asked the Board to consider solutions such as redistricting and additional help.
- Rafe MacDonald led three minutes of silence in recognition of the CDC report that three students grades 9-12 attempt suicide every three minutes.
- Kris Stewart spoke in support of the high school music program. Twenty band/chorus students participated in the CMEA concert. Four have been chosen for All State. String Fest took place February 13, with 116 string players participating. Winter Guard and Percussion are in their competition season, and Winter Guard took first place at their home show on February 15. She said as a parent, she is disappointed that the SAT Prep course has been dropped for next school year. She said she works with special education students in another district and she finds the New Milford projected class sizes for first grade concerning. She hopes there will be an aide assigned to each class.
- Allison Sidel said she is a clinical psychiatrist in Brookfield and she thinks the ESS program is a huge need in every community. New Milford had the only program in the area and it was so helpful in transitioning students in need into a school setting. The financial discussion misses the big picture.

4.	<p><b>PTO Report</b></p> <ul style="list-style-type: none"> <li>Mrs. MacDonald said the K-8 PTOs are getting ready to open up the Book Fairs throughout parent/teacher conferences. The K-5 schools will be hosting family fun events in conjunction with their book fairs. The K-5 schools are also running read-a-thons through the end of this month into the first of March to help foster a love of reading. HPS PTO hosted a Candy Land dance and the kiddos had a great time. NES PTO hosted author Jana Dillon who introduced the kids to Lucky O'Leprechaun and spoke to them about the process of writing books. SNIS PTO has been helping the third grade teachers with organizing phonics curriculum flashcards. SMS PTO held a flower gram sales fundraiser this month for Valentine's Day. And the ever popular Krispy Kreme donuts fundraiser is back and you can still order for three more days! The HS PTO helped the student council with refreshments for the first ever winter dance. The HS PTO also sold midterm de-stress bags for students to help get them through the midterm angst.</li> </ul>	<p><b>PTO Report</b></p>
5.	<p><b>Student Representative's Report</b></p> <ul style="list-style-type: none"> <li>Craig and Josh said sports teams have been excelling, both as teams and with individuals. Gymnastics and Wrestling both won the SWC.</li> <li>February 26 will be the first Wingman activity day. Students have been trained and will lead small group meetings throughout the high school.</li> <li>February 27 is a chorus/jazz concert.</li> <li>The first Winter Formal in fifteen years was very successful.</li> <li>Spring Sports meeting is March 4.</li> <li>All School Musical tickets for the Addams Family are now on sale.</li> </ul>	<p><b>Student Representative's Report</b></p>
6.  A.	<p><b>Approval of Minutes</b></p> <p><b>Approval of the following Board of Education Meeting Minutes:</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. Budget Hearings and Adoption Minutes January 21, 22, 28, and 29, 2020</b></p> <p><b>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Budget Hearings and Adoption Minutes January 21, 22, 28, and 29, 2020, seconded by Mrs. Monaghan and passed unanimously.</b></p> <p><b>2. Special Meeting Minutes February 4, 2020</b></p> <p><b>Mr. McCauley moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes February 4, 2020, seconded by Mrs. McInerney and passed unanimously.</b></p> <p><b>3. Special Meeting Minutes February 11, 2020</b></p> <p><b>Mrs. Faulenbach moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes February 11, 2020, seconded by Mr. McCauley and passed unanimously.</b></p>	<p><b>1. Budget Hearings and Adoption Minutes January 21, 22, 28, and 29, 2020</b></p> <p><b>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Budget Hearings and Adoption Minutes January 21, 22, 28, and 29, 2020.</b></p> <p><b>2. Special Meeting Minutes February 4, 2020</b></p> <p><b>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes February 4, 2020.</b></p> <p><b>3. Special Meeting Minutes February 11, 2020</b></p> <p><b>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes February 11, 2020.</b></p>
<p><b>7.</b></p> <p><b>A.</b></p>	<p><b>Superintendent's Report</b></p> <p><b>Agriscience Program</b></p> <ul style="list-style-type: none"> <li>Mrs. Olson said the second of three "Parents as Partners" events is tomorrow. The presenter will be speaking on how to help students aged K-21 cope with anxiety. She said over 60 people have registered already.</li> <li>Dr. Parker introduced Region 12 Superintendent Megan Bennett and Agriscience Academy student Julianna, a resident of New Milford. They described the program and thanked New Milford for participating in the partnership. Dr. Parker said the availability of this program helps support NMPS' mission of preparing each and every student to compete and excel where they want to be.</li> </ul>	<p><b>Superintendent's Report</b></p> <p><b>A. Agriscience Program</b></p>

8.	<p><b>Board Chairman's Report</b></p> <ul style="list-style-type: none"> <li>• Mrs. Chastain said she and Dr. Parker will be attending a national school foundation conference in March.</li> <li>• She said she is forming an Ad-Hoc Communications Committee and Board members should let her know if they are interested in serving.</li> <li>• She referenced the Board Communications folder that is available at each monthly meeting and said that emails to the Board that are non-time sensitive are placed there for review.</li> </ul>	<p><b>Board Chairman's Report</b></p>
9.	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated February 25, 2020</b></p> <p><b>Mrs. Faulenbach moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of February 25, 2020, seconded by Mr. McCauley.</b></p> <ul style="list-style-type: none"> <li>• Mrs. McInerney asked about current openings. Ms. Baldelli said there is a recent opening for a first grade teacher at HPS that will be filled with a certified long term substitute for the rest of the year. An internal transfer has been requested and will start with the new school year. There are two math teacher openings, as well as the Department Chair position, at the high school. They are covering through a virtual class and additional staff help. Some applications have been received. There is a special education teacher opening at SNIS with applications being reviewed currently. There are a few paraeducator openings with some candidates in process. Ms. Baldelli said she, Ms. DiCorpo, Mrs. Olson and a few of the principals will be attending the UConn Job Fair in April.</li> <li>• Mrs. McInerney said she asked last month about the ELA teacher opening at SMS and was told they were looking at applicants. Ms. Baldelli said</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated February 25, 2020</b></p> <p><b>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of February 25, 2020.</b></p>



	<p>they are continuing with the long term substitute at this time because of the cut to the English position at the high school.</p> <p><b>The motion passed unanimously.</b></p>	
<b>B.</b>	<p><b>Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>Budget Position dated January 31, 2020</b></li> <li><b>Purchase Resolution: D-731</b></li> <li><b>Request for Budget Transfers</b></li> </ol> <p><b>Mrs. Faulenbach moved to approve monthly reports: Budget Position dated January 31, 2020; Purchase Resolution D-731; and Request for Budget Transfers, seconded by Mr. McCauley.</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said the Operations minutes reflect the discussion. Follow up information was also sent to all Board members.</li> <li>Mr. Failla asked about the engine replacement listed on the purchase order. Mr. Munrett said it was a crack in the engine block of a 2008 model.</li> <li>Mrs. Faulenbach noted that a request for a new vehicle was part of capital but is on hold for now.</li> </ul> <p><b>The motion passed unanimously.</b></p>	<p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>Budget Position dated January 31, 2020</b></li> <li><b>Purchase Resolution: D-731</b></li> <li><b>Request for Budget Transfers</b></li> </ol> <p><b>Motion made and passed unanimously to approve monthly reports: Budget Position dated January 31, 2020; Purchase Resolution: D-731; and Request for Budget Transfers.</b></p>
<b>C.</b>	<p><b>Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>PTO – Exhibit B</b></li> </ol> <p><b>Mr. McCauley moved to accept Gifts and Donations: PTO – Exhibit B in the amount of \$10,400.00, seconded by Mrs. Monaghan.</b></p> <ul style="list-style-type: none"> <li>The Board thanked the PTO for its continued support of district programs.</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>PTO – Exhibit B</b></li> </ol> <p><b>Motion made and passed unanimously to approve Gifts &amp; Donations: PTO – Exhibit B in the amount of \$10,400.00.</b></p>
<b>D.</b>	<p><b>Grant Approval</b></p> <ol style="list-style-type: none"> <li><b>Public, Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) Grant</b></li> </ol>	<p><b>D. Grant Approval</b></p> <ol style="list-style-type: none"> <li><b>Public, Educational and Governmental Programming and Educational Technology</b></li> </ol>

		<b>Investment Account (PEGPETIA) Grant</b>
	<p><b>Mrs. McInerney moved to approve the Public, Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) Grant in the amount of \$149,611.22, seconded by Mr. McCauley.</b></p> <ul style="list-style-type: none"> <li>• There was no discussion.</li> </ul> <p><b>The motion passed unanimously.</b></p>	<p><b>Motion made and passed unanimously to approve the Public, Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) Grant in the amount of \$149,611.22.</b></p>
<b>E.</b>	<p><b>Approval of New Program or Course</b></p> <p><b>1. Computer Science SMS</b></p> <p><b>Mrs. McInerney moved to approve the new course Computer Science SMS, seconded by Mr. McCauley.</b></p> <ul style="list-style-type: none"> <li>• Mr. Failla said courses such as these are teaching advanced computer topics to students at a younger and younger age, which is a very good thing.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>2. Coaching Boys into Men/Coaching Girls to Leaders</b></p> <p><b>Mrs. Nabozny moved to approve the new program Coaching Boys into Men/Coaching Girls to Leaders, seconded by Mrs. Rella.</b></p> <ul style="list-style-type: none"> <li>• Mr. Failla said this is a fascinating program involving our high school coaches working with their teams on topics of personal responsibility. It will be piloted with the baseball and softball teams. This incorporates his philosophy that athletics is part of the overall educational process.</li> <li>• Ms. DiCorpo said the Girls to Leaders has been adjusted to match the concept of the Boys into Men program and is ready to go. She thanked Jason O'Connor of the Youth Agency for their</li> </ul>	<p><b>E. Approval of New Program or Course</b></p> <p><b>1. Computer Science SMS</b></p> <p><b>Motion made and passed unanimously to approve the new course Computer Science SMS.</b></p> <p><b>2. Coaching Boys into Men/Coaching Girls to Leaders</b></p> <p><b>Motion made and passed unanimously to approve the new program Coaching Boys into Men/Coaching Girls to Leaders.</b></p>

	<p>partnership with this program. She said the programs are a nice extension of the district's social emotional learning.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said she would like the Board to receive feedback on these programs, as well as the Wingman program, for their knowledge as well as information for the general community.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>F. New Milford Barn Quilt Trail</b></p> <p><b>Mrs. Faulenbach moved to approve the New Milford Barn Quilt Trail project for the red barn on New Milford High School property, seconded by Mrs. Nabozny.</b></p> <ul style="list-style-type: none"> <li>• Mrs. McNerney said this is a lovely program that helps make New Milford a destination stop for visitors and she is delighted the school district will be a part.</li> <li>• Mrs. Chastain said the plan is to partner with our students to do work on the project.</li> </ul> <p><b>The motion passed unanimously.</b></p>	
<b>10.</b>	<p><b>Items For Information And Discussion</b></p> <p><b>A. Field Trip Report</b></p> <ul style="list-style-type: none"> <li>• There was no discussion.</li> </ul> <p><b>B. Textbook Preview</b></p> <ul style="list-style-type: none"> <li>• Mr. Failla asked what classes this book would be used in. Ms. DiCorpo said it will be used in the study of the graphic novel in Literature and Media, Advanced Creative Writing and as part of the graphic novel unit for English 1, 2, and 3.</li> </ul> <p><b>C. Town of New Milford Audit Report dated June 30, 2019</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said it was a very good audit report for the BOE and Town. She said there</li> </ul>	<p><b>Items For Information And Discussion</b></p> <p><b>A. Field Trip Report</b></p> <p><b>B. Textbook Preview</b></p> <p><b>C. Town of New Milford Audit Report dated June 30, 2019</b></p>

	<p>were some concerns on some of the procedures, which she raised at the time, about how we were going to address some of the recommendations, and she believes that the Board will eventually go back to the Town Council and Board of Finance to close out the \$200,000 expenditure that was used from one year to the next. She wanted it respectfully noted that the amount is not a “supplemental appropriation”, in the sense that the Board was intentionally short in its budget, but it is more of a revenue transfer terminology. The actual motion at Town Council on June 24 referred to it as a revenue stream adjustment but, for accounting purposes, the procedure is considered a supplemental appropriation.</p> <ul style="list-style-type: none"><li>• Mr. Giovannone agreed saying that is the term for accounting purposes, but it has nothing to do with the Board overspending or underspending.</li></ul>	
11.	<p><b>Adjourn</b></p> <p><b>Mrs. Faulenbach moved to adjourn the meeting at 8:58 p.m., seconded by Mr. McCauley and passed unanimously.</b></p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn at 8:58 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach  
Secretary  
New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
March 17, 2020  
\*\*as of March 13, 2020

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

1. **\*\*Mrs. Ann O’Leary**, Special Education Teacher,  
Northville Elementary School  
**Move** that the Board of Education approve the resignation of  
**Mrs. Ann O’Leary** as Special Education Teacher at  
Northville Elementary School effective June 30, 2020.

Personal reasons

2. **Mrs. Ashley Wyka**, Special Education Teacher,  
Schaghticoke Middle School  
**Move** that the Board of Education approve the resignation of  
**Mrs. Ashley Wyka** as Special Education Teacher at  
Schaghticoke Middle School effective June 30, 2020.

Moving out of state

**2. CERTIFIED STAFF**

**b. NON-RENEWALS**

1. None

**3. CERTIFIED STAFF**

**c. APPOINTMENTS**

1. None

**4. MISCELLANEOUS STAFF**

**a. RESIGNATIONS**

1. None

**5. MISCELLANEOUS STAFF**

**b. APPOINTMENTS**

1. None

**6. NON-CERTIFIED STAFF AND LICENSED STAFF**

**a. RESIGNATIONS**

1. **\*\*Mrs. Kathleen Carlo**, Paraeducator, Sarah Noble  
Intermediate School  
**Move** that the Board of Education approve the resignation of  
**Mrs. Kathleen Carlo** as Paraeducator at Sarah Noble  
Intermediate School effective March 21, 2020.

Personal Reasons

<p>2. <b>** Mrs. Carolin Preusse</b>, Paraeducator, Sarah Noble Intermediate School <u><b>Move</b></u> that the Board of Education approve the resignation of <b>Mrs. Carolin Preusse</b> as Paraeducator at Sarah Noble Intermediate School effective March 28, 2020.</p>	Personal Reasons
<p>3. <b>Mrs. Lisa Prontelli</b>, Paraeducator, Schaghticoke Middle School <u><b>Move</b></u> that the Board of Education approve the resignation of <b>Mrs. Lisa Prontelli</b> as Paraeducator at Schaghticoke Middle School effective March 7, 2020.</p>	Personal Reasons
<p>4. <b>**Mrs. Laura Zambernardi</b>, Paraeducator, Sarah Noble Intermediate School <u><b>Move</b></u> that the Board of Education approve the resignation of <b>Mrs. Laura Zambernardi</b> as Paraeducator at Sarah Noble Intermediate School effective March 11, 2020.</p>	Personal Reasons
<b>7. NON-CERTIFIED AND LICENSED STAFF</b>	
<b>b. APPOINTMENTS</b>	
<p>1. <b>**Mrs. Mia Burch</b>, Paraeducator, Sarah Noble Intermediate School <u><b>Move</b></u> that the Board of Education appoint <b>Mrs. Mia Burch</b> as Paraeducator at Sarah Noble Intermediate School effective March 23, 2020, pending results of Human Performance Exam.</p>	<p>\$14.63 per hour - Hire Rate \$16.16 per hour – Job Rate (after completion of probationary period) 7 hours per day</p> <p>Replacing: T. Torre</p>
<p>2. <b>Ms. Briana Stiger</b>, Paraeducator, Schaghticoke Middle School <u><b>Move</b></u> that the Board of Education appoint <b>Ms. Briana Stiger</b> as Paraeducator at Schaghticoke Middle School effective March 23, 2020, pending results of Human Performance Exam.</p>	<p>\$14.63 per hour - Hire Rate \$16.16 per hour – Job Rate (after completion of probationary period) 7 hours per day</p> <p>Replacing: M. Biondi</p>
<p>3. <b>Mrs. Jeanmarie Vivian</b>, Paraeducator, Northville Elementary School <u><b>Move</b></u> that the Board of Education appoint <b>Mrs. Jeanmarie Vivian</b> as Paraeducator at Northville Elementary School effective March 2, 2020.</p>	<p>\$14.63 per hour - Hire Rate \$16.16 per hour – Job Rate (after completion of probationary period) 7 hours per day</p> <p>Replacing: E. Perrin</p>

**8. ADULT EDUCATION STAFF**

**a. RESIGNATIONS**

1. None

**9. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

1. None

**10. BAND STAFF**

**a. RESIGNATIONS**

1. None

**11. BAND STAFF**

**b. APPOINTMENTS**

1. None

**12. COACHING STAFF**

**a. RESIGNATIONS**

1. None

**13. COACHING STAFF**

**b. APPOINTMENTS**

1. **\*\*Mr. James Classey**, Girls' Volunteer Softball Coach, New Milford High School  
Move that the Board of Education appoint **Mr. James Classey** as Girls' Volunteer Softball Coach at New Milford High School effective March 18, 2020, pending receipt of coaching permit.
2. **\*\*Ms. Kelsey Heaton**, Co-Girls' Freshman Lacrosse Coach, New Milford High School  
Move that the Board of Education appoint **Ms. Kelsey Heaton** as Co-Girls' Freshman Lacrosse Coach at New Milford High School effective March 18, 2020.
3. **\*\*Mr. Louis Heaton**, Girls' Volunteer Lacrosse Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Louis Heaton** as Girls' Volunteer Lacrosse Coach at New Milford High School effective March 18, 2020, pending receipt of coaching permit.

Volunteer

2019-2020 Stipend: \$1236.50  
(\$2473 split with S. Swann)

Volunteer

4. **\*\*Ms. Sarah Swann**, Co-Girls' Freshman Lacrosse Coach, New Milford High School

**Move** that the Board of Education appoint **Ms. Sarah Swann** as Co-Girls' Freshman Lacrosse Coach at New Milford High School effective March 18, 2020.

2019-2020 Stipend: \$1236.50  
(\$2473 split with K. Heaton)

5. **\*\*Mr. Tyler Timan**, Girls' and Boys' Assistant Outdoor Track Coach, New Milford High School

**Move** that the Board of Education appoint **Mr. Tyler Timan** as Girls' and Boys' Assistant Outdoor Track Coach at New Milford High School effective March 18, 2020.

2019-2020 Stipend: \$3172

#### 14. LEAVES OF ABSENCE

1. None





## SUMMARY BY MOC (MAJOR OBJECT CODE)

RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	28,786,342	-82,360	28,703,982	16,855,878	11,891,632	-43,528	100.15%
100'S	SALARIES - NON CERTIFIED	9,334,085	0	9,334,085	5,840,504	2,530,623	962,959	89.68%
200'S	BENEFITS	11,327,946	0	11,327,946	8,013,395	2,819,284	495,267	95.63%
300'S	PROFESSIONAL SERVICES	4,087,606	108,440	4,196,046	2,419,839	1,258,728	517,717	87.67%
400'S	PROPERTY SERVICES	969,278	635	969,913	522,436	284,463	163,014	83.19%
500'S	OTHER SERVICES	7,628,684	-26,000	7,602,684	4,491,279	2,516,827	594,578	92.18%
600'S	SUPPLIES	2,626,716	96	2,626,812	1,338,469	951,743	336,600	87.19%
700'S	CAPITAL	84,047	0	84,047	29,653	15,814	38,580	54.10%
800'S	DUES AND FEES	88,621	-811	87,810	81,522	2,164	4,124	95.30%
900'S	REVENUE	-892,633	0	-892,633	-165,622	0	-727,011	18.55%
GRAND TOTAL		64,040,692	0	64,040,692	39,427,351	22,271,278	2,342,301	96.34%

## SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	565,784	0	565,784	207,795	0	357,989	36.73%
51201	SALARIES - NON CERT - PARA EDUCATOR	2,009,328	0	2,009,328	1,151,540	762,348	95,440	95.25%
51202	SALARIES - NON CERT - SUBSTITUTES	854,478	0	854,478	736,753	0	117,725	86.22%
51210	SALARIES - NON CERT - SECRETARY	1,888,333	0	1,888,333	1,239,174	578,655	70,504	96.27%
51225	SALARIES - NON CERT - TUTORS	300,695	0	300,695	157,326	0	143,369	52.32%
51240	SALARIES - NON CERT - CUSTODIAL	1,891,646	0	1,891,646	1,191,272	629,533	70,840	96.26%
51250	SALARIES - NON CERT - MAINTENANCE	920,746	0	920,746	565,347	262,916	92,483	89.96%
51285	SALARIES - NON CERT - TECHNOLOGY	457,410	0	457,410	291,342	153,845	12,224	97.33%
51336	SALARIES - NON CERT - NURSES	445,665	0	445,665	299,955	143,326	2,385	99.46%
TOTAL		9,334,085	0	9,334,085	5,840,504	2,530,623	962,959	89.68%

## BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	638,931	-360	638,571	355,523	0	283,048	55.67%
52201	BENEFITS - MEDICARE	534,567	0	534,567	312,614	0	221,953	58.48%
52300	BENEFITS - PENSION	840,836	360	841,196	841,196	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	0	15,000	24,734	0	-9,734	164.89%
52810	BENEFITS - HEALTH INSURANCE	8,572,329	0	8,572,329	5,999,128	2,573,201	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	68,035	56,965	0	100.00%
52830	BENEFITS - LIFE INSURANCE	121,000	0	121,000	70,071	50,929	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	480,283	0	480,283	342,093	138,190	0	100.00%
TOTAL		11,327,946	0	11,327,946	8,013,395	2,819,284	495,267	95.63%



## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,786,342	-82,360	28,703,982	16,855,878	11,891,632	-43,528	100.15%
51200	NON-CERTIFIED SALARIES	9,334,085	0	9,334,085	5,840,504	2,530,623	962,959	89.68%
52000	BENEFITS	11,327,946	0	11,327,946	8,013,395	2,819,284	495,267	95.63%
53010	LEGAL SERVICES	213,500	0	213,500	217,845	0	-4,345	102.04%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	24,796	0	50,204	33.06%
53200	PROFESSIONAL SERVICES	2,020,502	25,480	2,045,982	1,038,943	758,636	248,402	87.86%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	19,667	0	10,833	64.48%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	2,495	501	7,504	28.53%
53220	IN SERVICE	118,560	-1,000	117,560	47,818	5,518	64,224	45.37%
53230	PUPIL SERVICES	931,976	82,360	1,014,336	617,363	363,762	33,211	96.73%
53300	OTHER PROF/ TECH SERVICES	65,215	0	65,215	31,392	12,815	21,008	67.79%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	260,690	1,600	262,290	181,390	14,319	66,582	74.62%
53530	SECURITY SERVICES	206,163	0	206,163	102,986	103,177	0	100.00%
53540	SPORTS OFFICIALS SERVICES	110,000	0	110,000	90,143	0	20,095	81.95%
54101	CONTRACTUAL TRASH PICK UP	92,995	0	92,995	49,951	26,999	16,046	82.75%
54301	REPAIRS & MAINTENANCE	455,243	0	455,243	257,572	147,467	50,204	88.97%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,203	0	1,297	48.11%
54303	GROUNDS MAINTENANCE	14,028	0	14,028	4,609	0	9,419	32.86%
54310	GENERAL REPAIRS	48,446	0	48,446	15,110	13,789	19,547	59.65%
54320	TECHNOLOGY RELATED REPAIRS	36,430	0	36,430	18,314	3,547	14,569	60.01%
54411	WATER	68,195	0	68,195	34,067	34,128	0	100.00%
54412	SEWER	22,900	0	22,900	22,025	0	875	96.18%
54420	LEASE/RENTAL EQUIP/VEH	228,541	635	229,176	119,584	58,534	51,058	77.72%
55100	PUPIL TRANSPORTATION - OTHER	106,250	0	106,250	63,993	39,382	2,875	97.29%
55101	PUPIL TRANS - FIELD TRIP	23,000	0	23,000	16,118	268	6,614	71.24%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,560,865	0	4,560,865	2,761,287	1,720,479	79,099	98.27%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	0	0	1,500	0.00%
55200	GENERAL INSURANCE	279,746	0	279,746	279,746	0	0	100.00%
55300	COMMUNICATIONS	48,668	0	48,668	28,550	20,118	0	100.00%
55301	POSTAGE	35,531	0	35,531	14,796	20,735	0	100.00%
55302	TELEPHONE	77,145	0	77,145	62,310	14,836	0	100.00%



## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	5,000	0	5,000	2,647	275	2,078	58.45%
55505	PRINTING	51,372	0	51,372	30,963	6,904	13,506	73.71%
55600	TUITION	35,000	0	35,000	1,300	5,308	28,392	18.88%
55610	TUITION TO IN STATE DIST	796,641	-26,000	770,641	448,084	73,965	248,592	67.74%
55630	TUITION TO PRIVATE SOURCES	1,540,697	0	1,540,697	765,089	605,969	169,639	88.99%
55800	TRAVEL	51,269	0	51,269	16,397	8,588	26,284	48.73%
56100	GENERAL INSTRUCTIONAL SUPPLIES	168,242	-635	167,607	87,503	23,662	56,442	66.32%
56110	INSTRUCTIONAL SUPPLIES	415,078	230	415,308	254,881	38,024	122,403	70.53%
56120	ADMIN SUPPLIES	28,397	0	28,397	13,005	2,354	13,038	54.09%
56210	NATURAL GAS	194,960	0	194,960	102,756	92,204	0	100.00%
56220	ELECTRICITY	964,971	0	964,971	471,605	493,366	0	100.00%
56230	PROPANE	4,500	0	4,500	1,152	1,727	1,620	63.99%
56240	OIL	205,437	0	205,437	87,724	117,713	0	100.00%
56260	GASOLINE	33,246	0	33,246	6,521	19,188	7,538	77.33%
56290	FACILITIES SUPPLIES	308,111	0	308,111	172,959	106,482	28,670	90.69%
56291	MAINTENANCE COMPONENTS	15,000	0	15,000	12,199	2,801	0	100.00%
56292	UNIFORMS/ CONTRACTUAL	14,200	0	14,200	8,941	3,000	2,259	84.09%
56293	GROUNDKEEPING SUPPLIES	22,750	0	22,750	2,912	14,132	5,706	74.92%
56410	TEXTBOOKS	60,228	245	60,473	32,314	18,981	9,178	84.82%
56411	CONSUMABLE TEXTS	55,481	0	55,481	9,936	614	44,931	19.01%
56420	LIBRARY BOOKS	58,696	520	59,216	32,098	11,308	15,810	73.30%
56430	PERIODICALS	19,157	-475	18,682	13,796	481	4,405	76.42%
56460	WORKBOOKS	13,916	0	13,916	13,732	172	12	99.92%
56500	SUPPLIES - TECH RELATED	44,346	211	44,557	14,433	5,535	24,589	44.81%
57340	COMPUTERS/TECH HARDWARE	14,100	0	14,100	8,731	1,155	4,214	70.11%
57345	INSTRUCTIONAL EQUIPMENT	8,140	0	8,140	2,788	440	4,912	39.66%
57400	GENERAL EQUIPMENT	49,683	0	49,683	16,333	14,219	19,131	61.49%
57500	FURNITURE AND FIXTURES	12,124	0	12,124	1,801	0	10,323	14.86%
58100	DUES & FEES	88,621	-811	87,810	81,522	2,164	4,124	95.30%
<b>EXPENDITURE TOTAL</b>		<b>64,933,325</b>	<b>0</b>	<b>64,933,325</b>	<b>39,592,973</b>	<b>22,271,278</b>	<b>3,069,312</b>	<b>95.27%</b>



## REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-533,633	0	-533,633	0	0	-533,633	0.00%
43105	MEDICAID REIMBURSEMENT	-51,000	0	-51,000	-28,493	0	-22,507	55.87%
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	-13,891	0	-41,109	25.26%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-10,238	0	-17,713	36.63%
44800	REGULAR ED TUITION	-104,725	0	-104,725	-43,000	0	-61,725	41.06%
44822	SPECIAL ED TUITION	-18,200	0	-18,200	0	0	-18,200	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-17,000	0	-8,400	66.93%
44861	PARKING PERMIT FEES	-64,824	0	-64,824	-53,000	0	-11,824	81.76%
44862	SCHOOL MUSICAL TICKET SALES	-10,000	0	-10,000	0	0	-10,000	0.00%
<b>REVENUE TOTAL</b>		<b>-892,633</b>	<b>0</b>	<b>-892,633</b>	<b>-165,622</b>	<b>0</b>	<b>-727,011</b>	<b>18.55%</b>

<b>GRAND TOTAL</b>	<b>64,040,692</b>	<b>0</b>	<b>64,040,692</b>	<b>39,427,351</b>	<b>22,271,278</b>	<b>2,342,301</b>	<b>96.34%</b>
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<u>BOE Capital Reserve Acct #43020000-10101</u>	
Total as of 2/29/20	662,115

<u>BOE Turf Field Replacement Acct #43020000-10130</u>	
CONTRIBUTION - <u>FROM BOE 17.18 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE 18.19 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE COLLECTED TEAM FEE'S &amp; BANNER SALES</u>	10,225
Total as of 2/29/20	110,225



PURCHASE RESOLUTION D - 732

AGENDA ITEM 3B-2  
MARCH 2020 MEETING

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	DISTRICT	REGIONAL SCHOOL DISTRICT 14	VOAG TUITION - 2ND SEMESTER FOR 9 STUDENTS	\$30,702.60	55610
5 YEAR CAPITAL	FAC.	SIEMENS INDUSTRY, INC.	VARIOUS DEVICE MODULES FOR NMHS FIRE ALARM PROJECT (funding for this project was already withdrawn from BOE Capital Reserve account after approval by BoF on 10.9.19)	\$29,000.00	57310
GENERAL	NMHS	CANTERBURY SCHOOL	FALL 2019 & WINTER 2020 POOL RENTAL FEE	\$14,600.00	54420
GENERAL	SPED	CITY OF MERIDEN	SPED TUITION FOR 1 DCF PLACEMENT FROM 9/30/19 - 1/17/20	\$13,999.96	55630
<b>GRANT - TITLE I</b>	<b>DISTRICT</b>	<b>CONNECT KIDS CT</b>	<b>TRANSPORTATION FOR 8 OUT OF DISTRICT HOMELESS DURING FEBRUARY</b>	<b>\$12,333.75</b>	<b>55500</b>
GENERAL	DISTRICT	BRAIN POP	RENEWAL FOR K-6 SITE LICENSES	\$7,182.00	53200
GENERAL	NMHS	ADAMS BOOK CO	BOOK ORDER FOR NMHS ENGLISH BOOK ROOM	\$5,911.46	56410
GENERAL	TECH.	DELL MARKETING	EXTENDED SERVICE UPGRADES - 9 SERVERS	\$5,340.01	53500

**GRANT EXPENDITURES ARE PRESENTED IN BOLD AND ITALICIZED FONT IN THE ABOVE LISTING**



## BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3  
MARCH 2020 MEETING

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

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

New Milford PTO  
Parent Teacher Organization  
PO Box 1343  
New Milford, CT 06776

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3 March 2020

Dr. Kerry Parker  
Superintendent  
50 East Street  
New Milford, CT 06776

Dear Dr. Parker:

The New Milford PTO is pleased to present the following gifts to the Board of Education for approval. Please arrange for these gifts to be placed on the agenda at the next Board of Education meeting.

**Hill & Plain School:**

\$2,535.00 for all 1st graders to attend Click, Clack, Moo at Warner Theater. This supports the ELA curriculum.

**Northville Elementary School:**

\$1,700.00 for Cultural Arts Enrichment for performances by Blue Jupiter Group.

**Sarah Noble Intermediate School:**

\$1,012.97 for TAG - Seating, Carpet and Stand-up desks.

\$5,111.00 for 4th Grade field trip to Bronx Zoo for Experience Tickets.

\$3,150.00 for 3rd Grade transportation to Maritime Aquarium.

\$1,300.00 for Cultural Arts Enrichment performance of Mexican History.

**Schaghticoke Middle School:**

Literacy ~ Author Visit: Total Grant = \$1,040.00

Vesper Stamper, author, and illustrator will present a program to 8th graders (3 sessions)


Literacy ~ Author Visit: Total Grant = \$2,000.00

Nora Raleigh Baskin, author, will present a program to 7th graders (3 sessions).

**Total:** \$17,848.97

Sincerely,  
Mandi MacDonald  
NMPTO President

# Memorandum from the Office of the Director of Human Resources

**TO:** Dr. Kerry Parker, Superintendent of Schools  
**CC:** Mr. Anthony Giovannone, Director of Fiscal Services and Operations, Dr. Chris Longo, Schaghticoke Middle School Principal, Mrs. Kim Patella, CEA New Milford President  
**FROM:** Ms. Ellamae Baldelli, Director of Human Resources   
**RE:** Request for New Activity at Schaghticoke Middle School per Stipend Committee Report  
**DATE:** March 3, 2020

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I have reviewed Dr. Longo's request to add a new club called *Skills21*. This new club will provide students an opportunity to create, design, and test a model/prototype and present at a statewide Expo in June. *Skills21* is run through Ed Advance and supports STEM learning.

Using the rubric from the Stipend Committee Report, Dr. Longo is recommending a stipend of \$1985 for this new activity.

The funding to cover this stipend for this year is coming from grant money. Should this activity continue in future years, Dr. Longo will need to adjust his funding in his operating budget to cover this stipend.

Attached is Dr. Longo's explanation of his request. His memo has addressed all the criteria required in the Stipend Committee Report in order to make this request.

I am recommending that this request be brought, for approval, to the regular Board of Education meeting on March 17, 2020.

If you have any questions, I am available to meet with you.





## SCHAGHTICOKE MIDDLE SCHOOL

23 Hipp Road, New Milford, CT 06776

Telephone (860) 354-2204 ♦ Fax (860) 210-2216

<http://sms.newmilfordps.org/>

[https://twitter.com/SMS\\_CT](https://twitter.com/SMS_CT)

Dr. Christopher Longo, Principal  
Mrs. Barbara Nanassy, Assistant Principal  
Mrs. Sasha Salem, Assistant Principal  
Mrs. Catherine Calabrese, Assistant Principal  
Mrs. Tracy-Ann Menzies, Supervisor of Special Education

March 3, 2020

Dear Dr. Parker,

Strive

Request: To approve a new SMS club called *Skills21*, which provides students an opportunity to create, design, and test a model/prototype and present at a statewide Expo in June. *Skills21* is run through Ed Advance and supports STEM learning.

Unite

Rationale: *Skills21* is nationally known as a leader in digital learning and was recognized by the US Department of Education as an exemplary model for delivering STEM achievement. *Skills21* delivers a flexible, affordable, and road tested model for driving student success. Using a variety of learning technologies, *Skills21* programs help increase rigor and relevance at school.

Respect

Based on the fact that our enrollment includes the courses *Technology and Project Lead the Way* (PLTW), students who are interested in this new club will have the chance to take learning farther by participating in a rigorous, team-building, and project-based opportunity that culminates with an Expo event in June 2020.

Grow

We have a knowledgeable staff member who is highly skilled in this area who has a vested interest in providing this opportunity to students. We would like to offer a stipend of \$1985.00 for the advisor of this club. The funds will come from grant money, so there will be no cost to the Board of Education for this year.

Encourage

Please let me know if you have any questions or need any other information. Thank you.

Sincerely,

Christopher Longo, Ed.D.  
Principal

CC: Ellamae Baldelli, Director of Human Resources  
Alisha DiCorpo, Assistant Superintendent of Schools

### *Schaghticoke Middle School Vision Statement*

*Schaghticoke Middle School is made up of a community of learners: students, parents, faculty, staff, administration, and citizens of the greater New Milford area. The foundation of our vision lies upon the positive reinforcement of character: integrity, responsibility, respect, and fairness. Together we will work to create an environment in which all students can reach their potential academically, socially, and emotionally under the guidance and nurturing support of the Schaghticoke community members. We will collaborate to foster an atmosphere of trust and support in order to encourage teachers and students to explore new initiatives in curriculum and assessment to improve student achievement.*

# Worksheet

## Classification of Extra Curricular Survey Guidelines

Extra-Curricular Activities are defined here as those activities that normally occur outside of the normal instructional day and would not include that which is scheduled as instructional time within the school day as class time or an activity period.

	<input checked="" type="checkbox"/>	
1. Does the position <u>require</u> * specific expertise in content or skill?		
3 pts	<input checked="" type="checkbox"/>	Advisor/Coach/Teacher <u>must</u> have <u>specific</u> extensive content skill or knowledge to be qualified.
2 pts		Advisor/Coach/Teacher <u>must</u> have some content, skill, knowledge to be qualified.
1 pt		Advisor/Coach/Teacher does not need specific content, skill or knowledge to qualify to supervise activity.
2. To what extent does the activity <u>require</u> * supervision for student safety?		
5 pts		Activity involves regular events, practices, drills that call for close supervision in order to ensure student safety. (First Aid/CPR Training is highly recommended for advisors.)
3 pts	<input checked="" type="checkbox"/>	Activity seldom or only occasionally involves events, practices, skills that call for close supervision in order to ensure student safety.
1 pt		Activity contains no events that could be viewed as requiring extraordinary supervision to ensure student safety.
3. How many students does the activity service?		
4 pts		Activity regularly involves supervising 40 or more students at a time.
3 pts		Activity regularly involves supervising 25-39 students at a time.
2 pts	<input checked="" type="checkbox"/>	Activity regularly involves supervising 10-24 students at a time.
1 pt		Activity regularly involves supervising of 10 students or fewer.
4. How much time does the activity <u>require</u> * outside of school?		
8 pts		Activity regularly requires advisor/coach/teacher spend time supervising students on days when school is not in session (i.e. Saturdays, vacation time, holidays, more than 3 times annually).
4 pts	<input checked="" type="checkbox"/>	Activity occasionally requires advisor/coach/teacher spend time supervising students at times when school is not in session (less than 3 times annually).
2 pts		Activity meets on school days throughout a time period greater than 6 months.
1 pt		Activity meets on school days for a session of 6 months less.
5. Does the activity <u>require</u> * travel and overnight supervision?		
3 pts		Activity includes at least one event annually that involves a field trip that includes a supervised overnight stay and travel.
2 pts		Activity includes events that may require overnight stay and travel, but it might not be an annual event.
1 pt	<input checked="" type="checkbox"/>	Activity is not likely to ever require overnight stay and travel.
6. How much time with students does the activity demand of coach/advisor/teacher annually?		
16 pts		200 hours or more
8 pts		100 hours or more but fewer than 200
4 pts		50 hours or more, but fewer than 100 hours
2 pts	<input checked="" type="checkbox"/>	25 hours or more, but fewer than 50 hours
1 pt		fewer than 25 hours

SMS Skills 2/ club

2

# Worksheet Classification of Extra Curricular Survey Guidelines

	✓								
7. How much planning/preparation time is <u>required</u> * with this activity annually?									
5 pts		80 hours or more							
4 pts		60-79 hours							
3 pts		40-59 hours							
2 pts	✓	20-39 hours							
1 pt		fewer than 20 hours							
8. Is there a public display required with the activity (public sees the result of preparation of students or views a performance or exhibition) or are public communication (i.e. press releases) expected with this activity?									
4 pts		Yes, regularly and frequently scheduled events.							
3 pts	✓	Yes, one or two seminal scheduled events.							
2 pts		Possibly - but not as a regularly scheduled event.							
1 pt		No							
9. Does the activity relate directly to course/curricula expectations?									
4 pts		Yes, clearly - student performance is assessed directly always.							
3 pt	✓	Yes, sometimes - student performance is assessed, but not as regularly.							
1 pts		No, never.							
10. Does activity <u>require</u> * a great deal of interaction with parents as part of the work as advisor/coach?									
4 pts		Yes, parents are apprised of student activities regularly.							
pts		Yes, parents are apprised of student activities on occasion.							
1 pt		Yes, but parents have minimal contact.							
0 pts	✓	No, parents have almost no relation to the activity.							
11. Does activity <u>require</u> * assistants who must be supervised (i.e. assistant coaches, choreographers, drill instructors, etc.)?									
4 pts		Yes, 3 or more people regularly.							
3 pts		Yes, 1 or 2 people regularly.							
1 pt		1 person - occasionally							
0 pt	✓	No, no one is supervised.							
Add up the number of points. Total: <u>23</u>									
Activity Level Category:									
Level 1		10 points or fewer							
Level 2		11 points-18 points							
Level 3	✓	19 points-27 points							
Level 4		28 points-36 points							
Level 5		37 points-45 points							
Level 6		46 points-54 points							
Level 7		55 points or more							
* "Require" - The word reflects the expectation that the advisor/coach/teacher would perform those functions to successfully fulfill the obligations inherent in the position.									




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION

EXHIBIT C



**TO:** Sponsors of the National School Lunch Program

**FROM:** John D. Frassinelli, Bureau Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** January 22, 2020

**SUBJECT:** Operational Memorandum No. 05-20  
Process for Submitting the Healthy Food Certification (HFC) Statement for  
School Year 2020-21

This memo addresses the requirements for submitting the 2020-21 HFC Statement to the Connecticut State Department of Education (CSDE). Under HFC, public school districts that participate in the NSLP may choose to follow the Connecticut Nutrition Standards (CNS) and receive additional state funding. This memo also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements for public schools.

In summary, districts must use the appropriate motion language and schedule the required votes at a meeting of the board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the *final board-approved meeting minutes* to the CSDE by **July 1, 2020**. The three votes include whether to:

- adopt the healthy food option under HFC;
- allow food exemptions to the healthy food option under HFC (if the district votes to implement the healthy food option); and
- allow beverage exemptions under Section 10-221q of the Connecticut General Statutes (C.G.S.) (if the district chooses to allow beverage exemptions).

Please carefully review this memo for detailed information on each requirement. Districts must follow the specified instructions to ensure timely submission and CSDE approval of the 2020-21 HFC Statement.

**Requirement for Annual HFC Statement**

C.G.S. Section 10-215f requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must *take action annually* to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. Public schools include all public schools,



regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2020-21, the HFC period is July 1, 2020, through June 30, 2021. All public school districts participating in the NSLP **must** submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2020**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2020, or the district is ineligible for HFC during school year 2020-21.

### **HFC Application Process for 2020-21**

The annual HFC Statement will be completed online in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2020-21 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2020-21 CNP application module is expected to be available in the CNP System in **May 2020**. The CSDE will notify sponsors when the 2020-21 CNP application module is open, at which time the HFC application module will also be available.

All public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2020-21 HFC Statement by the deadline of July 1, 2020.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the **final board-approved meeting minutes** to the CSDE by **July 1, 2020**. **Note:** The CSDE cannot accept **draft meeting minutes** to approve the HFC application. Be sure to schedule the initial board meeting early enough to enable timely submission of the **final board-approved meeting minutes**. If the board of education conducts the HFC votes in June, and final board approval of the June minutes does not occur until the next board meeting in July or August, the district will not be able to submit the final board-approved June minutes by July 1, 2020.
  - A. **Vote for healthy food option:** The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to implement the healthy food option of C.G.S. Section 10-215f, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. The board motion and final board-approved meeting minutes must include the following specific criteria for the healthy food option required by C.G.S. Section 10-215f:

**Motion language for healthy food option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State

Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

- B. Vote for food exemptions:** If the board of education or governing authority votes “yes” for the healthy food option in 1A above, the board of education or governing authority must also vote on whether to allow food exemptions. (**Note:** If the board of education or governing authority votes “no” for the healthy food option, a vote on whether to allow food exemptions is not required.) The board motion and final board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-215f:

**Motion language for food exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

- C. Vote for beverage exemptions:** The beverage requirements of C.G.S. Section 10-221q apply to *all public schools*, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f or participates in the USDA’s Child Nutrition Programs. Additional information on the beverage requirements is available on the CSDE’s [Beverage Requirements](#) webpage.

Beverage exemptions under C.G.S. Section 10-221q are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the *same time* as the HFC votes. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises. The board motion and final board-approved meeting minutes must include the following specific



criteria for beverage exemptions required by C.G.S. Section 10-221q:

**Motion language for beverage exemptions:** The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

- D. **Option to combine food and beverage exemptions:** Instead of the two separate food and beverage motions in steps 1B and 1C above, the district may choose to combine food and beverage exemptions in one motion by using the language below.

**Motion language for combined food and beverage exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

For more information on food and beverage exemptions, see the CSDE’s handout, [\*Exemptions for Foods and Beverages in Public Schools\*](#).

2. Conduct the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable) at the scheduled meeting of the board of education or governing authority in spring 2020. Until the CNP System opens (anticipated in May 2020), **maintain a copy of the final board-approved meeting minutes** indicating the

results of the HFC votes for the healthy food option and food exemptions (and beverage exemptions, if applicable), as outlined in step 1.

- A. The final board-approved meeting minutes must indicate whether the board of education or governing authority voted “yes” or “no” to implement the healthy food option, and must include the *specific language* under “Motion language for healthy food option” in step 1A on page 2.
  - B. If the board of education or governing authority voted “yes,” for the healthy food option, the final board-approved meeting minutes must also indicate whether the board of education or governing authority voted “yes” or “no” to allow food exemptions, and must include the *specific language* for either “Motion language for food exemptions” under step 1B on page 3, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
  - C. If the board of education or governing authority voted to allow beverage exemptions, the final board-approved meeting minutes must include the *specific language* for either “Motion language for beverage exemptions” under step 1C on page 4, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
3. In **May 2020**, when the CSDE notifies districts that the CNP System is open and the HFC application module is available, complete the online HFC application module and upload the *final board-approved meeting minutes* indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). The CSDE will e-mail school nutrition programs when the 2020-21 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Note: Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE’s presentation, [Application Procedures for HFC](#), and visit the “[Apply](#)” section of the CSDE’s HFC webpage.

### **Interschool Agreements for HFC Schools**

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) may choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.



In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2020**. If the CSDE receives the interschool agreement *after* this date, the CSDE will *not* include the recipient site's lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2020-21. For more information, see CSDE [Operational Memorandum No. 4-20: Interschool Agreements for School Year 2020-21](#).

Schools must e-mail copies of the completed interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP System. The interschool agreements for school year 2020-21 are available in the “[Interschool Agreements](#)” section of the CSDE’s [Forms for School Nutrition Programs](#) webpage.

### **Connecticut Nutrition Standards (CNS)**

The CSDE did not change the CNS for school year 2020-21. For a summary of the CNS, see the CSDE’s handout, [Summary of Connecticut Nutrition Standards for Foods in Schools](#). Additional information on the CNS is available on the CSDE’s [CNS](#) webpage. The CSDE’s [HFC](#) webpage provides numerous resources to assist districts with implementing HFC including:

- [Complying with HFC \(Presentation\)](#);
- [Ensuring District Compliance with HFC](#);
- [Guide to Competitive Foods in HFC Public Schools](#);
- [List of Acceptable Foods and Beverages](#);
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#);
- [Requirements for Competitive Foods in HFC Public Schools](#);
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#);
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#);
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#); and
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#).

For questions or additional information, please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) or Teri Dandeneau at 860-807-2079 or [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.

## FOR FIRST REVIEW

*COMMENTARY: The suggested changes throughout are designed to give administrators clear direction when considering school attendance area waiver requests. The law itself is very general on this topic. School attendance area policies are not mandatory for Boards of Education. However, for Boards with multiple elementary (and other grade level schools), clear policy direction is important in order to avoid claims of bias or preferential treatment with respect to waiver requests.*

*A few points to note: 1. The policy does not necessarily need to designate the Board as the entity determining school attendance areas, but given the potential impact to the community at large it makes sense for the Board to be the entity making such a decision; 2. The policy does not need to reference SPED/PPT considerations. The IDEA supersedes BOE policy so if an IEP provides that a student receive instruction in a classroom/facility that only one elementary school has, then the student will likely be placed in that setting regardless of any attendance area considerations; 3. The parental disagreement section addresses the issue of when parents with joint custody have different opinions on which school the child should attend. In such cases, the administration shouldn't be in the position of trying to pick sides or mediate disputes. The best solution is to keep the child in the designated school unless both parents agree to request that the child attend a school outside of their designated attendance area. If one parent feels strongly that the child should attend a different school and the other parent disagrees, then the ultimate recourse of the parent who wants the child to attend the school outside of their designated school attendance area is to go to court to get a modified custody order that gives sole educational decision making authority to the requesting parent; 4. Racial imbalance does not necessarily need to be explicitly addressed in the policy, but it is something to be aware of in this area. Under state law if a school has 25% more or less students from a racial minority group in a given grade within a school versus the district as a whole, the school is "racially imbalanced." Additional revisions in purple from legal based on committee discussion at Policy meeting of March 3, 2020.*

**5117(a)**

### **Students**

#### **School Attendance Areas**

The New Milford Board of Education shall establish school attendance areas to facilitate educational programming, to ensure equity and balance, and to use existing facilities with optimal effectiveness and efficiency. Students shall attend the school(s) designated in their school attendance area unless a waiver is granted by an authorized administrator pursuant to the terms of this policy.

#### **Designation of School Attendance Areas**

The Board of Education shall designate school attendance areas to facilitate educational programs and to use existing facilities to maximize effectiveness and efficiencies. The Superintendent shall propose school attendance areas to the Board in accordance with the following criteria:

## Students

### School Attendance Areas

1. Safety of students;
2. Student educational needs;
3. Educational programs housed in school facilities;
4. Optimum use of existing facilities;
5. Student **and municipal** residential patterns;
6. Ages of students served;
7. Racial/ethnic balance as required by state law.

Once designated by the Board, school attendance areas may only be changed by subsequent Board action.

### **Waivers -- Attendance Outside of Assigned Area**

Parents ~~or guardians who desire~~ requesting that their children ~~may~~ attend a school other than the one assigned to their school attendance area ~~in the area in which they are living must file a statement to this effect on a form provided by the school or central office.~~ ~~may request a school attendance area waiver from the Superintendent or his or her designee.~~ Such waivers must be requested by parents or guardians on an annual basis.

In general, ~~permission or refusal will be based on whether or not~~ approval or denial of a waiver request shall be based on the following considerations:

1. Documented educational needs of the student;
2. ~~There is~~ Available room within the grade and/or school which the parent/guardian has requested;
3. Parent/guardian commitment to furnish transportation to and from the school requested; ~~will be responsible for transportation.~~
4. **Whether** the request is justified by good and sufficient (educational or medical) reason. Supportive data such as recommendations from professional sources must be provided by the parent(s) or guardian(s).

## Students

### School Attendance Areas

Waiver requests shall not be based on the following factors:

1. Previous attendance by the student at the desired school except in the case of mid-year changes in school attendance area and except where otherwise stated herein;
2. School attendance of brothers, sisters or friends;
3. Place or time of employment of parent/guardian;
4. School start or end time preference;
5. Personal convenience of family or student (i.e. to facilitate day-care or after-school arrangements);
6. Athletic team preference;
7. Preferred school, program, or staff;
8. Availability of space in the preferred school as sole reason.

No request shall be granted if it would result in an overcrowded classroom or program, would cause a racial/ethnic imbalance as defined by state law or would require the District to hire additional staff.

### Revocation of Waiver

An out-of-attendance area student must remain in good standing at his or her non-designated school or the privilege of out-of-area attendance shall be revoked by the Superintendent or his or her designee. In order to remain in good standing the out-of-attendance area student must:

1. Not be subject to discipline for inappropriate conduct as set forth in Board policy;
2. Remain in good academic standing;
3. Not have a record of excessive absenteeism;
4. Not be habitually tardy.

~~Such permission, if granted, shall be in keeping with the guidelines established under the accompanying guidelines to this policy. (cf. 5117—School Attendance Areas)~~

~~Once a student enters grade nine and thereafter if he/she is granted an out of area transfer request that results in a change of school, the same athletics restrictions shall apply as in the change in high school district residency policy (cf. 6145.2—Interscholastic Athletics)~~

## Students

### School Attendance Areas

~~The Planning and Placement Team, of which the parent of a special education student is a part, is responsible for determining on at least an annual basis what constitutes an appropriate placement in the least restrictive environment for the student. Therefore, parents of students who are receiving special education services must raise any requests with respect to school placement with the Planning and Placement Team.~~

### **Mid-year Transfers and Requests to Remain in a Previously Designated Attendance Area**

Any student who begins an academic year within their designated attendance area school but who then moves to another school attendance area within the District (i.e. family moves within Town, change in parent custody, etc.) may be allowed to finish the school year in their initially assigned school provided that there is space permitting. In such circumstances, the parents/guardians of such student must submit a school attendance area waiver request in accordance with this policy. **Should such request be granted, the District shall not be responsible for transportation to and from the non-designated school attendance area school.**

### **Parental Disagreement Regarding Waiver Requests**

In most cases school attendance waiver request forms shall be signed by all parents or guardians who have legally-designated educational decision making authority regarding the student. Consent from parents without educational decision making authority regarding the student shall not be required for school attendance waiver requests made by parents or guardians with sole educational decision making authority.

Where a school attendance area waiver request is made by only one parent and both parents share educational decision making authority, the Superintendent or his or her designee shall attempt to contact the student's other parent or guardian to determine if that parent or guardian consents to the waiver request. School attendance area waiver requests shall only be considered where all parents/guardians with educational decision making authority consent to the request. Where such consent is denied or cannot be determined the waiver request shall not be considered.

### **Racial Imbalance**

As required by state law, on an annual basis the Board submits data to the State Board of Education regarding the total number of students and teachers of racial minorities and the total number of students eligible for free or reduced price lunches in each of the District's schools. As set forth above, school attendance area waiver requests may be denied in the event that the Superintendent or his or her designee determines that granting a waiver may cause a District's school to be "racially imbalanced" as that term is defined under state law. Pursuant to Conn. Gen. Stat. § 10-226b a "racial imbalance" is defined as a condition in which the proportion of students of racial minorities in all grades of a public school substantially exceeds or substantially falls short of the proportion of such public school pupils in all of the same grades as the school district.

## Students

### School Attendance Areas

#### Homeless Students

Homeless students who secure temporary housing outside of their previously designated school attendance area may remain enrolled in their school of origin in accordance with federal law.

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and service

10-221(b) Boards of education to prescribe rules.

10-226a Documentation of pupils and teachers of racial minorities and pupils eligible for free or reduced price lunches

10-226b Existence of racial imbalance

United States Code

20 U.S.C. §1412(a)(5)

20 U.S.C. §1414(e)

42 U.S.C. §11301 et seq. McKinney-Vento Homeless Assistance Act

Policy adopted: June 12, 2001  
Policy revised: June 12, 2007

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



## FOR FIRST REVIEW

*COMMENTARY: The below change regarding reporting incidents of child homelessness to the Department of Children and Families (“DCF”) reflects new, informal guidance from the State Department of Education emphasizing that reporting to DCF should be done on a case-by-case basis. This guidance is appropriate and should be followed since there may be situations where a student’s “homelessness” by itself does not constitute “physical neglect” under the law, and therefore would not require mandatory reporting of abuse or neglect to DCF.*

*The definition of “homelessness” under the law – specifically the federal McKinney-Vento Homelessness Assistance Act -- is very broad and includes students who are forced to live with relatives, friends, etc. Accordingly, there may be situations where a student loses their regular housing and becomes “homeless” under the law, but then starts living in a situation that is perfectly safe (i.e. a family that loses their apartment but then moves in with relatives). Such situations would typically not constitute physical neglect, so the below change is an appropriate amendment to the policy.*

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*In response to the Policy Committee’s questions/suggestions following the March 3, 2020 meeting, legal has made the following additional suggested revisions to the policy, added in purple:*

*1. Amended the paragraph on the second page that addresses mandated reporting to DCF to provide that the Assistant Superintendent has “primary responsibility” for reporting suspected abuse/neglect involving homeless children to DCF, but that all other District mandated reporters maintain their legal duty to report to DCF regardless of the Assistant Superintendent’s responsibility. Assigning primary responsibility to the Asst. Superintendent is appropriate here because he or she is acting as the District’s Homeless Liaison and therefore has general responsibilities for overseeing the District’s response in McKinney-Vento matters and that should remain clear in the policy.*

*2. Added language to number 6 on the third page that indicates that the District’s medical advisor may assist the Asst. Superintendent in securing immunizations and needed medical records for homeless children. The McKinney-Vento regulations specifically state that a district’s homeless liaison is responsible for locating medical records and/or ensuring proper immunization. Based on that language the District’s policy should clearly indicate that the Homeless Liaison (i.e. Asst. Superintendent) is responsible for such efforts, however, nothing prohibits a Homeless Liaison from seeking assistance from a medical advisor so that has been added. Since the medical advisor is now being included in the policy, references to BOE Policy 5141 – Student Health Services and Conn. Gen. Stats. § 10-205 and 10-207, which outline the duties of school medical advisors have also been added. Under these statutes, boards of education and medical advisors can mutually agree on the scope of the medical advisor’s duties. Accordingly, this proposed change should be discussed with the district’s medical advisor.*

**5118.1(a)**

**Students**

**Homeless Students**

## Students

### Homeless Students

The Board of Education shall make reasonable efforts to identify homeless children residing within the district, encourage their enrollment and eliminate any existing barriers to their education.

The Board of Education shall ensure that homeless students are not stigmatized, segregated or discriminated against on the basis of their status as homeless. Homeless students, as defined by law, residing within the New Milford Public School District or residing in shelters within the school district shall be entitled to free school privileges.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. Continued in the school that the student attended when permanently housed or the school of last enrollment ["school of origin"]; or
2. Provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the student's school ~~of~~ of origin, unless it is against the wishes of the parent/guardian.

Homeless children shall be provided with educational services that are comparable to those provided to other students enrolled in the district, including but not limited to: Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs. Homeless children not in the physical custody of a parent or guardian shall be entitled to knowledge of and have access to all educational, medical or similar records in his or her cumulative record.

The Assistant Superintendent of Schools shall coordinate such efforts and be designated as the District's Homeless Liaison. **As the District's Homeless Liaison, the** The Assistant Superintendent shall **assume primary responsibility for** ~~refer~~ **referring** identified homeless children under the age of eighteen who may reside within the school district ~~unless such children are emancipated minors~~ to the State of Connecticut Department of Children and Families ["DCF"], **when there is reasonable suspicion of neglect or abuse. Such referrals to DCF shall always be made on a case-by-case basis since homelessness by itself does not automatically constitute abuse or neglect. Nothing in this policy shall be deemed to limit or impair the legal obligations of the District's mandated reporters to report incidents of suspected abuse or neglect to DCF.**

The administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors of school age as follows:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted immediately to obtain records.



## Students

### Homeless Students

2. Other enrollment requirements that may constitute a barrier to education of the homeless child may be waived at the discretion of the Superintendent. If the school district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child, may be waived at the Superintendent's discretion.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.
5. Official school records policies and regulations shall be waived at the Superintendent's discretion in compliance with federal and state statutes.
6. The school district shall make a reasonable effort to locate immunization records from available information. The Assistant Superintendent shall assist the parent/guardian in obtaining the necessary immunizations and records. **The District's medical advisor may assist the Assistant Superintendent in such efforts.**

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. Continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
2. Pay tuition to the district in which the temporary shelter is located.

If a homeless child is denied school accommodations on the basis of residency, he or she shall be entitled to a hearing in accordance with state law and Board policy.

If the school district where the child would otherwise be located cannot be identified, the school district in which the temporary shelter is located shall be financially responsible for the child's educational costs, except that if DCF places a student who requires special education and related services in a temporary shelter, the school district in which the child resided immediately prior to the DCF placement shall be responsible for the cost of such special education and related services.

If a student requiring special education has been placed in an out-of-district program by either a school board or by a state agency, the school district in which the child would otherwise reside shall continue to be responsible for the child's education until such time as a new residence is established, even though the child or the child's family resides in a temporary shelter.

## Students

### Homeless Students

The Superintendent of Schools or the Superintendent's designee, shall develop administrative regulations, including a procedure for mediation of disputes, to ensure compliance with this policy and applicable law.

**(cf. 5141 – Student Health Services)**

(cf. 5143 – Student Health Assessments and Immunizations)

(cf. 5146 – Child Abuse and Neglect)

(cf. 5118 – Nonresident Students)

Legal Reference: Connecticut General Statutes  
**10-205 Appointment of school medical advisors**  
**10-207 Duties of medical advisors**  
10-253(e) School privileges for children in certain placements, non resident children and children in temporary shelters.  
17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.  
17a-102 Report of danger of abuse.  
17a-103 Reports by others.  
17a-106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect.  
  
46b-120 Definitions.  
Public Act 19-179 An Act Concerning Homeless Students' Access to Education  
  
United States Code  
42 U.S.C. §11432 Grants for state and local activities for the education of homeless children and youths.

Policy adopted: June 10, 2003  
Policy revised: June 12, 2007  
Policy revised: September 17, 2019

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



**New Milford Public Schools**  
Facilities Department  
386 Danbury Road  
New Milford, CT 06776  
(860) 354-6265  
FAX (860) 210-2233

TO: Kerry Parker, Superintendent  
FROM: Kevin Munrett, Facilities Director  
DATE: March 6, 2020  
RE: Sarah Noble Intermediate School - Elevator Project

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The Connecticut Department of Administrative Services adopted a code change to ASME A17.1-2013; Safety Code for Elevators and Escalators:

*"For Single Bottom Elevators: All hydraulic single bottom cylinder elevators, where the cylinders installed below ground, shall either have the cylinder replaced, safeties installed or an installation of a plunger gripper..."*

We discussed this project at Facilities and Operation Sub-Committees in the fall/winter months. This project is an unfunded mandate by the State which does not offer any reimbursement for this work. This project needs to take place after school dismisses for the summer and conclude before return in late August. We received pricing based off the U.S. Communities Contract #EV2516 for \$49,000.00.

The vendor will reserve a time slot for this work only once they receive a purchase order from the school district. The project lead-time is unknown but the entire replacement should take 2-3 weeks. Many other schools and municipalities are faced with similar time constraints and it is my recommendation that we seek these funds via the capital reserve account in order to issue a purchase order, procure the materials and book our time slot for late-June/early July.

We would also request the mayor waive any permit fees associated with this project.

I will be happy to answer any and all questions regarding this matter at the next meeting.



**New Milford Public Schools**  
Facilities Department  
386 Danbury Road  
New Milford, CT 06776  
(860) 354-6265  
FAX (860) 210-2233

TO: Kerry Parker, Superintendent  
FROM: Kevin Munrett, Facilities Director  
DATE: March 6, 2020  
RE: Sarah Noble Intermediate School - Roof Top Unit 1 (Cafeteria) Replacement

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Roof Top Unit (RTU) # 1 at Sarah Noble is a 20 year old, 50-ton Trane Packaged Industrial Unit (cooling only). This unit provides air conditioning to the cafeteria and kitchen of the school.

In September of 2019, 2 of the 4 compressors failed on this unit. We sought pricing options for repair (\$18,000) vs. replacement (\$66,000) through US Communities Contract #USC-15-JLP-023. We had several discussions at Facilities & Operations Sub-Committees in the fall/winter months.

There is currently a 7-week lead time for the new unit with an additional 2-3 day installation time associated with this replacement. It is my recommendation that we seek these funds via the capital reserve account in order to place the order and replace the unit before the warmer months are upon us.

After April 1<sup>st</sup>, there is a 2.75% price increase on this contract price. This particular unit does qualify for Eversource's Energy Conscious Blueprint Program that could lead to a \$120/ton or \$6,000.00 rebate from Eversource.

We would also request the mayor waive any permit fees associated with this project.

I will be happy to answer any and all questions regarding this matter at the next meeting.



**NEW MILFORD PUBLIC SCHOOLS**  
**Office of the Assistant Superintendent**

50 East Street  
New Milford, Connecticut 06776  
(860) 354-3235 FAX (860) 210-2643

TO: Dr. Kerry Parker, Superintendent  
FROM: Ms. Alisha DiCorpo, Assistant Superintendent  
DATE: March 12, 2020  
RE: Textbook Approval-Grade 12

AD

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The textbook listed below has been on review by the Board of Education. I ask that you recommend adoption of this book by the Board at the March meeting.

**Understanding Comics: The Invisible Art**: Scott McCloud, William Morrow/Harper Collins  
Publisher – Grade 12 (Will also be used as a reference for 9-12)

There is no present textbook used for this form of narrative in our classes. The goal of media literacy includes visual literacy and requires sequential and graphic storytelling. The text shows and explains formal techniques, mechanics, art, etc. used to create graphic narratives.

This textbook also provides history, instruction, and models of how to create graphic narratives including application of formal techniques that help create meaning and provide the message.

Cost of Book: \$25.00

Number of Copies Needed: 100

Total: \$2500.00 (does not include shipping)

Approved Field Trips March 2020

<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>
NMHS	9-12	2/29/20	Saturday	10	2	Bunnell HS Winter Guard Competition	0	\$0.00
NMHS	9-12	2/29/20	Saturday	23	3	Trumbull HS Winter Percussion Competition	0	\$0.00
NMHS	9-12	3/7/20	Saturday	10	2	Trumbull HS Winter Guard Competition	0	\$0.00
NMHS	9-12	3/7/20	Saturday	23	3	Trumbull HS Winter Percussion Competition	0	\$0.00
NMHS	9-12	3/14/20	Saturday	10	2	Shelton HS Winter Guard Competition	0	\$0.00
NMHS	9-12	3/14/20	Saturday	23	3	Shelton HS Winter Percussion Competition	0	\$0.00
NMHS	11-12	3/17/20	Tuesday	15	2	Naugatuck Valley Community College/FBLA Leadership	2	\$60.00
NMHS	9-12	3/20/20	Friday	20	2	True Colors Conference (postponed)	2	\$50.00
NMHS	9-12	3/21/20	Saturday	10	2	Norwalk HS Winter Guard Competition	0	\$0.00
NMHS	9-12	3/21/20	Saturday	23	3	Norwalk HS Winter Percussion Competition	0	\$0.00
SNIS	3-5	3/23/20	Monday	50	4	New Milford Lanes (Unified Sports)	0	\$0.00
NMHS	9-12	3/28/20	Saturday	8	1	Horace Greely High School (Team Waramaug)	0	\$0.00
NMHS	9-12	3/28/20	Saturday	10	2	Sacred Heart University Winter Guard Competition	0	\$0.00
HPS	1	3/31/20	Tuesday	115	16	Warner Theater (Click, Clack, Moo Cows that Type)	0	PTO
NMHS	9-12	4/4/20	Saturday	23	2	Westhill HS Winter Percussion Competition	0	\$0.00
NES	1	5/29/20	Friday	146	31	Pratt Center (TBD)	0	\$0.00
						*trip cancelled/postponed		



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

ITEM OF INFORMATION

4A

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**TO:** Kerry Parker, Superintendent  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** March 6, 2020  
**RE:** Excess Cost

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The Special Education Excess Cost grant reimburses school districts for the reasonable costs of special education for a student who lives in the district that exceed 4.5 times the district's average per pupil expenditures for the preceding year. The first of two payments usually constitutes roughly 70%-75% of the total we receive in any given fiscal year.

As of month end February 2020, we have not yet received the first of two payments. Last fiscal year the first of two payments was not received until March 6, 2019 so this is not uncommon. If we receive the first payment before the full Board of Education meeting on March 17, 2020 we will bring a revised memo forward at that meeting. If the first payment is received after that meeting, we will report on it as part of the monthly reports during the month of April 2020.

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

**New Milford Board of Education  
Policy Sub-Committee Minutes  
March 3, 2020  
Lillis Administration Building, Room 2**

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2020 MAR -5 P 12:10  
Cg  
NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Acting Chairperson  
Mrs. Tammy McInerney  
Mrs. Cynthia Nabozny

Absent: Mrs. Angela C. Chastain, Chairperson

Also Present: Ms. Alisha DiCorpo, Assistant Superintendent of Schools

<b>1.</b>	<b>Call to Order</b>  The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Faulenbach, acting as Chair.	<b>Call to Order</b>
<b>2.</b>	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>  <b>A. Policies for Review:</b>  <b>1. 5117 School Attendance Areas</b>  • Mrs. Faulenbach noted the significant revisions to this policy and asked Ms. DiCorpo to summarize the requested changes. • Ms. DiCorpo said this policy has not been updated for a while and, in its current state, is very general in guiding the decision making process. She and Dr. Parker began review in September and discussed with legal counsel. There has been a lot of back and forth regarding proposed changes based on trends that they are trying to capture. This year, there were nine requests to waive the designated school area, seven from HPS to NES, and two from NES to HPS. This is a similar number to previous years. The goal is to tighten both the reason for granting future requests as well as the accompanying paperwork. Under the revised	<b>Discussion and Possible Action</b>  <b>A. Policies for Review:</b>  <b>1. 5117 School Attendance Areas</b>



	<p>policy, a waiver will be granted only for documented educational needs of the student and whether the request is justified by good and sufficient (educational or medical) reason. Ms. DiCorpo gave as an example, specialized instruction required by IEP that is only available in one school.</p> <ul style="list-style-type: none"><li>• Mrs. McNerney questioned custody and divorce issues and asked how that factors in. Ms. DiCorpo said that is discussed on page 5117(d). She said the court record would be the guide, as every court agreement is different. They would look at what the agreement for custody is and where the child rests his/her head most. She said requests for change are approved once a year, in August, unless the parents move during the year.</li><li>• Mrs. Faulenbach suggested “student residential patterns” on page 5117(b) should be changed to “student and municipal residential patterns” to fully capture trends.</li><li>• Mrs. McNerney said she was glad to see the reasons for approval tightened up. She asked what happens in the case of a staff member request. Ms. DiCorpo said there is no favoritism; the same process would be followed.</li><li>• Mrs. Faulenbach asked if the revocation of waiver can happen any time during the year. Ms. DiCorpo said yes, keeping it open ended lets us look at the big picture.</li><li>• Mrs. McNerney suggested that a statement about transportation being the parents’ responsibility be added to the section on page 5117(d) regarding mid-year transfers.</li><li>• Mrs. Faulenbach asked about the parents’ right to appeal to the Board. Ms. DiCorpo said there is no process listed in the formal policy but parents can always request a hearing from the Board.</li><li>• Mrs. Faulenbach said she would like to see this policy brought to the Board for first review while the committee continues to review it as well. That way, any and all comments could be considered while the policy moves through the</li></ul>	
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	<p>approval process and a revision will be ready for this summer.</p> <p><b>2. 5118.1 Homeless Students</b></p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said this revision reflects new, informal guidance from the CSDE emphasizing that reporting to DCF should be done on a case by case basis.</li> <li>• Mrs. Faulenbach said the case by case basis certainly makes sense since it is not “one size fits all”.</li> <li>• Ms. DiCorpo referenced page 5118.1(b) which identifies her as the district’s homeless liaison. She said she is not the only one making referrals to DCF. There are other mandated reporters in district, for example social workers and counselors.</li> <li>• Mrs. Faulenbach suggested legal be consulted to see if additional staff can be referenced here.</li> <li>• Ms. DiCorpo referenced #6 on page 5118.1(d) which says the assistant superintendent shall assist the parent/guardian in obtaining the necessary immunizations and records. She said her office sends parents to the district medical advisor for assistance.</li> <li>• Mrs. Faulenbach suggested legal be consulted here as well to see if medical advisor should be noted.</li> <li>• Mrs. Faulenbach asked for a motion to bring these policies to the full Board for first review, noting that they are still a work in progress, and that the committee would welcome Board comments. The policies will be put on next month’s Policy agenda for further discussion as they work through the review process at the Board level.</li> </ul> <p>Mrs. McNerney moved to bring Policies 5117 School Attendance Areas and 5118.1 Homeless Students to the Board for first review, seconded by Mrs. Nabozny.</p> <p>The motion passed unanimously.</p>	<p><b>2. 5118.1 Homeless Students</b></p> <p><b>Motion made and passed unanimously to bring Policies 5117 School Attendance Areas and 5118.1 Homeless Students to the Board for first review.</b></p>
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4.	<b>Item of Information</b>  A. Regulation:  1. 5117 School Attendance Areas <ul style="list-style-type: none"><li>Mrs. Faulenbach noted that the Board does not approve regulations, which provide structure for enforcing policy. As such, this regulation is provided as an FYI.</li></ul>	<b>Item of Information</b>  A. Regulation:  1. 5117 School Attendance Areas
5.	<b>Public Comment</b> <ul style="list-style-type: none"><li>There was none.</li></ul>	<b>Public Comment</b>
6.	<b>Adjourn</b>  Mrs. McInerney moved to adjourn the meeting at 7:30 p.m. seconded by Mrs. Nabozny and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 7:30 p.m.</b>

Respectfully submitted:



Wendy Faulenbach, Acting Chairperson  
Policy Sub-Committee

**New Milford Board of Education  
Committee on Learning Minutes  
March 3, 2020  
Lillis Administration Building, Room 2**

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2020 MAR -5 P 12:10  
J  
NEW MILFORD, CT

Present: Mr. Joseph Failla, Chairperson  
Mr. Brian McCauley  
Mrs. Tammy McInerney  
Mrs. Cynthia Nabozny

Also Present: Ms. Alisha DiCorpo, Assistant Superintendent of Schools

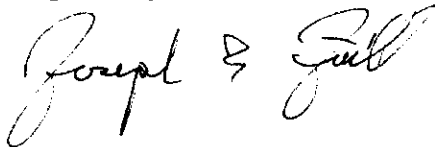
1.	<b>Call to Order</b>  The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:35 p.m. by Mr. Failla.	<b>Call to Order</b>
2.	<b>Public Comment</b>  <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>  <b>A. Review and Approval of Curricula</b> <ol style="list-style-type: none"> <li>Accounting I</li> <li>AP Psychology</li> <li>Child Development</li> <li>Children's Lit CP</li> <li>Children's Lit Honors</li> <li>Design Foundations I</li> <li>Design Foundations II</li> <li>German III CP</li> <li>German III Honors</li> <li>Intellectual History</li> <li>Personal Finance II</li> <li>SAT Reading &amp; Writing</li> </ol> <ul style="list-style-type: none"> <li>Mr. Failla said he would list each curriculum in order by name so that committee members would have a chance to ask questions and make comments.</li> <li>Mrs. McInerney said she loves the format of each. She appreciates the overview, the general summary and the pacing guide. She questioned why the pacing guides sometimes</li> </ul>	<b>Discussion and Possible Action</b>  <b>A. Review and Approval of Curricula</b> <ol style="list-style-type: none"> <li>Accounting I</li> <li>AP Psychology</li> <li>Child Development</li> <li>Children's Lit CP</li> <li>Children's Lit Honors</li> <li>Design Foundations I</li> <li>Design Foundations II</li> <li>German III CP</li> <li>German III Honors</li> <li>Intellectual History</li> <li>Personal Finance II</li> <li>SAT Reading &amp; Writing</li> </ol>

	<p>refer to weeks, class periods and blocks in some cases. Ms. DiCorpo said that helps capture the reality of teaching the course and informs teacher planning.</p> <ul style="list-style-type: none"><li>• Mr. McCauley noted that not all the curricula include a list of books/texts used. Ms. DiCorpo said resources are listed, but the books and texts used change frequently, and with curriculum only reviewed every five years, not listing them allows more flexibility. In addition, if they are requesting a new text, that comes to the Board after the curriculum is approved.</li><li>• Mrs. McInerney said she does see books listed in the English courses. Ms. DiCorpo said that is done intentionally so as to avoid overlap among courses within that area of study.</li><li>• Regarding Child Development, Mr. Failla said he appreciates the hands-on nature of this course. Ms. DiCorpo said the course works towards the Tiny Tides preschool program.</li><li>• Mrs. McInerney noted that the two Children's Lit courses tie into that pathway as well. Ms. DiCorpo said high school students in these courses prepare and read a children's book to HPS second graders as part of their study.</li><li>• Mrs. McInerney said she thinks the Design Foundations courses are very exciting as part of the Arts pathway. She said she can see college level skills here.</li><li>• Mr. Failla noted the level of work required and the tight time schedule for projects.</li><li>• Mr. Failla asked how many levels of German are offered. Ms. DiCorpo said there are five, with some levels taught together due to enrollment numbers. This is also the practice with other languages where enrollment numbers are low in some levels. This enables students to finish the pathway if they wish. She said that German 3 CP and Honors, for example, are taught as one combined class of fifteen students. She said this is a new curriculum that is directly aligned to new standards.</li></ul>	
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	<ul style="list-style-type: none"> <li>• Mr. Failla said he thinks Intellectual History is a fascinating course and speaks to the type of courses offered in district. He asked what the enrollment is. Ms. DiCorpo said there is one section of 21 students currently.</li> <li>• Mrs. McInerney asked for confirmation that it is Honors level only. Ms. DiCorpo said that is correct, due to the rigor of the course.</li> <li>• Mrs. Nabozny said she always appreciated that the Program of Studies provided a description of every course so parents could see what is offered beyond what their students chose. Ms. DiCorpo said the Program of Studies echoes the descriptions used in the curriculum.</li> <li>• Mr. Failla said he appreciated the economics piece in Personal Finance II and said he wished there was more of it.</li> <li>• Mr. McCauley noted that it was a new requirement in many schools to offer personal finance.</li> <li>• Ms. DiCorpo said this course delves into in depth personal finance topics and projects are highly developed. She said the plan is to eventually add a state level competition to this course.</li> <li>• Ms. DiCorpo said the SAT Reading and Writing curriculum had been part of the Five Year Plan and was written and vetted before budget this year. She said this version can inform the structure of the after school program and should adapt well.</li> </ul> <p>Mr. McCauley moved to bring the following curricula to the full Board for approval:</p> <ol style="list-style-type: none"> <li>1. Accounting I</li> <li>2. AP Psychology</li> <li>3. Child Development</li> <li>4. Children's Lit CP</li> <li>5. Children's Lit Honors</li> <li>6. Design Foundations I</li> <li>7. Design Foundations II</li> <li>8. German III CP</li> <li>9. German III Honors</li> </ol>	<p><b>Motion made and passed unanimously to bring the following curricula to the full Board for approval:</b></p> <ol style="list-style-type: none"> <li>1. Accounting I</li> <li>2. AP Psychology</li> <li>3. Child Development</li> <li>4. Children's Lit CP</li> <li>5. Children's Lit Honors</li> <li>6. Design Foundations I</li> <li>7. Design Foundations II</li> </ol>
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	10. Intellectual History 11. Personal Finance II 12. SAT Reading & Writing  Seconded by Mrs. McInerney and passed unanimously.	8. German III CP 9. German III Honors 10. Intellectual History 11. Personal Finance II 12. SAT Reading & Writing
4.	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
5.	<b>Adjourn</b>  Mr. McCauley moved to adjourn the meeting at 7:54 p.m., seconded by Mrs. McInerney and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 7:54 p.m.</b>

Respectfully submitted:



Joseph Failla, Chairperson  
Committee on Learning

**New Milford Board of Education  
Facilities Sub-Committee Minutes  
March 10, 2020  
Lillis Administration Building—Room 2**

Present: Mr. Brian McCauley, Chairperson  
Mr. Pete Helmus  
Mrs. Eileen P. Monaghan  
Mrs. Angela C. Chastain, Alternate

Absent: Mrs. Olga I. Rella

Also Present: Dr. Kerry Parker, Superintendent  
Mr. Kevin Munrett, Facilities Director  
Mr. Nestor Aparicio, Assistant Facilities Director  
Mr. Anthony Giovannone, Director of Operations and Fiscal Services

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TOWN CLERK

2020 MAR 12 A 10:45

NEW MILFORD, CT

<b>1.</b>	<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>
<b>2.</b>	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
<b>3.</b>	<b>Items of Information</b>	<b>Items of Information</b>
<b>A.</b>	<b>Celtic Energy Update</b>  <ul style="list-style-type: none"> <li>Mr. Munrett said he participated in a conference call with the Town and Celtic Energy where 4 of 6 vendors were selected for in person interviews. The interview process will take place over the next week or so, and then a vendor will be chosen to start assessments.</li> <li>Mr. McCauley asked if this impacts the SNIS air conditioner. Mr. Munrett said it does. They were hoping to work with Celtic on that project, but the delayed time frame means it will be too late for the cooling season. The unit has a seven week lead time for installation. They are recommending the use of capital reserve funding.</li> <li>Mrs. Monaghan asked about reimbursement. Mr. Munrett said a \$6,000 rebate from Eversource is possible.</li> </ul>	<b>A. Celtic Energy Update</b>



	<ul style="list-style-type: none"> <li>Mrs. Chastain asked if the recommendation is for replacement versus repair. Mr. Munrett said for replacement; the unit is over 20 years old. He said there are eight other units on the roof that are over 20 years old so they may be projects for Celtic down the line. He said this particular unit is very large, and cools the cafeteria, which is a very busy space, both during and after school.</li> </ul>	
<b>B.</b>	<b>SNIS Elevator</b> <ul style="list-style-type: none"> <li>Mr. Munrett said this is an unfunded mandate that needs to be completed over the summer. They are recommending that the \$49,000 cost be taken from capital reserve.</li> <li>Mrs. Chastain asked what the current total is for capital reserve. Mr. Munrett said it is \$662,115. If the elevator and air conditioning unit are approved, that would leave a balance of \$547,115.</li> <li>Mr. Giovannone said they are not expecting any further deposits this fiscal year, just monthly interest.</li> <li>Mrs. Chastain asked what is needed to get the project started. Mr. Munrett said the elevator will require a purchase order in hand, but a letter of intent will be sufficient for the air conditioner, due to a previous working relationship with the approved vendor.</li> </ul>	<b>B. SNIS Elevator</b>
<b>C.</b>	<b>SNIS Air Conditioner - Cafeteria</b> <ul style="list-style-type: none"> <li>Mr. Helmus asked if there was anything that can be done to help the air conditioner limp along, possibly replumbing from another unit. Mr. Munrett said no, it is the biggest unit in the district, over 50 tons, and is not cooling at this point, just circulating air. He also noted that the price increases April 1<sup>st</sup>.</li> <li>Mrs. Monaghan asked if the process could be completed by then. Mr. Munrett said a letter of intent would lock in the price.</li> </ul>	<b>C. SNIS Air Conditioner - Cafeteria</b>

	<p><b>D. Annual Bids</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said this is the time of year that they prepare annual RFPs and RFQs for maintenance on septic, kitchen head cleaning and gym doors etc. These bids are for work that will be completed next fiscal year.</li> <li>• Mrs. Chastain asked if the district collaborates with the Town on any of these. Mr. Munrett said not in the past but he can check with the Town to see if there is any interest.</li> </ul> <p><b>E. Municipal Building Committee Projects</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said the MBC wanted engineering services for the SNIS oil tank, since it supports the Town as well. They did a walkthrough a few weeks ago and proposals are due in a few weeks to the MBC.</li> <li>• Mrs. Monaghan said the February 20 meeting was canceled due to lack of quorum. They held a special meeting February 22 to make sure they could bring roof recommendations in time to the Town Council. The Town Council wanted more information, so no action was taken. The March 6 meeting was canceled because it was Town budget hearings. The MBC is still recommending a metal roof but they are behind the planned schedule at this point.</li> </ul>	<p><b>D. Annual Bids</b></p> <p><b>E. Municipal Building Committee Projects</b></p>
	<p><b>F. Relocation of Administrative Offices</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said this will remain a standing item for discussion. He said there was no update at this time.</li> <li>• Dr. Parker said the Lillis building has continued issues with the boiler. Offices were 58 degrees one day this week.</li> </ul>	<p><b>F. Relocation of Administrative Offices</b></p>
<p><b>4.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>

**New Milford Board of Education  
Facilities Sub-Committee Minutes  
March 10, 2020  
Lillis Administration Building—Room 2**

**Page 4**

<b>5.</b>	<b>Adjourn</b>  Mrs. Monaghan moved to adjourn the meeting at 7:02 p.m., seconded by Mr. Helmus and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 7:02 p.m.</b>
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Respectfully submitted:



Brian McCauley, Chairperson  
Facilities Sub-Committee

**New Milford Board of Education  
Operations Sub-Committee Minutes  
March 10, 2020  
Lillis Administration Building—Room 2**

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TOWN CLERK  
2020 MAR 12 A 10:45  
NEW MILFORD, CT

**Present:** Mrs. Wendy Faulenbach, Chairperson  
Mr. Pete Helmus  
Mrs. Eileen P. Monaghan

**Absent:** Mrs. Olga I. Rella

**Also Present:** Dr. Kerry Parker, Superintendent  
Ms. Ellamae Baldelli, Director of Human Resources  
Mr. Anthony Giovannone, Director of Fiscal Services and Operations  
Mr. Kevin Munrett, Facilities Director  
Mr. Nestor Aparicio, Assistant Facilities Director  
Mr. Brandon Rush, Director of Technology

<b>1.</b>	<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>
<b>2.</b>	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>	<b>Discussion and Possible Action</b>
<b>A.</b>	<b>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>  • Ms. Baldelli said there will be a revised Exhibit A for the Board meeting to include a few spring season coaches.  Mrs. Monaghan moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.  Motion seconded by Mr. Helmus.  Motion passed unanimously.	<b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>  <b>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</b>
<b>B.</b>	<b>Monthly Reports</b> <b>1. Budget Position dated February 29, 2020</b> <b>2. Purchase Resolution D-732</b> <b>3. Request for Budget Transfers</b>	<b>B. Monthly Reports</b> <b>1. Budget Position dated February 29, 2020</b> <b>2. Purchase Resolution D-732</b>

	<ul style="list-style-type: none"><li>• Mr. Giovannone highlighted the negative certified salary line. He said this is a reflection of the \$200,000 designated last year by the Town for use to offset the 19/20 BOE operating budget. When the appropriation is made this year, the account will revert to the positive.</li><li>• Mrs. Faulenbach said she doesn't remember this being discussed in the minutes previously. She asked Mr. Giovannone if he was aware last month how this would play out and he said he was not.</li><li>• Mrs. Faulenbach asked if it was fair to say that this report is a snapshot and is fluid and that the district does not expect to end in the negative and Mr. Giovannone said that is correct.</li><li>• Mr. Giovannone said unemployment remains overdrawn as they work through claims; they are holding on the transfer request until the actual final amount is known. Overall benefits are positive.</li><li>• Mrs. Faulenbach said they have been over in the legal line for the last three years. She asked if any adjustment was made for next year. Mr. Giovannone said the line was increased by \$5,445.00.</li><li>• Mr. Giovannone said excess cost has not been received yet. If there is an update before the full Board meeting, he will provide an updated memo.</li><li>• Mrs. Faulenbach noted that expectations for this revenue had been adjusted downward.</li><li>• Mr. Giovannone noted that the capital reserve total has been updated and no further deposits are anticipated for this fiscal year. The BOE turf field replacement account has also been updated.</li><li>• Mrs. Monaghan asked if Mr. Giovannone was aware of any deposit from the Town towards turf field replacement. Mr. Giovannone said he does not have access to Town accounts, but he believes the plan is to deposit any money by the end of the fiscal year.</li><li>• Regarding the purchase resolution, Mrs.</li></ul>	<b>3. Request for Budget Transfers</b>
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	<p>Faulenbach noted the \$29,000 capital request.</p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this was actually approved last October; this is for the actual purchase order.</li> <li>• Mrs. Faulenbach noted that there were no requested budget transfers.</li> </ul> <p>Mrs. Monaghan moved to bring the monthly reports: Budget Position February 29, 2020, Purchase Resolution D-732 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b> <b>1. PTO — Exhibit B</b></p> <ul style="list-style-type: none"> <li>• Dr. Parker said this is a wonderful donation, over \$17,848.00.</li> <li>• Mr. Helmus asked what happens to the funds in light of cancellations brought about by COVID-19. Mrs. Faulenbach says it stays with the PTO if not expended.</li> <li>• Mr. Helmus asked if the funds can be used for something else.</li> </ul>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated February 29, 2020, Purchase Resolution D-732, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Gifts &amp; Donations</b> <b>1. PTO — Exhibit B</b></p>
	<ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked that clarification be provided at the full BOE meeting as to how it will work.</li> </ul> <p>Mrs. Monaghan moved to bring Gifts &amp; Donations: PTO-Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p><b>D. Activity Stipend Request</b> <b>1. SMS</b></p> <ul style="list-style-type: none"> <li>• Ms. Baldelli said there is a correction to Dr. Longo's memo. It will be funded by a grant for two years, not one.</li> <li>• Mrs. Faulenbach asked how many students</li> </ul>	<p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: PTO-Exhibit B to the full Board for approval.</b></p> <p><b>D. Activity Stipend Request</b> <b>1. SMS</b></p>

	<p>may participate and what the selection process will be. Ms. Baldelli will check with Dr. Longo prior to the full Board meeting.</p> <p>Mrs. Monaghan moved to bring the Activity Stipend Request for SMS to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p>	
<b>E.</b>	<p><b>Food and Nutrition Services – Exhibit C</b></p> <ol style="list-style-type: none"> <li><b>1. Healthy Food Certification Statement</b></li> <li><b>2. Food Certification Exemptions for School Fundraisers</b></li> <li><b>3. Beverage Certification Exemptions</b></li> </ol> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said we do these certifications every year; they are all tied to legislation and reimbursement.</li> </ul> <p>Mrs. Monaghan moved to bring Food and Nutrition Services – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the Activity Stipend Request for SMS to the full Board for approval.</b></p>
<b>E.</b>	<p><b>Food and Nutrition Services – Exhibit C</b></p> <ol style="list-style-type: none"> <li><b>1. Healthy Food Certification Statement</b></li> <li><b>2. Food Certification Exemptions for School Fundraisers</b></li> <li><b>3. Beverage Certification Exemptions</b></li> </ol>	<p><b>E. Food and Nutrition Services – Exhibit C</b></p> <ol style="list-style-type: none"> <li><b>1. Healthy Food Certification Statement</b></li> <li><b>2. Food Certification Exemptions for School Fundraisers</b></li> <li><b>3. Beverage Certification Exemptions</b></li> </ol>
		<p><b>Motion made and passed unanimously to bring Food and Nutrition Services – Exhibit C to the full Board for approval.</b></p>
<b>F.</b>	<b>SNIS Elevator</b>	<b>F. SNIS Elevator</b>
<b>G.</b>	<b>SNIS Air Conditioner - Cafeteria</b>	<b>G. SNIS Air Conditioner - Cafeteria</b>
	<ul style="list-style-type: none"> <li>Mrs. Faulenbach said she understands the need for both the elevator work and the air conditioner, as well as the timing issue with getting the air conditioner. The air conditioning unit in particular is time sensitive. She said she thinks these projects should go together to the Town as one request since the capital reserve process requires several approvals. She said doing them now could mean approval by mid-April.</li> <li>Mrs. Faulenbach asked Mr. Munrett to verify the warranty and lifespan on the air conditioner</li> </ul>	

	<p>for the full Board meeting.</p> <p>Mrs. Monaghan moved to bring the SNIS Elevator and Air Conditioner - Cafeteria Requests to be drawn from Capital Reserve per request to the Town to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the SNIS Elevator and Air Conditioner - Cafeteria Requests to be drawn from Capital Reserve per request to the Town to the full Board for approval.</b></p>
<b>4.</b>	<p><b>Items of Information</b></p> <p><b>A. Excess Cost</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said this item was already discussed. It is not out of the ordinary to not have received it yet. Last year it was received on March 6.</li> <li>• Mrs. Faulenbach said it was good to see the budgeting getting in line with previous years excess cost totals.</li> </ul> <p><b>B. Relocation of Administrative Offices</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked if there had been any further discussions with the Town. Dr. Parker said not at this time. She said the Town had asked them to prepare an RFP for an enrollment study, since enrollment might impact a move to SNIS. They sent the RFP to the Town but have not seen it posted yet.</li> <li>• Mrs. Faulenbach said the budget did not reflect any changes, since no plan was set yet. She said any move will eventually require an expenditure. If the expectation is to use capital reserve, then the Board needs to know that. A dialogue is needed with the Town to see what their plan is.</li> <li>• Dr. Parker said the Mayor had indicated previously his intention to put the future of the Lillis Building to a vote before the Town, but she has heard nothing further.</li> <li>• Mrs. Faulenbach said it could perhaps be added as an advisory question during a scheduled</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Excess Cost</b></p> <p><b>B. Relocation of Administrative Offices</b></p>



**New Milford Board of Education  
Operations Sub-Committee Minutes  
March 10, 2020  
Lillis Administration Building—Room 2**

**Page 6**

	<p>referendum to avoid the cost of a separate vote.</p> <ul style="list-style-type: none"><li>• Dr. Parker said she would request a follow up meeting. She said the Lillis boiler continues to be a sporadic problem, even this week.</li></ul>	
<b>5.</b>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"><li>• Cynthia Nabozny said she was formerly the Treasurer for the PTO. She said any donations over \$100 go to the Board for approval, with checks eventually written to vendors, not the BOE. She said donation requests start at the school level PTO, then move to the District-wide PTO before coming to the BOE.</li></ul>	<p><b>Public Comment</b></p>
<b>6.</b>	<p><b>Adjourn</b></p> <p>Mrs. Monaghan moved to adjourn the meeting at 8:05 p.m. seconded by Mr. Helmus and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:05 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee