

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

BOARD OF EDUCATION
MEETING NOTICE

DATE:	September 18, 2018
TIME:	7:30 P.M.
PLACE:	Sarah Noble Intermediate School – Library Media Center

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TOWN CLERK
2018 SEP 14 A 9 12
NEW MILFORD, CT

AGENDA

New Milford Public Schools Mission Statement

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

1. CALL TO ORDER

A. Pledge of Allegiance

2. RECOGNITION

A. Teacher of the Year for 2019 - Mr. David Syzdek

3. PUBLIC COMMENT

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

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

4. PTO REPORT

5. STUDENT REPRESENTATIVES' REPORT

6. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
 - 1. Regular Meeting Minutes August 21, 2018

7. SUPERINTENDENT'S REPORT

8. BOARD CHAIRMAN'S REPORT

9. COMMITTEE AND LIAISON REPORTS

- A. Facilities Sub-Committee – Mr. McCauley
- B. Operations Sub-Committee – Mrs. Faulenbach
- C. Policy Sub-Committee – Mr. Schemm
- D. Committee on Learning – Mrs. McNerney
- E. EdAdvance – Mrs. Monaghan
- F. Connecticut Boards of Education (CABE) – Mr. Lawson
- G. Negotiations Committee – Mrs. Faulenbach
- H. Magnet School – Mrs. Monaghan

10. DISCUSSION AND POSSIBLE ACTION

- A. Policies for Approval
 - 1. 4111/4211 Recruitment and Selection
 - 2. 4118.25/4218.25 Reporting Child Abuse and Neglect
 - 3. 5141 Student Health Services
 - 4. 5141.21 Administration of Medication
 - 5. 5157 Use of Physical Force
- B. Approval of the Following Curricula
 - 1. Computer Literacy
 - 2. AP Computer Science Principles
- C. Tuition Rates for 2018-2019
- D. New Milford High School Graduation Date 2019
- E. 2017-18 Year End Balance
- F. Request for Capital Reserve Funds – HPS Oil Tank
- G. NMHS Roof
- H. NES Grade 2 Enrollment/Staffing
- I. Superintendent Search

11. ITEMS FOR INFORMATION AND DISCUSSION

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 18, 2018
- B. Monthly Reports
 - 1. Budget Position
 - 2. Purchase Resolution: D-714
 - 3. Request for Budget Transfers
- C. SNIS A/C Condensation
- D. Field Trip Report

12. ADJOURN

ITEMS OF INFORMATION

Policy Sub-Committee Minutes – September 4, 2018

Committee on Learning Minutes – September 4, 2018

Facilities Sub-Committee Minutes – September 11, 2018

Operations Sub-Committee Minutes – September 11, 2018

Policy Sub-Committee Meeting October 2, 2018 – 6:45 p.m. Lillis Administration Building, Room 2	Operations Sub-Committee Meeting October 9, 2018 – 7:30 p.m. Lillis Administration Building, Room 2
Committee on Learning Meeting October 2, 2018 – 7:30 p.m. Lillis Administration Building, Room 2	New Milford Board of Education Workshop October 16, 2018 – 6:30 p.m. Sarah Noble Intermediate School, LMC
Facilities Sub-Committee Meeting October 9, 2018 – 6:45 p.m. Lillis Administration Building, Room 2	New Milford Board of Education Regular Meeting October 16, 2018 – 7:30 p.m. Sarah Noble Intermediate School, LMC

**New Milford Board of Education
Regular Meeting Minutes
August 21, 2018
Sarah Noble Intermediate School Library Media Center**

Present:	Mr. David A. Lawson, Chairman Mrs. Angela C. Chastain Mr. Bill Dahl Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mr. J.T. Schemm
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Also Present:	Dr. Stephen Tracy, Interim Superintendent of Schools Ms. Alisha DiCorpo, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Roberta Pratt, Director of Technology Mr. Kevin Munrett, Facilities Director Mr. Nestor Aparicio, Assistant Facilities Director Mrs. Anne Bilko, Sarah Noble Intermediate School Principal
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1.	Call to Order A. Pledge of Allegiance The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Public Comment <ul style="list-style-type: none"> Mrs. Bev Ryan spoke on behalf of the Greenwave Gridiron Club, a 501(c)(3) organization, that supports the football program in town. Their major fundraiser this year is a Harlem Wizards game at New Milford High School on the evening of October 5, 2018. As part of the package, the Wizards also offer free assemblies to the schools. Mrs. Ryan wanted to inform the Board and ask for support in publicizing the event as allowed by Board policy. 	Public Comment

3.	PTO Report <ul style="list-style-type: none"> There was none. 	PTO Report
4.	Student Representative's Report <ul style="list-style-type: none"> There was no report. 	Student Representative's Report
5.	Approval of Minutes <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Special Meeting Minutes July 17, 2018</p> <p>Mrs. Monaghan moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 17, 2018, seconded by Mr. McCauley and passed unanimously.</p> <p>2. Regular Meeting Minutes July 17, 2018</p> <p>Mrs. McInerney moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes July 17, 2018, seconded by Mrs. Monaghan and passed unanimously.</p> <p>3. Special Meeting Minutes July 23, 2018</p> <p>Mr. McCauley moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 23, 2018, seconded by Mr. Schemm and passed unanimously.</p> <p>4. Special Meeting Minutes August 2, 2018</p> <p>Mrs. Monaghan moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes August 2, 2018, seconded by Mr. Lawson and passed 8-0-1.</p>	Approval of Minutes <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Special Meeting Minutes July 17, 2018</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 17, 2018.</p> <p>2. Regular Meeting Minutes July 17, 2018</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes July 17, 2018.</p> <p>3. Special Meeting Minutes July 23, 2018</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 23, 2018.</p> <p>4. Special Meeting Minutes August 2, 2018</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes August 2, 2018.</p>

	<p>Aye: Mrs. Chastain, Mr. Dahl, Mr. Failla, Mrs. Faulenbach, Mr. Lawson, Mrs. McInerney, Mrs. Monaghan, Mr. Schemm Abstain: Mr. McCauley</p> <p>5. Special Meeting Minutes August 8, 2018</p> <p>Mr. McCauley moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes August 8, 2018, seconded by Mrs. McInerney and passed 8-0-1.</p> <p>Aye: Mrs. Chastain, Mr. Dahl, Mr. Failla, Mrs. Faulenbach, Mr. Lawson, Mr. McCauley, Mrs. McInerney, Mrs. Monaghan Abstain: Mr. Schemm</p>	<p>5. Special Meeting Minutes August 8, 2018</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes August 8, 2018.</p>
6.	<p>Superintendent's Report</p> <ul style="list-style-type: none"> • Interim Superintendent Dr. Steve Tracy thanked the Board for the opportunity to pitch in, reconnect with old colleagues and meet new ones. In the few days he has been here, he has visited all the schools and met the principals, attended the administrative retreat organized by Ms. DiCorpo, met the NMEA leadership and attended the new teacher orientation. • Dr. Tracy invited Board members to attend the August 27 convocation, and announcement of the New Milford Teacher of the Year, which begins at 8:00 a.m. in the NMHS theatre. • August 29 is the first day for students. Dr. Tracy will be riding along on Bus 18's route and he said it should be an interesting way to see the town. 	<p>Superintendent's Report</p>
7.	<p>Board Chairman's Report</p> <p>Mr. Lawson welcomed Dr. Tracy as Interim Superintendent. He reminded Board members that it is not too late to sign up for the CABA Convention. They should let the Superintendent's Office know if they are interested. He said he is looking forward to the opening of school next week.</p>	<p>Board Chairman's Report</p>

8.	Committee And Liaison Reports	Committee And Liaison Reports
	<p>A. Facilities Sub-Committee – Mr. McCauley</p> <ul style="list-style-type: none"> Mr. McCauley said the committee had a weighty discussion regarding the high school roof damage. They are waiting on the insurance company, which will most likely pay for repair only. The roof is 18 years old and nearing its life cycle so the committee is looking at replacement. They are investigating options for solar and metal and will review recommendations while considering cost. The goal is to start before winter. Right now the roof is not leaking and the insurance company is covering any costs to keep it that way until the project is done. <p>B. Operations Sub-Committee – Mrs. Faulenbach</p> <ul style="list-style-type: none"> Mrs. Faulenbach said several items are on this agenda as items of information, not for approval, due to the summer schedule. The security grant from 2012 has been completed and the paperwork was filed with the state in June. Now we will watch to see what reimbursement is granted. The unaudited end of year balance was discussed. The plan will be to add this as an item on the September Operations agenda, as has been done in the past, with a discussion to request that the Town put it in the Board's capital reserve account once finalized. There is also a revised Exhibit A. Mrs. Faulenbach noted that the Operations Sub-committee had made a motion to bring Changes to Signatories on District Accounts – Exhibit B to the full Board for approval but she does not see it on the agenda. This action is necessary due to changes in administrative personnel, specifically Dr. Tracy and Mrs. Corvello. She suggested the Board consider a motion to amend the agenda this evening so the needed changes could be approved. <p>C. Policy Sub-Committee – Mr. Schemm</p> <ul style="list-style-type: none"> Mr. Schemm said there was no August meeting 	<p>A. Facilities Sub-Committee</p> <p>B. Operations Sub-Committee</p> <p>C. Policy Sub-Committee</p>

	<p>but there are policies to approve tonight that have worked their way through the review process. He will be building the agenda for the September 4 meeting which will likely include policy changes needed due to state statute changes. The committee has discussed possibly tackling the 2000 series going forward.</p>	
D.	<p>Committee on Learning – Mrs. McInerney</p> <ul style="list-style-type: none"> Mrs. McInerney said the committee did not meet in August. Next week, she will be discussing the agenda for the September 4 meeting with Ms. DiCorpo. 	D. Committee on Learning
E.	<p>EdAdvance – Mrs. Monaghan</p> <ul style="list-style-type: none"> Mrs. Monaghan said the next meeting is on September 6. She said she had spoken to Mr. Kitching at EdAdvance and he said there were no changes for New Milford students in terms of EdAdvance. They are finalizing the two buildings in Torrington; one will be for special education, the other for HeadStart. Access South is slightly up in students, at 25, with the breakeven point at 20. Mr. Kitching will be calling to set up an appointment to touch base with our Interim Superintendent. He would also like 10-15 minutes in front of the Board to “sell” the advantages of EdAdvance. 	E. EdAdvance
F.	<p>Connecticut Boards of Education (CABE) – Mr. Lawson</p> <ul style="list-style-type: none"> Mr. Lawson gave one more reminder about the opportunity to register for the CABE Convention through the Superintendent’s Office. 	F. Connecticut Boards of Education (CABE)
G.	<p>Negotiations Committee – Mrs. Faulenbach</p> <ul style="list-style-type: none"> Mrs. Faulenbach said it is a busy time for the Committee as they are in negotiations with three units: nurses, secretaries, and teachers. 	G. Negotiations Committee
H.	<p>Magnet School – Mrs. Monaghan</p> <ul style="list-style-type: none"> Mrs. Monaghan said she had no report. 	H. Magnet School

<p>9.</p>	<p>Discussion and Possible Action</p> <p>A. Policies for Approval</p> <ol style="list-style-type: none"> 1. 1000 Concept, Goals and Roles in Community Relations 2. 1112 News Media Relationships 3. 1112.5 Media Access to Students 4. 1120 Public Participation at Board of Education Meetings 5. 9321 Time, Place and Notification of Meetings <p>Mrs. McInerney moved to approve the following policies:</p> <ol style="list-style-type: none"> 1. 1000 Concept, Goals and Roles in Community Relations 2. 1112 News Media Relationships 3. 1112.5 Media Access to Students 4. 1120 Public Participation at Board of Education Meetings 5. 9321 Time, Place and Notification of Meetings <p>Seconded by Mr. Schemm.</p> <ul style="list-style-type: none"> Mrs. Monaghan asked if a new approval date would be added to the policies. Mr. Lawson said once they are approved a new label would be added to reflect that. Revisions would then be distributed to Board members. Mr. Failla said he had been vocal over time about his concerns regarding public participation. He really likes the Board policy which gives flexibility to the Chair and Board to allow more than three minutes of speaking time. He said it is important to hear from the public and wishes more people would come to speak. He said he thinks the Town could learn from the Board. <p>The motion passed unanimously.</p>	<p>Discussion and Possible Action</p> <p>A. Policies for Approval</p> <ol style="list-style-type: none"> 1. 1000 Concept, Goals and Roles in Community Relations 2. 1112 News Media Relationships 3. 1112.5 Media Access to Students 4. 1120 Public Participation at Board of Education Meetings 5. 9321 Time, Place and Notification of Meetings <p>Motion made and passed unanimously to approve the following policies:</p> <ol style="list-style-type: none"> 1. 1000 Concept, Goals and Roles in Community Relations 2. 1112 News Media Relationships 3. 1112.5 Media Access to Students 4. 1120 Public Participation at Board of Education Meetings 5. 9321 Time, Place and Notification of Meetings
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	<p>Mrs. Faulenbach moved to amend the agenda to add item Exhibit B - Changes to Signatories on District Accounts as 9B for discussion and possible action.</p> <p>Seconded by Mrs. McInerney.</p> <ul style="list-style-type: none"> • Mr. Lawson said the amendment would require a 2/3 majority for approval. <p>The motion passed unanimously.</p> <p>B. Exhibit B - Changes to Signatories on District Accounts</p> <p>Mrs. Faulenbach moved to bring the Changes to Signatories on District Accounts as presented in Exhibit B at Operations for approval.</p> <p>Seconded by Mrs. Monaghan.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said these changes to signatories are needed due to administrative personnel changes. • Mr. Dahl said he wasn't sure if he should vote because he hadn't seen the list. • Mr. Giovannone said all accounts require two signatures. He and Dr. Tracy are signatories on the general accounts. He and the principals are signatories for school accounts. <p>The motion passed unanimously.</p>	<p>Motion made and passed unanimously to amend the agenda to add item Exhibit B - Changes to Signatories on District Accounts as 9B for discussion and possible action.</p> <p>B. Exhibit B - Changes to Signatories on District Accounts</p> <p>Motion made and passed unanimously to approve the Changes to Signatories on District Accounts as presented in Exhibit B at Operations.</p>
10.	<p>Items For Information And Discussion</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated August 21, 2018</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked how hiring was going. Ms. Baldelli said the district has hired fifteen new teachers so far and there are three more interviews tomorrow. There are four current vacancies. 	<p>Items For Information And Discussion</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated August 21, 2018</p>

	<ul style="list-style-type: none"> • Mrs. McInerney asked if there have been any discussions about kindergarten enrollment. She believes NES has met projections. • Dr. Tracy said he has met with Ms. DiCorpo, Ms. Baldelli and the elementary principals and they will make a final decision prior to school starting. They would like the average class sizes at the two schools to be as close to one another as possible. • Mr. Lawson said late registration for kindergarten is common. <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position 2. Purchase Resolution: D-713 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mr. Giovannone said it is very early in the fiscal year. The budget position and purchase resolution through July show encumbrances for goods and services, some for the entire year. August 31 will be the first paycheck for teachers so actual comparisons will begin then. The July purchase resolution is alphabetical by vendor to make it easier to view at the beginning of the year. The transfer requests are small adjustments needed as a result of the last minute changes resulting from the \$1.2 million cut from adopted to final budget. • Mr. Schemm asked about the Chromebook cost. Ms. Pratt said the Chromebooks usually cost \$230-\$260 each. The \$169 purchase price was made possible through a consortium purchase with EdAdvance. She said the licenses are for three years so they didn't need as many of those. <p>C. 2017-18 Year End Balance</p> <ul style="list-style-type: none"> • Mr. Giovannone said the projected amount was \$294,160. Now that open encumbrances have been closed, it was determined that approximately \$52,000 was overencumbered. The final unaudited year end balance is \$346,753 or 0.55% of the total budget. The memo also gives a historical background of year end balances. 	<p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position 2. Purchase Resolution: D-713 3. Request for Budget Transfers <p>C. 2017-18 Year End Balance</p>
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- Mrs. Faulenbach said the Operations Sub-committee would follow up on this in September.
- Mr. Failla said it was nice to see a small cushion. This includes taking out the \$450,000 the Town had asked for. He said it speaks volumes about the district's willingness to help the Town and community and he said he hoped the Town appreciated the efforts. He said the Board has discussed previously the need for money for the turf fields which will need to be replaced ten years out. He would like to continue discussion about putting a percentage of the year end balance towards that.
- Mr. Lawson said the Board is aware they will need substantial funds and that they do not want a special appropriation for it.
- Mrs. Faulenbach said there are many projects up and coming. She said she thought this would be a good opportunity to start thinking about funding for the fields in September in view of the other projects.
- Mrs. Chastain said she wanted it on record that the \$450,000 request from the Town was met through a conscious decision by the district not to hire personnel and to postpone projects.
- Mrs. McNerney asked if the Turf Fields Committee has discussions about fundraising so that the Board would not have to dip into its capital.
- Mr. Lawson requested they stick to agenda items and send that discussion back to Operations.
- Mrs. Faulenbach said perhaps the Turf Committee could be invited to provide an update at Operations.

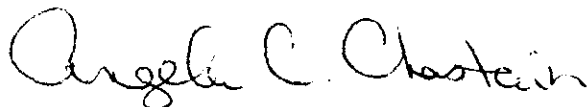
D. K-2 Behavioral Supports

- Mrs. Olson said she had come before the Board previously to talk about the mental health needs of our youngest students. She said this transfer within purchased services is designed to assist a currently unsupported pocket of young students. A clinical licensed social worker will work with both children and staff, based out of NES, but also with HPS staff. The funds became available

D. K-2 Behavioral Supports

	<p>when PPTs held in June brought about a decrease to the Litchfield Hills Transition Center (LHTC) population.</p> <ul style="list-style-type: none">• Mrs. McInerney said she thought this was a wonderful idea.• Mr. McCauley said he remembered discussion at budget time and he was happy to see this program finally happen.• Mrs. Faulenbach wanted to clarify that these funds are in the budget; it is just a reallocation due to needs assessment. It is on the agenda for transparency only.• Mr. Giovannone said the Board would see the actual transfer on next month's report.• Mr. Schemm asked how many students were in the LHTC program now. Mrs. Olson said there are ten now, and that it traditionally has cyclical ups and downs.• Mr. Schemm asked if there were any tuition students in the program. Mrs. Olson said no.	
11.	<p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 8:14 p.m., seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn at 8:14 p.m.</p>

Respectfully submitted:



Angela C. Chastain
Secretary
New Milford Board of Education

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

Language in **RED** constitutes an addition

COMMENTARY: Public Act 18-34 amended existing language on written minority recruitment plans to provide that boards of education must develop written minority educator recruitment plans rather than minority staff recruitment plans.

The Policy Sub-committee asked for clarification on the references to No Child Left Behind. Legal's response is: The federal Every Student Succeeds Act ("ESSA") has replaced the No Child Left Behind Act ("NCLB") and eliminated NCLB's minimum qualification requirements for teachers and paraeducators. Recruitment requirements for "highly qualified" teachers as defined under NCLB have been eliminated along with qualification and duties requirements for paraeducators. Accordingly, those references have been deleted from the policy. For more information see <https://www2.ed.gov/policy/elsec/leg/essa/faq/essa-faqs.pdf>.

4111(a)

4211(a)

Personnel -- Certified/Non-Certified

Recruitment and Selection

The Board desires the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel ~~who are highly qualified as defined by federal law~~ in the district's schools.

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

Minority Teacher Recruitment

The Board acknowledges that the educational interests of the state include providing students with opportunities to interact with students and staff from different racial, ethnic, and economic backgrounds in order to reduce racial, ethnic and economic isolation. Included in the district's efforts in this regard is the active recruitment of minority teachers. The district will continue to recruit, hire, and retain minority ~~staff~~ **educators** as important steps in the district's overall commitment to attract and hire the most qualified people to provide the best possible educational experiences and learning opportunities for all students. The Superintendent of Schools shall develop, implement and periodically revise a written plan for minority ~~staff~~ **educator** recruitment.

~~Recruitment and Selection~~

~~The Superintendent shall insure that the District is in compliance with the provisions of Title I, the No Child Left Behind Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Notice of professional qualifications shall be provided to parents/guardians of students in Title I schools and staffing pattern reviews as required by law shall be conducted annually.~~

4111(b)
4211(b)

Personnel -- Certified/Non-Certified

Recruitment and Selection

Legal Reference: Connecticut General Statutes
10-4a Educational interests of the state identified
10-220 Duties of boards of education
~~20 U.S.C. Section 1119 No Child Left Behind Act~~
~~34 C.F.R. 200.55 Federal Regulations~~

Policy adopted: December 9, 2003
Policy revised: June 14, 2011

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

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

Language in **RED** constitutes an addition

COMMENTARY: Public Act 18-67 allows for the option of electronic reporting of possible abuse/neglect cases to DCF in addition to oral reporting. The relevant portion of the Act, however, will not become effective until October 1, 2019. Accordingly, the Board can either wait until then to adopt the below revisions or enact the language shown below with appropriate footnotes to indicate when the new section becomes effective.

4118.25(a)

4218.25(a)

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

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

Definitions

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

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

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

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

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

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Definitions (continued)

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

When to Report Abuse or Neglect

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

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

Reasonable Cause

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

Reporting Procedure for Mandated Reporters¹

Oral Report to DCF within 12 hours

Mandated reporters must make an oral report by telephone (24 Hour Careline, 1-800 842-2288) or in person to the Department of Children and Families, or an appropriate law enforcement agency, as soon as practicable but not later than twelve (12) hours after having acquired reasonable cause to

¹ The following section of this policy shall be effective until September 30, 2019.

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Reporting Procedure for Mandated Reporters (continued)

suspect or believe that a child or victim has been abused or neglected. The employee shall notify the Building Principal and Superintendent of Schools or designee immediately after the oral report has been made.

Written Report to DCF within 48 hours

Mandated reporters shall submit a written report to DCF within forty-eight (48) hours of making the oral report. The report shall be filed on form DCF-136 or other sufficient form provided by DCF. The reporter shall also provide a copy of the written report to the Building Principal and Superintendent of Schools, except when the Superintendent is the alleged perpetrator of the abuse or neglect. In making all written reports required under this policy, the reporter may use a form provided by DCF. Written reports of abuse or neglect by mandatory reporters shall include the following information, if known:

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

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Reporting Procedure for Mandated Reporters²

Oral Report to DCF within 12 hours

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

Written **or Electronic** Report to DCF within 48 hours

Mandated reporters shall submit a written **or electronic** report to DCF within forty-eight (48) hours of making ~~the an~~ oral report. ~~The report shall be filed on form DCF-136 or other sufficient form provided by DCF.~~ The reporter shall also provide a copy of the written **or electronic** report to the Building Principal and Superintendent of Schools, except when the Superintendent is the alleged perpetrator of the abuse or neglect. **In making all written—All reports required under this policy, shall be made in a manner prescribed by the Department of Children and Families.**

~~the reporter may use a form provided by DCF.~~ **Written All** reports of abuse or neglect by mandatory reporters shall include the following information, if known:

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

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

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Reporting Procedure for Mandated Reporters (continued)

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

Cooperation with Investigation

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

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

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Reporting Procedure for Employees who are NOT Mandated Reporters

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

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

Procedures When a School Employee is the Alleged Abuser

Notification of Parent or Guardian

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

Investigation by the Board of Education

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

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

4118.25(g)

4218.25(g)

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

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

Impact of DCF Findings on Mandatory Suspension of School Employees

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

Prohibitions on Employment

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

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

4118.25(h)

4218.25(h)

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Training

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

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

The training and refresher training programs shall be developed and made available by the Commissioner of DCF in accordance with applicable law.

The principal for each school shall annually certify to the Superintendent of Schools that each school employee who is a mandated reporter working at the school is in compliance with the training requirements. The Superintendent of Schools shall certify that all school employees who are mandated reporters are in compliance with training requirements.

Confidential Rapid Response Team

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

Child Sexual Abuse and Assault Awareness and Prevention

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

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Records and Documentation

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

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

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

Retaliation Prohibited

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

Violation of this Policy

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

Delegation of Authority

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

Notification of Policy

This policy shall be distributed annually to all school employees.

Legal References: Connecticut General Statutes

10-220 Duties of boards of education

10-220a In-service training

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

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

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Legal References: Connecticut General Statutes (continued)

- 17a-101 Protection of children from abuse. Mandated reporters. Educational and training programs Model mandated reporting policy
- 17a-101a Report of abuse, neglect or injury of child or imminent risk of serious harm to child. Penalty for failure to report. Notification of Chief State's Attorney
- 17a-101b Oral report by mandated reporter
- 17a-101c Written report by mandated reporter
- 17a-101d Contents of oral and written reports
- 17a-101i Abuse or neglect by school employee or public or private institution or facility providing care for children. Suspension. Termination or resignation. Notification of state's attorney re conviction. Written policy re mandated reporting. Training programs
- 17a-1010 School employee failure or delay in reporting child abuse or neglect
- 17a-101p Reports by persons not designated as mandated reporters. Notice to Commissioner of Education
- 17a-101q State-wide sexual abuse and assault awareness and prevention program
- 17a-103e Reports of child abuse and neglect by a school employee. Review of records and information
- 53a-65 Definitions
- 53a-70 Sexual assault in the first degree: Class B or A felony
- 53a-70a Aggravated sexual assault in the first degree: Class B or A felony
- 53a-71 Sexual assault in the second degree: Class C or B felony
- 53a-72a Sexual assault in the third degree. Class D or C felony
- 53a-72b Sexual assault in the third degree with a firearm: Class C or B felony
- 53a-73a Sexual assault in the fourth degree: Class A misdemeanor or class D felony
- ~~Public Act 15-205, "An Act Protecting School Children"~~
- Public Act 18-67 An Act Concerning Minor Revisions to the Statutes of the Department of Children and Families and Establishing a Pilot Program to Permit Electronic Reporting by Mandated Reporters

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

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

Language in **RED** constitutes an addition

COMMENTARY: Public Act 18-168 requires that boards of education request that their students submit to periodic oral health assessments. Such assessments are totally voluntary and the Board cannot deny enrollment/continued enrollment to a student because he or she has not received an oral health assessment. Nevertheless, the new law mandates that boards of education request that their students undergo such assessments and requires that various notices be provided to parents/guardians.

The asthma reporting requirement to the Department of Public Health is already required by Conn. Gen. Stat. § 10-206. Inclusion of the policy language below for both oral health assessments and asthma reporting is suggested but not mandatory.

The Policy Sub-committee felt there was contradictory language in the revision sent by legal on page 5141(h) between parents consenting vs opting out. In one place it says they must give written consent, in another it says they must opt out. They asked does the Board need written consent from all or is consent implied if they do not opt out? The Policy Sub-committee was hoping for more clarity in the language.

Legal's response is: This is a good observation, however, the contradiction between parental consent versus parental opt out is found in the Public Act itself. See Public Act 18-168, Sec. 80 <https://www.cga.ct.gov/2018/ACT/pa/pdf/2018PA-00168-R00HB-05163-PA.pdf>. For right now, I would recommend keeping the language in the policy in-line with the law. Practically speaking I think that the best way for the administration to handle situations in which the parent has not given affirmative consent to an oral health assessment would be to not administer the assessment. If somehow an oral health assessment ever caused an injury to a student (I think the chances of that are pretty remote) the District would be on stronger legal footing if it could point to affirmative consent for the assessment from the parent. If a parent never gives consent or opts out the law doesn't really impose any consequences but simply says that a board of education may not deny enrollment or continued attendance to the student.

5141(a)

Students

Student Health Services

School District Medical Advisor

The Board of Education shall appoint a school district medical advisor and appropriate medical support service personnel including nurses.

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment.

The medical advisor shall:

1. Plan and administer the health program for each school;

Students

Student Health Services

School District Medical Advisor (continued)

2. Advise on the provision of school health services;
3. Provide consultation on the school health environment;
4. Perform other duties as determined by the Board.

Health Records

There shall be a health record for each student enrolled in the school district which will be maintained in the school nurse's room. No record of any medical examination made or filed in accordance with Sections 10-205, 10-206, 10-207 or 10-214 of the Connecticut General Statutes ["C.G.S."], or any psychological examination made under the supervision or at the request of a Board of Education, **or oral health assessment conducted pursuant to Public Act 18-168** shall be open to public inspection. Furthermore, all other health records maintained by the school district shall be treated in the same manner as the student's cumulative academic record.

Regular Health Assessments

Prior to enrollment in kindergarten, each child shall have a health assessment by one of the following medical personnel of the parents or guardians choosing to ascertain whether the student has any physical disability or other health problem tending to prevent him or her from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury to the student or to secure for the student a suitable program of education:

1. a legally qualified practitioner of medicine;
2. an advanced practice registered nurse, or registered nurse; licensed pursuant to chapter 378 **of the C.G.S.**
3. a physician assistant licensed pursuant to chapter 370, ~~or by the~~ **of the C.G.S.**
4. a school medical advisor, or
5. a legally qualified practitioner of medicine, an advanced practice nurse or a physician assistant stationed at any military base.

Students entering from out of state must meet State of Connecticut health requirements. All new students entering **the** school district must fill out a questionnaire with the school nurse to assess the risk to exposure to tuberculosis. Any student who has any risk factors will have Mantoux test prior to entry.

Students

Student Health Services

Regular Health Assessments (continued)

Such health assessment shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under C.G.S. §10-204a;
3. Vision, hearing, postural, gross dental screening and a chronic disease assessment, which shall include, but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to C.G.S. §19a-62a;
4. A determination at each mandated examination as determined by the Connecticut Department of Public Health of the risk of exposure to tuberculosis. All students from high-risk countries (as defined by the Connecticut Department of Public Health) who are entering the system for the first time must receive a Mantoux test. A history of bacilli Calmette-Guerin (BCG) is not a contraindication to testing nor should it be considered interpretation of the skin test results. Test should be read prior to entry. All students who are identified as positive reactors to the Mantoux test for the first time shall consult a physician and bring verification to the school nurse stating that they have had a chest x-ray and are free of active tuberculosis;
5. Any other information including a health and developmental history as the physician **or other provider** believes to be necessary and appropriate.

The assessment form shall include (A) a check box for the provider conducting the assessment to indicate an asthma diagnosis; (B) screening questions relating to appropriate public health concerns to be answered by the parent or guardian; and (C) screening questions to be answered by the medical provider. Health assessments shall also be required at school entry and in grades 6 and 9 ~~(effective school year 2009-10)~~ by a legally qualified physician of each student's parents or guardians own choosing, or by the school medical advisor, or the advisor's designee, to ascertain whether a student has any physical disability or other health problem. Such health assessments shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under C.G.S. §10-204a;
3. Vision, hearing, postural, gross dental screening, and a chronic disease assessment which shall include, but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to C.G.S. §19a-62a;

Students

Student Health Services

Regular Health Assessments (continued)

4. Students in high risk groups for TB who have not had a positive test should receive a Mantoux tuberculin skin test;
5. Any other information including a health and developmental history as the physician believes to be necessary and appropriate.

A child will not be allowed, as the case may be, to begin or continue in district schools unless health assessments are performed as required. Students transferring into the district must provide evidence of required Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance. Students who are homeless will be permitted to attend school even if they are unable to provide proof of required immunizations. Such students shall be referred to the district's homeless liaison who will assist the parent or guardian with obtaining the necessary immunizations and/or records.

Health assessments will be provided by the school medical advisor or the advisor's designee without charge to all students whose parents or guardians meet the eligibility requirement of free and reduced priced meals under the National School Lunch Program or for free milk under the special milk program. The Board may utilize existing community resources and services in the provision of such assessments.

Health assessment results and recommendations signed by the examining physician or authorized medical personnel shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school the student attends. If a student permanently leaves the jurisdiction of the board of education, the student's original cumulative health records shall be sent to the chief administrative officer of the school district to which such student moves and a true copy of the student's cumulative health records maintained with the student's academic records. Each physician, advanced practice registered nurse, physician assistant or registered nurse performing health assessments and screenings shall completely fill out and sign each form and any recommendations concerning the student shall be in writing. When in the judgment of appropriate school health personnel, the results and recommendations of such assessment reflect that a student is in need of further testing or treatment, the Superintendent of Schools, or designee, shall notify parents of any health-related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment is provided, including advice on obtaining such required testing or treatment.

Students who are in violation of Board requirements for health assessments and immunizations will be excluded from school after appropriate parental notice and warning.

Students**Student Health Services****Vision Screening**

All students in grades K-6, and grade 9 will be screened annually using a Snellen chart, or equivalent screening, by the school nurse or school health aide. Additional vision screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student in question. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent or designee shall cause a written notice to be given to the parent or guardian of each student found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, modifications and/or accommodations shall be made for students with physical disabilities.

All students will be screened for possible hearing impairments in grades K-3, grade 5, and grade 8. Additional audiometric screening will be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent or designee shall cause a written notice to be given to the parent or guardian of each student found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, modifications and/or accommodations shall be made for students with physical disabilities.

Postural Screening

School nurses will screen all students in grades 5 through 9 inclusive for scoliosis or other postural problems. Additional postural screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent or designee shall cause a written notice to be given to the parent or guardian of each student found to have any postural defect or problem, with a brief statement describing such defect or disease.

As necessary, modifications and/or accommodations shall be made for students with physical disabilities.

Students**Student Health Services****Immunizations/Vaccinations**

Except as required by law, no student will be allowed to enroll in any program operated as part of the district schools without adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hemophilus influenza type
9. Hepatitis B
10. Varicella (chickenpox)
11. Pneumococcal (Pre-K and K students less than 5 years old)
12. Hepatitis A (students who entered Pre-K or K on or after August 1, 2011)
13. Meningococcal (Grades 7-9)
14. Influenza (Pre-K students less than 5 years old)
15. Any other vaccine required by law

Such list and the required number of doses may be amended as required by State of Connecticut guidelines and schedules.

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child; or
4. in the case of measles, mumps or rubella, present a certificate from a physician or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of hemophilus influenza type B has passed his or her fifth birthday; or

Students

Student Health Services

Immunizations/Vaccinations (continued)

6. in the case of pertussis, has passed his or her sixth birthday.

The school nurse will report to the local Director of Health any occurrence of State of Connecticut defined reportable communicable diseases.

Any student participating in an interscholastic sports program must have a health assessment, within thirteen months prior to the first training session for the sport or sports. After the initial examination, repeat examinations are required every year. Each participant in a sport program must complete a health questionnaire before participating in each sport.

Parents are expected to use the services of their private physician. If a student is unable to obtain a health assessment from his/her personal physician for financial or other reasons, an examination can be arranged with the school medical advisor. Health assessment results shall be recorded on forms provided by the Connecticut State Board of Education, signed by the examining physician, school medical advisor or advisor's designee, filed in the student's health folder, and maintained up to date by the school nurse.

Coaches and physical education staff shall insure appropriate monitoring of an athlete's physical condition.

Oral Health Assessments

The Board shall request that each student enrolled in the New Milford Public Schools submit to an oral health assessment prior to school enrollment, in either grade six or grade seven, and in either grade nine or grade ten. The oral health assessment shall include a dental examination by a dentist or a visual screening and risk assessment for oral health conditions by a dental hygienist, legally qualified practitioner of medicine, physician assistant or advanced registered nurse. The assessment form shall include a check box for the provider conducting the assessment, as described in subsection (a) of C.G.S. § 10-206, to indicate any low, moderate or high risk factors associated with any dental or orthodontic appliance, saliva, gingival condition, visible plaque, tooth demineralization, carious lesions, restorations, pain, swelling or trauma.

Such oral health assessment shall be conducted by:

1. A dentist licensed pursuant to chapter 379 of the C.G.S.;
2. A dental hygienist licensed pursuant to chapter 379a of the C.G.S.;
3. A legally qualified practitioner trained in conducting an oral health assessment as part of a training program approved by the Commissioner of Public Health;

Students

Student Health Services

Oral Health Assessments (continued)

4. A physician assistant licensed pursuant to chapter 370 of the C.G.S. and trained in conducting an oral assessment as part of such a training program; or
5. An advanced practice registered nurse licensed pursuant to chapter 378 of the C.G.S. and trained in conducting an oral assessment as part of such a training program.

No oral health assessment shall be made of any student enrolled in the New Milford Public Schools unless the parent or guardian of such student consents to such an assessment and such assessment is made in the presence of the student's parent or guardian or in the presence of another school employee. The parent or guardian of such student shall receive prior written notice and shall have a reasonable opportunity to opt his or her child out of such assessment, be present at such assessment or provide for such assessment himself or herself. The Board shall not deny enrollment or continued attendance to any student who does not submit to an oral health assessment.

If the Board hosts a free oral health assessment event at which an authorized provider performs an oral health assessment of students attending a New Milford Public School, the Board shall notify the parents and guardians of the students attending such school in advance of the event. Each parent and guardian shall have the opportunity to opt his or her child out of the oral health assessment event. Each child whose parent did not opt him or her out of the oral health assessment event shall receive an oral health assessment, as prescribed above, free of charge. No child shall receive dental treatment of any kind as part of the oral health assessment event unless the child's parent or guardian provides informed consent for such treatment.

The results of an oral health assessment performed pursuant to this policy shall be recorded on a form supplied by the State Board of Education. Such information shall be included in the cumulative health record of each pupil who submitted to an oral health assessment and kept on file in the school such pupil attends. Each dentist, dental hygienist, legally qualified practitioner of medicine, physician assistant or advanced practice registered nurse who performs an oral health assessment pursuant to this policy shall completely fill out and sign the form and any recommendations of the dentist, dental hygienist, legally qualified practitioner of medicine, physician assistant or advanced practice registered nurse concerning the pupil shall be in writing.

Appropriate school health personnel shall review the results of each oral health assessment recorded pursuant to this policy. When, in the judgment of such school health personnel, a pupil is in need of further testing or treatment, the Superintendent shall give written notice to the parent or guardian of such pupil and shall make reasonable efforts to ensure that further testing or treatment is provided. Such reasonable efforts shall include a determination of whether or not the parent or guardian has obtained the necessary testing or treatment for the pupil and, if not, advising

Students**Student Health Services****Oral Health Assessments (continued)**

the parent or guardian as to how such testing or treatment may be obtained. The results of such further testing or treatment shall be recorded as set forth in the above paragraph and shall be reviewed by school health personnel.

Student Medical Care at School

School personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities. Depending upon specific circumstances, Category V issues may also be considered emergencies by attending school personnel.

Schools shall maintain files of emergency information cards for each student. If a child's injury requires immediate care, the parent or guardian will be called by telephone by the nurse, the building Principal, or other personnel designated by the principal, and advised of the student's condition. When immediate medical or dental attention is indicated, and when parents or guardians cannot be reached, 911 will be called and the student will be transported to the nearest hospital. In this event, the family physician/dentist and school district medical advisor will be notified of school district actions.

Asthma Reporting

The Board shall report to the local health department and the Department of Public Health, on a triennial basis, the total number of pupils per school and per school district having a diagnosis of asthma (1) at the time of enrollment, (2) in grade six or seven, and (3) in grade ten or eleven. The report shall contain information relating to asthma diagnoses gathered through health assessment screenings and shall also include information relating to pupil age, race, ethnicity and age.

(cf. 5142 - Student Safety)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5141.5 - Suicide Prevention)

(cf. 6142.1 - Family Life and Sex Education)

(cf. 6145.2 - Interscholastic/Intramural Athletics)

(cf. 6171 - Special Education)

Students

Student Health Services

Legal References: Connecticut General Statutes

10-203 Compliance with public health statutes and regulations.

10-204a-1 et seq, Regulations of Connecticut State Agencies: School-Related Immunizations Immunization Of School Children Against Measles, Mumps, Rubella, Poliomyelitis, Diphtheria, Tetanus, Pertussis, Hemophilus Influenzae Type B (Hib), Hepatitis B, And Varicella.

Legal References: Connecticut General Statutes (continued)

10-204(a) Required immunizations.

~~10-204(e)~~ 10-204c Immunity from liability

10-205 Appointment of school medical advisors.

10-206 Health assessments

10-206(a) Free health assessments.

10-206(c) Health assessments for adolescents

10-207 Duties of medical advisers.

10-208 Exemption from examination or treatment.

10-208(a) Physical activity of student restricted; boards to honor notice.

10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

10-212 School nurses and nurse practitioners.

10-212(a) Administration of medicines by school personnel.

10-213 Dental hygienists.

10-214 Vision, audiometric and postural screening: When required; notification of parents re defects; record of results.

10-214(a) Eye protective devices.

Students**Student Health Services**

Legal References: Connecticut General Statutes (continued)

10-214(b) Compliance report by local or regional Board of Education

10-217(a) Health services for children in private nonprofit schools. Payments from the state, towns in which children reside and private nonprofit schools.

Public Act 18-168 An Act Concerning the Department of Public Health's Recommendations Regarding Various Revisions to the Public Health Statutes

42 U.S.C. 11432(g) McKinney Vento Act

Policy adopted: June 12, 2001
 Policy revised: June 11, 2002
 Policy revised: June 10, 2003
 Policy revised: June 24, 2004
 Policy revised: June 12, 2007
 Policy revised: November 18, 2008
 Policy revised: October 11, 2011
 Policy revised: March 12, 2013
 Policy revised: June 11, 2013
 Policy revised: October 14, 2014

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut

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

Language in **RED** constitutes an addition

COMMENTARY: Public Act 18-185 amended the law regarding the administration of medications. The Public Act requires that school bus carriers (either private vendors or boards of education with their own fleets/drivers, etc.) provide training to school bus drivers in the administration of epinephrine (“Epi-Pens”) and the identification of anaphylaxis/anaphylactic shock. Such training must be provided to presently-employed drivers by June 30, 2019, and upon hire for drivers hired on or after July 1, 2019. In addition, Public Act 18-185 also establishes that school bus drivers who render emergency care to students suffering from allergic reactions are immune from civil liability so long as the driver’s actions do not constitute gross, willful or wanton negligence.

While the new law establishes immunity for bus drivers and requires that they receive mandatory training in Epi-Pen administration, it does not add school bus drivers to the list of qualified personnel authorized to administer medication to students under the direction of a school nurse. This is an odd result and may have been a drafting error or oversight by the General Assembly. Accordingly, since the text of the law designating employees who may administer medication has not changed and only identifies school nurses, principals, teachers, athletic trainers, physical and occupational therapists, coaches and paraprofessionals as those board of education employees eligible to administer medication to students we recommend only adding the sections on bus driver training and immunity and leaving the rest of the policy as is until such time as the law explicitly designates bus drivers as personnel who may administer medication to students. Such a change may occur in connection with updates to the Department of Education’s school allergy guidelines, which Public Act 18-185 requires the Department to update by January 1, 2020. When the revised guidelines are adopted the Board will likely need to amend Board Policy # 5141.25 – Students with Special Health Care Needs and the District’s Food Allergy and Glycogen Storage Disease Management Plan.

Page 5141.21(d), fourth line from the bottom after the comma originally said “may” not be liable when Legal sent revision. A Policy Sub-committee member questioned whether that word should be more properly “shall” and asked that the statute be checked. Legal reports that the Public Act uses the word “shall” and has made that change in this version.

5141.21(a)

Students

Administration of Medication

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

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

Students

Administration of Medication

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

Definitions

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

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

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

- Handling, storing, preparing or pouring of medication;
- Conveying it to the student according to the medication order;
- Observing the student inhale, apply, swallow, or self-inject the medication;
- Documenting that the medication was administered;
- Counting remaining doses to verify proper administration and use.

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

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

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

Documentation Required

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

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

Students

Administration of Medication

Self-Administration of Medications by Students

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

1. The required documentation for self-administering medication at school includes the following additional items:
 - a. The written order must include the recommendation for self-administration by the authorized prescriber;
 - b. The written authorization of the parent/guardian or student who is 18 years of age or older for the self-administration of medication;
 - c. An assessment by the school nurse that the student is competent to self-administer in the school setting;
 - d. An appropriate plan for the self-administration of medication including provisions for general supervision developed by the school nurse.
2. In addition, the Principal and appropriate staff must be informed that the student is self-administering prescribed medication.
3. The medication is transported by the student and maintained under the student's control in accordance with school policy and the student's plan.
4. In the case of inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse's review of a student's competency to self-administer shall not be used to prevent a student from retaining and self-administering such medication. In such cases, students may retain possession of inhalers or cartridge injectors at all times while attending school **or receiving transportation services** and self-administer such medication with only the written authorization of an authorized prescriber and written authorization from a student's parent or guardian.

Administrative Regulations

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

Students

Administration of Medication

The regulations shall address the following topics:

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

School Bus Drivers

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

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

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

Students

Administration of Medication

Biennial Review of Policy and Regulations

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

Legal Reference: Connecticut General Statutes

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

Public Acts

- 18-185 An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools

Regulations of Connecticut State Agencies

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

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

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

Language in **RED** constitutes an addition

COMMENTARY: Public Act 18-51 makes amendments to the definitions of physical restraint and seclusion and requires boards of education to enact policy language on the use of "exclusionary time outs." The changes below also update the policy to conform with the law with respect to explicitly limiting the use of physical restraint to emergency situations in order to prevent injury to others, requiring continued determinations in fifteen minute intervals on the continued use of restraint or seclusion and employee monitoring of a student who is restrained or secluded.

5157(a)

Students

Use of Physical Force

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm.

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head **including but not limited to, carrying or forcibly moving a person from one location to another.** Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; ~~or~~ helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury; **or an exclusionary time out.**

Students

Use of Physical Force

Definitions (continued)

School employee means a teacher, substitute teacher, school administrator, superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board of Education or working in a public elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the Board of Education.

Seclusion means the involuntary confinement of a student in a room, ~~with or without staff supervision, in a manner that prevents the student from leaving.~~ **from which the student is physically prevented from leaving. "Seclusion" does not include an exclusionary time out.**

Student means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Exclusionary time out means a temporary, continuously, monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior.

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion

- A. **School employees shall not use a physical restraint on a student except as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the restraint is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.**
- B. School employees shall not use a life-threatening physical restraint on a student.

Students

Use of Physical Force

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion (continued)

- C. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.
- D. No student shall be placed in seclusion unless:
- The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.
 - Such student is continually monitored by a school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be needed.
 - The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.

Seclusion shall not be utilized as a planned intervention in a student's behavioral intervention plan, individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time.

- E. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with Section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.

Students

Use of Physical Force

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion (continued)

- F. In any instance where an otherwise permissible physical restraint or seclusion exceeds fifteen minutes an administrator, an administrator's designee, school health or mental health personnel, or a board certified behavioral analyst who has received appropriate training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent the immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.
- G. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:
 - a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the
 - i. Conducting or revising a behavioral assessment of the student;
 - ii. Creating or revising any applicable behavioral intervention plan; and
 - iii. Determining whether such student may require special education.
 - b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan
- H. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.

Students

Use of Physical Force

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion (continued)

- I. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received **appropriate** training on the proper means for performing such physical restraint or seclusion.
- J. ~~Beginning July 1, 2016, the~~ **The** Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:
 - a. Record each instance of the use of physical restraint or seclusion on a student;
 - b. Specify whether the use of seclusion was in accordance with an individualized education program;
 - c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
 - d. Include such information in an annual compilation on its use of such restraint and seclusion on students.
- K. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.
- L. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:
 - a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
 - b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.
- M. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

Students

Use of Physical Force

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion (continued)

- N. Any student who is physically restrained shall be continually monitored by a school employee. Any student who is involuntarily placed in seclusion shall be frequently monitored by a school employee. Each student so restrained or in seclusion shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be needed.

Conditions Pertaining to the Use of Exclusionary Time Outs

- A. Exclusionary time outs shall not be used as a form of student discipline.
- B. During any exclusionary time out at least one school employee shall remain with the student or be immediately available to the student such that the student and school employee are able to communicate verbally throughout the exclusionary time out.
- C. The space used for an exclusionary time out must be clean, safe, sanitary and appropriate for the purpose of calming the student or deescalating such student's behavior.
- D. An exclusionary time out period must terminate as soon as possible.
- E. If a student receiving an exclusionary time out is a child requiring special education as defined in Conn. Gen. Stat. § 10-76a, or a child being evaluated for special education pursuant to Conn. Gen. Stat. § 10-76d, and awaiting a determination and the interventions or strategies are unsuccessful in addressing such student's problematic behavior, such student's planning and placement team shall convene as soon as is practicable to determine alternative interventions or strategies.

Required Training and Prevention Training Plan

Training shall be provided by the Board to the members of the crisis intervention team for each school in the district regarding physical restraint and seclusion of students. Such training shall be provided during the school year commencing July 1, 2017 and each year thereafter, and shall include, but not be limited to:

1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students and the proper uses of physical restraint and seclusion. (Such overview is to be provided on an annual basis by the Department of Education, in a manner and form as prescribed by the Commissioner of Education.)

Students

Use of Physical Force

Required Training and Prevention Training Plan (continued)

2. The creation of a plan by which the Board will provide training regarding the prevention of incidents requiring physical restraint or seclusion of students. Such plan shall be implemented not later than July 1, 2018.
3. The Board's physical restraint and seclusion plan shall provide training regarding the proper means of physical restraint or seclusion of a student, including, but not limited to:
 - a. Various types of physical restraint and seclusion;
 - b. The differences between life-threatening physical restraint and other varying levels of physical restraint;
 - c. The differences between permissible physical restraint and pain compliance techniques; and
 - d. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion.

Crisis Intervention Teams

At the commencement of each school year the Board requires each school in the District to identify a crisis intervention team. Such team shall consist of any teacher, administrator, school paraprofessional or other school employee designated by the school principal who has direct contact with students.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis.

The administration shall maintain a list of the members of the crisis intervention team for each school.

Dissemination of Policy

This policy and its procedures shall be made available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

Students

Use of Physical Force

(cf. 4148/4248 - Employee Protection)

(cf. 5141.23 - Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-76b State supervision of special education programs and services.

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

10-236b Physical restraint and seclusion of students by school employees.

46a-150 Definitions. (as amended by PA 07-147 and PA 15-141)

46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.

46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by PA 12-88)

53a-18 Use of reasonable physical force or deadly physical force generally.

53a-19 Use of physical force in defense of person.

53a-20 Use of physical force in defense of premises. 53a-21 Use of physical force in defense of property.

~~PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.~~

~~PA 15-141 An Act Concerning Seclusion and Restraint in Schools.~~

Public Act 18-51 An Act Implementing the Recommendations of the Department of Education

State Board of Education Regulations Sections 10-76b-5 through 10-76b-11

Policy adopted: February 9, 2016
Policy revised: February 27, 2018

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

10. DISCUSSION AND POSSIBLE ACTION

**THE FOLLOWING COMMITTEE ON LEARNING ITEMS
CAN BE PREVIEWED IN THE OFFICE OF THE ASSISTANT
SUPERINTENDENT**

- B. Approval of the Following Curricula
 - 1. Computer Literacy
 - 2. AP Computer Science Principles

10. DISCUSSION AND POSSIBLE ACTION

**THE FOLLOWING ITEMS CAN BE FOUND ON THE
OPERATIONS WEB PAGE UNDER SEPTEMBER 11, 2018**

- C. Tuition Rates for 2018-2019
- D. New Milford High School Graduation Date 2019
- E. 2017-2018 Year End Balance

11. ITEMS FOR INFORMATION AND DISCUSSION

**THE FOLLOWING ITEM CAN BE FOUND ON THE OPERATIONS
WEB PAGE UNDER SEPTEMBER 11, 2018**

- B. Monthly Reports
 - 1. Budget Position
 - 3. Request for Budget Transfers



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

TO: Stephen Tracy, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: September 14, 2018
RE: Follow up Questions regarding
10C - Tuition Rates for 2018-2019

At the Operations Sub Committee meeting on September 11, 2018 there were some questions concerning where the revenue for tuition students from other districts and from students of staff gets deposited.

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

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
budget	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$20,000.00
received	\$ 23,569.19	\$ 30,470.42	\$ 43,670.87	\$ 11,661.99	\$ 47,999.52	TBD
5 year average revenue received	\$ 31,474.40					

I will be happy to answer any additional questions about this matter at the full Board of Education meeting on September 18, 2018.

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



NEW Milford Public Schools
Office of Fiscal Services
50 East Street
New Milford, Connecticut 06776
Telephone (860)-354-8726

MEMORANDUM

TO: Stephen Tracy, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: September 14, 2018
RE: HPS Oil Tank - CAPITAL RESERVE ACCOUNT

I am recommending that the Board of Education approve a motion to request the following funds from the District's Capital Reserve account:

- HPS Oil Tank Replacement \$92,000.00

The Board awarded the bid to ETT Environmental for the HPS Oil Tank on May 22, 2018 in the amount of \$92,000. The funding source was not identified in the bid award at that time.

Currently, there is a total of \$607,536 in the Board of Education Capital Reserve Account as of September 14, 2018. This does not include the 2017-2018 Fiscal Year End balance in the amount of \$346,753 (unaudited).

Included for reference on the rear of this memo is a copy of the original bid award memo. This first went to the Operations Sub Committee meeting on May 8, 2018 that was then forwarded onto the full Board meeting on May 22, 2018 where the bid was awarded to ETT Environmental.

Sincerely,

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



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

4-A Facilities Sub-Committee
3-E Operations Sub-Committee

TO: Joshua D. Smith, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: May 4, 2018
RE: Fuel Tank Bid Update

The bid packet for the Fuel Tank Replacements was mailed and also ran as a legal notice in the newspaper on Monday April 2, 2018. On Tuesday April 10, 2018 a mandatory walkthrough was conducted that five (5) contractors and 1 (one) supplier attended.

The bid close date was on Tuesday April 24, 2018. On that date, three (3) vendors submitted bids for the project:

	<u>ETT Environ.</u>	<u>True Blue Environ.</u>	<u>Amer. Petrol. Equip.</u>
HPS	\$92,000.00	\$94,165.00	\$158,864.50
SNIS	NO BID	\$103,980.00	\$172,514.50
Lillis	\$95,000.00	\$105,108.00	\$164,364.50

lowest price

I am providing this memo to further the conversation on this project regarding the order and time frame in which we replace them as well as the funding source to use. I will be glad to discuss this at the Facilities and Operations meetings on May 8, 2018 to answer any and all questions regarding this decision.

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

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
September 18, 2018
** as of September 14, 2018

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. **Mrs. Katherine Roman**, Special Education Teacher, New Milford High School

Move that the Board of Education approve the resignation of **Mrs. Katherine Roman** as Special Education Teacher at New Milford High School effective on or about September 21, 2018.

Took position elsewhere

2. CERTIFIED STAFF

b. NON-RENEWALS

1. **None**

3. CERTIFIED STAFF

c. APPOINTMENTS

1. **Mr. David Backer**, Special Education Teacher, New Milford High School

Move that the Board of Education appoint **Mr. David Backer** as Special Education Teacher at New Milford High School effective August 24, 2018.
2018-2019 Salary – \$54,656 (Step 4B)

Education History:
BS: Florida College
Major: Exceptional Student Education

Work Experience:
3 yrs. EdAdvance

Replacing: C. Parrillo

2. **Mrs. Lori Cerra**, Head Teacher for Grade 3, Sarah Noble Intermediate School

Move that the Board of Education appoint **Mrs. Lori Cerra** as Head Teacher for Grade 3 at Sarah Noble Intermediate School effective August 29, 2018.
2018-2019 stipend - \$2,931

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

Staff member since 2003

3. **Mrs. Olivia DaRocha**, Kindergarten Teacher, Hill and Plain School

Move that the Board of Education appoint **Mrs. Olivia DaRocha** as Kindergarten Teacher at Hill and Plain School effective August 24, 2018.
2018-2019 Salary – \$53,294 (Step 1F)

Education History:
BA: WCSU
Major: Psychology
MA: University of Bridgeport
Major: Elementary Education

Work Experience:
5 yrs. St. Peter's, Bridgeport

Replacing: C. Carr

4. **Ms. Mallory Lee**, Special Education Teacher, Sarah Noble Intermediate School
Move that the Board of Education appoint **Ms. Mallory Lee** as Special Education Teacher at Sarah Noble Intermediate effective August 24, 2018.
2018-2019 Salary – \$53,294 (Step 1F)

Education History:
BS: Salve Regina University
Major: Elementary & Special Education
MS: WCSU
Major: Education

Work Experience:
LT Sub NMPS

Replacing: M. Ficke
5. **Ms. Ann O’Leary**, Special Education Teacher, Northville Elementary School
Move that the Board of Education appoint **Ms. Ann O’Leary** as Special Education Teacher at Northville Elementary School effective on or about October 8, 2018.
2018-2019 Salary – \$90,615 (Step 15F) (pro-rated to start date)

Education History:
BS: SCSU
Major: Special Education
MED: UConn
Major: Special Education

Work Experience:
2 ½ yrs. Waterbury, 1 yr. Stamford,
2 yrs. St. Vincent’s Special Needs Serv.
7 yrs. Stratford, 1 yr. Redding,
2 yrs. Reg. 12, 5 yrs. Torrington,
1 yr. Middlebury

Replacing: J. Knowlen
6. **Ms. Gabrielle Passarelli**, Kindergarten Teacher, Northville Elementary School
Move that the Board of Education appoint **Ms. Gabrielle Passarelli** as Kindergarten Teacher at Northville Elementary School effective September 6, 2018.
2018-2019 Salary – \$53,294 (Step 1F) (pro-rated to start date)

Education History:
BS: WCSU
Major: Elementary Education
MS: University of Bridgeport
Major: Elementary Education

Work Experience:
LT Sub – New Milford

New budgeted position
7. **Mrs. Sandra Robair**, Life Science Teacher, Schaghticoke Middle School
Move that the Board of Education appoint **Mrs. Sandra Robair** as Life Science Teacher at Schaghticoke Middle School effective August 24, 2018.
2018-2019 Salary – \$53,294 (Step 1F)

Education History:
BA: CCSU
Major: Biology
MS: WCSU
Major: Biomolecular Science

Work Experience:
5 yrs. Tutor Bristol PS

Replacing: S. D’Amico
8. **Ms. Ashley Wyka**, Special Education Teacher, Schaghticoke Middle School
Move that the Board of Education appoint **Ms. Ashley Wyka** as Special Education Teacher at Schaghticoke Middle School effective August 24, 2018.
2018-2019 Salary – \$60,264 (Step 6F)

Education History:
BS: WCSU
Major: Secondary Education, History
MS: WCSU
Major: Special Education

Work Experience:
5 yrs. Danbury PS

Replacing: D. Kiser

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. Diane Erickson**, General Worker, New Milford High School
Move that the Board of Education approve the resignation of **Mrs. Diane Erickson** as General Worker at New Milford High School effective August 31, 2018.

Personal Reasons

- 2. Mrs. Kathleen Lazzaro**, Special Education Paraeducator, Sarah Noble Intermediate School
Move that the Board of Education approve the resignation, due to retirement, of **Mrs. Kathleen Lazzaro** as Special Education Paraeducator at Sarah Noble Intermediate School effective September 7, 2018.

Retirement

- 3. **Mr. John Lesser**, Special Education Paraeducator, Hill and Plain School
Move that the Board of Education approve the resignation of **Mr. John Lesser** as Special Education Paraeducator at Hill and Plain School effective September 28, 2018.

Personal Reasons

- 4. Ms. Roberta Pratt**, District-wide Director of Technology
Move that the Board of Education approve the resignation of **Ms. Roberta Pratt** as District-wide Director of Technology effective September 28, 2018.

Took position elsewhere

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

- 1. Mrs. Nancy Benvenuti**, Secretary to the Assistant Principal, New Milford High School
Move that the Board of Education appoint **Mrs. Nancy Benvenuti**, Secretary to the Assistant Principal at New Milford High School effective date to be determined.

\$18.42 per hour
8 hours per day/Calendar Year
Step 3/Class IIA

Replacing: M. Shaffer

- | | |
|--|--|
| <p>2. **Mrs. Kerriann Cartelli, Tutor, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mrs. Kerriann Cartelli as Tutor at Sarah Noble Intermediate School effective September 17, 2018.</p> | <p><i>Education History:</i>
BA: College of New Rochelle
Major: Psychology

\$16.00 per hour</p> |
| <p>3. Ms. Keeley Cronin, Paraeducator, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Ms. Keeley Cronin as Paraeducator at Sarah Noble Intermediate School effective August 27, 2018.</p> | <p>\$14.21 per hour - Hire Rate
\$15.70 per hour – Job Rate
(after completion of probationary period)

Replacing: A. Fortuna</p> |
| <p>4. Mrs. Paula Durr, Tutor, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mrs. Paula Durr as Tutor at Sarah Noble Intermediate School effective August 31, 2018.</p> | <p><i>Education History:</i>
BA: Geneva College
Major: English

\$16.00 per hour</p> |
| <p>5. Mrs. Maura Kaschube, Paraeducator, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mrs. Maura Kaschube as Paraeducator at Sarah Noble Intermediate School effective August 27, 2018.</p> | <p>\$14.21 per hour - Hire Rate
\$15.70 per hour – Job Rate
(after completion of probationary period)

Replacing: M. Mercer</p> |
| <p>6. Ms. Elisabeth Kurzawa, Tutor, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Ms. Elisabeth Kurzawa as Tutor at Sarah Noble Intermediate School effective August 29, 2018.</p> | <p><i>Education History:</i>
BA: UConn
Major: Human Development & Family Studies
MA: University of Hartford
Major: Early Childhood Education

\$16.00 per hour</p> |
| <p>7. Mrs. Barbara Matson, Library Clerk, Schaghticoke Middle School
<u>Move</u> that the Board of Education appoint Mrs. Barbara Matson as Library Clerk at Schaghticoke Middle School effective September 4, 2018.</p> | <p>\$16.57 per hour
8 hours per day/School Year
Step 1/Class III

Replacing: L. Bauso</p> |
| <p>8. Mr. Paul Partelow, Tutor, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mr. Paul Partelow as Tutor at Sarah Noble Intermediate School effective August 29, 2018.</p> | <p><i>Education History:</i>
BS: UConn
Major: Elementary Education
MS: WCSU
Major: School Counseling

\$16.00 per hour</p> |

- | | |
|--|--|
| <p>9. Mrs. Rebecca Passero, Paraeducator, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mrs. Rebecca Passero as Paraeducator at Sarah Noble Intermediate School effective September 4, 2018.</p> <p>10. Ms. Rubi Roman-Espinal, Secretary to the Assistant Principal, Schaghticoke Middle School
<u>Move</u> that the Board of Education appoint Ms. Rubi Roman-Espinal as Secretary to the Assistant Principal at Schaghticoke Middle School effective August 22, 2018.</p> <p>11. **Miss Krystianna Toth, Tutor, Northville Elementary School
<u>Move</u> that the Board of Education appoint Miss Krystianna Toth as Tutor at Northville Elementary School effective September 17, 2018.</p> <p>8. ADULT EDUCATION STAFF
a. RESIGNATIONS
1. None</p> <p>9. ADULT EDUCATION STAFF
b. APPOINTMENTS
1. None currently</p> <p>10. BAND STAFF
a. RESIGNATIONS
1. None</p> <p>11. BAND STAFF
b. APPOINTMENTS
1. Mr. Gavin Halsey, Marching Band Volunteer, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Gavin Halsey as Marching Band Volunteer at New Milford High School effective August 22, 2018.</p> <p>2. Mr. Elveret Thomas, Marching Band Volunteer, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Elveret Thomas as Marching Band Volunteer at New Milford High School effective August 22, 2018.</p> | <p>\$14.21 per hour - Hire Rate
\$15.70 per hour – Job Rate
(after completion of probationary period)</p> <p>Replacing: L. Viglione</p> <p>\$17.62 per hour
8 hours per day/Calendar Year
Step 2/Class IIA</p> <p>Replacing: O. Rella</p> <p><i>Education History:</i>
BS: ECSU
Major: Psychology of Childhood</p> <p>\$16.00 per hour</p> <p>Volunteer</p> <p>Volunteer</p> |
|--|--|

12. COACHING STAFF

a. RESIGNATIONS

1. None currently

13. COACHING STAFF

b. APPOINTMENTS

- | | |
|---|---------------------------|
| <p>1. **Ms. Kerri Bell, Girls' Assistant JV Volleyball Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Kerri Bell as Girls' Assistant JV Volleyball Coach at New Milford High School effective September 13, 2018, pending receipt of coaching permit.</p> | 2018-2019 Stipend: \$3149 |
| <p>2. Ms. Kelsey Heaton, Girls' Volunteer Field Hockey Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Kelsey Heaton as Girls' Volunteer Field Hockey Coach at New Milford High School effective September 5, 2018.</p> | Volunteer |
| <p>3. Ms. Maggie Heaton, Girls' Assistant Swimming and Diving Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Maggie Heaton as Girls' Assistant Swimming and Diving Coach at New Milford High School effective August 28, 2018, pending receipt of coaching permit, CPR, First Aid, Concussion/Head Injury certificates.</p> | 2018-2019 Stipend: \$2938 |
| <p>4. Mr. Rob Hibbard, Intramural Flag Football Coach for Grade 6, Schaghticoke Middle School
<u>Move</u> that the Board of Education appoint Mr. Rob Hibbard as Intramural Flag Football Coach for Grade 6 at Schaghticoke Middle School effective October 1, 2018.</p> | 2018-2019 Stipend: \$992 |
| <p>5. Ms. Brianna Reda, Girls' Freshman Field Hockey Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Brianna Reda as Girls' Freshman Field Hockey Coach at New Milford High School effective August 28, 2018, pending receipt of coaching permit, CPR, First Aid, Concussion/Head Injury certificates.</p> | 2018-2019 Stipend: \$3149 |

6. **Mr. Matthew Wall**, Intramural Flag Football Coach for Grades 7 & 8, Schaghticoke Middle School
Move that the Board of Education appoint **Mr. Matthew Wall** as Intramural Flag Football Coach for Grades 7 & 8 at Schaghticoke Middle School effective October 1, 2018.

2018-2019 Stipend: \$992

14. LEAVES OF ABSENCE

1. **None**



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

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	SPED	EDADVANCE	18/19 YEARLY - STUDENT CARE WORKERS	\$ 648,100.00	53200
GENERAL	SPED	SOLTERRA ACADEMY	18/19 YEARLY - EXTENDED & SCHOOL YEAR TUITION	\$ 151,027.00	55630
GENERAL	SPED	COOPERATIVE EDUC SERVICES	18/19 YEARLY - SCHOOL YEAR TUITION	\$ 143,088.00	55610
GENERAL	SPED	MILESTONES BEHAVIORAL SERVICES INC	18/19 YEARLY - SCHOOL YEAR TUITION	\$ 125,000.00	55630
GENERAL	SPED	GREEN CHIMNEY'S CHILDREN'S SERVICES INC	18/19 YEARLY - EXTENDED & SCHOOL YEAR TUITION	\$ 107,455.00	55630
GENERAL	SPED	THE KENNEDY CENTER	18/19 YEARLY - PARTNERS PROGRAM	\$ 76,060.00	55630
GENERAL	SPED	BENHAVEN	18/19 YEARLY - SCHOOL YEAR TUITION	\$ 68,621.00	55630
GENERAL	SPED	THE FORMAN SCHOOL INC	18/19 YEARLY - SCHOOL YEAR TUITION	\$ 62,080.00	55630
GENERAL	SPED	SPECIALIZED EDUCATION CONNECTICUT INC	18/19 YEARLY - SCHOOL YEAR TUITION	\$ 57,222.00	55630
GENERAL	SPED	CT JUNIOR REPUBLIC	18/19 YEARLY - SCHOOL YEAR TUITION	\$ 45,544.00	55630
GENERAL	TECHNOLOGY	SHI INTERNATIONAL	MICROSOFT LISENCES OF VARIOUS TYPES	\$ 35,466.50	53500
GENERAL	NMHS	CONN-SELMER INC	18/19 YEARLY - LEASE OF MUSICAL INSTRUMENTS	\$ 23,362.25	54420
GENERAL	SPED	FRONTLINE TECHNOLOGIES GROUP	IEP DIRECT	\$ 17,991.17	53230
GENERAL	SPED	GLOBAL MED INDUSTRIES	AUTOMATED EXTERNAL DEFIBRILLATORS (AED) - 11	\$ 12,705.00	54320
GENERAL	SPED	MILESTONES BEHAVIORAL SERVICES INC	18/19 YEARLY - EXTENDED YEAR TUITION	\$ 11,659.05	55630
GENERAL	TECHNOLOGY	WEST INTERACTIVE SERVICES CORP	SCHOOL MESSENGER RENEWAL	\$ 11,480.51	53500
GENERAL	SPED	CITY OF WATERBURY	18/19 YEARLY - SCHOOL YEAR TUITION	\$ 11,298.11	55610
GENERAL	TECHNOLOGY	IFS CONSULTING SERVICES	SYAM SOFTWARE ANNUAL MAINTENANCE	\$ 9,691.33	53500
GENERAL	FACILITIES	SCHOOLDUDE	ANNUAL SOFTWARE SUB. - FACILITY RENTAL & WORK ORDER MODULES	\$ 9,261.00	54301
GENERAL	SPED	COOPERATIVE EDUC SERVICES	18/19 YEARLY - EXTENDED YEAR TUITION	\$ 8,224.00	55610
GENERAL	FACILITIES	KONE INC	SNIS ELEVATOR/CHAIRLIFT REPAIRS & MAINTENANCE	\$ 8,115.00	54301
GENERAL	FACILITIES	ZAMPELL REFRACTORIES INC	SMS EMERGENCY BOILER REPAIRS	\$ 7,400.00	54301
GENERAL	DOI	REVISION LEARNING PARTNERSHIP	PROFESSIONAL DEVELOPMENT- ADMIN RETREAT/MATERIALS/FEEDBACK	\$ 6,600.00	53220
GENERAL	FACILITIES	CIRCLE ASPHALT PAVING	18/19 YEARLY - ASPHALT REPAIRS	\$ 6,500.00	54301
GENERAL	DOI	REVISION LEARNING PARTNERSHIP	TEACHER LEADER / MENTOR DEVELOPMENT - TWO DAYS DURING YEAR	\$ 6,000.00	53220
GENERAL	SPED	LINDAMOOD-BELL LEARING PROCESSES	18/19 YEARLY - EXTENDED SCHOOL YEAR ONLINE INSTRUCTION	\$ 5,998.50	55630
GENERAL	FACILITIES	PLIMPTON & HILLS CORP	18/19 YEARLY - PLUMBING SUPPLIES	\$ 5,500.00	56290
GENERAL	TECHNOLOGY	SHI INTERNATIONAL	BARRACUDA NETWORKS PROTECTION	\$ 5,193.60	53500
GENERAL	TECHNOLOGY	WHALLEY COMPUTER ASSOCIATES	DELL LATITUDE 5490 LAPTOPS - 4	\$ 5,140.00	56110
GENERAL	DOI	REVISION LEARNING PARTNERSHIP	PROFESSIONAL DEVELOPMENT- CONVOCATION	\$ 5,000.00	53220

Approved Field Trips September 2018

<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	9/8/2018	Saturday	132	6	Bethel High School (Band Competition)	0	\$0.00
NMHS	9-12	9/15/18	Saturday	132	6	Brookside Elementary School (Band Competition)	0	\$0.00
SMS	7	09/24/2018	Monday	107	8	Silver Lake Conference Center (team building/SEL)	2	\$45.37
SMS	7	9/25/2018	Tuesday	107	8	Silver Lake Conference Center (team building/SEL)	2	\$45.37
NMHS	9-12	9/29/2018	Saturday	132	6	Newtown High School (Band Competition)	0	\$0.00
NMHS	9-12	10/01/2018	Monday	35	2	Brookfield High School (NMHS Math Team)	0	\$0.00
SMS	7	10/1/2018	Monday	107	8	Silver Lake Conference Center (team building/SEL)	2	\$45.37
NMHS	9-12	10/20/2018	Saturday	132	6	Southington High School (Band Competition)	0	\$0.00
NMHS	9-12	10/27/18	Saturday	132	6	Veterans Memorial Stadium (Band Competition)	0	\$0.00
NMHS	10-12	11/14/2018	Wednesday	50	5	Metropolitan Musuem of Art	2	\$45.00
NMHS	9-12	12/3/2018	Monday	35	2	Brookfield High School (NMHS Math Team)	0	\$0.00
NMHS	9-12	2/4/2019	Monday	35	2	New Fairfield High School (NMHS Math Team)	0	\$0.00
NMHS	9-12	04/03-04-20/19		25	4	Germany	4	est. \$1900.00
SMS	7-8	05/17/2019	Friday	130	20	Great East Music Festival, Agawam MA	3	\$80.00

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2018 SEP -6 P 12:07
CT
NEW MILFORD, CT

Also Present: Dr. Stephen Tracy, Interim Superintendent of Schools
Mrs. Laura Olson, Director of Pupil Personnel and Special Services

<p>1.</p>	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mr. Schemm.</p>	<p>Call to Order</p>
<p>2.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	<p>Public Comment</p>
<p>3.</p>	<p>Discussion and Possible Action</p> <ul style="list-style-type: none"> Mr. Schemm welcomed Dr. Tracy to the first meeting of the Policy sub-committee following its summer hiatus. He said the policies for review tonight are statutorily driven and will be up for approval at the next Board meeting. Mrs. Faulenbach asked overall how these policies affected student handbooks since they have already been distributed. She wants to make sure parents and students are aware of any updates. Mrs. McInerney said revisions are added to the district website throughout the year. Mr. Schemm said they could be sent electronically too. 	<p>Discussion and Possible Action</p>
<p>A.</p>	<p>Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p>	<p>A. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p>

<p>1. 4111/4211 Recruitment and Selection</p> <ul style="list-style-type: none"> • Mr. Schemm asked for comments. He noted the references to the No Child Left Behind Act, which is no longer in place, and asked that legal review that section. <p>2. 4118.25/4218.25 Reporting Child Abuse and Neglect</p> <ul style="list-style-type: none"> • Mr. Schemm said this policy adds electronic reporting effective October 2019 but has a section for what is currently in effect as well. He asked how the committee feels about including a section that will not take effect until next year. • Mrs. McInerney said she didn't have a problem with it as long as the state doesn't change its mind before then. • Mrs. Olson said the only change is in electronic reporting. The district already does the required verbal and written reporting. <p>3. 5141 Student Health Services</p> <ul style="list-style-type: none"> • Mrs. Olson said the voluntary oral health assessments are a new piece in addition to the current health record. An assessment form is on the district website. She suggested a cover letter be added to the new health form explaining the oral piece. • Mrs. Faulenbach asked for clarification that the oral health assessment is voluntary. Dr. Tracy said it is but the district is mandated to make the request. • The committee discussed the language in the policy regarding opting out versus providing consent. Mr. Schemm suggested legal be consulted to clarify. • Mrs. Faulenbach asked if the asthma reporting was new. • Mrs. Olson said she would talk to Dr. Hack, the district's medical advisor, before the Board 	<p>1. 4111/4211 Recruitment and Selection</p> <p>2. 4118.25/4218.25 Reporting Child Abuse and Neglect</p> <p>3. 5141 Student Health Services</p>
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<p>meeting.</p> <p>4. 5141.21 Administration of Medication</p> <ul style="list-style-type: none"> • Mr. Failla said he had a concern with obligating people to provide first aid treatment. He said in the case of the bus drivers, they are in general average citizens doing a part time job and do not have the same level of training as school personnel. • Mr. Failla asked that legal check the wording of the statute. The policy states “may” be liable; he thinks it should state “shall”. • Mrs. McNerney said she thought drivers were trained on the epipen administration now. Her question was whether a driver who is uncomfortable administering the first aid would need to have an aide on the bus instead. • Mr. Schemm wondered if the drivers would be in violation if they administered aid, since they are not currently authorized to administer medication. • Mr. Failla said Good Samaritan protection would apply. He said his concern is that the drivers are being obligated to provide medical care without suitable protection. • Mrs. Faulenbach said she would like more information regarding current practice. What training do the drivers receive now? What is mandated? Who does the training? What must be done by June 30, 2019? • Mrs. Olson said she knows All-Star does annual training and she would find out the specifics. <p>5. 5157 Use of Physical Force</p> <ul style="list-style-type: none"> • Mrs. Olson said this policy defines exclusionary time out and escorting terms. • Mrs. McNerney asked if parents are notified should a child be restrained. Mrs. Olson said yes, each time, both verbally and in writing. 	<p>4. 5141.21 Administration of Medication</p> <p>5. 5157 Use of Physical Force</p>
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	<p>Mrs. Faulenbach moved to bring Policies with any necessary revisions:</p> <ol style="list-style-type: none"> 1. 4111/4211 Recruitment and Selection 2. 4118.25/4218.25 Reporting Child Abuse and Neglect 3. 5141 Student Health Services 4. 5141.21 Administration of Medication 5. 5157 Use of Physical Force <p>to the full Board for approval.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring Policies with any necessary revisions:</p> <ol style="list-style-type: none"> 1. 4111/4211 Recruitment and Selection 2. 4118.25/4218.25 Reporting Child Abuse and Neglect 3. 5141 Student Health Services 4. 5141.21 Administration of Medication 5. 5157 Use of Physical Force <p>to the full Board for approval.</p>
4.	<p>Item of Information</p> <p>A. Pullman & Comley School Law Alert – August 1, 2018</p> <ul style="list-style-type: none"> • Mr. Schemm said this was a quick overview and asked the committee if they wanted to discuss any standouts. • Mrs. Faulenbach said there was a lot to review, some having already affected policies. She said she can see more changes coming. • Mr. Schemm said one that stood out for him was the mid-year reduction in ECS funds which put many districts in a bind. He said the Alert also underscored the number of mandates given to districts, often without funding. 	<p>Item of Information</p> <p>A. Pullman & Comley School Law Alert – August 1, 2018</p>
5.	<p>Discussion</p> <p>A. Policy Series for Review</p> <ul style="list-style-type: none"> • Mr. Schemm said the 1000 series review begun last year was not complete and he suggested the committee continue that review before moving on to other series. He suggested they try for 6-8 per meeting. He asked committee members to let him know if there were any policies in the series they wanted to move up 	<p>Discussion</p> <p>A. Policy Series for Review</p>

	for review, otherwise they would follow numerical order.	
6.	Public Comment <ul style="list-style-type: none">• There was none.	Public Comment
7.	Adjourn Mrs. Faulenbach moved to adjourn the meeting at 7:25 p.m. seconded by Mrs. McInerney and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:25 p.m.

Respectfully submitted:



J.T. Schemm, Chairperson
Policy Sub-Committee

**New Milford Board of Education
Committee on Learning Minutes
September 4, 2018
Lillis Administration Building, Room 2**

Present: Mrs. Tammy McInerney, Chairperson
Mr. Bill Dahl
Mr. Joseph Failla
Mr. J.T. Schemm

Also Present: Dr. Stephen Tracy, Interim Superintendent of Schools
Ms. Alisha DiCorpo, Assistant Superintendent of Schools
Ms. Shana Bergonzelli-Graham, NMHS Business teacher
Mrs. Kristie O'Neill, NMHS Business teacher
Mr. Eric Williams, NMHS Assistant Principal

RECEIVED
TOWN CLERK
2018 SEP -6 P 12:07
CT
NEW MILFORD, CT

1.	Call to Order The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:30 p.m. by Mrs. McInerney.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> NES Grade 2 teacher Doranne Koval said she was speaking for the NES second grade team regarding concerns they have about large class sizes. She said there are currently six teachers, five with classes of 23 students each and one of 24 students. NES dropped a second grade class this year and there is now a disparity between the two K-2 schools in numbers. She said they are concerned about meeting the needs of disparate learners and achieving the same student growth as at their sister school, HPS, which has lower class sizes. She said the benefits of smaller class sizes are well known. They are respectfully asking the Board to add an additional second grade teacher at NES, or at least additional instructional tutors and/or paraeducators. She suggested that the second grade classes could be redistricted, saying it is a tough choice to disrupt current classes but worth it in the end for the students. Mrs. McInerney said this topic was on the agenda for discussion later in the evening. 	Public Comment

<p>3.</p>	<p>Discussion and Possible Action</p> <ul style="list-style-type: none"> • Mr. Failla suggested moving up item 3B on the agenda. There was no objection. <p>B. NES Grade 2 Enrollment/Class Size</p> <ul style="list-style-type: none"> • Mrs. McInerney said she asked for this item to be put on the agenda so that the disparities between the schools could be addressed. • Dr. Tracy distributed background material from the budget season when the enrollment and class sizes were discussed, and a NES second grade class reduced. He said NES is just slightly over projection and HPS has been lower than anticipated and that is what is creating the gap. • Mrs. McInerney asked why NES was reduced during budget and not HPS. She understands that things can change from January and asked when the administration realized that NES was higher. She said that even with adding a teacher to NES, their second grade class sizes would still be higher than at HPS. She said she feels there is a need to provide support to NES. She is concerned about including paraeducators in any solution, since the district currently has issues filling those positions. • Mr. Dahl said he doesn't like the comparison of schools. He said the committee should be talking about what is best for educating the students in the class. If that is a lower number, then how can we bring that number down or support the educators with the ones they have. • Mrs. McInerney said she wants to ensure equitable learning. • Mr. Schemm said he is an advocate of parity across schools. The total school numbers are not balanced at the moment, with NES' population much higher. He said he doesn't know the solution for that mid-stream. He asked about the number of out of zone students. • Ms. DiCorpo said it is not a large number and they were already in projections at budget time with the exception of two kindergarteners. 	<p>Discussion and Possible Action</p> <p>B. NES Grade 2 Enrollment/Class Size</p>
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<ul style="list-style-type: none"> • Mr. Failla said projections aren't perfect; they are estimates. He said in looking at the monthly report, there was no slight in allocation, with the district actually under projection total. He asked what can be done to help now. • Dr. Tracy said he will work with Ms. DiCorpo and Human Resources to identify options regarding any learning issues and parity keeping in mind disruption and cost factors. He can bring those to the Board meeting on September 18 for further discussion. • Mrs. McNerney said if those options are going to include adding a teacher or moving students then she did not think it could wait until the end of the month. She asked if the superintendent needed full Board approval to add a teacher. • Dr. Tracy said he would determine the right process and whether or not it can be expedited. He said the Board should be cautious about setting a precedent regarding moves or class sizes before the next budget season begins. • Mr. Schemm said he would like to know more about our current cohorts. Where did the enrollment go? Are there more coming? He said the enrollment report is always a fluid document. • Ms. DiCorpo said there were four new registrations at HPS just today. <p>A. Review and Approval of Curriculum</p> <ul style="list-style-type: none"> • Mrs. McNerney thanked the presenters for their patience. • Ms. DiCorpo gave a brief presentation regarding the Practical Arts Pathways – Integrating Computer Literacy and AP Computer Science Principles. • Mr. Williams provided a handout which specified the pathways for the computer courses. He said there is a renewed emphasis to communicate with counselors and students as to where one course flows to another. <p>1. Computer Literacy 2. AP Computer Science Principles</p>	<p>A. Review and Approval of Curriculum</p> <p>1. Computer Literacy 2. AP Computer Science</p>
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	<ul style="list-style-type: none">• Mrs. O'Neill said Computer Literacy replaces the Keyboarding class at the high school. It provides more authentic work with typing and real-world applications.• Ms. Bergonzelli-Graham said it is rare for students entering high school to be able to type without looking so this motor skill needs repetition. Students need to "unlearn" wrong behavior.• Mrs. O'Neill said students do keyboarding work as a warm up at the beginning of each class before moving on to other work. The class is designed as a survey course that gives students a taste of work and see if they have an interest that can be developed going forward in other classes.• Mrs. McInerney said she thought it was great to see the emphasis on what career paths interests can lead to.• Mrs. O'Neill said career discussion is integral to each unit.• Mr. Failla said he was concerned with the emphasis on Google Docs since Microsoft Word proficiency is so necessary in the business environment.• Mr. Williams said the BCA computer course focuses on the Microsoft suite. He said this is a half year survey course which covers lots of topics; Google Docs is one. The subject matter is flexible based on student pre-assessments.• Mrs. O'Neill said this class serves the student need for Google Docs which is what they use at the middle school, high school and often in college. They try to teach the students how to tie the two worlds together, for example by changing a resume done in Google Docs to Microsoft Word.• Ms. Bergonzelli-Graham said collaboration is important and Google Docs has many tools for that.• Mr. Schemm said there was a great deal of discussion when this course was proposed last year, and he was happy to see how it turned out. He suggested keeping some placeholders for any new technology that develops.• Mr. Williams said they are hopeful the redesign	Principles
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	<p>will lead to increased enrollment, including from the female population, as well as interest in post-secondary options related to computer programming.</p> <ul style="list-style-type: none">• Ms. DiCorpo said current enrollment is 75 spread across four sections, spring has 80 enrolled over four sections.• Mr. Failla asked what the female population numbers were now. Ms. Bergonzelli-Graham said Intro to Programming is $\frac{1}{4}$ female, but AP Programming has three females out of 23 total students.• Ms. Bergonzelli-Graham said her goal is to get female, and all, students interested to see what they are good at in the field. She said AP Computer Science Principles is good for that because it stresses the creative aspects of programming. The course utilizes APPinventor, which was developed by MIT to create apps. The course is all portfolio based so that is helpful for college.• Ms. DiCorpo said this course was a good example of an introductory AP course that can lead to more difficult AP courses. It is accessible for all students.• Mr. Schemm said the course has the highest adoption rate of any AP course offered.• Mr. Schemm said he was aware that the course was based in the Business department now and asked if there was any consideration to cross listing it with other departments and certifications.• Ms. DiCorpo said perhaps they could look at that as enrollment builds; there are lots of different models in other districts.• Mr. Williams said one advantage of having it in the Business department now is that they can tie in to Perkins grant funding. <p>Mr. Schemm moved to bring the curriculum for Computer Literacy and for AP Computer Science Principles to the full Board for approval, seconded by Mr. Dahl and passed unanimously.</p>	<p>Motion made and passed unanimously to bring the curriculum for Computer Literacy and for AP Computer Science Principles to the full Board for approval.</p>
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<p>4.</p> <p>A.</p>	<p>Item of Information</p> <p>Theories of Action Progress</p> <ul style="list-style-type: none"> • Ms. DiCorpo gave a presentation on the progress being made. She said she presented information in this area at the administrative retreat, convocation, and for the new teachers. She said the focus is to develop instructional capacity so that administrators can lead the work in their buildings. There will be an ongoing review of professional learning being implemented in the district. • Mr. Dahl asked if each principal developed goals with their individual buildings. Ms. DiCorpo said they do but in collaboration with the other administrators so that there is consistency within the district. • Dr. Tracy said the emphasis is on making sure the principals see themselves as leaders in their building's professional development. • Ms. DiCorpo said the Head/Lead teacher job description has been redesigned so that they can help lead professional learning as well. The emphasis is on collaboration and creating collective teacher efficacy. She said the role of coaches is shifting towards this area as well. They will help with individual growth. • Dr. Tracy said that can be key since there is sometimes a reluctance on the part of the educator to collaborate. He said it is the hallmark of a professional to show a willingness to be subject to critique and assistance from colleagues. He said the goal is to help them see the value. • Mr. Dahl said he is concerned with the amount of time out of the classroom that is needed to get all the work done. Ms. DiCorpo said it is less than six days total. 	<p>Item of Information</p> <p>A. Theories of Action Progress</p>
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>

6.	Adjourn Mr. Dahl moved to adjourn the meeting at 8:58 p.m., seconded by Mr. Schemm and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:58 p.m.
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Respectfully submitted:



Tammy McInerney, Chairperson
Committee on Learning

**New Milford Board of Education
Facilities Sub-Committee Minutes
September 11, 2018
Lillis Administration Building—Room 2**

Present: Mrs. Angela C. Chastain, Acting Chairperson
Mr. Bill Dahl
Mrs. Tammy McInerney, Alternate

Absent: Mr. Brian McCauley, Chairperson
Mrs. Eileen P. Monaghan

Also Present: Dr. Stephen Tracy, Interim Superintendent
Mr. Kevin Munrett, Facilities Director
Mr. Nestor Aparicio, Assistant Facilities Director
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Ms. Roberta Pratt, Director of Technology

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NEW MILFORD, CT

1.	Call to Order The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mrs. Chastain, acting as Chairperson in the absence of Mr. McCauley. Mrs. McInerney was seated in the absence of Mrs. Monaghan.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> There was none 	Public Comment
3.	Discussion and Possible Action A. NMHS Roof <ul style="list-style-type: none"> Mr. Munrett said there was a meeting at the Mayor's office today on this subject, following up on a previous meeting, and looking to next steps. Dr. Tracy is preparing a letter to the Town asking for an appropriation of funds for a short term solution while we work on the long term fix. Dr. Tracy distributed a draft of the letter to the Mayor in which he requests the Town "authorize the expenditure of up to \$200,000 for the purpose of securing the damaged roof through the winter and until such time as a permanent repair or replacement plan can be implemented". He said at the meeting they 	Discussion and Possible Action A. NMHS Roof

	<p>identified an eight step process for reviewing options to complete the full project. He said the goal is to determine the best course of action by Thanksgiving in order to have bonding in January be a possibility.</p> <ul style="list-style-type: none">• Mrs. McInerney said she thought the meeting was very productive and that the Town was willing to partner on this project.• Mr. Dahl asked what the \$200,000 would cover. Mr. Munrett said the tarps would be replaced with a heavy duty rubber product and additional leaks addressed.• Mr. Dahl asked if the insurance coverage amount was known yet. Mr. Munrett said after a number of site visits, the insurer has determined a reimbursement amount of \$289,000 to fix the part of the roof that was damaged in the storm.• Mrs. Chastain asked if any final decision on the roof would come back to the BOE. Dr. Tracy said that was his understanding but he would clarify with the Town.	
B. SNIS A/C Condensation	<ul style="list-style-type: none">• Mr. Munrett said SNIS experienced condensation leaks prior to school opening. He said they were the result of a system bringing air conditioning to classrooms that was designed for heating, and not insulated for cool water. They have reinsulated pipes and cleaned as needed. Air and mold sampling has been done twice, with only a few slightly elevated numbers. They continue to monitor daily. The Health department visited at the district's request and Mr. Crespan said we were doing all we should be. We have also contacted the district's enviroconsultants to start looking at a long term fix.• Mrs. McInerney said she was aware that a letter went out to staff addressing the issue and she suggested one should go out to parents too. Dr. Tracy agreed and said he would send one out early next week.• Mr. Dahl said he appreciated the quick	B. SNIS A/C Condensation

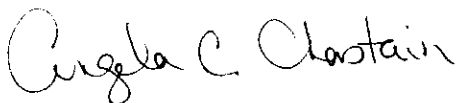
	<p>response by Facilities to jump on the problem and make adjustments.</p> <p>C. Eagle Scout Projects</p> <ul style="list-style-type: none"> • Mr. Munrett distributed a few pictures of the two completed Eagle Scout projects that the Board approved previously. He said both scouts did wonderful work. • Mr. Dahl asked if the names on the track and field records sign were easily replaced if needed. Mr. Munrett said they were more permanent in nature but are designed to allow updates if records are broken in the future. • Mr. Munrett said he has been approached by another scout regarding building a composting bin at NES. The project is in the discussion phase right now. 	C. Eagle Scout Projects
4.	<p>Items of Information</p> <p>A. Summer Update</p> <ul style="list-style-type: none"> • Mr. Munrett said this summer truly went by fast and that his crew did a tremendous job cleaning, painting, and generally getting the schools ready for fall. He said it was a tribute to the staff's work ethic that they got everything done in time. <p>B. Oil Tank Update</p> <ul style="list-style-type: none"> • Mr. Munrett said the vendor has started marking the ground for the project and temporary fencing and needed equipment are due shortly. The vendor should be breaking ground by the end of the week and then the project should take two to three weeks to complete. • Mr. Dahl asked if the vendor would be taking away any soil that might be found to be contaminated. Mr. Munrett said yes, the project will be done in accordance with DEEP regulations. • Mrs. McInerney asked about the oil tanks at 	<p>Items of Information</p> <p>A. Summer Update</p> <p>B. Oil Tank Update</p>

**New Milford Board of Education
Facilities Sub-Committee Minutes
September 11, 2018
Lillis Administration Building—Room 2**

Page 4

	<p>SNIS and Lillis. Mr. Munrett said he heard those projects were moving forward through the Town which would be using the bids obtained when the projects were bid altogether.</p> <ul style="list-style-type: none">• Mrs. Chastain asked if the deadline was the end of this year and Mr. Munrett said that is correct.	
5.	<p>Public Comment</p> <ul style="list-style-type: none">• Wendy Faulenbach said she would be requesting that the Operations agenda be amended this evening to add funding for the HPS oil tank. She said there had been previous conversations about this at sub-committees and with the Town but the loop was not closed there yet. She said they have an obligation to the community to do that.	<p>Public Comment</p>
6.	<p>Adjourn</p> <p>Mrs. McInerney moved to adjourn the meeting at 7:04 p.m., seconded by Mr. Dahl and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:04 p.m.</p>

Respectfully submitted:



Angela C. Chastain, Acting Chairperson
Facilities Sub-Committee

**New Milford Board of Education
Operations Sub-Committee Minutes
September 11, 2018
Lillis Administration Building—Room 2**

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NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Bill Dahl, Alternate
Mr. J.T. Schemm, Alternate

Absent: Mr. Brian McCauley
Mrs. Eileen P. Monaghan

Also Present: Dr. Stephen Tracy, Interim Superintendent
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Ms. Roberta Pratt, Director of Technology
Mr. Kevin Munrett, Facilities Director
Mr. Nestor Aparicio, Assistant Facilities Director
Mrs. Susan Murray, Principal, Northville Elementary School

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:32 p.m. by Mrs. Faulenbach. Mr. Dahl was seated in the absence of Mr. McCauley. Mr. Schemm was seated in the absence of Mrs. Monaghan.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> Doranne Koval, NES grade 2 teacher, said she was speaking on behalf of her students and grade 2 team. She said she spoke on their behalf in public at the Committee on Learning meeting about the large disparity between HPS and NES grade 2 class sizes. They are concerned that the increased student work load, and student diversity both academically and behaviorally, will not enable them to reach the same projected student growth as their colleagues at HPS. She said studies consistently show the benefits of smaller class size. She said the disparity is unfair to students and urged the Board to make the tough decision now to add another grade 2 teacher 	Public Comment

	<p>at NES.</p> <ul style="list-style-type: none"> • Joseph Failla said he thought the Board should move cautiously in this area. The enrollment would have been roughly the same if HPS had not underprojected. He said the district is down 135 students overall. He said it was a difficult situation with the proposed budget and they knew what the NES numbers were then. He said numbers fluctuate over time, usually downward in recent history. He suggested moving teachers around perhaps versus adding. • Mr. Failla suggested using the end of year balance towards funding artificial turf replacement. He said the Town ended up with a surplus and the Town Council started spending it last night, everywhere but in the schools. The BOE gave \$450,000 back to the Town last year at the Town's request and the Town did not look to the BOE at all with the surplus. 	
3.	<p>Discussion and Possible Action</p> <p>Mrs. Faulenbach asked for a motion to amend the agenda to add item 3H: HPS Oil Tank Funding for discussion and possible action; motion by Mr. Dahl, second by Mr. Schemm, and approved <i>unanimously</i>.</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>Mr. Schemm asked to move up item 3G on the agenda for discussion. Consensus was to move it up after Exhibit A discussion.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said no motion is required for Exhibit A or the Monthly Reports that follow since the Superintendent was authorized for approval in June through September 18, 2018. • Ms. Baldelli said she will have a revised Exhibit A for Friday's packet. She said there are currently 5 certified openings. The high school has openings for a Spanish teacher, a Special Education teacher, a substance abuse 	<p>Discussion and Possible Action</p> <p>Motion made and passed unanimously to amend the agenda to add item 3H: HPS Oil Tank Funding for discussion and possible action.</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

	<p>counselor, and a computer based instructional program teacher. SMS is looking for a bilingual teacher. There are 6.5 non certified paraeducator openings.</p> <ul style="list-style-type: none"> • Mr. Schemm noted that a bilingual teacher had been added at SNIS. Ms. Baldelli said SMS now meets the requirements as well in that area so a second teacher is needed. • Mr. Schemm asked if there are any open positions that are not required. Ms. Baldelli said no, there is a need in all cases; students are in the classes. They are using substitutes for now. • Mrs. Faulenbach asked the status of the instructional coaches. Ms. Baldelli said they are all filled. Mrs. Faulenbach asked about athletic coaches. Ms. Baldelli said they are waiting on one. • Mr. Schemm noted Ms. Pratt's resignation on the Exhibit. He wished her good luck and thanked her for her service to New Milford. 	
G. NES Grade 2 Enrollment/Staffing	<ul style="list-style-type: none"> • Mrs. Faulenbach said this topic is at Operations because there are personnel and financial implications. • Dr. Tracy provided historical information regarding class enrollment. He said NES's numbers were close to those projected at budget time. He said his initial thought was to leave it alone but he changed his mind after reviewing the historical size of grade 2 classes. This is the highest size in the last seven years and the biggest differential between schools. He said if it was mid-summer, he would perhaps suggest moving a teacher from HPS to NES but now it would disrupt both schools. He recommends hiring another grade 2 teacher for NES to bring their class sizes to 19.6 average. He said there are sufficient funds in the certified salary account balance, though he is aware it is early in the year. • Mr. Dahl asked about the options for space. Dr. 	G. NES Grade 2 Enrollment/Staffing

Tracy said the seventh classroom from last year had been repurposed. NES Principal Susan Murray said they would move the STAR program to the room shared by the Science enrichment and ELL tutors, who are both in the building part-time. She would move the Science enrichment teacher to the stage area and the ELL tutor to the Reading Intervention classroom perhaps.

- Mr. Dahl asked if the stage area was a good place for the enrichment program. Mrs. Murray said it was not ideal but they would make do.
- Mrs. Faulenbach said the numbers district wide are down 131 students. Mrs. Faulenbach asked if a teacher could be moved within district versus making an additional hire.
- Dr. Tracy said the Board needs to weigh the benefit versus the disruption. Even if a teacher is added, moving students into the new class is disruptive too.
- Mr. Dahl said he is not big on comparing but, if there is a disparity, should we be starting to look at whether the boundary is off between the schools. He is concerned about precedent too. The last budget was defeated at referendum and in town the BOE is always accused of “hiding money”. Now after the budget passes we have added another Kindergarten teacher and may add a Grade 2 teacher. He said if money is available we should get rid of the burden of Pay to Play.
- Mrs. Faulenbach asked what the effect to the budget is to hire another teacher, including benefits. Mr. Giovannone said the salary figure used is \$53,000 and benefits could be up to 25% of salary depending on what the new hire elects to take.
- Mrs. Faulenbach said she thinks this topic should automatically go to the full BOE for further discussion. She said with a staffing issue, she is also concerned about precedent. She said she is really torn as the numbers don’t lie. They did know these numbers at budget time, but not the disparity.

	<ul style="list-style-type: none"> • Mr. Schemm asked about turnover savings. Mr. Giovannone said the balance is at \$627,000 right now but if vacancies fill it should more realistically show at about \$400,000 over the next month, assuming those positions are filled at the midpoint. • Mrs. Faulenbach said she was glad there were funds in the certified salary line to cover but however cautioned that this is still early on in the year. • Mr. Schemm asked about recall provisions. Ms. Baldelli said all teachers who were available have been recalled; some took other jobs. • Dr. Tracy said he respected that this is a Board decision as they will be creating a new position if they choose, versus filling a vacancy. <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated 8/31/18 2. Purchase Resolution D-714 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mr. Giovannone said payroll encumbrances continue through September with September 14 being the second teacher paycheck. • Mr. Giovannone said 55110 Student Transportation is showing a negative balance. It is overrun due to special education placements and there is money in 55630 Private Tuition to cover. He will bring a transfer request next month once encumbrances are more set. • Mrs. Faulenbach asked if there was any additional savings available in general transportation with the new contract. Mr. Giovannone said they used that savings at the end of last year to reduce this year's Pay to Play and Parking fees. • Mrs. Faulenbach asked if they could get an update on revenue versus projections by October. Mr. Giovannone said yes, and quarterly updates after. • Mr. Giovannone mentioned the 44822 line which was an expected placement at LHTC 	<p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated 8/31/18 2. Purchase Resolution D-714 3. Request for Budget Transfers
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	<p>which didn't happen. That will be a hole to fill.</p> <ul style="list-style-type: none">• Mr. Schemm asked how ODP placements were running versus projections. Mrs. Olson said they are slightly higher but right now within budget.• On the purchase resolution, Mrs. Faulenbach questioned the SMS boiler repair and asked if it was tied into the \$12,000 transfer request. Mr. Giovannone said they were different. The \$12,000 was for chiller repairs at SNIS which were transferred from SMS, within major object code, to cover. This is unrelated to the SMS boiler repairs.• Mrs. Faulenbach asked if School Messenger was an annual renewal and Ms. Pratt said it was.• Mr. Schemm asked if the School Dude cost was just for facilities rental software. Mr. Giovannone said it covers both the rental software and the maintenance work order software. He said he would revise the description for the full Board packet.	
<p>C. Tuition Rates for 2018-2019</p> <ul style="list-style-type: none">• Mr. Giovannone said he followed the historical format to determine these projected numbers.• Mr. Schemm asked if these were the same numbers for Sherman students. Mr. Giovannone said Sherman was a separate contract.• Mr. Schemm asked if these numbers show up as revenue on the regular education tuition line. Mr. Giovannone said no, that is for EXCEL.• Mrs. Faulenbach asked what account they go into and what the numbers were last year. Mr. Giovannone said he thought it might go to the Town side and would check for the full Board. He noted the discounted rate for staff. <p>Mr. Dahl moved to bring the Tuition Rates for 2018-2019 to the full Board for approval.</p> <p>Motion seconded by Mr. Schemm.</p>	<p>C. Tuition Rates for 2018-2019</p> <p>Motion made and passed unanimously to bring the Tuition Rates for 2018-2019 to the full Board for approval.</p>	

	<p>Motion passed unanimously.</p> <p>D. New Milford High School Graduation Date 2019</p> <ul style="list-style-type: none"> • Mrs. Faulenbach referenced the memo. <p>Mr. Dahl moved to bring the New Milford High School Graduation Date 2019 of June 22, 2019 at 2:00 p.m. to the full Board for approval. Motion seconded by Mr. Schemm.</p> <ul style="list-style-type: none"> • Mr. Schemm said he was pleased that this date can be locked down so early in the year. Dr. Tracy said it allows the district to secure the venue at WCSU. <p>Motion passed unanimously.</p> <p>E. 2017-18 Year End Balance</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this was discussed at the June meeting. The projected unaudited amount is \$346,753, which is 0.55%. This is after the BOE paid the Town \$450,000 as requested by them. That amount took conscious work on the Board's part, freezing accounts, not filling positions, and other adjustments. • Mr. Giovannone said that is correct. The \$450,000 was expensed to the Town before books were closed last year. • Dr. Tracy said this is not an insignificant contribution for sure. • Mrs. Faulenbach said that, procedurally, a motion needs to be made to request that the end of year balance go to capital reserve, pending final audit. • Mr. Giovannone suggested that any amount that the Board might stipulate to go elsewhere, for example to the turf field account, should be separated out from this motion. • Mr. Schemm said last night's Town Council meeting reported a balance of \$328,000 on the BOE side, not \$346,753 which is the correct amount. He said the Council report also 	<p>D. New Milford High School Graduation Date 2019</p> <p>Motion made and passed unanimously to bring the New Milford High School Graduation Date 2019 of June 22, 2019 at 2:00 p.m. to the full Board for approval.</p> <p>E. 2017-18 Year End Balance</p>
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	<p>showed an amazing \$2.8 million Town expense variance. He said it is important to continue to ask questions in this area.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach agreed, saying that the \$450,000 requested by the Town affected the district. It was not available for other programs and staffing and that needs to be remembered. <p>Mr. Dahl moved to bring a request to send the year end balance for 2017-18, based on final audit, to the town for placement in the capital reserve account to the full Board for discussion and possible action. Motion seconded by Mr. Schemm.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach reiterated that should the Board choose at the full meeting to separate out a portion of the year end balance for other use, then that should be bifurcated out as a separate motion. 	
F.	Superintendent Search	
	<ul style="list-style-type: none"> • Mrs. Faulenbach said she was asked to put this topic on the agenda to begin dialogue as to what the Board is looking to do. What is the timeline? How much is the Board willing to spend on this unbudgeted expenditure? Previously, the entire Board became the search and hiring committee. Is that what we want to do this time? • Mr. Dahl said he would like to discuss this at the full Board. He said he would like to know what other districts pay for the search process. • Mrs. Faulenbach said a consultant was used previously and suggested that information be pulled as a reference. 	
H.	HPS Oil Tank Funding	
	<ul style="list-style-type: none"> • Mrs. Faulenbach said three tanks were discussed and bid in May and it was agreed that HPS had to be done prior to heating 	
		<p>Motion made and passed unanimously to bring a request to send the year end balance for 2017-18, based on final audit, to the town for placement in the capital reserve account to the full Board for discussion and possible action.</p> <p>F. Superintendent Search</p> <p>H. HPS Oil Tank Funding</p>

	<p>season. There was discussion with the Town, with the Town making it clear that the BOE had to pay for HPS. Now the Board has to decide how to pay for it, either from the operating fund or capital reserve. If from capital reserve, a formal request needs to be made. She said the conversation started in 2017-18 but now the funds would have to come out of the 2018-19 budget if that was the choice made.</p> <ul style="list-style-type: none"> • Mr. Giovannone said it is unrealistic to expect the general fund to absorb a cost of this size. • Mr. Schemm asked if capital reserve requests had to go to Town Council and Board of Finance both in putting in and taking out and Mrs. Faulenbach said yes, following the BOE request. <p>Mr. Dahl moved to bring a request to the Town Council and Board of Finance for \$92,000 from capital reserve to fund the HPS Oil Tank to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Schemm.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said there is a special meeting of the Town Council scheduled for September 24 and the next Board of Finance meeting is October 10. Mr. Giovannone said that timing is doable for paying the vendor. 	<p>Motion made and passed unanimously to bring a request to the Town Council and Board of Finance for \$92,000 from capital reserve to fund the HPS Oil Tank to the full Board for discussion and possible action.</p>
4.	<p>Items of Information</p> <p>A. Turf Fields Committee Update</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this memo is in response to a previous request for an update. She said there is a separate, identifiable account for deposits. She said they are allowing advertising and hope to build on that. • Mr. Munrett said this is an advisory committee to the superintendent. 	<p>Items of Information</p> <p>A. Turf Fields Committee Update</p>

	<ul style="list-style-type: none">• Mr. Dahl said replacement will happen in 8 to 10 years and there is only \$4,000 in the account now. He said we need to add some funds from this year's end of year balance.• Mrs. Faulenbach said if the Board wants to make a motion to set up funding automatically going forward for the turf fields from the year end balance, it cannot be a specific dollar figure since the end of year balance varies from year to year. She said she thought the Town should contribute to the account as well since the fields were a community project.• Mr. Giovannone suggested that a percentage could be set for now and going forward.• Mr. Dahl said an agreement had been reached in a teacher grievance and asked if there was any money available there.• Mrs. Faulenbach said that anything fiscally available from the Town would be considered and not lost.• Mr. Schemm agreed and said that he would hope the Board would not be the sole contributor to this project. He said the Town reported a \$2.8 million expense variance and an additional \$1.5 million available after Moody's removed a negative outlook label from the Town.	
B. Tuition Students	<ul style="list-style-type: none">• Mrs. Faulenbach said this is an informational update provided annually.• Mr. Dahl asked if this was the total in district. He was surprised that only three staff members brought their children in district.• Mrs. Faulenbach asked if the numbers had changed historically. Mr. Giovannone said he would check.• Mr. Schemm said it was discussed at Committee on Learning that some students within district also attend out of zone at the elementary level, so numbers may be artificially skewed in some cases.	B. Tuition Students

5.	Public Comment <ul style="list-style-type: none">• Joseph Failla said he would like to see a policy to bring down the 50% charge to staff for their children's tuition in district. He said it would be a nice staff benefit.• Regarding the turf fields, Mr. Failla said it will cost \$1 million ten years out; that means \$100,000 per year and at least \$200,000 needed in the pot already. The Town has a surplus in addition to a \$450,000 Board of Education gift. He said the Town should be reminded of that.• Doranne Koval said she is hopeful the full Board will see the disparity between schools in grade 2 numbers and agree with Dr. Tracy's recommendation.	Public Comment
6.	Adjourn <p>Mr. Dahl moved to adjourn the meeting at 9:02 p.m. seconded by Mr. Schemm and passed unanimously.</p>	Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 9:02 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee

Northville Second Grade

September 18, 2018

The following information is offered in response to questions from members of the Board of Education regarding second grade enrollment at the Northville Elementary School.

Current Second Grade Enrollments and Class Sizes

As of 9/18/18

School	2 nd Grade Enrollment	Number of Classes	Class Sizes
NES	140	6	4 of 23; 2 of 24
HPS	130	7	3 of 18; 4 of 19

Salary & Benefit Costs for Potential Additional Second Grade Staffing (Annual)

Position	Salary	Benefits
Teacher	\$53,294 (Masters Step 1)	\$11,000 - \$28,000
Tutor	\$20,272 (\$16/hour x 7 hours/day x 181 days)	N.A.
Paraprofessional	\$21,100 (Job rate)	\$11,000 - \$28,000

Special Education Students

Second Grade Only

NES: 14 students

HPS: 8 students

PK-2 Totals

NES: 64

HPS: 46

Section 504 Eligible Students

NES: 4

HPS: 4

Additional Personnel Already Assigned to
Second Grade Classrooms @ NES

Class #1 – 24 students

- 8:25-11:40 a.m. - Special Education Para shared between 2 STAR students
- 12:10-3:25 p.m. - Special Education Para sub shared between 2 STAR students

Class #2 – 24 students

- No extra support in the classroom

Class #3 – 23 students (Another student is anticipated on Thursday)

- 8:25-11:40 a.m. & 12:10-3:25 p.m. - Student Care Worker with 1 student

Class #4 – 23 students

- 8:45-11:40 a.m. - Special Education Para sub shared between 5 students
- 12:40-1:20 & 1:40-3:10 - Special Education Para sub shared between 5 students
- 9:10-9:50 a.m. & 12:50-1:30 p.m. - Special Education Teacher push-in support for 4 students

Class #5 – 23 students

- 8:25-11:40 a.m., Days 2, 4, 6 - Special Education Para with 1 student

Class #6 – 23 students

- 8:45-9:10 a.m., 10:30-10:50 a.m., & 2:00-2:25 p.m. – Special Education Teacher shared between 5 students
- 10:50-11:40 a.m. - Special Education Tutor shared between 5 students
- 1:30-2:00 p.m. – Instructional Tutor sub with 1 student for enrichment

Grade 2 Enrollment - Historical

September 1, 2015

NES Grade 2	21	20	21	21	20	21	21	Total	145
HPS Grade 2	19	18	19	21	18	19	18	Total	132

October 1, 2015

NES Grade 2	21	20	21	21	21	21	21	Total	146
HPS Grade 2	19	18	19	21	19	18	17	Total	131

June 1, 2016

NES Grade 2	21	21	21	20	21	21	22	Total	147
HPS Grade 2	19	18	19	20	18	19	18	Total	131

September 1, 2016

NES Grade 2	19	18	19	19	19	19	19	Total	132
HPS Grade 2	19	19	20	20	20	20	19	Total	137

October 1, 2016

NES Grade 2	19	18	19	19	19	19	19	Total	132
HPS Grade 2	19	20	21	19	21	20	19	Total	139

June 1, 2017

NES Grade 2	18	18	19	18	18	19	19	Total	129
HPS Grade 2	20	21	21	22	21	20	20	Total	145

September 1, 2017

NES Grade 2	20	20	20	20	20	20	21	Total	141
HPS Grade 2	20	20	18	19	20	19		Total	116

October 1, 2017

NES Grade 2	20	20	20	20	20	19	21	Total	140
HPS Grade 2	20	19	18	18	20	18		Total	113

June 1, 2018

NES Grade 2	19	21	20	20	21	20	20	Total	141
HPS Grade 2	20	20	17	19	20	17		Total	113

September 4, 2018

NES Grade 2	24	23	23	23	23	23		Total	139
HPS Grade 2	19	19	19	18	18	19	18	Total	130



2018-2019 Board of Education Adopted Budget

Enrollment Projections by Building & Grade

HILL & PLAIN		Grade					HILL & PLAIN
		PK	K	1	2	TOTAL	
	October 1, 2017	47	106	140	113	406	
	FY 18-19 Projected	52	139	106	141	438	
	Change	5	33	-34	28	32	
		# of Teachers	7	6	7		
		Class Size	19.9	17.7	20.1		

NORTHVILLE		Grade					NORTHVILLE
		PK	K	1	2	TOTAL	
	October 1, 2017	56	126	135	140	457	
	FY 18-19 Projected	50	136	126	135	447	
	Change	-6	10	-9	-5	-10	
		# of Teachers	7	7	6		
		Class Size	19.4	18.0	22.5		

SARAH NOBLE		Grade				SARAH NOBLE
		3	4	5	TOTAL	
	October 1, 2017	272	290	315	877	
	FY 18-19 Projected	253	272	290	815	
	Change	-19	-18	-25	-62	
		# of Teachers	12	12	12	
		Class Size	21.1	22.7	24.2	

SCHAGHTICOKE		Grade				SCHAGHTICOKE
		6	7	8	TOTAL	
	October 1, 2017	325	339	343	1007	
	FY 18-19 Projected	315	325	339	979	
	Change	-10	-14	-4	-28	

NEW MILFORD HIGH SCHOOL		Grade					NEW MILFORD HIGH SCHOOL
		9	10	11	12	TOTAL	
	October 1, 2017	357	351	319	326	1353	
	FY 18-19 Projected	343	357	351	319	1370	
	Change	-14	6	32	-7	17	

DISTRICT	October 1, 2017	4100	DISTRICT
	FY 18-19 Projected	4049	
	Change	-51	

Superintendent Search 2015-16 Timeline

September 22, 2015

Ad-Hoc Committee first meeting

- determine recommendations for search procedure
- agrees to make calls to search firms for preliminary proposals

October 13, 2015

BOE Regular meeting

- Ad-Hoc Committee reports to the Board

October 20, 2015

Ad-Hoc Committee second meeting

- Continued discussion of possible search firms

December 17, 2015

BOE Special Meeting

- Presentations by CES, CAFE, NESDEC
- Discussion and approval of CES as search firm @ cost of \$13,900

December 28, 2015

BOE Special Meeting

- CES Orientation to BOE re superintendent search parameters
- Motion approved to appoint the BOE in its entirety as the Superintendent Search Committee

January 1 – 15

- Online survey and focus groups occur

February 9, 2016

BOE Special Meeting

- Presentation by CES of NMPS Supt Search Leadership Profile Report
- Motion approved to adopt as presented

February 12, 2016

- Deadline for applicants

February 27, 2016

- Candidate paperwork screening with consultants

March 12, 2016

- Finalists interview with Advisory Group

March 17, 2016

BOE Special Meeting

- Motion to approve negotiations with Joshua Smith as Superintendent.

Executive Search Firms

CABE Search Services

860-571-7446

Mary Broderick, Ed.D.

Senior Consultant

CES (Cooperative Educational Services)

203-365-8803

Tom Jokubaitis and James Ritchie

Lead Consultants

JE Consulting

Joe Erardi

203-598-6986

NESDEC

Arthur Bettencourt

508-481-9444

Ray and Associates

Kathy Schoenfelder

319-393-3115