

**New Milford Board of Education
 Regular Meeting Minutes
 May 19, 2020
 By Zoom Virtual Meeting**

Present:	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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Also Present:	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. Kevin Munrett, Director of Facilities Mr. Brandon Rush, Director of Technology
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1.	Call to Order The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. by Mrs. Chastain, via Zoom Virtual Meeting.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> • Mrs. Chastain said anyone wishing to speak in public comment should use the Zoom hand raise feature to be unmuted. She explained where to find the feature on the screen. • Jeff Winters said it has been two years since the high school roof was damaged in the storm and nothing has been done. He understands the project was ceded to the Town but they have failed the project so far. He is hoping the Board will take action on the project. • Dennis Duffany spoke on behalf of the Grad Party. He said the Grad Party has been a community staple for over 20 years and this year it will not happen. The are working on multiple projects to make this year's graduation ceremony 	Public Comment <div style="text-align: right;"> RECEIVED TOWN CLERK <i>JHP</i> 2020 MAY 20 P 2:47 </div>

	<p>special. Due to the pandemic, many of their fundraisers did not take place. He asked if Class of 2020 student activity funds and/or graduation operating budget funds could be accessed by the Grad Party.</p>	
<p>3.</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Regular Meeting Minutes April 28, 2020</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes April 28, 2020, seconded by Mrs. Monaghan.</p> <p>The motion passed unanimously.</p> <p>1. Special Meeting Minutes May 7, 2020</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes May 7, 2020, seconded by Mrs. Faulenbach.</p> <p>The motion passed unanimously.</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Regular Meeting Minutes April 28, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes April 28, 2020.</p> <p>1. Special Meeting Minutes May 7, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes May 7, 2020.</p>
<p>4.</p>	<p>Superintendent's Report</p> <ul style="list-style-type: none"> • Dr. Parker said the district is excited to partner with the New Milford Public Library to offer distribution of several hundred books for students of all ages. Distribution will take place at SNIS. She thanked Mrs. Monaghan for all her work to oversee this project, and all Board members for their support throughout this crisis. <p>A. Technology Update</p> <ul style="list-style-type: none"> • Mr. Rush thanked the Board and his Technology team for all their support over the past year. Besides day to day operations, he said his primary focus this past year was on security, 	<p>Superintendent's Report</p> <p>A. Technology Update</p>

regarding password security and a reset schedule; cybersecurity awareness discussions; and a phishing campaign for training purposes. For student security, he said a process has been established to request and vet digital resources. All staff are now on Gmail. New interactive boards have been vetted. Promethean boards have been chosen for future purchases. They provide a better picture and less maintenance than current boards.

- Mr. Rush provided COVID-19 technology statistics regarding the number of students at the middle school and high school who had reported a need for wifi and/or a device. He said over 830 Chromebooks had been distributed to students and staff.
- He said looking towards the future, it is important to develop a District Technology Plan to provide structure and direction for future decisions. His goal is to provide an improved Help Desk for both staff and family support. Security will be a continuing focus. The digital highway continues to grow so expansion of wireless capacity and Internet throughput will be important. In the future, the district will begin to equip teachers with laptops instead of desktops, for greater flexibility and use. There will continue to be emphasis on digital movement such as video conferencing, online instruction, cloud based applications and electronic file management and signatures.
- He is expecting to bring a recommendation for a new Student Information System to the Board in July.
- Mr. Rush said he would like to start the conversation regarding 1:1 for staff and students. This will require time and planning. He estimates as of now student cost would be approximately \$300,000 and staff \$200,000.
- Mrs. McInerney asked about the status of SMS student email access as she thought they were supposed to be live now. Mr. Rush said he had worked with Dr. Longo on set up and he would inquire about roll out.
- Mrs. McInerney asked about the status of portal access for SMS students. Mr. Rush said he was

not aware of this request and that he would follow up with Dr. Longo.

- Mrs. Rella asked what the plan was for Chromebook returns. Mr. Rush said he was still mulling options but would finalize within a few weeks.
- Mrs. Rella asked how many Chromebooks were in the district's inventory. Mr. Rush said at last count 3521, which includes retiring devices.
- Mrs. Faulenbach said she thinks it is critical to have a Technology Plan. She asked if the tech support includes any live chat assistance. Mr. Rush said not at this time, but they try to respond to requests within the same day.
- Mrs. Monaghan asked what was done to help students without wifi. Mr. Rush said the district purchased hot spots and distributed as requested.
- Mrs. McInerney asked if there is any consideration into charging a rental fee for Chromebooks if a student wished to keep one when schools open. Mr. Rush said he had not explored that option as of yet.
- Mrs. Chastain suggested caution with rentals, since if the student doesn't have a device to begin with, it may be because they can't afford one. She is in favor of some responsibility for damage.
- Mrs. Faulenbach urged the district to stay on top of applications for any type of funding or reimbursement for technology offered as a result of the pandemic.
- Mrs. Chastain asked what the status is of the new district website. Mr. Rush said he is in contact with the vendor and hoping to go live mid-June.

B. Facilities Update

- Mr. Munrett said he would like to focus on the impact of COVID-19. He said the Facilities department has maintained a level of cleanliness that we can all be proud of. The disinfectants used have been proven to eliminate COVID-19. All hand sanitizers are greater than 70% alcohol. The district has already used electrostatic sprayers for two years. The supply chain for

B. Facilities Update

needed items had gone uninterrupted due to the fact that they monitor it monthly.

- When schools closed in March, Mr. Munrett said they began deep cleaning and sanitizing. The staff has provided food bank assistance. They have worked on cost savings by shutting down lighting and boilers to the bare minimum. The energy efficiency audit has begun and is ahead of schedule. They perform regular building checks.
- Moving forward, he anticipates needs for more signage and visual reminders, increased hand sanitizers, safety measures and precautions including touchless components and possible shift adjustments for cleaning. Additional concerns include logistical challenges, the need for social distancing, increased training for staff, and increased supply costs.
- Mr. McCauley asked about the current state of the high school roof. Mr. Munrett said they monitor it periodically and have a crew examine it after every wind/rain event.
- Mrs. McInerney asked for examples of touchless components. Mr. Munrett said door operators, hand sanitizers, paper towel dispensers.
- Mrs. McInerney said she was looking at the chat feature of the meeting and a member of the public was asking about any plan to hire additional Facilities staff when schools reopen.
- Mrs. Chastain reminded all present that the chat feature is not part of meeting discussion. While the Board meeting is public, it is not a public meeting. There is public comment offered but any questions outside of that should be asked as a follow up to the Board after the meeting.
- Mrs. Rella suggested the district limit student movement on return to cut down on contact and multiple use and move teachers between classrooms instead.
- Mrs. Chastain said they continue to meet with the Town regarding the high school roof. While the project is not moving as quickly as the Board had hoped it would, it is moving forward. Dr. Parker said she is in the process of forming a committee charged with "Envisioning the 20-21 School Year". She will keep the Board and community updated as they go forward.

<p>5.</p>	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> • Mrs. Chastain said Board members have been transitioned to Gmail and they should let the Technology department know if they need any assistance. • She said they continue to meet with the Town regarding budgetary items for this year and next; planning is not going on in a vacuum. • Mrs. Chastain said she attended a meeting last Friday regarding the Class of 2020 graduation. She said it is a great plan and while it is not perfect, it will be something the graduates will never forget. She said she feels for parents and graduates, as do all Board members, but they are trying to make the best of the situation. The graduates will be celebrated! 	<p>Board Chairman's Report</p>
<p>6.</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated May 19, 2020</p> <p>Mrs. Nabozny moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of May 19, 2020, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated April 30, 2020 2. Purchase Resolution: D-734 3. Request for Budget Transfers <p>Mrs. Rella moved to approve monthly reports: Budget Position dated April 30, 2020; Purchase Resolution D-734; and Request for Budget Transfers, seconded by Mrs. Monaghan.</p> <p>The motion passed unanimously.</p> <p>C. Grant Approval</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated May 19, 2020</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of May 19, 2020.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated April 30, 2020 2. Purchase Resolution: D-734 3. Request for Budget Transfers <p>Motion made and passed unanimously to approve monthly reports: Budget Position dated April 30, 2020; Purchase Resolution: D-734; and Request for Budget Transfers.</p> <p>C. Grant Approval</p>

	<p>1. IDEA Grant</p> <p>Mrs. Rella moved to approve the IDEA Section 611 grant in the amount of \$893,595 and the IDEA Section 619 grant in the amount of \$33,519, seconded by Mrs. Faulenbach.</p> <p>The motion passed unanimously.</p> <p>D. Policies for Approval</p> <ol style="list-style-type: none"> 1. 5117 School Attendance Areas 2. 5118.1 Homeless Students <p>Mrs. McInerney moved to approve Policies 5117 School Attendance Areas and 5118.1 Homeless Students, as presented, seconded by Mrs. Nabozny.</p> <ul style="list-style-type: none"> • Mrs. Chastain asked that policy 5117 be sent back to the Policy Subcommittee to add a waiver for children of teachers who teach in a different attendance area from where they live. She said the policy could then be brought back to the June Board meeting. The Board members supported the request. <p>Mrs. McInerney withdrew her motion. Mrs. Nabozny withdrew her second.</p> <p>Mrs. Nabozny moved to approve Policy 5118.1 Homeless Students, as presented, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p>	<p>1. IDEA Grant</p> <p>Motion made and passed unanimously to approve the IDEA Section 611 grant in the amount of \$893,595 and the IDEA Section 619 grant in the amount of \$33,519.</p> <p>D. Policies for Approval</p> <ol style="list-style-type: none"> 1. 5117 School Attendance Areas 2. 5118.1 Homeless Students <p>Motion made to approve Policies 5117 School Attendance Areas and 5118.1 Homeless Students, as presented.</p> <p>Motion was withdrawn.</p> <p>Motion made and passed unanimously to approve Policy 5118.1 Homeless Students, as presented.</p>
<p>7.</p> <p>A.</p>	<p>Items For Information And Discussion</p> <p>Copier Services</p> <ul style="list-style-type: none"> • Mr. Rush said he had brought a recommendation to the Operations meeting to choose Ricoh as the vendor for copier services with a five year contract. In committee, it was discussed that with 	<p>Items For Information And Discussion</p> <p>A. Copier Services</p>

	<p>these uncertain times, other contract options should be explored.</p> <ul style="list-style-type: none">• Mrs. Faulenbach said the committee was confident with the vendor but wanted more time to frame questions regarding any contract. The intent is to finalize discussion in June. <p>B. East Street Greenhouse</p> <ul style="list-style-type: none">• Mr. Munrett said this item was discussed at Facilities subcommittee. Mr. Quaranto, of the non-profit Helping Hands for Heros, is offering to repurpose and renovate the East Street greenhouse to grow vegetables for the needy.• Mrs. Faulenbach said this topic is for discussion only. She encouraged the district to continue to work with Mr. Quaranto regarding expectations and said the Board was very appreciative of his generous offer. <p>C. NMPS Distance Learning Grading Plan</p> <ul style="list-style-type: none">• Dr. Parker said the Grading Plan was distributed a few weeks ago. It is designed most importantly as a “no harm” policy.• Ms. DiCorpo said they worked with each level, looked at other districts, and state guidelines to develop the Plan, which each principal then took back to the faculty to work on internal structures for things like incompletes. At the K-5 level, the focus is on positive comments over the whole year’s work and growth. The middle school/high school includes grading choice by course, either on Pass/Fail or numerical. Students electing numerical choice, have a deadline of June 5 at SMS and June 8 at NMHS.• Mr. Failla said this was a massive undertaking by the team and he said the Plan is very detailed and well thought out.• Mrs. McInerney said she is excited with the choice element of the Plan. She reiterated that it is important that the Portal be up to date by the deadlines.• Mrs. Monaghan echoed Mr. Failla, saying the Plan was an incredible amount of work. She is	<p>B. East Street Greenhouse</p> <p>C. NMPS Distance Learning Grading Plan</p>
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	<p>most impressed with its fairness, equity and options.</p> <ul style="list-style-type: none"> • Mrs. Rella said she agrees that it is very fair and makes a lot of sense. • Ms. DiCorpo said she is grateful to work regionally with other districts for discussion on topics such as these. • Mrs. Chastain said that seems to be a recurring theme and she expects the collaboration to continue. <p>D. NMHS Graduation of the Class of 2020</p> <ul style="list-style-type: none"> • Dr. Parker said a letter went out to parents and the Board from Mr. Shugrue detailing the graduation plan. She said it will be a powerful coming together of the whole community. She has spoken to the Mayor, Economic Development Director and local restaurants and they are all embracing our seniors. <p>E. Update on 2019-2020 Budget</p> <p>F. Update on 2020-2021 Budget</p> <ul style="list-style-type: none"> • Mrs. Faulenbach these topics were discussed at Operations subcommittee and the minutes reflect the diverse conversations. There are lots of moving parts, with savings in some lines and expenditures in others, due to COVID-19. The Board is collaborating with the Town as we move towards close of year. • Mrs. McInerney asked when the Board would have a better idea of year end. Mr. Giovannone said he should have a projection for June Operations but cautioned that the audit window may be extended due to the pandemic. He said the Board will know the final 20-21 budget by the June Operations meeting. • Mrs. Faulenbach said with things changing on a daily basis there are no year end projects under consideration at this time. She said the Town will set the 20-21 budget on June 2. • Mrs. Chastain said public comment on the budget is scheduled for June 1; there will be no public comment on June 2 when the Town 	<p>D. NMHS Graduation of the Class of 2020</p> <p>E. Update on 2019-2020 Budget</p> <p>F. Update on 2020-2021 Budget</p>
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	<p>deliberates. She said they are meeting weekly with the Mayor to continue conversation. So many things are in flux still.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said there are many decisions to come regarding any year end balance. Can it be used towards next fiscal year and should it be? Answers will impact future budgets. The Board must be careful not to put out changing numbers that they can't defend. • Mrs. Rella asked about the Grad Party requests made during public comment. She said they want to make graduation special but need funds. She asked for the total of the student activity account, as well as operating funds for graduation. • Mrs. Chastain said we will need to figure out what new costs will be incurred with the new way graduation is being done and include that as part of the discussion regarding any funds that may or may not be available. She said the June Operations meeting is the next opportunity for that discussion. 	
<p>8.</p>	<p>Adjourn</p> <p>Mrs. Monaghan moved to adjourn the meeting at 9:02 p.m., seconded by Mrs. Rella and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn at 9:02 p.m.</p>

Respectfully submitted:



Wendy Faulenbach
 Secretary
 New Milford Board of Education