NEW MILFORD BOARD OF EDUCATION New Milford Public Schools **50 East Street** New Milford, Connecticut 06776 **BOARD OF EDUCATION** MEETING NOTICE DATE: February 12, 2013 TIME: 7:30 P.M. PLACE: Sarah Noble Intermediate School - Library Media Center 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. <u>RECOGNITION</u>

- A. Geography Bee winners: Jackson Cramer (SNIS) and Nicholas Edwards (SMS)
- B. Fire Prevention Contest winner: Kaley Toth (SNIS)
- C. Peace Poster Contest winners (SNIS): Satil Moni, Colleen O'Connor, Chloe Onorato, and Christina Onorato
- D. VFW Patriot's Pen Essay Contest winner: Anna Qiu (SMS)
- E. CIVICSFIRST Constitution Day Contest winner: Frank Magnante (SMS)

3. ITEM OF INFORMATION

A. SNIS Trout Project: Grade 5 teacher Linnea Leclair and SNIS Principal Len Tomasello

4. PUBLIC COMMENT

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of items on this agenda. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

5. PTO REPORT

6. STUDENT REPRESENTATIVES' REPORT

7. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
 - 1. Annual Meeting Minutes December 11, 2012
 - 2. Regular Meeting Minutes December 11, 2012
 - 3. Budget Hearing/Adoption Minutes of January 22, 23, 29, and 30, 2013

8. SUPERINTENDENT'S REPORT

9. BOARD CHAIRMAN'S REPORT

10. COMMITTEE REPORTS

- A. Facilities Sub-Committee Mr. Nichols
- B. Operations Sub-Committee Mr. McSherry
- C. Policy Sub-Committee Mr. Brant
- D. Committee on Learning Mr. Lawson

- E. Education Connection Mrs. Celli Rigdon
- F. Connecticut Boards of Education (CABE) Mrs. Faulenbach
- G. Negotiations Committee Mrs. Faulenbach

11. DISCUSSION AND POSSIBLE ACTION

- A. Exhibit A: Personnel Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated February 12, 2013
- B. Monthly Reports
 - 1. Budget Position as of January 31, 2013
 - 2. Request for Budget Transfers
- C. Gifts & Donations
 - 1. Equipment Donation to New Milford High School
- D. Policies for Approval
 - 1. 1140 Distribution of Materials by Students
 - 2. 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety
- E. Policies for Deletion
 - 1. 4118.4/4218.4 Computer and Internet Use
 - 2. 6141.323 Internet Acceptable Use: Filtering
- F. Policies for Second Review
 - 1. 6152 Grouping
 - 2. 6154 Homework
 - 3. 6156 Use of Computers in Instruction
 - 4. 6161.21 Fees, Fines & Charges
 - 5. 6164.12 Acquired Immune Deficiency Syndrome
 - 6. 6172.6 Virtual/Online Courses/College/University Courses
- G. Security and Vulnerability Assessment

12. ITEMS FOR INFORMATION AND DISCUSSION

- A. Textbook Previews: Grade 9
- B. Field Trip Report

13. ADJOURN

ITEMS OF INFORMATION

Facilities Sub-Committee Minutes – February 5, 2013 Operations Sub-Committee Minutes – February 5, 2013

Policy Sub-Committee Meeting	Facilities Sub-Committee Meeting
February 26, 2013 – 6:45 p.m.	March 5, 2013 – 6:45 p.m.
Lillis Administration Building, Room 2	Lillis Administration Building, Room 2
Committee on Learning Meeting	Operations Sub-Committee Meeting
February 26, 2013 – 7:30 p.m.	March 5, 2013 – 7:30 p.m.
Lillis Administration Building, Room 2	Lillis Administration Building, Room 2

New Milford Board of Education Annual Meeting Minutes December 11, 2012 Sarah Noble Intermediate School Library Media Center

Present:	Antermediate School Library Media Center Intermediate School Library Media Center Mrs. Wendy Faulenbach, Chairperson Mr. Tom Brant Mr. David A. Lawson Mr. Thomas McSherry Mrs. Lynette Celli Rigdon Mr. David R. Shaffer Mrs. Daniele Shook Mr. William Wellman	GEORGE C. BUCKBEE TOWN CLERK	2012 DEC 13 P 3: 41	
Absent:	Mr. Daniel Nichols			

Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools
	Mr. Joshua Smith, Assistant Superintendent of Schools
	Ms. Ellamae Baldelli, Director of Human Resources
	Mr. Gregg Miller, Director of Fiscal Services
	Mr. Daniel DiVito, Director of Technology
	Mr. John Calhoun, Facilities Manager
	John Vazquez, Student Representative

1.	Call to OrderA. Pledge of AllegianceThe annual meeting of the New Milford Board ofEducation was called to order at 7:00 p.m. by Dr.Paddyfote, Superintendent of Schools. The Pledge ofAllegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	Recommended Action A. Election of Board Officers 1. Chairperson Dr. Paddyfote asked for nominations for the position of Chairperson.	Recommended Action A. Election of Board Officers 1. Chairperson
	 Mrs. Celli Rigdon nominated Mrs. Faulenbach. By ballot vote, Mrs. Faulenbach was elected Chairperson unanimously 8-0. 2. Vice Chairperson 	Mrs. Faulenbach was nominated and unanimously elected Chairperson. 2. Vice Chairperson
	Mrs. Faulenbach asked for nominations for the position of Vice Chairperson.	

New Milford Board of Education Annual Meeting Minutes December 11, 2012 Sarah Noble Intermediate School Library Media Center

	Mrs. Shook nominated Mrs. Celli Rigdon. Mr. Lawson nominated Mr. McSherry.	Mrs. Celli Rigdon and Mr. McSherry were nominated for Vice Chairperson. Mrs. Celli Rigdon was
	By ballot vote, Mrs. Celli Rigdon was elected Vice Chairperson 5-3.	elected Vice Chairperson.
	Mrs. Celli Rigdon: Mrs. Faulenbach, Mr. McSherry, Mrs. Celli Rigdon, Mrs. Shook, Mr. Wellman	
	Mr. McSherry: Mr. Brant, Mr. Lawson, Mr. Shaffer	
	3. Secretary	3. Secretary
	Mrs. Faulenbach asked for nominations for the position of Secretary.	
	Mrs. Celli Rigdon nominated Mrs. Shook.	Mrs. Shook was nominated and
	By ballot vote, Mrs. Shook was elected Secretary unanimously 8-0.	unanimously elected Secretary.
	4. Assistant Secretary	4. Assistant Secretary
	Mrs. Faulenbach asked for nominations for Assistant Secretary.	
	Mrs. Shook nominated Mr. Lawson.	Mr. Lawson was nominated and unanimously elected Assistant
	By ballot vote, Mr. Lawson was elected Assistant Secretary unanimously 8-0.	Secretary.
3.	Adjourn	Adjourn
	Mr. McSherry moved to adjourn the meeting at 7:05 p.m., seconded by Mrs. Shook and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 7:05 p.m.

Respectfully submitted:

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Daniele Shook Secretary New Milford Board of Education

New Milford Board of Education Regular Meeting Minutes December 11, 2012 Sarah Noble Intermediate School Library Media Center

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Tom Brant Mr. David A. Lawson Mr. Thomas McSherry Mrs. Lynette Celli Rigdon Mr. David R. Shaffer Mrs. Daniele Shook Mr. William Wellman	GELRGE C. BUCKBEE CELRENCER	WFW WILFORD, C
Absent:	Mr. Daniel Nichols		

Also Present:Dr. JeanAnn Paddyfote, Superintendent of Schools Mr. Joshua Smith, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Gregg Miller, Director of Fiscal Services Mr. Daniel DiVito, Director of Technology Mr. John Calhoun, Facilities Manager Mr. Greg Shugrue, Principal, New Milford High School John Vazquez, Student Representative

1.	Call to Order A. Pledge of Allegiance The 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 Pledge of Allegiance
2. A.	Recognition NMHS students who achieved Advanced level on all four sections of CAPT: Kyle Butts, Nicole Callisen, Diana Daniel, Lawrence Davis, Kayla Doto, Scott Eherts, Daniel Granda, Diana Habjan, Maren Harcken, Abigail Heydenburg, Melisa Jahic, Sheridan Jones, Megan Lisee, Parker Martin, Sarah Musilek, Rebecca Myhill, Emma Nissenbaum, Michael Norell, Diana Orozco-Morato, Emily Petrie, Jonathan Rajagopalan, Cormac Roberts, Megan Scorza, Hugh Sichel, Nevan Swanson, Erica Sweeney, Christopher Sweet, Alexander Symon, Melanie Talmadge, Sara Terry, and Eric Winkelstern.	Recognition NMHS students who achieved Advanced level on all four sections of CAPT: Kyle Butts, Nicole Callisen, Diana Daniel, Lawrence Davis, Kayla Doto, Scott Eherts, Daniel Granda, Diana Habjan, Maren Harcken, Abigail Heydenburg, Melisa Jahic, Sheridan Jones, Megan Lisee, Parker Martin, Sarah Musilek, Rebecca Myhill, Emma Nissenbaum, Michael Norell, Diana Orozco-Morato, Emily Petrie, Jonathan Rajagopalan, Cormac Roberts, Megan Scorza, Hugh

	 Dr. Paddyfote noted that 31 students from New Milford High School achieved Advanced level on all four sections of CAPT. Mr. Shugrue commended the students and thanked the Board for recognizing student accomplishments. The meeting recessed at 7:37 p.m. for a brief reception and reconvened at 7:49 p.m. 	Sichel, Nevan Swanson, Erica Sweeney, Christopher Sweet, Alexander Symon, Melanie Talmadge, Sara Terry, and Eric Winkelstern.
3.	Public Comment There was none.	Public Comment
4.	 PTO Report Michele Romaniello reported that the PTO is wrapping up its fundraising and grants are being received for future field trips. She wished the Board a Merry Christmas. 	PTO Report
5.	 Student Representatives' Report John Vazquez reported that all is good at the high school. The NAMES assembly was very successful. This Friday there is a dance that the junior class is hosting as a fundraiser. It is called an End of the World Dance because of the Mayan prediction! There will be a band concert on December 13th at 7:00 p.m. and a choral concert on the 16th at 3:00 p.m. Winter sports started recently and the fall sports banquet was held Monday evening. Mr. Wellman asked what the NAMES group was about and Mr. Vazquez said it is a day event for the sophomore class that focuses on tolerance and creating a good atmosphere in the school. 	Student Representatives' Report
6. A.	Approval of Minutes Approval of the following Board of Education Meeting Minutes 1. Regular Meeting November 13, 2012	Approval of Minutes Approval of the following Board of Education Meeting Minutes 1. Regular Meeting November 13, 2012
	Mrs. Celli Rigdon moved to approve the Regular Meeting Minutes of November 13, 2012, seconded	Motion made and passed to approve the Regular Meeting

	by Mr. McSherry and passed 7-0-1.	Minutes of November 13, 2012.
	Aye: Mr. Brant, Mrs. Faulenbach, Mr. Lawson, Mr. McSherry, Mrs. Celli Rigdon, Mr. Shaffer, and Mrs. Shook Abstain: Mr. Wellman	
7.	 Superintendent's Report Dr. Paddyfote said the State Department of Education has notified New Milford that Hill & Plain and Northville Elementary Schools are schools of distinction. The next School Facility and Utilization Study Committee meeting is December 19th at 6:30 p.m. at the Sarah Noble Intermediate School Library Media Center. The winter break will begin at the end of classes on December 21st which will be a full day of school. 	Superintendent's Report
8.	 Board Chairman's Report Mrs. Faulenbach said election of Board officers was held at the annual meeting prior to this meeting. She asked Board members to submit their subcommittee requests and other committee interests including Education Connection, Negotiations, Magnet Schools and CABE. The next Board meeting will be in January and will be the budget presentation. 	Board Chairman's Report
9. A.	 Committee Reports Facilities Sub-Committee Mrs. Faulenbach said the Sub-Committee heard an update on the Cenergistic cost savings plan which has avoided \$2 million in extra costs over the years. The Sub-Committee heard a turf field update and the Booster Club is looking for Board of Ed input. 	Committee Liaison Reports A. Facilities Sub-Committee
В.	 Operations Sub-Committee Mr. McSherry said the Operations Committee discussed the routine monthly reports and 	B. Operations Sub-Committee

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	 heard preliminary information on the budget for next year. Mr. Wellman said that with the application of the recent changes to the health insurance laws and the possible application regarding the Board's self insured activity, he has learned that there could be a \$63 per person fee beginning January of 2014 and he suggested the Board get counsel to give an opinion of the applicability of that law to the district. 	
	• Mrs. Faulenbach noted that the minutes of that meeting did reflect that discussion.	
C.	 Policy Sub-Committee Mrs. Faulenbach reported that there are policies up for adoption tonight, for first review, and for second review. 	C. Policy Sub-Committee
D.	 Committee on Learning Mr. Lawson noted that Committee on Learning discussed the new initiatives that are mandated such as evaluations for teachers and administrators; the common core on math and reading which is a national initiative; and the budget implications which will begin to affect this district in the next upcoming budget. 	D. Committee on Learning
E.	 Education Connection Mrs. Celli Rigdon said the last meeting was December 6th where they discussed the Head Start and Early Head Start programs as well as approved the dues for Education Connection members for next year. 	E. Education Connection
F.	 Connecticut Boards of Education Mrs. Faulenbach said there was nothing new to report at this time. 	F. Connecticut Boards of Education
G.	 Negotiations Committee Mrs. Faulenbach noted there were two bargaining units on the agenda tonight. 	G. Negotiations Committee
10.	DISCUSSION AND POSSIBLE ACTION	
А.	Exhibit A: Personnel — Certified, Non-Certified	A. Exhibit A: Personnel —

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	Appointments, Resignations and Leaves of Absence dated December 11, 2012	Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated December 11, 2012
	Mr. Brant moved to approve Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated December 11, 2012, seconded by Mrs. Shook and passed unanimously.	Motion made and passed unanimously to approve Exhibit A: Personnel — Certified, Non- Certified Appointments, Resignations and Leaves of Absence dated December 11, 2012.
В.	Monthly Reports 1. Purchase Resolution D-651 2. Budget Position as of November 30, 2012	 B. Monthly Reports Purchase Resolution D-651 Budget Position as of November 30, 2012
	Mr. Lawson moved to approve Monthly Reports: Purchase Resolution D-651 and Budget Position as of November 30, 2012, seconded by Mr. Shaffer.	Motion made and passed unanimously to approve Monthly Reports: Purchase Resolution D-651 and Budget Position as of
	 Mr. Lawson asked if there were any changes since the Operations Committee report and Mr. Miller said there were no unexpected expenses and the numbers are trending favorably. He also answered a question Mr. Wellman had asked about athletic uniforms. Mr. Miller was told by the Athletic Director that there would be no other purchases from that blanket purchase order. Mr. Miller said he is also trying to get information for the budget process about the health care reform issue. 	November 30, 2012.
	The motion passed unanimously.	
C.	Gifts & Donations 1. Exhibit B: PTO	C. Gifts & Donations 1. Exhibit B: PTO
	Mr. Lawson moved to accept Exhibit B – PTO Gifts & Donations for Sarah Noble Intermediate School in the amount of \$6,155.00, Northville Elementary School in the amount of \$2,945.00 and Hill and Plain Elementary School in the amount of \$2,448.00, seconded by Mr. Shaffer.	Motion made and passed unanimously to accept Exhibit B – PTO Gifts & Donations for Sarah Noble Intermediate School in the amount of \$6,155.00, Northville Elementary School in the amount of \$2,945.00 and Hill and Plain

	 Both Mr. Lawson and Mrs. Faulenbach expressed the Board's appreciation. 	Elementary School in the amount of \$2,448.00.
	The motion passed unanimously.	
D.	Approval of the Following Curricula 1. Grade 4 Reading 2. Russian Studies	D. Approval of the Following Curricula 1. Grade 4 Reading
		2. Russian Studies
	Mr. Shaffer moved to approve the following Curricula: Grade 4 Reading and Russian Studies, seconded by Mr. Lawson and passed unanimously.	Motion made and passed unanimously to approve the following Curricula: Grade 4 Reading and Russian Studies.
E.	Policies for Approval 1. 5114.12 Student Due Process 2. 6176 Career and Vocational Education	 E. Policies for Approval 1. 5114.12 Student Due Process 2. 6176 Career and Vocational Education
	Mrs. Shook moved to approve the following policies: 5114.12 Student Due Process and 6176 Career and Vocational Education, seconded by Mr. Brant.	Motion made and passed to approve the following policies: 5114.12 Student Due Process and 6176 Career and Vocational Education.
	• Mr. Wellman asked how the policy on student due process was any different from the law and why this was necessary. Dr. Paddyfote said before any action can be taken against a student they must be notified. She said the student handbook outlines the rules and regulations as per Board policy.	
	The motion passed 7-1. Aye: Mr. Brant, Mrs. Faulenbach, Mr. Lawson, Mr. McSherry, Mrs. Celli Rigdon, Mr. Shaffer and Mrs. Shook No: Mr. Wellman	
F.	Policies for First Review 1. 6152 Grouping 2. 6154 Homework 3. 6156 Use of Computers in Instruction 4. 6161.21 Fees, Fines & Charges	F. Policies for First Review 1. 6152 Grouping 2. 6154 Homework 3. 6156 Use of Computers in Instruction 4. 6161.21 Fees, Fines &

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	 5. 6164.12 Acquired Immune Deficiency Syndrome 6. 6172.6 Virtual/Online Courses/College/University Mrs. Faulenbach noted these were policies for first review and asked if Board members had any questions. 	Charges 5. 6164.12 Acquired Immune Deficiency Syndrome 6. 6172.6 Virtual/Online Courses/College/University
•	 Policies for Second Review 1. 1140 Distribution of Materials by Students 2. 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety Mrs. Faulenbach noted these were policies for second review and would come before the next Board meeting for approval. 	G. Policies for Second Review 1. 1140 Distribution of Materials by Students 2. 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety
	Approval of recommended contract settlements with Local 1303-154 of Council 4 AFSCME, AFL-CIO and New Milford Educational Secretaries Association, Chapter of Local 136, I.F.P.T.E.	H. Approval of recommended contract settlements with Local 1303-154 of Council 4 AFSCME, AFL-CIO and New Milford Educational Secretaries Association, Chapter of Local 136, I.F.P.T.E.
	Mrs. Shook moved to enter into executive session pursuant to CGS 1-200(6)(E), for discussion of a matter which would result in disclosure of records described in CGS 1-210, in this case, 1-210(b)9, records, reports and statements of strategy or negotiations with respect to collective bargaining and to invite Dr. Paddyfote, Superintendent, into the session, seconded by Mr. McSherry and passed unanimously.	Motion made and passed unanimously to enter into executive session pursuant to CGS 1-200(6)(E), for discussion of a matter which would result in disclosure of records described in CGS 1-210, in this case, 1-210(b)9, records, reports and statements of strategy or negotiations with respect to collective bargaining and to invite Dr. Duble 6.4
	The Board entered executive session at 8:10 p.m. Mr. Lawson recused himself from the executive session at 8:34 p.m. The Board returned to public session at 8:47 p.m.	to invite Dr. Paddyfote, Superintendent, into the session.
	Mrs. Shook moved to approve the recommended contract settlement with Local 1303-154 of Council 4 AFSCME, AFL-CIO as recommended by the	Motion made and passed to approve the recommended contract settlement with Local 1303-154 of

	Brant and passed 7-0-1.	
	Aye: Mr. Brant, Mrs. Faulenbach, Mr. McSherry, Mrs. Celli Rigdon, Mr. Shaffer, Mrs. Shook, and Mr. Wellman Abstain: Mr. Lawson	
	Mrs. Shook moved to approve the recommended contract settlement with New Milford Educational Secretaries Association, Chapter of Local 136, I.F.P.T.E. as recommended by the Board of Education's Negotiations Committee, as discussed in executive session, seconded by Mr. McSherry and passed unanimously.	Motion made and passed unanimously to approve the recommended contract settlement with New Milford Educational Secretaries Association, Chapter of Local 136, I.F.P.T.E.
11.	ITEMS FOR INFORMATION AND DISCUSSION	ITEMS FOR INFORMATION AND DISCUSSION
А.	Field Trip Report	Field Trip Report
12.	Adjourn	Adjourn
	Mr. McSherry moved to adjourn the meeting at 8:49 p.m., seconded by Mr. Lawson and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 8:49 p.m.

Respectfully submitted:

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Daniele Shook Secretary New Milford Board of Education

Budget Hearing Minutes January 22, 2013 Sarah Noble Intermediate School Library Media Center

		, Cr	S
Present:	Mrs. Wendy Faulenbach, Chairperson	JOE V	0 ÷
	Mr. David A. Lawson	ESEC	0
	Mr. Thomas McSherry	200 CO3	
	Mr. Daniel W Nichols	d.	
	Mrs. Lynette Celli Rigdon		, C 3
	Mr. David R. Shaffer		
	Mrs. Daniele Shook	5 E	5015
	Mr. William Wellman	ì	2
Absent:	Mr. Tom Brant		

NAP

Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools
	Mr. Joshua Smith, Assistant Superintendent of Schools
	Ms. Ellamae Baldelli, Director of Human Resources
	Mr. Gregg Miller, Director of Fiscal Services
	Mr. Daniel DiVito, Director of Technology
	Mrs. Laura Olson, Director of Pupil Personnel and Special Services
	Mr. John Calhoun, Facilities Manager
	Mrs. Dana Ford, Principal, Schaghticoke Middle School
	Dr. Len Tomasello, Principal, Sarah Noble Intermediate School
	Mrs. Paula Kelleher, Principal, John Pettibone Elementary School
	Mrs. Susan Murray, Principal, Northville Elementary School
	Mrs. Maryann Ness, Principal, Hill & Plain Elementary School

1.	Call to OrderA. Pledge of AllegianceThe meeting of the New Milford Board of Educationwas called to order at 7:00 pm. The Pledge ofAllegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	 Presentation by Dr. JeanAnn Paddyfote of the 2013 – 2014 School Budget Dr. Paddyfote presented her \$60,214,148 budget which represents a \$2,656,615 increase or 4.62%. Dr. Paddyfote noted the budget development process starts with aligning requests with the Strategic Plan. She said everything that is done supports the 	Presentation by Dr. JeanAnn Paddyfote of the 2013 – 2014 School Budget

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.

- The budget priorities for 2013-14 include funding improvements in Curriculum, Instruction and Assessments to align with Common Core State Standards; expanding teaching resources at the classroom level; increasing technology for classrooms, data management, and parent communication; enhancing professional development opportunities; supporting increased school security initiatives; and expanding supervision of the K-3 schools by providing full time assistant principals.
- The greatest challenge is budgeting for the relief in the 2012-2013 budget from the medical reserve account in the amount of \$1,150,000 and budgeting for the increase in medical insurance in the amount of \$687,890.
- Another budget challenge includes the new teacher and administrator evaluation program which encompasses more observation time and will impact the way administrators conduct their business.
- The 2013-2014 budget drivers include the medical insurance cost, special education, salary increases, unemployment insurance, and the SEED evaluation program.
- Cost containment or cost avoidance initiatives include the Cenergistic energy education program, lighting upgrades, digital controls, and water conservation measures. Mr. Calhoun is also exploring solar paneling and solar energy initiatives.
- Other cost avoidance initiatives include pursuing grants, specifically in the Special Education department.

• Other efforts to control costs include negotiating with most bargaining units to agree to a PPO comp mix medical benefit and increased cost sharing, purchasing oil and gas with the Town, and using the bid process to procure purchased services.

- The budget proposal includes a new K-3 Literacy Coach which is paid for by reducing one instructional tutor at each elementary school; one full time Science teacher at the high school which is a reallocation of funds; 0.5 assistant principal at each elementary school to assist with the SEED evaluation program; and the addition of five security guards, one for each school other than the high school which has security now.
- The Special Education budget proposal includes an increase in out-of-district tuition which includes the PPT placements and State Agency placements.
- Professional development and curriculum design are driven by the Common Core State Standards, primarily this next year in literacy, language arts and mathematics. Also, the district will have to prepare for the Smarter Balanced Assessments. Finally, there will need to be assessments and monitoring to ensure adequate progress.
- The Capital budget includes \$100,000 for security upgrades in conjunction with a security update and vulnerability assessment and funding for Phase I of a new Student Information System.
- Dr. Paddyfote's budget includes a reduction of 9.5 positions including a net reduction of six teachers and three tutor positions.
- The decreasing enrollment history over the past few years is driving the reduction in teachers.
- Dr. Paddyfote reviewed the list of partially funded mandates and the lengthy list of unfunded mandates with the Board. The partially funded mandates do have some return funding in exchange for the services. The unfunded mandates do not and it is often difficult to quantify how much time is being

	 spent on any one mandate. Special Education is the most significant unfunded mandate in the budget. Dr. Paddyfote noted that there are many new initiatives coming including the Common Core State Standards and the SEED evaluation program and that these cannot happen with a status quo budget. Finally, Dr. Paddyfote thanked the administrative team who helped put together the budget as it takes a tremendous amount of work to do so. 	
3.	Discussion of the 2013-2014 School Budget including, but not limited to, Elementary Schools and the Intermediate School	Discussion of the 2013-2014 School Budget including, but not limited to, Elementary Schools and the
	 Principal Paula Kelleher introduced the budget discussion by saying the schools are trying to align the object codes to provide equity in the allocation of funds. The Common Core is their new guide primarily for language arts and mathematics. Common Core requires the schools to enhance their libraries as reading and literacy are key. She noted technology will be needed to broaden teaching skills and monitor results. Principal Maryann Ness said literacy is the number one influential factor to reading success. Children need to have easy access to high interest texts. Schools need to be equipped with core reading materials and classrooms need to be stocked with quality literature and informational texts. Principal Len Tomasello said the schools are giving students opportunities to read every single day. The literacy coaches work with over 100 teachers and 2000 students K-6, and run book clubs for staff with five currently ongoing. They also provide professional development, demonstrations and modeling, and co-planning and co-teaching. They monitor for consistency and coordinate SRBI efforts. Principal Susan Murray said it has been exciting to see the effect of the all-day 	Intermediate School

Kindergarten as the students are entering the first grade at a higher level. This changes the need for interventions for which the tutors were primarily used. She also noted that there are a few unavoidable occasions when a principal must leave the building during the school day. With the addition of the other half-time assistant principal, this should allow for the buildings to be covered by an administrator at all times. Also, with the SEED evaluations it will be impossible for one administrator to fulfill all the requirements.

Hill & Plain Elementary School

- Mr. Shaffer asked if with the Common Core Saxon and Everyday Math would no longer be used. Mr. Smith said there are currently two pilots ongoing in the district to try new math curricula. He hopes to have a decision made as to which vendor to work with by May.
- Mr. Lawson asked what other districts are doing and were we getting any ideas from them. Mr. Smith said he has polled all districts in the DRG and there is a K-12 math vertical team which is evaluating the math program in district.
- Mr. Nichols asked if the new math would meet Common Core Standards and Mr. Smith said the new programs are Common Core from the ground up.
- Mrs. Celli Rigdon asked if parent input was being sought and Mr. Smith said he is getting a broad sampling from K-5 and that the PTO in all schools will have the opportunity to see the math curriculum.
- Mr. Shaffer asked if there was still a half time guidance counselor and Mrs. Ness said that was correct. Mr. Shaffer asked if that was adequate and Mrs. Ness said additional coverage would be on her wish list but understood the priorities of this budget.
- Mr. Lawson asked each principal how many school counselors there were available and Mrs. Ness said a half time guidance counselor

Hill & Plain Elementary School

	 and an on-call social worker. Mrs. Kelleher and Mrs. Murray said the social worker was on call. Dr. Tomasello said the social worker was shared with John Pettibone. Dr. Paddyfote said there are four social workers for the district and they are on call for the schools as needed. Mr. Lawson asked for the numbers of students in each school and the numbers ranged from 420 to over 1,000. Mr. Wellman noted that the reduction in teachers and the increase in administrators seemed opposite of what the thought process was prior in terms of taking money from the classrooms. Mrs. Kelleher said it relates to the types of tasks required: SEED, the demand of increased security, and the Common Core Standards. Mr. Smith said the added literacy coach will improve the instructional methods. He noted tutors do not provide training or resources or instructional capacity to teachers – the coach does do that. Mr. Smith noted there are two coaches across four schools with a 75 to 1 teacher to coach ratio. He said the decrease in teaching positions is due to the decreased enrollment, but the increased administration is due to the new SEED evaluation program in which administrators must observe the teachers a minimum of six times per year. 	
	Northville Elementary School	Northville Elementary School
(m, n)	• Mr. Shaffer asked about the decreased enrollment and the consequences of losing four teachers and Mrs. Murray said Northville is losing the largest number of students and the class sizes would be relatively unaffected. She said the average class size next year will be 19 to 20 students and said her experience is 20 is small. She said research shows that class size and student achievement is variable.	

	 John Pettibone Elementary School Mr. Shaffer said he has heard that some classrooms at John Pettibone are warm and some are cold; he asked if there was a heating problem. Mrs. Kelleher said there has been much improvement in this area over the years but there are places in the building that are warm or cold depending on the day. 	John Pettibone Elementary School
	 Sarah Noble Intermediate School Mr. Shaffer noted that the music budget had been reduced by \$1,400 which seemed dramatic and Dr. Tomasello said that was the recommendation of the music department. Mrs. Celli Rigdon asked at what point a class size was considered too high. Mr. Smith said that there is no one-size-fits-all and that it varies with the grade level. 	Sarah Noble Intermediate School
4.	Opportunity for the Public to be heard There was no public comment.	Opportunity for the Public to be heard
5.	The meeting recessed at 8:13 p.m. until Wednesday, January 23, 2013.	The meeting recessed at 8:13 p.m. until Wednesday, January 23, 2013.

Budget Hearing Minutes January 23, 2013 Sarah Noble Intermediate School Library Media Center

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. David A. Lawson Mr. Thomas McSherry Mr. Daniel W Nichols Mrs. Lynette Celli Rigdon Mr. David R. Shaffer Mrs. Daniele Shook	
Absent:	Mr. Tom Brant Mr. William Wellman	

Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools
niso i resent.	Mr. Joshua Smith, Assistant Superintendent of Schools
	Ms. Ellamae Baldelli, Director of Human Resources
	Mr. Gregg Miller, Director of Fiscal Services
	Mr. Daniel DiVito, Director of Technology
	Mrs. Laura Olson, Director of Pupil Personnel and Special Services
	Mr. John Calhoun, Facilities Manager
	Mrs. Dana Ford, Principal, Schaghticoke Middle School
	Mr. Greg Shugrue, Principal, New Milford High School

1.	Call to Order A. Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:00 pm. The Pledge of Allegiance immediately followed the call to order.	Call to Order Pledge of Allegiance	
2.	Discussion of the 2013-2014 School Budget including, but not limited to, Middle School, High School, and the Department of Instruction	Discussion of the 2013-2014 School Budget including, but not limited to, Middle School, High School, and the Department of Instruction	
	Schaghticoke Middle School	Schaghticoke Middle School	
	 Mrs. Ford began her presentation by saying that teachers are important to society as a whole as they take the term "in place of parents" very seriously. The school has the responsibility to keep students safe physically, emotionally, and academically. She noted that there are not too many changes in the budget from last year except for the reduction in the Industrial Arts teacher and Home Economics teacher. Mrs. Celli Rigdon asked if Home Economics and Industrial Arts were still a requirement and Mrs. Ford said they were not a state requirement. Mr. Shaffer noted in the 611 subject areas that there was a significant cut from this year to next year's budget of more than \$21,000 and asked how that would be managed. Mrs. Ford said they did not need all the new materials this year except for in Algebra and World Languages. Mr. Lawson asked Mrs. Ford how many social 		

workers SMS has and Mrs. Ford said the school shared one with Northville and Faith Academy. Mr. Lawson asked how many students were at Schaghticoke and Mrs. Ford said there were about 704.

- Mr. Shaffer noted there was no money allotted for replacement books for math and science and Mrs. Ford said there will be 50 fewer students next year so replacement books were not needed.
- Mrs. Celli Rigdon asked what position was referenced on page 84 and Ms. Baldelli said it was a paraeducator position.

New Milford High School

- Mr. Shugrue said a lot of conversation and thought had gone into this budget and he said it is a pleasure to work with the leadership team and such dedicated and passionate people. He started by highlighting the impact that the class
- Project Lead the Way (PLTW) had on the 2012-2013 budget. The plan was to offer one section, but there was so much student interest that they added three sections. Project Lead the Way is a sequential program, necessitating the addition of one science teacher in the high school's budget request.
- This course addition also had a technology impact in that the old dark room had to be retrofitted with 20 computers and a Smartboard. In total, 20 Smartboards were added to the high school last year.
- The 2013-2014 budget drivers include technology, state mandates, and curriculum improvements. Mr. Shugrue noted that the high school is moving in the right direction with technology with 86 teaching stations and 50 Smartboards in support of the high school's digital citizens.
- Mr. Shugrue said the district's mission statement and the strategic plan were the blueprints for this budget. The high school has been able to begin working with the increased graduation credits requirement and the need for

New Milford High School

21st century skills by addressing the schedule. The structure is in place to allow the students to reach the necessary 25 credits when that becomes a requirement.

- AP testing will now include World History, Computer Science and American Government and Politics. The high school was recently named to the annual AP District Honor Roll. Only 26 districts in Connecticut met the standards to be placed on the AP Honor Roll last year.
- 21st century skills include the ability to analyze, problem solve, present, invent, and think collaboratively – among many other skills. The high school is working on delivering those skill sets to the students.
- Mr. Shaffer said he thought that Project Lead the Way was a fantastic sequence. He asked if other classes had lower enrollment since students were choosing PLTW. Mr. Shugrue said the majority of students are coming from study halls and many students now are able to take seven credits due to the new schedule.
- Mr. Lawson asked what the fee was for AP tests. Mr. Shugrue said it was \$89 per test. Mr. Lawson asked who paid the fee and Mr. Shugrue said the students do. Mr. Lawson noted that if a student takes three in junior year and three in senior year the fee is almost \$600. Mr. Shugrue noted that the bonus for students who pass the AP tests is college credits which could save thousands of dollars. Mr. Shugrue also noted that students were encouraged to take the AP tests but not mandated to do so.
- Mr. Shaffer asked when the 25 credit requirement would go into effect and Mr. Shugrue said it is required for 2018 graduates, which means that students entering high school in 2014 will need to fulfill the 25 credits during their four years. Changes are being made incrementally over time so that they do not impact the budget all in one year.
- Mr. Shaffer asked if the Capstone Project would start then too and Mr. Shugrue said it is in effect for 2018. He said NMHS is already

reaching out to districts that currently have a Capstone Project and he hopes to have a draft plan to the Committee on Learning by the fall. Mr. Shaffer asked if the Capstone Projects would require more faculty and Mr. Shugrue said it might mean a stipend but not FTEs.

- Mr. Shaffer asked when NEASC work would begin and Mr. Shugrue said the focus would start this spring for the NEASC visit which is scheduled to take place in the spring of 2015.
 Mr. Shaffer asked if NEASC administration would impact the number of class sections a faculty member would be assigned. Mr. Shugrue said there will be 16 different leadership positions and, at most, a period or two would be impacted for the chairs assigned to these positions.
- Mr. Lawson asked why the Pay to Play fee was being increased and Mr. Miller said it was a financial decision.
- Mrs. Faulenbach asked if the cap was still in force so the cost would be \$125 per sport and Mr. Miller said it was a one-time per student cost, except for hockey and golf which were higher. Mrs. Faulenbach asked about the expected revenue increase and Mr. Miller said it would be approximately \$35,000. Mrs. Faulenbach asked if there was an increase or decrease in participation since Pay to Play had been implemented and Mr. Shugrue said there had not been a decrease. Mr. Miller noted that Mr. Pliego, the Athletic Director, researched other districts regarding the fees they charged and New Milford is on the low end.
- Mr. Lawson asked if there were any students not participating because of the fee. Mr. Miller said that number could not be quantified but there is a good mechanism in place with the Principal and the Athletic Director to help a student who is unable to afford the fee.
- Mr. Shaffer asked what the fees are for hockey, golf and swimming. Mr. Miller said the hockey fee was \$900 when Pay to Play first started, but now it is \$750; golf is \$165.
- Mr. Pliego said the number of unique student

athletes ranges from 44% to 45% every year and has been holding steady.

- Mr. Shugrue said that no one is a proponent of Pay to Play but the cost to run the Athletic program is approximately \$700,000 which is a significant outlay for the district. He also said he does not receive many complaints from high school parents because they are used to the high cost of sports through other outside organizations.
- Mr. Nichols asked why almost every athletics budget line showed an increase and Mr. Shugrue said there are contractual obligations.
- Mr. McSherry asked about the increase to the 515 budget line for buses. Mr. Smith said the number in this year's budget did not reflect post-season play and that this year's budget request has been corrected to reflect that.
- Mrs. Celli Rigdon asked about the 0.25 FTEs on page 151 and Mr. Smith said those positions were in the budget this year but went unfilled; the plan is to fill them next year.
- Mrs. Faulenbach asked if the parking fee increase was also a financial decision and Mr. Shugrue said it was. Mr. Miller noted the total increase would amount to about \$11,000 in revenue.
- Mr. Shaffer asked if the parking fee paid for the outside security guard and Mr. Miller said there is an overall offset. Dr. Paddyfote noted that was historically the use of the parking fees.
- Mr. Lawson noted that he thinks the parking fee is different from Pay to Play because the students are not encouraged to drive to school but they are encouraged to take athletics.
- Mrs. Celli Rigdon said she felt that the athletic fee was a bargain and that Pay to Play had to stay financially.
- Mrs. Shook asked why on page 121, line 641 had a large increase and Mr. Shugrue said it is for a new textbook. Mr. Smith also noted that there are more online resources and that textbook companies are beginning to make the switch from selling textbooks to selling per student online resources and licensing fees.

 Mr. McSherry asked if the future of online meant the elimination of textbooks and Mr. Smith said there might be a classroom set because the students would still want books for reading but there may not be the need to buy as many books.

- Mr. Shaffer asked about the increase on page 135 for \$13,000. Mr. Shugrue said if you look at the actual for 2011-2012, it was the same. Mr. Miller noted this line was not estimated well for this budget year.
- Mr. Lawson asked for the ratio of social workers at the high school and Mr. Shugrue said there are two full time social workers, or one for every 738 students. Mr. Lawson asked if they were helpful and how many Mr. Shugrue would really want to have and Mr. Shugrue said he would like ten.
- Mr. Lawson said he was surprised this was not addressed in this budget. Mr. Shugrue said that support staff is vital and the Guidance department ratio is approximately 1 to 300 students.

Department of Instruction

- Mr. Smith said many different conversations happened to create this budget. He noted that when a program or staffing is removed or reduced, they are not typically reinstated in later years. He tried to mitigate increases in the Department of Instruction budget with offsets, but there are 14 major initiatives currently ongoing. He distributed a chart which showed the initiatives and discussed their impact on the budget.
- The new literacy coach will be budget neutral because of a philosophical shift in removing some tutors. Mr. Smith said if too many students need tutors, it means the curriculum is not doing its job and the student weaknesses need to be identified and targeted. The coaches will help do a better job of planning and changing the curriculum. The current use of coaches has created a huge gain in standardized

Department of Instruction

test results.

- Mr. Smith noted one area of the budget which will increase is curriculum development due to the Common Core Standards which have reprioritized what content and curriculum needs to be focused on. The new national test requires more rigor in the K-12 offerings. A new math curriculum will be implemented in the fall as the district prepares for the Smarter Balanced Assessment. The math and language arts curricula must be totally rewritten.
- Mr. Smith said that the new SEED evaluation system is built on sound educational philosophy; the concern is with the cost and the pace. Right now, if a teacher is tenured, they do not get a formal review. Under SEED, there will be six visits a year including three observations. All administrators will have to go through five days of training to administer this program. This will be a standardized process and a calibrated process. There will need to be teacher trainers and there is a line in the budget for online tools to help manage the program.
- Mr. Lawson thanked Mr. Smith for alerting the Committee on Learning about the SEED pilot program and asked about the progress. Mr. Smith said there are ten districts currently in the pilot and part of the frustration everyone is experiencing is trying to budget for something that does not yet exist. The preliminary report from UConn researchers is due in February and the heavy focus of the evaluation program runs from January to June, not September to December.
- Mr. Lawson asked how much time would be needed for pre-evaluation, actual evaluation, and post-evaluation. Mr. Smith said the pre-evaluation would be approximately 15 30 minutes, the class observations would be 60 80 minutes each, and the written observations about one hour each, so the total could be about three and a half to four hours per person. He also said there are three formal observations each year, goal setting sessions, and three walkthroughs which have not been defined.

	meeting recessed at 8:40 p.m. until Tuesday, uary 29, 2013.	The meeting recessed at 8:40 p.m. until Tuesday, January 29, 2013.
3. Opp •	 Geraldine Lukovits, a teacher at Schaghticoke Middle School, explained the importance of Practical Arts and Industrial Arts for 7th and 8th graders. She noted that the courses are aligned to the national standards and teach the students about the importance of My Plate. She also noted an article in the New York Times where the president of J. Crew was interviewed and spoke about the importance of Home Economics in the middle school because it helped her to decide what to do in her future. 	Opportunity for the Public to be heard
	 There are 110 staff members at the high school alone. This is a comprehensive process that really does have at its core the desire to improve the profession and look at student performance. Mr. Shaffer asked what the \$89,000 cost for new teacher evaluation will cover and Mr. Smith said it is a combination of professional development and management software for assessment and calibration. Mr. Lawson noted this was another unfunded mandate from the state. Mr. Shaffer asked how principals will be evaluated and Mr. Smith said the administrative evaluation plan is the same as for teachers. The message is no one is different. Mr. Shaffer asked why summer school was not in the budget and Mr. Smith said this was a difficult decision. He said how students are identified for summer school currently is uncertain. Summer school may come back following the new data assessments when there is a better way to identify for the parent why a student should take summer school. Mr. McSherry noted that everything that is happening with this budget is being pushed by the increase in health insurance. 	

Budget Hearing Minutes January 29, 2013 Sarah Noble Intermediate School Library Media Center

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. David A. Lawson Mr. Thomas McSherry Mrs. Lynette Celli Rigdon Mr. David R. Shaffer Mr. William Wellman
Absent:	Mr. Tom Brant Mr. Daniel W Nichols Mrs. Daniele Shook

Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools
	Mr. Joshua Smith, Assistant Superintendent of Schools
	Ms. Ellamae Baldelli, Director of Human Resources
	Mr. Gregg Miller, Director of Fiscal Services
	Mr. Daniel DiVito, Director of Technology
	Mr. John Calhoun, Facilities Manager
	Mrs. Laura Olson, Director of Pupil Personnel and Special Services
	Mr. Greg Shugrue, Principal, New Milford High School

1.	Call to Order A. Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:00 pm. The Pledge of Allegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	Discussion of the 2013-2014 School Budget including, but not limited to, Pupil Personnel/Special Education, Department of Maintenance, Utilities, Department of General Administration, and Capital	Discussion of the 2013-2014 School Budget including, but not limited to, Pupil Personnel/Special Education, Department of Maintenance, Utilities, Department of General Administration, and Capital
	Pupil Personnel/Special Education	Pupil Personnel/Special Education
	• Mrs. Olson thanked the Board for their support of students both as Board members and taxpayers in New Milford. She said Special Education services are mandated under the	

Individuals with Disabilities Education Act (IDEA).

- Mrs. Olson noted some of the district accomplishments including having two students transferred back into the district from private facilities, which saves money; the Litchfield Hills program is entering its third year and is very successful with two students completing courses at Naugatuck; the Excel program has a waiting list; and high school level students with disabilities are participating in sports and extracurricular activities.
- Mrs. Olson discussed Department 11 which includes four social workers, the 0.4 nurse for Faith Academy, the occupational and physical therapists, outside evaluators, consultants, sign language interpreters, and audiologists.
- In terms of the mental health issues of New Milford's students, the four social workers are augmented with 12 counselors including six psychologists. The counselors handle group and individual counseling sessions.
- Outside consultants work closely with the staff on mental health issues. Typically there are 45 to 60 students in need of mental health counseling.
- The occupational and physical therapists are contracted out and they service approximately 210 students.
- Department 12 includes pre-school, Excel, IPP staffing, tutors, student care workers, mandated summer services, and public and private tuition. A request has been made for one additional student care worker.
- The tuition line is the most highly unpredictable line in the budget as one student can have a significant impact. As an example, since September, three families have moved in to town and New Milford is now responsible for their tuition, transportation and related services.
- Only one student in the tuition line will be graduating this year.
- Mrs. Olson noted there are some cost savings in the certified and non-certified summer

salaries through restructuring and a decrease in the tutorial line based on trends and data.

- Mr. Shaffer asked about the summer school program, where it is held, and age groups. Mrs. Olson said the program is currently held at Sarah Noble Intermediate School and noted that New Milford is mandated to provide these services for students who require them from age 3 to age 21.
- Mr. Shaffer asked how many students were involved and Mrs. Olson said it was around 84.
- Mrs. Faulenbach asked for the total number impacted by the tuition line and Mrs. Olson said 31.
- Mr. Shaffer asked if the private schools were day schools or residential and Mrs. Olson said they were primarily day school placements.
- Mrs. Celli Rigdon asked why New Milford was required to provide services for Faith School and Mrs. Olson said if a student needs to be educated in New Milford then the district is responsible for those services. But she noted that New Milford only provides the 0.4 nurse and a 10 hour per week Special Education teacher.

Department of Maintenance, Utilities

- Mr. Calhoun noted that there is a slight increase in the maintenance and custodial lines which is due to salary increases, trash hauling, and fuel oil. He noted that there will be some cost saving measures including water conservation measures, recycling and a decrease in bulky waste.
- Mr. Shaffer noted the telephone line has increased by about \$2,000 and asked why. Mr. DiVito noted the phone equipment is older and this is the cost of the maintenance contract with the phone repair companies.
- Mrs. Faulenbach noted that the maintenance budget has been flat over the years and yet there are approximately 900,000 square feet of buildings to maintain.
- Mr. Miller noted that the largest drivers in this

Department of Maintenance, Utilities

budget category include electricity, natural gas, oil, and water. Savings through the energy education initiative from this year's budget to next year's budget is about \$58,000. **Department of General Administration Department of General** Administration Mr. Miller corrected a union contract end date that he had put in the budget which said June 30, 2014 and said it should be 2013. He noted the major driver in the budget overall, and in this department, is the increase in health insurance which is 82% of the total increase in this budget. He noted the make up for the internal service fund adjustment from last year is \$1,150,000 and the user trend of 10.2% means the Board needs to budget an additional \$680,000 approximately. Mr. Miller said even with the negotiations for plan design, deductibles, etc., the district is still looking at a 10.2% increase trend. Mr. Lawson asked how much money was in the internal service fund presently and Mr. Miller said he did not know at this point. Mr. Lawson asked if there were still regular . meetings with the town on this fund and Mr. Miller said there were but that the fund is currently being audited and numbers would not be available until February or March. Mrs. Celli Rigdon noted the town helped with • this budget and asked if there was any promise from the town council for this year. Mr. Miller said he has had no indication from the town this year. Mr. McSherry said even if money was available from the fund, the Board will have to pay it back eventually. Capital Capital Mr. DiVito noted that the capital budget for 0 technology meets the goals of the strategic plan and the technology plan. He noted that nearly 100% of classrooms have Smartboards. This

budget includes 20 Smartboards for the high

school with the intent of getting 20 more next year.

- This budget includes laptops for the high school, middle school and Sarah Noble to create labs for classrooms.
- The elementary schools are choosing to do learning centers with five computers per classroom. Mr. DiVito said they are looking into laptops and Google Chromebooks which are about half the price of laptops.
- The elementary grades 1-3 will also get iPads. Smartboards have a wireless option with iPads.
- The other expense in this budget section is the district-wide Student Information System which will take two years to fully implement. Mr. DiVito noted with the current system, the new state reporting requirements would be difficult if not impossible to fulfill.
- Mr. Wellman asked why the goal was five computers per classroom and Mr. DiVito said that was a starting point based on space and the principals' request at this time.
- Mr. Shaffer asked how many more Smartboards the high school would need after this request and Mr. DiVito said they would need 20 next year as well.
- Mr. Shaffer asked if the Smartboards would become outdated equipment from year to year and Mr. DiVito noted that the Smart Technology vendor designed the software to do the updating and the school system has purchased the licenses for upgrades.
- Mr. Lawson asked about the state reporting requirements and Mr. Smith noted the software that is currently used in this district cannot easily collect all the data which includes course enrollment, number of sections, which teachers teach which grades, etc. The new Student Information System would also contain a Parent Portal so parents can monitor student data and find out what homework assignments were not completed, etc.
- Mr. Lawson asked if the district could accommodate the on-line state assessments currently. Mr. DiVito said the district has the

minimum equipment required but the district would like to get more computers in every classroom to prepare for the Smarter Balanced Assessment. Mr. Smith said the testing will be allowed over a 12 week period and will be random and adaptive.

 Mrs. Celli Rigdon said she liked the introduction of the iPad in the elementary schools but wondered why they would not be introduced in kindergarten and Mr. DiVito said he would be doing that in this year's budget because he had some funds available for that.

Capital – Facilities

• Mr. Calhoun noted the Facilities capital request was for more energy conservation measures such as digital controls and replacing pneumatics. Also, there was a request for parking lot changes for safety purposes and driveway maintenance.

Discussion

- Mrs. Faulenbach asked if any Board member needed more material or information for tomorrow's deliberations. Mr. Lawson asked about the substitute coach number. Ms. Baldelli said it came from the coaching stipend line because until a full coach was hired the substitute received the portion of the stipend not paid to the coach.
- Mr. Wellman addressed the Board tonight because he would not be able to make the meeting tomorrow. He said he recognized that the proposed budget reflects a great deal of effort to work with the mandates from the state. However, he said a 4.5% increase, while perhaps appropriate to deal with those mandates, is not appropriate for the Town of New Milford. He suggested the Board require the superintendent to take a look at the best way to reduce the budget and he suggested that new administrators should not be hired. He suggested the Department of Education needed

Capital - Facilities

Discussion

	e meeting recessed at 8:05 p.m. until Wednesday, nuary 30, 2013	The meeting recessed at 8:05 p.m. until Wednesday, January 30, 2013.
10.0	ere was none.	Heard
3. Ор	 to be asked why SEED was necessary in this school system. Mr. Lawson noted that the school budget has not had an increase in the past five years and even with this proposed increase the total average increase would be about 1%. Mrs. Celli Rigdon said that she joined the Board to make a difference and she has seen the administrators being trapped by financial constraints. She said the town could not keep saying no and said a 0% budget is unrealistic. Mrs. Faulenbach acknowledged the increased household expenses but noted the tax collection rate in New Milford is 99%. She also noted the \$2 million health insurance increase is a lot to make up and would require a cut in programs and people if the budget was lowered. 	Opportunity for the Public to be

Budget Hearing Minutes January 30, 2013 Sarah Noble Intermediate School Library Media Center

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. David A. Lawson Mr. Thomas McSherry Mr. Daniel W Nichols Mrs. Lynette Celli Rigdon Mr. David R. Shaffer Mrs. Daniele Shook
Absent:	Mr. Tom Brant Mr. William Wellman

Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools
	Mr. Joshua Smith, Assistant Superintendent of Schools
	Ms. Ellamae Baldelli, Director of Human Resources
	Mr. Gregg Miller, Director of Fiscal Services
	Mr. Daniel DiVito, Director of Technology
	Mr. John Calhoun, Facilities Manager
	Mrs. Laura Olson, Director, Pupil Personnel and Special Services
	Mr. Greg Shugrue, Principal, New Milford High School
	Dr. Len Tomasello, Principal, Sarah Noble Intermediate School
	Mrs. Susan Murray, Principal, Northville Elementary School
	Mrs. Paula Kelleher, Principal, John Pettibone Elementary School
	Mrs. Maryann Ness, Principal, Hill and Plain Elementary School
	Mr. Lance Pliego, Athletic Director, New Milford High School

1.	Call to Order A. Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:00 pm. The Pledge of Allegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	Public Comment There was none.	Public Comment
3. A.	Discussion and Possible Action Exhibit A: Personnel – Certified, Non-Certified Appointment, Resignations and Leaves of Absence	Discussion and Possible Action A. Exhibit A: Personnel – Certified, Non-Certified Appointment, Resignations and Leaves of Absence
	 Mr. Shaffer moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of January 30, 2013, seconded by Mr. McSherry. Mr. Lawson noted he would recuse himself from the vote. 	Motion made and passed to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of January 30, 2013.
	Motion passed 6-0-1. Aye: Mrs. Faulenbach, Mr. McSherry, Mr. Nichols, Mrs. Celli Rigdon, Mr. Shaffer, Mrs. Shook Abstain: Mr. Lawson	

**	B.	Monthly Reports 1. Purchase Resolution D-652 2. Budget Position as of December 31, 2012	 B. Monthly Reports 1. Purchase Resolution D-652 2. Budget Position as of December 31, 2012
		 Mr. Nichols moved to approve monthly reports: Purchase Resolution D-652 and Budget Position as of December 31, 2012, seconded by Mr. McSherry. Mr. Lawson asked how the finances were looking and Mr. Miller said the available balance is \$7,134,905 which is a favorable 	Motion made and passed unanimously to approve monthly reports: Purchase Resolution D-652 and Budget Position as of December 31, 2012
		 Mr. Lawson asked about energy costs with the recent cold weather and Mr. Miller said he was expecting to have a full report for the Operations Sub-committee in February. 	
		The motion passed unanimously.	
	C.	Adoption of the 2013-2014 Board of Education Budget	C. Adoption of the 2013-2014 Board of Education Budget
		Mr. Nichols moved to approve the Superintendent's proposed 2013-2014 budget in the amount of \$60,214,148, seconded by Mr. McSherry.	Motion made to approve the Superintendent's proposed 2013- 2014 budget in the amount of \$60,214,148.
		 Dr. Paddyfote handed out information as requested re: Pay to Play and the SEED program expenses. Mr. Smith explained the SEED expenses and said these are best estimates of professional development expenses for training which will require a minimum of five days, possibly nine; two days of training to for teachers in district; calibration of administrators to make sure they are evaluating the same things; and the licensing fees for professional development exams. The software line includes two different types of software. Mr. Nichols asked if there were any grants available and Mr. Smith said no. He said the best that could be hoped for would be an offset on licensing fees and training costs. Mr. Lawson noted the grant money would have 	

come from the Race to the Top initiative which the State of Connecticut is not eligible for.
Mrs. Faulenbach asked about the suggestion that the Board not participate in the SEED program and Dr. Paddyfote said she was not aware of any other district in the state that was even contemplating not participating. She said the ramifications could be sanctions, removal of funding, and possibly a state takeover of the Board of Education.
Mr. Shaffer asked if the initial evaluation would be a trial run or done immediately and Mr. Smith said all indications are that the evaluations will be done immediately with no grace period.

 Mr. Shaffer asked with the emphasis on security if there was a possibility this might be postponed for a year and Mr. Smith said this program is a huge priority for the Commissioner and Governor and he did not expect any postponement.

Mr. Lawson moved to amend the Superintendent's proposed 2013-2014 budget by increasing it by an amount not to exceed \$85,000 to add one full time social worker at New Milford High School, seconded by Mr. Shaffer.

- Mr. Lawson said the ratio of one social worker to 700 students for counseling was unacceptable to him. He felt the district needed to be proactive rather than reactive.
- Mr. Nichols said a 4.62% increase was covering enough bases for one year. He did not feel it would be prudent to add to the budget at this time.
- Mr. Lawson said year by year over the last five years the average increase has only been 1.14% including this year's increase. He suggested this meant maybe a \$50 per year increase to the taxpayer.
- Mrs. Celli Rigdon asked Mrs. Olson to clarify the social worker use in the schools. Mrs. Olson noted there are four social workers that can cover any school, with overlapping

Motion made and failed to amend the Superintendent's proposed 2013-2014 budget by increasing it by an amount not to exceed \$85,000 to add one full time social worker at New Milford High School.

New Milford Board of Education Budget Hearing & Meeting Minutes January 22, 23, 29 & 30, 2013 Sarah Noble Intermediate School Library Media Center

services from psychologists, outside consultants, and guidance counselors and she felt the mental health needs of the students were being adequately met. The motion failed 2-5. Aye: Mr. Lawson, Mr. Shaffer No: Mrs. Faulenbach, Mr. McSherry, Mr. Nichols, Mrs. Celli Rigdon, Mrs.Shook Mr. Shaffer said he felt once a year the Board . should go on record against the Pay to Play for athletics. He noted that sports were not an extracurricular activity but were part of the curriculum. He said there was no way to know how many students did not participate because of the cost and also felt that if a sport were charged a fee then the all school musical should be charged as well. Mr. Shaffer moved to amend the Superintendent's Motion made and failed to amend proposed 2013-2014 budget by increasing it by the Superintendent's proposed \$79,457 to eliminate Pay to Play, seconded by Mr. 2013-2014 budget by increasing it Lawson. by \$79,457 to eliminate Pay to Play. Mr. Shaffer said perhaps \$50 per student per sport was fairer than \$125 for everyone. Mr. Lawson said he agreed and he was against Pay to Play. He said research shows that students involved in sports do better on academic scores. Mrs. Celli Rigdon said she would rather increase Pay to Play to \$125 per sport than eliminate it. Motion failed 3 – 4. Aye: Mr. Lawson, Mr. Shaffer, Mrs. Shook No: Mrs. Faulenbach, Mr. McSherry, Mr. Nichols, Mrs. Celli Rigdon Discussion Discussion • Mr. McSherry noted the greatest increase in

New Milford Board of Education Budget Hearing & Meeting Minutes January 22, 23, 29 & 30, 2013 Sarah Noble Intermediate School Library Media Center

this budget is the medical insurance which is paid into the Internal Service Fund. He said the Internal Service Fund is not in the Board of Education budget, rather it is on the town side and if there is an overpayment, which has been happening, the Board has no control over it. He noted that the trend increase as recommended by the consultant equates to a \$1 million increase in this budget. He said the consultant's trends have been wrong the last few years. He also noted it is in everyone's best interest for the Town Council and Mayor to share the Internal Service Fund information with the Board.

- Mr. Miller said when one self-insures there are good claim months and bad claim months.
- Mr. Lawson said he understood Mr. McSherry's frustration. He said he did not understand why there is no way to get the balance in the "checkbook." He said he understands the need for an audit but did not understand why there was not even a ballpark number to work with.
- Mr. Nichols asked if the Board could put less money in the Fund and Mr. Miller said it was not really an option.
- Mr. Nichols asked how many districts do their own insurance and Dr. Paddyfote said she did not know that information.
- Mrs. Faulenbach said that health care in general keeps increasing despite the negotiations with the staff on increased copays, increased premium shares, and design plan changes.
- Mr. Shaffer said in the Schaghticoke budget there would be 42 less students and yet the only decrease was one Industrial Arts position and one Home Economics position and asked if there was any potential savings there. Dr. Paddyfote noted that the reduction was not driven by enrollment, rather by a programmatic shift.
- Mr. Smith also noted that the next class coming in was larger than this year's class.
- Mrs. Shook asked about the school resource

New Milford Board of Education Budget Hearing & Meeting Minutes January 22, 23, 29 & 30, 2013 Sarah Noble Intermediate School Library Media Center

	Mr. Nichols moved to adjourn the meeting at 7:51 p.m., seconded by Mr. McSherry and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 7:51 p.m.
l.	Adjourn	Adjourn
	Aye: Mrs. Faulenbach, Mr. McSherry, Mr. Nichols, Mrs. Celli Rigdon, Mr. Shaffer, Mrs. Shook No: Mr. Lawson	
	The motion as presented passed 6-1.	The main motion passed.
	 officers in regard to security and Dr. Paddyfote said it is historically funded through the town police department budget. She noted the increase in security was to bring all the schools up to the same level as the high school. Mr. Lawson asked why hockey and golf fees were more in the Pay to Play program and Dr. Paddyfote said that hockey was higher due to ice rental fees and golf was higher due to greens fees. Mrs. Faulenbach said the Pay to Play issue comes up every year and she could not justify modifying the fee at this point until they knew what was going to happen with this budget since the Board could be asked to make some cuts down the road. Mrs. Celli Rigdon said the question of the 4.62% increase was not a matter of whether it could be afforded but rather whether the Board was willing to accept it. She said she feels confident the administration looks for ways to cut back and she was willing to support this budget. 	

Respectfully submitted: aus 7 and a 5

David A. Lawson Assistant Secretary, New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education Sarah Noble Intermediate School New Milford, Connecticut February 12, 2013

	February 12, 2015	
ACTIO	N ITEMS	
A. Per	rsonnel	
1. CERTIF	IED STAFF	
a. RESIC	GNATIONS	
1. N	one currently	
	IED STAFF	
b. APPO	INTMENTS	
M M M	Is. Mary Lavoie, Literacy Coach, Grades 7-12 Love that the Board of Education approve the appointment of Is. Mary Lavoie as Literacy Coach, Grades 7-12 effective larch 18, 2013. 012-2013 salary: \$80,904 (step 14J) pro-rated to start date	Education History: BS: Charter Oak State Univ. Major: Sociology MA: St. Joseph College Major: Special Education 6 th Yr.: CCSU Major: Reading Experience: 6 yrs. Naugatuck HS 1 yr. Abbott Tech 4 yrs., Reg. 15 5 yrs. Seymour Replacing: C. Morosko
2 NON CE		
	RTIFIED STAFF	
	GNATIONS	
1. N	one currently	
4. NON-CF	RTIFIED STAFF	
b. APPO	INTMENTS	
Se M M Se	*Mrs. Marie Bate, School Nurse, Sarah Noble Intermediate chool and Faith Academy Love that the Board of Education approve the appointment of Irs. Marie Bate as School Nurse at Sarah Noble Intermediate chool and Faith Academy effective February 14, 2013. D12-2013 salary - \$36,806 pro-rated to start date	Education History: AA: Naugatuck Valley Comm. College Major: Nursing BA: Post College Major: Marketing Work Experience: Substitute RN for various area

**Released as of February 12, 2013

Exhibit A for February 12, 2013 BOE Meeting

	**Mrs. Erin DeCapua, Paraeducator, Sarah Noble	\$13.38 per hour
	Intermediate School	Replacing: P. Schuff
	Move that the Board of Education approve the appointment of	
	Mrs. Erin DeCapua as Paraeducator at Sarah Noble	
	Intermediate School effective February 13, 2013.	
3.	Mrs. Kimberly Ginn, Paraeducator, Northville Elementary	\$13.38 per hour
	School	Replacing: A. Tobin
	Move that the Board of Education approve the appointment of	
	Mrs. Kimberly Ginn as Paraeducator at Northville Elementary	
	School effective February 13, 2013.	
4.		\$23.91 per hour
	Move that the Board of Education approve the appointment of	Replace B. Hearty
	Mr. Nicholas Seiser as a Maintainer II at John Pettibone	
	School effective February 13, 2013.	
5.	**Mr. Michael Walker, Custodian, Schaghticoke Middle	\$20.10 per hour
	School	Replace P. Larson
	Move that the Board of Education approve the appointment of	
	Mr. Michael Walker as a Custodian at Schaghticoke Middle	
	School effective February 13, 2013.	
5. SUBS	TITUTES	
a. AP	POINTMENTS	
1.		Education History:
	Administrator	BS: SUNY @ Fredonia
	Move that the Board of Education appoint Mr. Richard	Major: Business Admin. MBA: Hofstra University
	Calcoverchio as a Substitute Non-Bargaining Linit	
	Calcavecchio as a Substitute Non-Bargaining Unit	Major: Finance
	Administrator effective February 25, 2013.	
2.	Administrator effective February 25, 2013. **Ms. Lisa DiBella, Substitute Teacher	
2.	Administrator effective February 25, 2013. **Ms. Lisa DiBella, Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Lisa DiBella as	Major: Finance <i>Education History:</i> BA: WCSU
2.	Administrator effective February 25, 2013. **Ms. Lisa DiBella, Substitute Teacher	Major: Finance <i>Education History:</i> BA: WCSU Major: Communications Media
2.	Administrator effective February 25, 2013. **Ms. Lisa DiBella, Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Lisa DiBella as	Major: Finance Education History:
201020	Administrator effective February 25, 2013. **Ms. Lisa DiBella, Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Lisa DiBella as	Major: Finance <i>Education History:</i> BA: WCSU Major: Communications Media MS: Univ. of Bridgeport
6. ADU	Administrator effective February 25, 2013. **Ms. Lisa DiBella, Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Lisa DiBella as a Substitute Teacher effective February 13, 2013.	Major: Finance <i>Education History:</i> BA: WCSU Major: Communications Media MS: Univ. of Bridgeport
6. ADU a. AP	Administrator effective February 25, 2013. **Ms. Lisa DiBella , Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Lisa DiBella as a Substitute Teacher effective February 13, 2013. LT EDUCATION STAFF	Major: Finance <i>Education History:</i> BA: WCSU Major: Communications Media MS: Univ. of Bridgeport
6. ADU a. AP 1	Administrator effective February 25, 2013. **Ms. Lisa DiBella, Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Lisa DiBella as a Substitute Teacher effective February 13, 2013. LT EDUCATION STAFF POINTMENTS	Major: Finance <i>Education History:</i> BA: WCSU Major: Communications Media MS: Univ. of Bridgeport
6. ADU a. AP 1 7. BAN	Administrator effective February 25, 2013. **Ms. Lisa DiBella, Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Lisa DiBella as a Substitute Teacher effective February 13, 2013. LT EDUCATION STAFF POINTMENTS . None currently	Major: Finance <i>Education History:</i> BA: WCSU Major: Communications Media MS: Univ. of Bridgeport
 6. ADU. a. AP 1 7. BAN a. RE 	Administrator effective February 25, 2013. **Ms. Lisa DiBella, Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Lisa DiBella as a Substitute Teacher effective February 13, 2013. LT EDUCATION STAFF POINTMENTS . None currently D STAFF	Major: Finance <i>Education History:</i> BA: WCSU Major: Communications Medi MS: Univ. of Bridgeport

**Released as of February 12, 2013

Exhibit A for February 12, 2013 BOE Meeting

BAND STAFF	
b. APPOINTMENTS	
1. None currently	
9. COACHING STAFF	
a. RESIGNATIONS	
1. None currently	
10. COACHING STAFF	
b. APPOINTMENTS	
1. **Ms. Dawn Hough, Girls' Assistant Varsity Track and Field	2012-2013 stipend: \$3028
Coach, New Milford High School	
Move that the Board of Education appoint Ms. Dawn Hough as	
Girls' Assistant Varsity Track and Field Coach at New Milford	
High School effective March 11, 2013.	
11. LEAVES OF ABSENCE	
1. **Mrs. Maura Jabbonsky, Paraeducator, Northville Elementary	Unpaid leave of absence 3/4/13-5/1/13
School	5/4/15-5/1/15
Move that the Board of Education approve the request of Mrs.	
Maura Jabbonsky for a personal leave of absence beginning	
February 20, 2013 through approximately May 1, 2013.	

Page 3

**Released as of February 12, 2013

1140(a)

Community Relations

Distribution of Materials to and by Students (Use of Students)

The purpose of permitting the distribution of materials to and by students is to provide a convenient and inexpensive method to notify students and parents of extra-curricular activities of a general interest to students in the school district. At the same time this courtesy to the school community has the potential to interfere with the efficient operation of the school district and distract from instructional activities. The Board of Education reserves the right to refuse distribution of any material to the students of the district by individuals or groups not affiliated with the New Milford Public Schools. The Superintendent of Schools (or designee) shall impose reasonable time, place, and manner restrictions on the distribution of materials to prevent disruption and preserve the educational focus of the schools.

Distribution of Materials at Central Locations in the Schools

Members of the school and local community may request approval to distribute non-curricular materials during non-instructional time at central locations in the schools. Such materials must be pre-approved by the Superintendent of Schools and shall comply with the following standards:

- 1. The materials must relate to youth-oriented activities or events during the school year (e.g., sports, recreational, social or civic activities) of the public schools, parent teacher organizations, town, or other local, non-profit organizations.
- 2. The materials must explicitly identify the organization(s) distributing the materials and all sources of information contained in the publication.
- 3. The materials are not in violation of the law or any Board policy and do not encourage violation of the law or any Board policy.

The Superintendent of Schools shall ensure that students are made aware that the materials that are approved for distribution are not necessarily endorsed or sponsored by the school district.

Distribution of Materials Directly to Students

Any distribution of materials to students directly (e.g., flyers given to students in the classroom to be brought home to parents/guardians) shall be limited to those materials that relate to youth-oriented activities or events sponsored by the public schools, parent teacher organizations, the Town of New Milford or the State of Connecticut. Such materials must be pre-approved by the Superintendent of Schools and comport with Board policy and applicable law.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

Community Relations

Distribution of Materials to and by Students (Use of Students)

Use of Students

The Board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the student's rights in terms of voluntary activities are maintained and that students are not exploited either knowingly or unknowingly.

The Superintendent or his/her designee shall interpret this policy strictly; the decisions of the Superintendent will be final.

Budget/Referendum Materials

After the date is set for the budget referendum, information concerning a pending referendum, specifying only the time, date, location, and question or proposal to be voted upon may be disseminated through the students. This information may not contain any other information or statements, or be written in a manner which may advocate a position on the referendum question.

Legal Reference:

Connecticut General Statutes

9-369b Explanatory text relating to local questions.

Policy adopted: Policy revised: May 7, 2001 June 9, 2009 NEW MILFORD PUBLIC SCHOOLS New Milford, Connecticut

FOR APPROVAL

6141.321(a) 4118.4/4218.4

Instruction

Acceptable Use and Internet Safety

Overview

The Board of Education provides computer resources to support its educational objectives. Proper use of electronic information technology enhances the curriculum and learning opportunities for students as well as the teaching resources of school personnel.

The intent of this policy is to:

- 1. Promote the safe use of the District's computer resources by students and other users;
- 2. Prevent the misuse of computer resources by users.

When used in this policy, the term "<u>computer resources</u>" refers to the school's entire computer network. This includes, the school's computer system, file servers, database servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand alone computers, laptops, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school's computer network. It therefore includes all e-mail services and Internet access.

This policy applies to all users of the District's computer resources. The term "<u>users</u>" includes students, employees, independent contractors, consultants, temporary workers, volunteers and all other persons or entities who use or come in contact with the District's computer resources. By using or accessing the District's computer resources, users agree to abide by this policy.

Any personal electronic devices which are brought into, or connected to the information networks of the District on or off school grounds shall be subject to this policy and related regulations.

Internet Safety and Access

Electronic information research skills are now fundamental for productive citizens and employees. Access to the Internet enables students, teachers, and administrators to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. Unfortunately, the Internet is also a source of highly inappropriate material. In an effort to minimize student exposure to inappropriate material on the Internet, the following protective measures will be employed by the District:

- 1. On-line activities of all users will be monitored.
- 2. The District will employ a technology protection measure that protects against Internet access by both adults and minors to visual depictions that obscene, pornographic, or, with respect to the use of computers by minors, harmful to minors as defined by the Children's Internet Protection Act. Such technology protection measure shall be in operation during any use of computers with Internet access. However, it is recognized that this measure alone is no guarantee that users will not be able to find Internet resources which are profane, offensive, obscene, or otherwise objectionable. The ultimate responsibility for appropriate use of Internet resources lies with the user.

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Instruction

Acceptable Use and Internet Safety

- 3. The District expects that its teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed, they will be supervised in a manner that provides Internet use that is well-suited to learning objectives. If necessary, school personnel may request, in writing, that the technology protection measure be disabled for use by an adult for the purpose of bona fide research or other purpose that promotes an educational objective. The Director of Technology and/or school principals] are authorized to approve such requests.
- 4. Students utilizing District-provided Internet access must first have the permission of and must be supervised by the District's staff. School personnel who supervise student use of the Internet will give students instruction, as appropriate, regarding appropriate on-line behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. School personnel who supervise student use of the Internet shall limit and/or closely monitor forms of direct electronic communication, such as chat rooms and e-mail. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District.
- 5. Access to the Internet is a privilege and not a right. It is expected that all users will act in a responsible and legal manner in accordance with District policy and state and federal laws.

Security

Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the District's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the District's network without authorization.

Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the District's network. All material not belonging to the District must be scanned for viruses prior to being placed onto the District's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, memory sticks or perpetual media (e.g., DVD, CD) transferred from these computers to the District's network must be scanned for viruses.

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Instruction

Acceptable Use and Internet Safety

Prohibited Activities

Users are not permitted to use school-provided computer resources to:

- 1. "Hack into," "snoop," monitor any network traffic or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data;
- 2. Share passwords with others, circumvent the menu/password and/or Internet filtering software installed on District computers;
- 3. Create, use, access, upload, download, transmit or distribute profane, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications;
- 4. Harass, cyber bully or intentionally offend others;
- 5. Vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
- 6. Intentionally disrupt or degrade network activity;
- 7. Violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- 8. Plagiarize (to take material created by others and presenting it as if it were one's own) or cheat (to deceive by trickery, mislead or fool):
- 9. Send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information;
- 10. Violate any local, state, or federal law or school policy.

Users may not do any of the following without prior written authorization from the school administration:

- 1. Access the District networks with privately owned laptop computers, cell phones, I-pods, or any other personal electronic devices
- 2. Copy software for use on their home computers;
- 3. Provide copies of software to any independent contractors or clients of the District or to a third person;
- 4. Install software on any of the District's work stations or servers;
- 5. Download any software from the Internet or other on-line service to any of the District's work stations or servers;

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Instruction

Acceptable Use and Internet Safety

<u>Prohibited Activities</u> (continued)

- 6. Modify, revise, transform, recast, or adapt any software;
- 7. Reverse engineer, disassemble or decompile any software.

No Expectation of Privacy

All users are warned that there should be no expectation of privacy in connection with the use of the District's computer resources. Users should not create, store or use messages, files or other information which they do not want school authorities to see. The following reasons explain why users should have no expectation of privacy:

- 1. The District may have a duty under federal law to monitor on-line activities of users and enforce the use of protective measures. Authorized administrators and staff may review use of the District's computer resources and the Internet at any time, without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.
- 2. Computer resources are owned, controlled, and maintained by the District. They are provided to staff and students to be used for educational purposes only. Files or any information stored on school-based networks are subject to periodic inspection and routine maintenance.
- 3. E-mail communications can be stored indefinitely on any number of computers. Copies of messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.
- 4. Use of passwords to gain access to the computer network or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The District has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.
- 5. District personnel may receive or create e-mail messages and other documents that are public records that may be subject to disclosure under the Freedom of Information Act.

Use of Computer Resources by School Personnel

The computer resources are the property of the District and may only be used for approved purposes. Users are permitted access to assist them in the performance of their jobs. Occasional use of the computer resources by an individual school employee for personal communications is

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Instruction

Acceptable Use and Internet Safety

Use of Computer Resources by School Personnel (continued)

permitted when the use does not interfere with the employee's or other user's job responsibilities, performance of the computer resources, or operation of the District. A short social message and a quick note to a family member are examples of permitted personal use. Use for personal or third party gain or profit, or for entertainment, is strictly prohibited. Solicitation for any purpose, other than to support a community service drive officially sponsored by the District, will not be tolerated. Employees are reminded that this limited, occasional personal use must comply with this policy, and all other policies, regulations and practices of the District. Use of computer resources is a privilege that may be revoked at any time, in whole or in part, at the sole discretion of the District.

Policy Violations

Users who become aware of any misuse of computer resources must immediately report the incident to the administration. Any violation of this policy may result in immediate termination of school-provided access to computer resources, including the Internet. Additional disciplinary action may be taken in keeping with existing policies, procedures and practices regarding the conduct, including but not limited to suspension and/or expulsion from school (students) or termination of employment (personnel). When appropriate, law enforcement agencies may be involved and legal action or prosecution may result.

Limitations

The Board makes no warranties of any kind, neither expressed nor implied, for the use of computer resources and the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; the accuracy, nature, or quality of information gathered through District-provided Internet access; personal property used to access District computers or networks or for school-provided Internet access; nor for unauthorized financial obligations resulting from school-provided access to its computer resources and the Internet.

Notice of Policy

Students and school personnel shall be given notice of this policy annually. All other users shall be given notice of this policy prior to obtaining access to or using District computer resources.

Each user is required to sign an Acknowledgement Form stating that they have received notice of and understand this policy and any accompanying administrative regulations.

The administration may issue regulations and guidelines in connection with this policy.

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Instruction

Acceptable Use and Internet Safety

Legal References:

20 U.S.C. 6777 Internet Safety (Children's Internet Protection Act)

47 U.S.C. 254 Universal Service

45 C.F.R. 54.520, "Children's Internet Protection Act certifications required from recipients of discounts under the federal universal service support mechanism for schools and libraries."

6141.321 Appendix A

NEW MILFORD PUBLIC SCHOOLS New Milford, Connecticut

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- 1. Be polite. Messages should not be abusive *or harassing* to others.
- 2. Take pride in communications. Check spelling and grammar.
- 3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
- 4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
- 5. Do not reveal your personal address or telephone number or those of other persons. No *personally identifiable* student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
- 6. Do not disguise the point of origin or transmission of electronic mail.
- 7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
- 8. Illegal activities are strictly prohibited.
- 9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
- 10. No charges for services, products, or information are to be incurred without appropriate permission.

NEW MILFORD PUBLIC SCHOOLS New Milford, Connecticut

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

- 11. Do not use the network in such a way that you would disrupt the use of the network by other users.
- 12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
- 13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
- 14. Report security problems to the supervising teacher or system administrator.
- 15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

NEW MILFORD PUBLIC SCHOOLS New Milford, Connecticut

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (print clearly)			Home	Phone:
User's Signature:			Date:	
Address:				
Status: Student	Staff	Patron	I am 18 or older	I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print):	Home Phone:
Signature:	Date:
Address:	
This agreement is valid for the	school year only.

NEW MILFORD PUBLIC SCHOOLS New Milford, Connecticut

INTERNET FILTERING OVERRIDE REQUEST

Staff member (Please print)

School

- Please create an authorized Internet filtering override username and password for indicated staff member. The override will allow this individual unfiltered access to the Internet for a maximum of 60 minutes per activation.
- E-mail notification can be sent each time the override is activated. Notification messages contain the account username and the time of activation. They do not list sites visited while the override is enabled.
- □ Please provide access to the following URL's:

Please state the reason for override.

Have you viewed the sites?

For which grade level do you feel the sites are appropriate?

Staff member's signature and date

Staff member's e-mail address

Building administrator signature & date

4118.4/4218.4 Appendix D

NEW MILFORD PUBLIC SCHOOLS BOARD OF EDUCATION

EMPLOYEE ACKNOWLEDGMENT REGARDING COMPUTER AND INTERNET USE

I have read and agree to comply with the terms of the New Milford Board of Education's policy no. 4118.4 or 4218.4 and accompanying regulation no. 4118.4 or 4218.4 governing the use of the District's computer resources by school personnel. I understand that a violation may result in disciplinary action, including possible termination, as well as civil or criminal liability. I also understand that I am responsible for financial obligations resulting from my unauthorized use of the computer resources, and that the District may revoke my access privileges at any time.

Signature:	Date:
	Date.

Print:

4118.4/4218.4 Appendix E

NEW MILFORD PUBLIC SCHOOLS BOARD OF EDUCATION

NOTICE REGARDING ELECTRONIC MONITORING of School District Personnel

In accordance with Connecticut law, the New Milford Board of Education ("District") hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the District may not actually engage in the use of electronic monitoring, it reserves the right to do so as management deems appropriate in its discretion, consistent with the provisions set forth in this notice.

"Electronic monitoring", means the collection of information on District premises concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems.

The law does not cover the collection of information for security purposes in any common areas of District premises which are open to the public, or which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the District in its workplaces:

- Monitoring of e-mail, Internet usage and other components of the District's computer resources for compliance with its policies, procedures and guidelines concerning use of such resources.
- Video and/or audio surveillance within the District's facilities (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions).
- Monitoring of employee usage of District's telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the District may use electronic monitoring without any prior notice when it has reasonable grounds to believe employees are engaged in conduct that violates the law, violates the legal rights of the District or other employees, or creates a hostile work environment.

6141.321 4118.4/4218.4 Appendix F

NEW MILFORD PUBLIC SCHOOLS **BOARD OF EDUCATION** New Milford, Connecticut

USER ACKNOWLEDGMENT REGARDING **COMPUTER AND INTERNET USE**

I acknowledge receipt of the New Milford Board of Education's policy number 6141.321/4118.4/4218.4 governing the use of the District's computer resources. As a user of the Board's computer resources and Internet access, I agree to read and comply with the terms of the district's acceptable use policy. I understand that a violation of this policy may result in disciplinary action, including possible termination, as well as civil or criminal liability. I also understand that I am responsible for financial obligations resulting from my unauthorized use of the computer resources, and that the District may revoke my access privileges at any time.

Signature: _____ Date: _____

Print:

THE FOLLOWING ITEMS CAN BE FOUND ON THE OPERATIONS WEBPAGE UNDER FEBRUARY 5, 2013:

11. DISCUSSION AND POSSIBLE ACTION

B. Monthly Reports

- 1. Budget Position as of January 31, 2013
- 2. Request for Budget Transfers
- C. Gifts and Donations
 - 1. Equipment Donation to New Milford High School

THE FOLLOWING ITEM CAN BE FOUND ON THE POLICY WEBPAGE UNDER OCTOBER 16, 2012:

11. DISCUSSION AND POSSIBLE ACTION

- D. Policies for Approval
 - 1. 1140 Distribution of Materials by Students
 - 2. 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety
- E. Policies for Deletion
 - 1. 4118.4/4218.4 Computer and Internet Use
 - 2. 6141.323 Internet Acceptable Use: Filtering

THE FOLLOWING ITEM CAN BE FOUND ON THE POLICY WEBPAGE UNDER NOVEMBER 20, 2012:

11. DISCUSSION AND POSSIBLE ACTION

- F. Policies for Second Review
 - 1. 6152 Grouping
 - 2. 6154 Homework
 - 3. 6156 Use of Computers in Instruction
 - 4. 6161.21 Fees, Fines & Charges
 - 5. 6164.12 Acquired Immune Deficiency Syndrome (AIDS)
 - 6. 6172.6 Virtual/Online Courses/College/University Courses



NEW MILFORD PUBLIC SCHOOLS Office of the Superintendent 50 East Street New Milford, Connecticut 06776 Telephone (860)-355-8406

MEMORANDUM

TO:New Milford Board of EducationFROM:JeanAnn C. Paddyfote, Ph.D.DATE:February 7, 2013RE:Security and Vulnerability Assessment

In the event that the Town Council appropriates emergency funds to be used for an updated security and vulnerability assessment of municipal and/or school facilities, the Board of Education, if it chooses to act, will be required to utilize these funds in a timely fashion.

The contractor who provided the district with a previous assessment in 2007 was SafirRosetti who has since been acquired by Guidepost Solutions, LLC. Their proposal for a new study is attached. Chief Boyne had provided contact information for another firm, Margolis Healy that had been recommended to him. Their proposal is also attached.

After consultation with the Board attorney, the Board is within its rights to contract with the company that performed the previous assessment for the district in 2007 without being required to go through the bid process. If the Board wishes to consider any other proposal, the bidding process would have to be utilized.

As such, should the Board choose to request an updated security and vulnerability assessment for district facilities, my recommendation is to contract with Guidepost Solutions, LLC to provide Security Consulting Services.





Security Consulting Services Proposal for

New Milford, CT - Public Schools

Presented To | JeanAnn C. Paddyfote Ph.D.

Superintendent of Schools New Milford Public Schools 50 East Street New Milford, CT 06776 860-355-8406 Fax: 860-210-4132 e-mail: Paddyfotej@newmilfordps.org

Presented By Christopher Grniet, AIA, CPP Regional Managing Director Guidepost Solutions LLC 415 Madison Avenue, 11th Floor New York, NY 10017 212.817.6715 cgrniet@guidepostsolutions.com

Issue Date Revised January 25, 2013



January 25, 2013

JeanAnn C. Paddyfote Ph.D. Superintendent of Schools New Milford Public Schools 50 East Street New Milford, CT 06776 via email to: Paddyfotej@newmilfordps.org

Subject: New Milford Public Schools

Re: Guidepost Solutions – Security Consulting Proposal

Ms. Paddyfote,

Guidepost Solutions LLC is pleased to submit this revised proposal to provide requested Security Consulting Services for an updated assessment of the New Milford Public Schools - Security and Safety program(s). We have based the proposal on information obtained from you via our conference call with you on January 15, 2013 and have included the revisions requested in your email of January 24, 2013.

In addition to the scope and fee requested, we have included background information on Guidepost Solutions LLC to respond to your inquiry regarding our acquisition of SafirRosetti from Global Options.

Please contact me directly should you have any questions or require additional information.

Respectfully,

Christopher P. Grniet, AIA, CPP Regional Managing Director Guidepost Solutions LLC



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ATTACHMENT A – TERMS AND CONDITIONS

SECTION I - FIRM PROFILE

Who We Are: Guidepost Solutions LLC (GPS) is a global investigations and security company with expertise in assessing security operations, as well as designing and managing the installation of physical security and life safety systems for both new and existing sophisticated facilities and operations. The company also provides monitoring and compliance, and expert investigative and security consulting services and advice to companies, government agencies, individuals, and their counsel, to solve problems, advance business opportunities, mitigate risks, and resolve disputes. GPS is headquartered in New York, with offices in Washington DC, Chicago, Dallas, Los Angeles, Oakland, Palm Beach, San Francisco, and London. With a solid track record of successful engagements, a growing list of high profile, satisfied clients and solid financial backing, the firm is positioned to continue organic and acquisition growth to emerge as the recognized leader in the security consulting and investigation fields.

Our security consulting practice is successfully supported by experienced security professionals from the public and private sectors, providing risk mitigation services to our clients globally. In our desire to continuously serve the needs of those clients, we further strengthened our position in this field through the acquisition of Guidepost Solutions Technology Design and Consulting (TDC), formally SafirRosetti. Through its organic success and its acquisition of the security, fire alarm and communications consulting firm known as On Line Consulting, the TDC group brings a rich 26-year history of experience and knowledge to the Guidepost Solutions security practice.

Our Employees: Guidepost Solutions TDC employees possess many years of experience, incorporating a broad range of expertise. Typical services include: threat / risk / vulnerability assessments, security program analysis, security master planning, feasibility studies, peer review and constructability studies, cost estimating, value engineering, schedule analysis, inspections, and commissioning. Our staff is cross-trained, allowing us to create an in-house team to address the needs of large and/or complicated projects.

Our Value: Whether we are providing assessment or master planning services, and / or full design, engineering and implementation services, we endeavor to find the most efficient and value-based solutions for our clients. We are also capable of managing multiple, simultaneous projects and meeting demanding project schedules.

Our Unbiased Approach: Guidepost Solutions TDC is an independent consultant and has no affiliations with and accepts no sales commissions from any product manufacturer or service provider. Our recommendations are completely objective and unbiased and are structured to deliver cost-effective solutions catered to meet the individual needs of each client.

Our Ownership / Revenue: Guidepost Solutions is a wholly-owned subsidiary of SolutionPoint International, with approximate annual revenues in excess of \$50M. SolutionPoint International is a privately owned holding company who also has Bode Technology Group and NSM Surveillance under its management.

Additional information on Guidepost Solutions and TDC can be found online at <u>www.guidepostsolutions.com/tdc</u>

SECTION II - SCOPE OF WORK

We understand the New Milford Public Schools (NMPS) is interested in engaging Guidepost Solutions (GPS) to complete an assessment of the current security and safety programs employed at its facilities. This assessment is anticipated to include all of the facilities included in our report of 2007, which included:

- 1. New Milford High School
- 2. Schaghticoke Middle School
- 3. Sarah Noble Intermediate
- 4. Pettibone School
- 5. Northville School
- 6. Hill and Plain School
- 7. Facilities Buildings (2)
- 8. Central Office

The intent of this updated assessment is to evaluate the current physical, technical and operational measures deployed to promote the safety and security of the students, faculty, parents and staff at those locations during normal and emergency situations.

Based on our understanding of the engagement, GPS has developed the following task oriented scope of services for the completion of the engagement.

- 1. Obtain and review any available documentation and other media relevant to the engagement, including but not limited to:
 - a. Security Standards / Guidelines
 - b. Building Floor Plans / Site Plans / Maps
 - c. Buildings Statistics / Data (i.e. use, occupancy, operating hours, planned changes etc.)
 - d. Security Incident Data
 - e. Security Staffing Plans
 - f. Event Security Data
 - g. District Emergency Plans
 - h. Policies and Procedures
 - i. Other Information as Necessary
- 2. Conduct a kick-off meeting with NMPS representative(s) to review the scope of work, establish project goals, communication protocols and delivery schedule.
- 3. Conduct day and evening surveys of the buildings / spaces / facilities to become familiar with the physical spaces, culture, environment and activities there. *We would require an escort at*

each facility to provide access to secure areas and explain operations as necessary. Under current planning, we would require at least two personnel be available at the High School and Middle School locations, and one person at each of the other facilities.

- 4. Conduct a review of existing security systems technologies deployments, functions, use, standards adaptation, monitoring, command and control.
- 5. Conduct reviews of current security post positions and staffing.
- 6. Conduct meetings and interviews with specific stakeholders as defined by NMPS to review and understand the current security operations, resources and concerns regarding security at the day-to-day operations of the schools and offices.
- 7. Conduct interviews with the New Milford Police and Fire Chiefs, to discuss security and safety concerns at each location, as well as District Emergency Plans and Communications.
- 8. Analyze information obtained through document reviews, surveys and interviews.
- 9. Prepare and submit a Security Assessment Report (Draft) summarizing our findings observations and recommendations for review. The report is anticipated to include a summary of relevant findings, observations and recommendations.
- 10. Budget estimates for technical and physical enhancements would be provided where possible.
- 11. Submit the report for review and comment.
- 12. Conduct a conference call with NMPS representatives to obtain feedback / comments on the Draft report.
- 13. Revise the report as necessary to reflect the results of the review process and resubmit it as final.
- 14. Attend a Board of Education to discuss the contents of the Report and answer questions.

We anticipate providing up to two (2) report submissions, and conducting one (1) to two (2) multi-day survey visits and one (1) single meeting visit to New Milford. The proposal is based on a minimum of two of our personnel conducting the assessments at separate locations / areas concurrently.

Additional Service(s)

If required, our Assessment Team would also attend a Town Council meeting to discuss the contents of the Report and answer any questions.

We anticipate providing up to one (1) additional single meeting visit to New Milford to complete this task if necessary.

SECTION III - FEES AND EXPENSES

PROFESSIONAL FEES

Based on the scope of services defined in Section II of this document, Guidepost Solutions proposes lump sum professional fees as follows:

Base Assessment Services	\$38,800.00
Additional Services	\$2,200.00

EXPENSES

In addition to our proposed fees, Guidepost Solutions will invoice the Client for all ordinary and necessary costs and any expenses directly relating to the project. Reimbursable expenses include items such as lodging, ground transportation, meals, mileage, copy and printing services, overnight delivery service, and special project insurance requirements, if required. The reimbursable expenses shall be billed at cost and shall not include ordinary overhead expenses or any other expenses not directly related to the project. Expenses for this engagement are anticipated not to exceed \$2,600.

AGREED TO AND ACCEPTED:

New Milford Public Schools

Signed: _____

Print: ______

Title: _____



ATTACHMENT A – TERMS AND CONDITIONS



GUIDEPOST SOLUTIONS TERMS AND CONDITIONS FOR CONSULTING SERVICES

SCOPE

Guidepost Solutions, herein referred to as "the Firm" will perform the Services set forth in the Proposal to the Client in accordance with these Terms and Conditions, which are made a part thereof. The provisions of the Proposal shall govern in the event of a conflict with any provisions of these Terms and Conditions.

CONFIDENTIALITY / NON-DISCLOSURE

The Firm will treat all relevant work product and correspondence in connection with Services rendered hereunder in a strictly confidential manner and will not voluntarily disclose any information related to this project to any third party, except to its officers, employees, agents or advisors who need to know such information for the purpose of performing the Services set forth in the Proposal.

WORK MADE FOR HIRE

All work products delivered to Client as set forth in the Proposal will be considered a "work made for hire" under applicable copyright laws and will be the property of Client alone.

COMPENSATION

As compensation for the Services rendered hereunder, The Firm will be compensated as set forth in the Proposal to the Client.

PAYMENT

You will be billed on a monthly basis. Payment of any outstanding amounts is due, in full, upon receipt.

Payment shall be due within thirty (30) days after receipt of the invoice. Late payments shall be drawn down from the retainer amount identified until the retainer amount is exhausted. Upon receipt of such payments, the retainer amount shall be restored to its original amount and any unused portions credited against outstanding payments.

Any unpaid balances accumulated thereafter and not paid within the (30) day period shall bear interest at the rate of $1 \frac{1}{2}$ per month from said due date.

All payments made to the Firm shall be payable to Guidepost Solutions, LLC.

WARRANTY

The Firm shall perform its Services in accordance with generally accepted professional consulting practices. If any The Firm's Services do not conform to such standards, The Firm's sole liability in respect thereof shall be limited to re-performing such non-conforming Services at no additional cost to the Client; provided, that in no event shall The Firm's cost of re-performance exceed the total amount paid under the applicable assignment; and provided further, that in no event shall The Firm be liable to the Client, any of its agents, contractors, vendors or

third parties, in contract or tort or otherwise, for the payment of any monetary damages, whether direct, special, indirect, consequential or similar damages.

These provisions and any other provisions of these Terms and Conditions providing for limitation of, or protection against, liability shall apply to the full extent permitted by law and regardless of fault.

CHANGES

The Client shall have the right to make changes, within the general scope of this Agreement, in the Services to be performed or their sequence, schedule, or duration. Changes in the Services may also result from changes in the project, changes in vendor information, suspension or other delays not caused by The Firm, actions or omissions of contractors, regulatory authorities, or other governmental agencies, court decisions, legislation and events beyond the control of The Firm. If any such change involves as increase or decrease in the scope of Services under this Agreement or the cost thereof, or requires that Services previously accomplished be redone or affects the time required for the performance of any part of the Services, The Firm shall so notify the Client and The Firm shall be entitled to an equitable adjustment to the price, schedule of performance, or both, or to any other affected provisions of this Agreement.

EVENTS BEYOND THE CONTROL OF THE FIRM

The Firm shall not be responsible for any delay of failure in performance of the Services or for any delay or deficiency in any project for which it provides Services, if and to the extent that such delay, failure or deficiency is beyond the control of The Firm, including acts of God, fire, flood, explosion, strikes, sabotage acts of the public enemy, civil insurrection, riots, acts of terrorism, court orders, injunctions, changes in applicable laws, acts of any nation, acts or omissions of regulatory bodies, contractors, subcontractors, suppliers, consultants or agents of the Client and labor disputes, work stoppages or slowdowns, freight embargoes, unusually severe weather, equipment failure, and any other cause or event beyond the control of The Firm.

INFORMATION FURNISHED BY CLIENT

The Firm shall have the right to rely upon the accuracy, currentness and sufficiency of all information, data, materials and services furnished by the Client or any of its contractors, vendors, consultants, employees or agents.

CONSTRUCTION MANAGEMENT SERVICES

In the event construction management services or field consulting assignments are included as part of The Firm's scope of Services it is expressly understood that The Firm's sole responsibility, acting as agent of the Client in the performance of the construction management or field consulting assignment responsibilities hereunder in connection with the work of construction contractors, will be to evaluate, for the sole benefit of the Client, the construction contractor's work to determine technical compliance with the contract documents. Accordingly, The Firm will not be responsible for the construction contractor's: means, methods, techniques, sequences or procedures of construction, or their safety precautions and programs nor for any failure to perform the work in full accordance with their contract documents. Furthermore, any inspection, review, supervision, direction, observation or comment made by The Firm shall be as representative of and on sole behalf of the Client.

NO THIRD PARTY BENEFICIARY

This Agreement and all rights hereunder are intended for the sole benefit of the parties hereto, they shall not imply or create any rights on the part of, or obligation to, any other entity not a party to the Agreement.

LIABILITY LIMITATION / MUTUAL INDEMNITY

Either party to this contract including any of its employees, agents, consultants, contractors or vendors, shall not be liable to the other under this Agreement, and will indemnify the other against any liability to any agents, contractors, vendors or other third parties, whether in contract, tort or otherwise for the payment of any special, indirect, consequential or similar damages.

GOVERNING LAW

This Agreement shall be governed by the laws of the State of Texas.

ARBITRATION

Any disputes, claims or actions arising in connection with this agreement or the services provided by The Firm shall be settled through discussions and negotiations, if possible. If any dispute is not so settled to the satisfaction of both parties, then the dispute shall be resolved by binding arbitration before the American Arbitration Association. In the case of any dispute or disagreement arising out of or in connection with this Agreement, the parties hereto agree to submit said dispute or disagreement under the Rules of the American Arbitration Association ("AAA"). The hearings will be held at the offices of the AAA in New York, NY. The dispute will be submitted to a panel of arbitrators selected in accordance with the Rules of the AAA. The panel or arbitrator's award shall be issued within one hundred twenty (120) days following submission of the dispute to the AAA. Any decision or award of said arbitration panel shall be final and binding on The Firm and the Client. All papers, documents or evidence, whether written or oral, filed with or presented to the arbitrator shall be deemed by the parties and by the arbitrators to be confidential information. No party or arbitrator shall disclose in whole or in part to any other person, firm or entity any confidential information submitted in connection with the arbitration proceedings, except to the extent reasonably necessary to assist counsel in the arbitration or preparation for arbitration of the dispute. Confidential information may be disclosed to (i) attorneys, (ii) parties, and (iii) outside experts requested by either party's counsel to furnish technical or expert services or to give testimony at the arbitration proceedings, subject, in the case of such experts, to execution of a legally binding written statement that such expert is fully familiar with the terms of this provision, agree to comply with the confidentiality terms of this provision, and will not use any confidential information disclosed to such expert for personal or business advantage.

SEVERABILITY / SURVIVAL

In the event any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable part has been severed and deleted. The respective rights and obligations of the parties hereunder shall survive the termination this Agreement to the extent necessary to the intended preservation of such rights and obligations.



ENTIRE AGREEMENT

The Proposal and these Terms and Conditions constitute the entire Agreement between the parties. It supersedes all prior contemporaneous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof and has been induced by no representative, promises or agreements other than those expressed herein. The Firm makes no guarantees or warrantees and assumes no obligations or liabilities not specifically set forth in this Agreement. In the event the Client authorizes the Services by issuance of a purchase order, any pre-printed terms appearing on the face or reverse thereof shall be void and of not effect.

AGREED TO AND ACCEPTED:

New Milford Public Schools

By: _____

Title:			
Time:			

Guidepost Solutions:

By: _____



445 Greystone Drive Richmond, Vermont 05477-7700 866.817.5817 (toll free & fax) info@margolishealy.com

www.campussentinel.com

www.margolishealy.com

February 4, 2013

Dr. JeanAnn C. Paddyfote New Milford Public Schools Lillis Administration Building 50 East Street New Milford, CT 06776

Dear Dr. Paddyfote,

Thank you for the opportunity to present our credentials in service to the New Milford Public Schools. Based on our understanding of your needs for a comprehensive Safety & Security Program AssessmentTM, we are pleased to provide the attached proposal.

A guiding principle in how we serve our clients is the belief that the safety and security of our educational communities is an educational process in and of itself. Our work, therefore, is informed as much by conversation and dialogue as it is by technology and assessment. We cultivate our relationship as a trusted advisor and conduct our services through an iterative process that considers factors such as legal compliance, degree of risk, practicality, cost, disruption of operations and the mission and goals of the District. Our services proposed herein support and align with the 2010-2015 New Milford Public Schools Strategic Plan's commitment to operating a safe environment conducive to learning. Consistent with the parameters of the Strategic Plan, the benefits of our services make an optimal contribution to the mission of the District.

We have assigned a highly experienced team of professionals with extensive experience in school safety and security to this engagement. We have conducted reviews similar in both scope and goals, and believe we are well positioned to exceed your expectations.

The proposed scope, deliverables, related value and calendar remain open to continued refinement and discussion. We look forward to hearing from you and for the opportunity to serve the New Milford Public Schools.

Warmest Regards,

MARGOLIS HEALY & ASSOCIATES, LLC

/signed/

Dr. Gary J. Margolis Managing Partner

Encl.

MARGOLIS HEALY & ASSOCIATES

SAFETY & SECURITY PROGRAM ASSESSMENT™ PROPOSAL FEBRUARY 4, 2013



www.CampusSentinel.com www.CampusCrimePrevention.org www.CampusThreatAssessment.org www.margolishealy.com



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This proposal is for the internal use of New Milford Public Schools. While the submission becomes the property of the District, the ideas and approaches described herein remain the property of Margolis Healy & Associates, LLC.

SECTION I - SCOPE OF SERVICES

SAFETY & SECURITY PROGRAM ASSESSMENT™

In accordance with New Milford Public School's (hereafter known as the District) wishes, we will conduct a Safety and Security Program AssessmentTM (SSPA) of the schools and administrative facilities in the District by performing the necessary background research, document review, interviews, verification and analysis to become familiar with the current safety and security posture of the schools and administrative locations:

- 1. Hill and Plain Elementary School [PK-3]
- 2. John Pettibone Elementary School [PK-3]
- 3. New Milford High School [9-12]
- 4. Northville Elementary School [PK-3]
- 5. Sarah Noble Intermediate School [4-6]
- 6. Schaghticoke Middle School [7-8]
- 7. Central Office (Lillis Administration Building)
- 8. Facilities Building (386 Danbury Road)

Based on years of collective experience, research, reflection and evaluation in safety and security, MHA developed a unique methodology for evaluating safety and security needs in educational organizations. Our *3 Circles of Prevention*[™] methodology utilizes proprietary checklists and guiding principles that inform the structure of our assessments.

We perform a risk and vulnerability assessment to identify risks and threats to guide reasonable mitigation and prevention strategies. We perform an objective evaluation of the systems (policies, security technology measures, and people) in place to determine whether they support the security goals and objectives and meet current and evolving practices in K-12 safety and security.

We synthesize the gathered data to formulate an analysis that draws on best and promising practices in education safety and security in the aforementioned areas. We acknowledge where the District is currently successful and, through a gap analysis, develop strategies to address existing and future enhancements to system-wide and site-specific challenges. The assessment, in concert with the District leadership, faculty and staff, will be an iterative process considering factors such as compliance, degree of risk, practicality, cost, disruption of operations and the mission and goals of the District.

Areas of review include, but are not limited to:

- Security and safety policies, practices, procedures and personnel;
- Teacher training and preparedness;
- Security technology (e.g., access control; security cameras; lighting);
- Landscaping to support crime prevention through environmental design, including security in parking lots, on pathways and connections on and around the schools and administrative buildings.

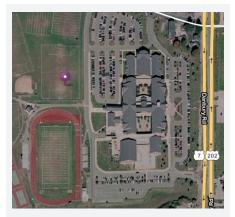
BUILDINGS/FACILITIES



Central Office (Lillis Administration Building) 50 East Street, New Milford, CT 06776



Facilities Building 386 Danbury Road, New Milford, CT 06776



New Milford High School 388 Danbury Road, New Milford, CT 06776



Schaghticoke Middle School 23 Hipp Road, New Milford, CT 06776



Northville Elementary School 22 Hipp Road, New Milford, CT 06776



John Pettibone Elementary School 2 Pickett District Road, New Milford, CT 06776



Hill and Plain Elementary School 60 Old Town Park Road, New Milford, CT 06776



Sarah Noble Intermediate School 25 Sunny Valley Road, New Milford, CT 06776

METHODOLOGY

- 1. Multiple day site visits;
- 2. Facilitated risk assessment discussion with a representative sampling of leadership, administration, parents, faculty, staff, local/state law enforcement, and students (as warranted) for each of the schools and/or representative groupings of the schools in the District;
- 3. Group and individual interviews with District and each school's leadership, administrators, faculty, staff and students;
- 4. Survey of safety and security procedures, practices, technologies, and systems at administrative, school, and multi-purpose facilities;
- 5. Review of school safety, security and emergency management policies, protocols, communication and training systems in light of contemporary standards, and applicable local, state and federal laws (e.g., evacuation, shelter in place, lockdowns, missing student, etc);
- 6. Review and analysis of existing security technology systems including physical barriers; building access systems; electronic security to include electronic access control systems, and video surveillance cameras; hard key program; communications, to include radios, phones, and/or alert notification systems; and lighting;
- 7. Review of security operations, to include organizational structure and staffing as relates to security of the schools and facilities;

System-wide and site-specific documents required include, but are not limited to, the following:

- 1. Policies, procedures, plans and documentation relating to existing security technology systems;
- 2. General policies, protocols and procedures related to safety, security and emergency management operations, to include organizational structure and staffing that relates to security of each of the schools;
- 3. Security services contracts, and MOU with local, county and/or state law enforcement, if applicable;
- 4. Crime reports or threats (past three years);
- 5. Strategic and/or Master Plans;
- 6. Past studies, analysis and reports, as applicable.

The District agrees to provide Margolis Healy with access to the schools, and appropriate programs; all relevant information and data; permission to interview employees; and access to students, where applicable. It is critical to the completion of this study that staff assists fully and completely.

LOGISTICS

Our engagements require us to navigate the various processes, politics and relationships unique to the culture of the organization and its programs. We've found that having two (2) key positions assigned to work with us facilitates our efficiency and the quality of our deliverables.

First, a high-level administrator(s) or Committee member assigned as a Senior Project Liaison assists us with interpreting findings and discussing emerging issues and direction. Communication at this level is through a Managing Partner and/or the assigned MHA Project Lead. In addition, given the often-sensitive nature of our work,

we've found it highly useful to include a member of the District's legal staff on all email communications, conference calls, and draft deliverable documents in order to activate the protections of legally privileged communication.

Second, we ask for a Logistics Coordinator to provide a single point of contact for logistics and operational needs relative to our work at the District. It is critical that this person has an exceptional understanding of district/school operations and organizational structure. Typically, this person coordinates interviews and meetings, and serves as a point of contact for gathering information. They work closely with the assigned MHA delegation.

We appreciate securable, private office space with power, phone and Internet access. This space should be easily accessible and large enough to accommodate the working needs of the MHA team, to include conducting meetings and interviews.

DELIVERABLES

Using the data gathered through research and assessment, we will identify gaps and challenges in the current security posture that may present a risk to students, faculty and/or staff and make recommendations that will close those gaps in an efficient and cost-effective manner. Our analysis and recommendations will position the New Milford Public Schools to enhance its security posture and enhance or develop its comprehensive safety and security strategy. We will identify, as appropriate to the scope of this project, best, promising and acceptable industry standards that could be used by the District to achieve or adjust desired safety and security outcomes and goals. As part of our findings and recommendations, we will include the following in a final document, presentation or report:

- I. A detailed assessment of the current state of the District's needs relative to reasonable, appropriate and acceptable practices or benchmarks for plans, policies, and practices related to physical and programmatic security and safety in the aforementioned areas;
- II. A detailed matrix of cohesive, comprehensive, feasible, sequenced, and actionable recommendations required and sufficient for responsible, reasonable, promising, and acceptable deployment of our recommendations. For example, recommendations may be categorized into those that can be implemented immediately with minimal cost and/or disruption to the normal operations of the District; those that should be implemented in subsequent years, and those that should be implemented over an extended period of time.

We deliver our findings (e.g., PPT, report, executive summary, etc) within 45 - 60 days of our site visits and depending on the cooperation of staff and external resources in providing us information, clarifying issues, and responding to questions (see comments below on submission through legal representatives). We typically give 10 –21 days to review the draft documents and provide comments for clarification or editing, and reserve the right to finalize the report at our discretion. Final documents are typically provided to the legal representative to invoke legal privilege and prevent the disclosure of sensitive information. We will be available to present our findings to District and school leadership.

Dr. Margolis, Mr. Healy and their team of professionals have extensive experience in educational setting security and safety. Our team is well prepared to perform these services for the New Milford School District and to exceed the District's expectations.

SECTION II – VALUE OF SERVICES

Value for services proposed is indicated below. To the extent lawful, the District agrees to cooperate with MHA in facilitating access to all necessary information and support to assist MHA with completing the scope of services. Failure to do so could result in increased costs and delays.

SERVICES	VALUE
SAFETY & SECURITY PROGRAM ASSESSMENT™	\$55,000
ESTIMATED TRAVEL AND REPORT EXPENSES	Not to Exceed 20% of Project Value

MHA prefers to invoice 20% upon execution of an agreement; 60% of our fee upon completion of our site visit; 20% upon delivery of the final documents. We will invoice for travel expenses as incurred (air travel, lodging, parking, per diem and mileage - GSA and IRS rates).

We are open to discussing invoicing options that are in the mutual best interest of both parties. Interest at the lesser amount of them maximum allowed by law or 3% per month after 30 days on any unpaid balance. Payment is expected upon presentation of invoice.

If, for any reason, the District is unable to fulfill their portion of the project in the detail identified by the District and MHA as necessary to complete the effort, or should the District become unable to provide essential support, access or information, or in some way be unable to fulfill their responsibilities, then the District will either (1) pay MHA an additional amount at the rate of \$400.00 per hour to meet the terms of the Agreement, or (2) forgo that portion of the project.

RETURN ON INVESTMENT

In calculating Return on Investment for this engagement, Jeffrey J. Nolan, Esq., MHA Legal Associate and attorney, posited that settlement claims under premise liability theory and related wrongful death law suits are reasonably estimated at \$1.5M to \$2M per claim, with an estimated \$250,000 - \$300,000 in legal fees per incident. Mr. Healy and Dr. Margolis serve as litigation consultants for numerous institutions, and add their experience to these reasonable assumptions. While MHA does not guarantee that an organization would prevail in litigation based solely on the use of our services, it is likely that counsel would reference our services as part of a defense argument that the institution has exercised reasonable care and due diligence in protecting the organization and mitigating safety and security related concerns.

For the purposes herein, we are assuming an average cost or settlement at \$1.75M and \$250,000 in legal fees. Total is \$2,000,000 per incident on average. Using these figures, and assuming a single claim as the model, we determined the Return on Investment (ROI) as follows:

(Total Benefits - Total Project Cost)/Total Project Cost = ROI

Total Benefits = \$2,000,000 (prevention of a single premise liability and/or wrongful death claim) Total Estimated Project Cost = \$55,000 (exclusive of estimated expenses) **RETURN ON INVESTMENT** (expressed as a percent)



SECTION III – SCHEDULE OF SERVICES

SERVICES	ΑCTIVITY	DATE
ENGAGEMENT	Engagement Letter Executed	TBD
SAFETY & SECURITY PROGRAM ASSESSMENT™	Site Visit	2 ND QTR 2013
	Draft	Site Visit +30–45 days
DELIVERABLES	Final	Draft +15 days

Timelines for deliverables are dependent on draft review feedback and support from staff during the study. This timeline is an estimate and subject to change following further discussion. MHA reserves the right to finalize deliverables at its discretion.

SECTION IV – ASSIGNED RESOURCES

Margolis Healy has assembled a qualified and experienced core and advisory team of professionals identified based on your objectives. We work with only the best and brightest colleagues to ensure that we exceed our client's expectations, and we select our associates carefully based on their experiences, qualifications, and reputations. As with all engagement and project efforts, actual staffing will be determined at the time of the District's decision to proceed. MHA reserves the right to include additional qualified associates on this project, or change those assigned, at its sole discretion. For a complete list of staff and associates please visit www.margolishealy.com.

In order to support that our professional services and deliverables exceed expectations, the assigned MHA resources will be responsible for supporting the District on this project:

- Dr. Gary J. Margolis, Managing Partner & Team Leader
- Steven J. Healy, Managing Partner
- Dan Pascale, Senior Director of Security and Emergency Management Services
- Gregory A. Thomas, M.S., Associate
- Katherine Forman, Project Assistant
- Jeffrey J. Nolan, Esq., Senior Legal Associate

MHA reserves the right to include additional qualified associates on this project, or change those assigned, at its sole discretion. For a complete list of staff and associates please visit www.margolishealy.com.

TEAM BIOGRAPHIES

DR. GARY J. MARGOLIS, MANAGING PARTNER & TEAM LEADER

Dr. Gary J. Margolis has 20 years of distinguished experience in public safety and more than a decade in higher education as the Chief of Police at the University of Vermont and State Agricultural College (1998 - 2009). He has served as a police executive; police officer and deputy sheriff; and police academy administrator. Under his leadership, UVM Police Services is a three-time internationally accredited police agency through the Commission on Accreditation for Law Enforcement Agencies for whom Dr. Margolis is a Commissioner (www.calea.org)

Dr. Margolis holds a Research Associate Professor appointment in the University of Vermont College of Education and Social Services, and an adjunct professor appointment at Norwich University. He teaches leadership and policy studies for masters and doctoral students in UVM's Educational Leadership & Policy Studies Program, and organizational development and policy administration for masters students in Norwich University's Masters of Justice Administration program.

He is a Past General Chair of the University & College Section of the International Association of Chiefs of Police, the oldest and largest police association in the world, and a former member of the association's executive committee. He is often called upon by the US Departments of Justice, Education and Homeland Security as a campus security expert. He is a founding faculty member of the IACP National Law Enforcement Leadership Institute on Violence Against Women sponsored by the US Department of Justice, Office on Violence Against Women. He is a much sought after speaker, consultant, educator, expert witness, and trainer on campus safety and security; security technology application; emergency response & recovery planning; and preventing violence against women crimes on campuses.

Shortly after the 9/11 tragedies, Dr. Margolis was appointed by The Honorable James Douglas, Governor of the State of Vermont, to serve on the Governor's Homeland Security Advisory Committee. He has led or been involved in several national and international initiatives for the International Association of Chiefs of Police (IACP) and the International Association of Campus Law Enforcement Administrators (IACLEA).

Dr. Margolis has testified before the United States Senate Committee on the Judiciary, and is a highly soughtafter consultant specializing in higher education and K-12 related crises response and communications; emergency management; public safety management studies; educational campus security and safety audits; and workplace violence prevention and violence against women crimes. He has been a featured presenter for the National Association of College and University Attorneys (NACUA); the National Association of College and University Business Officers (NACUBO); the National Association of College Auxiliary Services (NACAS); The National Association of Student Personnel Administrators (NASPA); and the Association of College Personnel Administrators (ACPA).

He is a graduate of the Harvard University, Kennedy School of Government Executive Education Program. In early 2008, he traveled to Israel as an invited guest of the Israeli Government and Jewish Institute for National Security Affairs (JINSA) to study terrorism and share his expertise with the Israel National Police and Israel Defense Forces. His work has been featured in Police Chief magazine and the Campus Law Enforcement Journal magazine. Dr. Margolis is a member in good standing of the International Association of Professional Security Consultants (IAPSC).

Dr. Margolis holds a Masters Degree in Education and a Doctorate in Educational Leadership and Policy Studies from the University of Vermont.

STEVEN J. HEALY, MANAGING PARTNER

Steven Healy was the Director of Public Safety at Princeton University from 2003 - 2009, where he led the University's safety, security, and law enforcement programs. He is a Past President of the International Association of Campus Law Enforcement Administrators (IACLEA), and has served as a member of the association's Government Relations Committee for the past 13 years. He is a nationally recognized expert on the Clery Act.

As President of IACLEA, Steven contributed significantly to the national dialogue about campus safety and security in the aftermath of the tragic rampage-shooting incident at Virginia Tech University in April 2007. He has appeared on numerous news programs and talk shows including CNN with Lou Dobbs, ABC Nightly News, CBS, the Fox Network, MSNBC, and National Public Radio. In April 2007, he testified before the U.S. Senate Committee on Homeland Security and Governmental Affairs on the topic of "Security on America's Campuses." In May 2007, he was invited to testify before the U.S. House of Representatives Committee on Education and Labor on the topic of "Best Practices for Keeping America's Campuses Safe." Steven has been named one of the "Top 25 Most Influential People in the Security Industry" by Security Magazine.

In December 2007, he completed his term as the chairperson of the National Center for Campus Public Safety Advisory Board. In that role, Mr. Healy was responsible for leading the development of a strategic plan and framework for the National Center for Campus Public Safety. In February 2008, Mr. Healy was a featured presenter in a Plenary Session at the ACE Annual Meeting, addressing issues of "Campus Security, Response and Recovery in a New Era."

Prior to Princeton, Mr. Healy was the Chief of Police at Wellesley College in Wellesley, MA. He also served as Director of Operations at the Department of Public Safety at Syracuse University. During his tenure at Wellesley College, Mr. Healy was the IACLEA Regional Director for the North Atlantic Region and President of the Massachusetts Association of Campus Law Enforcement Administrators. Mr. Healy is a 1984 graduate of the United States Air Force Academy. He spent 10 years on active duty with the United States Air Force as Security Police Officer. From 1992 to 1995, Mr. Healy was the Operations Officer for the 95th Security Police Squadron at Edwards Air Force Base. Mr. Healy is a frequent speaker at national conferences and seminars on issues related to campus safety and security.

He serves as a subject-matter expert for the U. S Departments of Education and Justice. He is currently leading an IACLEA special panel reviewing post-Virginia Tech challenges and concerns for the higher education community. At the request of the U.S Department of Education, he was asked to serve on a special working group developing emergency management planning guidelines for the higher education community. He is IACLEA's representative to the NACUBO "National Campus Safety and Security Project" and to EDUCAUSE's "The IT Role in Campus Safety" project. Mr. Healy was a featured speaker and panelist with Dr. Margolis on emergency response and recovery at the annual meeting of the National Association of College and University Business Officers (NACUBO). In 2009, he was named a "Fellow" at the Department of Education's Higher Education Center for Alcohol, Other Drug Abuse and Violence Prevention.

DANIEL PASCALE, SENIOR DIRECTOR OF SECURITY & EMERGENCY MANAGEMENT SERVICES

Daniel Pascale is responsible for security technology and emergency management related services for MHA clients. Prior to joining MHA full-time in October 2012, Daniel Pascale was the Senior Director of Emergency Communications & Security Technology for the University of Chicago. In this role he was responsible for overseeing all aspects of physical security systems including the design, procurement and implementation of security technology. In addition, Dan oversaw the UC Communications Center which serves as the primary public safety answering point for the University and Medical Center Safety and Security operations. Prior to the University of Chicago, he served 9 years with Rutgers University in NJ where he held the position of Commander of Security Operations and later the

Director of Emergency Management with the Division of Public Safety. Dan is a Certified Protection Professional (CPP) and was selected as one of America's "Top 20 Security Professionals under 40" by Security Director News in July 2009. He has completed the Emergency Management Institutes Incident Command, Unified Command and Community Educator programs in addition to Basic and Enhanced Risk Assessment through the Department of Homeland Security and Texas Engineering Extension Service (TEEX). Dan has written several articles published in periodicals such as Security Management, Security Dynamics and Campus Security Report relating to event planning, risk analysis and physical security. He has also served as President of the NJ College & University Public Safety Association and as a member of the NJ Governor's Campus Security Task Force.

GREGORY A. THOMAS, M.S., ASSOCIATE

As the former Deputy Director of Planning and Response in the National Center for Disaster Preparedness at the Columbia University Mailman School of Public Health, Gregory Thomas assisted communities and schools around the nation in the assessment and improvement of their current levels of emergency preparedness. Prior to his position with Columbia University, he served as the Executive Director of the Office of School Safety and Planning with the New York City Department of Education (DOE), the largest school district in the United States. As the senior law enforcement/security official for the DOE, Mr. Thomas worked closely with federal, state and local officials to address security and disaster related issues that arose for the many schools in the lower Manhattan area affected by the terrorist attacks of September 11, 2001. As a result of this work at the request of the U.S. Department of State, in February 2002, Mr. Thomas served on a select panel of international school safety officials that discussed and implemented strategies to prepare schools for the possibility of terrorist attacks.

Recognized as one of the nation's top school safety and experts and conference speakers, he has been featured in various national media venues such as the U.S. News and World Report, the New York Times and the cable news show Fox and Friends, and has coauthored three books on school safety for the Janes Information Group, including the most comprehensive book published to date on school safety – the 450 page Janes Safe School Planning Guide for All Hazards. He is the author of a recently released book from Random House publishers titled Freedom from Fear: A Guide to Safety, Preparedness and the Threat of Terrorism, which offers advice to readers on how to prepare themselves and their families for a worst case scenario like a natural disaster or an act of terrorism.

During his over twenty-two years of public service, Mr. Thomas has held various executive positions in the fields of criminal justice and public safety. He has served as an Assistant Commissioner with the New York City Fire Department, as Associate Director of the City University of New York/New York City Police Department Cadet Program at John Jay College of Criminal Justice, as a senior investigator with the Mollen Commission, the mayoral commission that investigated corruption within the New York City Police Department, and as a First Deputy Inspector General with the New York City Department of Investigation.

KATHERINE FORMAN, PROJECT ASSISTANT

Katherine Forman is a graduate of the University of Vermont with a Bachelor of Arts Degree in Geography & Political Science with a certificate in Computer Software. As a college intern she worked with ESRI, the world's leading GIS software company, on a handheld mapping project for first responders. The effort allows responding firefighters the ability to view site locations and building floor plans on their handheld computers. Ms. Forman has university and college emergency planning experience through her employment at the University of Vermont. She serves on the local emergency planning committee (LEPC) in Chittenden County, Vermont.

JEFFREY J. NOLAN, ESQ. SENIOR LEGAL ASSOCIATE

Margolis, Healy & Associates collaborates on our projects with Jeffrey J. Nolan, a partner with the law firm Dinse, Knapp & McAndrew, P.C. Mr. Nolan brings a wealth of legal knowledge and experience to our projects as a higher education attorney. His practice focuses on representing employers and institutions of higher education in employment and student-related matters in civil litigation and administrative proceedings; advising employers and institutions of higher education on the resolution and legal implications of employment and student-related issues on a day-to-day basis; and assisting employers and institutions of higher education in the development and implementation of appropriate policies, handbooks and training programs. Through his collaboration with MHA, Mr. Nolan reviews MHA draft and final reports before submission to clients. More information about Mr. Nolan and his higher education-related practice is available at www.margolishealy.com and www.dinse.com.

SECTION V – REFERENCES

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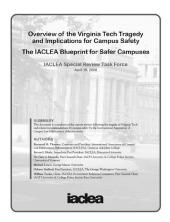
SECTION VI - FIRM DESCRIPTION, QUALIFICATIONS & METHODOLOGY



L-R. Steven J. Healy, Gary J. Margolis

Margolis, Healy & Associates, LLC, is a professional services firm specializing in higher education safety and security. Our focus includes, but is not limited to, campus facility security assessments; safety and security vulnerability assessments; strategic security master plan development; emergency operations response training and policy development; campus public safety management studies and assessment centers; litigation consultation; security technology audits; Clery Act documentation audits; and campus public safety arming studies & deployment strategy development. In January 2008, after more than 15 years each of providing consulting services to clients in

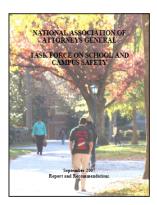
the education, public and private sectors, Dr. Gary J. Margolis and Mr. Steven J. Healy merged their practices, Margolis & Associates, LLC and Strategic Security Consulting, LLC, into Margolis, Healy & Associates, LLC. Their combined experience has quickly catapulted MHA into one of the leading professional services firms for safety and security needs at universities, colleges and K-12 school systems. Our team of professionals brings a diverse set of skills and expertise to client institutions ranging from large public universities to private institutions, community colleges and K-12 school districts. Mr. Healy and Dr. Margolis have been intimately involved in the national discussion on mass notification for college campuses, including Mr. Healy's testimony before the United States Congress. They have relationships with the industry's leading providers and have published articles and participated in related webinars on the topic. The MHA emergency notification principles of "Timely, Accurate, and Useful (TAU)" and "Alert, Inform, Reassure (AIR)" have become industry taglines and found their way into testimony and legislation. Our mass and emergency notification template messages, available free through our website, are being used by universities and colleges across the country. Dr. Margolis, Mr. Healy and their team have personally managed or been intimately involved with scores of critical incidents on college campuses ranging from violent crime to natural disasters (including the 9/11 tragedy and its impact on the schools in NYC). We have first-hand experience in crisis response and recovery planning and operations at institutions of higher education. In 2008, Dr. Margolis was contracted to review the next iteration of FEMA's emergency action guides for educational settings.



Mr. Healy and Dr. Margolis are the lead authors of the International Association of Campus Law Enforcement Administrator's <u>Blueprint for Safer Campuses: An Overview</u> <u>of the Virginia Tech Tragedy and Implications for Campus Safety</u>. This document, unveiled at a press conference sponsored by the Woodrow Wilson School at Princeton University on April 18, 2008, is a roadmap for campus safety and security. In 2006, Mr. Healy was selected to serve as a faculty member for the first-ever comprehensive, collaborative Clery Act Training sessions funded by a U.S. Department of Justice grant. As a certified instructor for this program, he has provided training at several programs delivered across the country.

Shortly after the Virginia Tech incident, the President of The National Association of Attorneys General (NAAG), Georgia Attorney General Thurbert Baker, determined

to establish an ad hoc Task Force on School and Campus Safety (Task Force) to consider what had transpired since the issuance of the previous NAAG report in 1999, including the incident at Virginia Tech, and issue a report making updated recommendations regarding the prevention of, and response to, violence in schools and on college



THE MHA METHODOLOGY

campuses. Mr. Healy participated in the development of this report, <u>The National</u> Association of Attorneys General Task Force on School and Campus Safety.

Margolis, Healy & Associates was awarded a US Department of Justice, Community Oriented Policing Services (COPS) Office competitive grant to develop and deliver a behavioral threat assessment curriculum for universities and colleges across the nation (www.CampusThreatAssessment.org). In September 2010, Margolis, Healy & Associates was awarded a US Department of Justice, Bureau of Justice Assistance (BJA) competitive grant to develop the national crime prevention standards for universities and colleges (www.CampusCrimePrevention.org).

MHA has developed a unique, proprietary methodology for evaluating safety and security needs at institutions of higher education based on years of educational campus safety and security experience, research, reflection and evaluation. We assesses safety and security at educational institutions through our proprietary 3 Circles of Prevention System[™]. We have extensive proprietary checklists that support our methodology.

The First Circle - Policies, Procedures and Education - asks to what extent relationships and services exist for early interception and intervention for problems and issues germane to faculty, staff and students. Such services may include, but not be limited to, drug and alcohol education and counseling; behavioral threat assessment teams; grievance policies; workplace violence policies and prevention systems; sexual assault, stalking and domestic violence victim advocacy; mediation services and grievance policies and procedures for faculty and staff; and other similar policies and services that address problems before they become a crisis.

The Second Circle - Physical Security Systems - explores the extent to which institutions of higher education have employed physical obstacles, delaying



tactics and security technology to control, secure or regulate access to the physical plant. This may include, but not be limited to, systems that direct vehicular traffic; security cameras; networked or standalone door locking systems and hardware; campus lighting (interior and exterior); E911 capacity and PBX phone systems; mass notification systems (high and low technology); fire and life safety systems; visitor management policies and practices; inclusion of crime prevention through environmental design considerations; and access control and other security technology tools.

The Third Circle - Response Capacity - explores measures that enable the institution to respond to events and security and safety related needs in an organized, timely, and efficient manner. This may include, but not be limited to, a public safety function with organized involvement of students, faculty and staff in the security of the campus; memoranda of understanding with area police, fire and emergency medical services; emergency response and recovery systems, policies and procedures that have been trained to; and adoption and implementation of the National Incident Management System (NIMS) and the Incident Command System (ICS). Combined, this third circle of prevention builds capacity for the human response to safety and security requirements.

Taken together, the various strategies (e.g., staffing, life safety and security technology, first response, and policies) depict the interconnected nature of campus safety and security. Changes or decisions made to one area impact the others. The deployment of security technology (cameras, door prop alarms, automated access control) may or may

not have an effect on the number of public safety officers, which may or may not impact other security needs. MHA works with our clients to develop a reasonable campus safety and security program based on their current state and the desired future state.

MHA CORE SERVICES



Using our methodology, we deliver a range of services that include the following. A more detailed list can be found at our website (www.margolishealy.com).

I. Public Safety Management Studies. Using our considerable experience in

higher education public safety combined with our academic and real world experience with organizational development and transformation, we conduct management reviews and organizational studies for campus public safety agencies. We review the institution's safety and security function and make recommendations and suggestions, if required, in light of best practices and institutional needs. Depending on the scope of the review, the goals of the management study may range from a review of the department's operations to human resource practices; staffing (recruitment and retention); policies and protocols; and facilities and equipment depending on application, time constraints, and availability of information.

- II. **Safety & Security Program Assessments.** We evaluate your residential, academic and administrative facilities; security and safety related policies; and existing or envisioned security technology infrastructure (security cameras; access control; and mass notification and warning systems) in order to provide recommendations in alignment with promising or best practices. For security technology needs, we can provide system cost projections that can be included in overall fiscal projections as well as specifications that can be included in installation bids.
- III. **Risk Tolerance Profile.** We help develop a Risk Tolerance Profile[™] that assists the institution with identifying the range of realistic threats and vulnerabilities it faces, and then implementing a decision making process to determine which require prevention, mitigation, preparedness, and/or response plans. Without such a process, universities and colleges face the daunting task of giving equal attention to all perceived and

real threats. Our process recognizes the range between high impact/low probability and low impact/high probability events. The Active Shooter tragedy (high impact/low probability) and the iPod theft from the library (low impact/high probability) each require different strategies. Impact is defined through the institution and the individual.



IV. Emergency Management. We assess, review and develop university and college emergency response and recovery plans, policies, guidelines and supporting documentation through the tailored application of acceptable, reasonable, promising and best practices in higher education emergency management. Our emergency management methodology aligns with the recommendations of the U.S. Department of Education, Action Guide for Emergency Management at Institutions of Higher Education, a document developed with input from Steven J. Healy (MHA Managing Partner) and Gregory A. Thomas (MHA Associate).

MHA evaluates and develops crisis management and emergency preparedness policies, procedures, systems and plans in light of their (1) Administrative Framework; (2) Response Framework; (3) Related Incident Action Plans and Memorandum of Understanding; (4) adherence with the National Response

Plan's Concept of Operations; and (5) compliance with the Incident Management System (NIMS), and the Incident Command System (ICS). Our services include the formulation of an emergency management system and the associated development of coordination capabilities, policy and strategic roles, and effective implementation of recovery efforts specific to our clients' context. We explore the roles and responsibilities of the executive decision makers and operational "first responders" while building an Emergency Operations Center infrastructure. Our policy review includes the existence, inclusion and identification of an Executive Policy Group; Emergency Operations Center; and Critical Incident Planning Group. We deliver training programs and tabletop exercises.

The measures taken to address safety and security are as much data and metrics driven as they are based on perception. We believe that our expertise, knowledge and experience uniquely qualify us to assist our client institutions with recommendations tuned to their culture and needs. Margolis, Healy & Associates, LLC is a minority and veteran-owned small business.

MHA PRACTICE AREAS

- Clery Compliance Assessment & Training
- Crisis Communications Services
- Crisis Support Services
- Emergency Management Risk & Hazard Assessment
- Emergency Preparedness & Crisis Response Systems and Exercises
- Event Security Planning & Management
- Executive Search & Interim Management Support
- Expert Witness & Litigation Consultation
- Implementation of Lethal & Less-than-Lethal Force Options
- Mass Notification System Implementation
- Public Safety Management Studies[™]
- Safety & Security Program Assessments[™]
- Title IX, Gender & Sexual Violence Prevention

For more information, please visit www.margolishealy.com





Margolis, Healy & Associates, LLC 445 Greystone Drive Richmond, Vermont 05477-7700 866.817.5817 (toll free & fax) Email: info@margolishealy.com

www.CampusSentinel.com www.CampusCrimePrevention.org www.CampusThreatAssessment.org

www.margolishealy.com



MEMORANDUM

Office of the Assistant Superintendent

To:	Dr. JeanAnn Paddyfote, Superintendent
FROM:	Joshua Smith, Assistant Superintendent
DATE:	February 7, 2013
SUBJECT:	Textbook Previews – Grade 9

The textbooks listed below will be brought before the Board of Education for adoption at the March meeting. Board members may review these books, which will be located in the Assistant Superintendent's office, between the hours of 8:00 a.m. and 4:00 p.m.

<u>Algebra I</u> by Charles, Hall, and Kennedy (Pearson) – Grade 9 This textbook provides in-depth coverage of all Algebra I concepts aligned to the Common Core State Standards. It provides numerous teacher resources connected to the Common Core Standards and will help teachers implement strategies relevant to this new shift.

Literature Common Core by multiple authors (Prentice Hall) – Grade 9 This textbook offers students support in reading instruction by offering a more rigorous selection of materials that incorporate exemplar texts drawn from the Common Core State Standards. Teachers will be able to match reading selections with students ability and create a reading process with increasing complexity enabling students opportunity to develop skills.

APPROVED FIELD TRIPS February 2013

<u>School</u>	Grade/Dept.	Trip Date	Day(s) of the Week	# of Students	# of Adults	Destination	<u>Subs</u>	Student Cost
SNIS	Music/6	1/5/13	Saturday	16	2	King Philip Middle School - West Hartford, CT	No	\$0
NMHS	Music/9-12	2/2/13	Saturday	12	3	Brookfield High School - Brookfield, CT	No	\$0
NMHS	Music/9-12	2/2/13	Saturday	32	2	CMEA All State Auditions - North Haven, CT	No	\$20
NMHS	Cut, Paste & Copy/12	2/4/13	Monday	14	1	KatArt Graphics - New Milford, CT	No	\$0
HPS	1	2/15/13	Friday	102	10	The Warner Theatre - Torrington, CT	No	\$0
NMHS	Ski Club/9-12	2/22/13	Friday	30	2	Mohawk Mountain - Cornwall, CT	No	\$38
NMHS	English/12	2/27/13	Wednesday	20	2	Pace University - Pleasantville, NY	Yes-2	\$33
NMHS	9-12	3/22/13	Friday	30	2	UConn - Storrs, CT	No	\$35
NMHS	Science/9-12	4/9/13	Tuesday	25	2	Kellogg Environmental Center - Derby, CT	Yes-2	\$0
SMS	Science/7	4/24/13	Wednesday	25	1	Kellogg Environmental Center - Derby, CT	Yes-1	\$0
NMHS	Science/9-12	4/30/13	Tuesday	25	2	Kellogg Environmental Center - Derby, CT	Yes-2	\$0
SMS	Science/7	5/23/13	Thursday	25	1	Kellogg Environmental Center - Derby, CT	Yes-1	\$0

Mr. Daniel W Nichols, Chairperson
Mr. Thomas McSherry
Mrs. Lynette Celli Rigdon
Mr. William Wellman

Also Present:	Dr. JeanAnn C. Paddyfote, Superintendent of Schools
	Mr. Joshua Smith, Assistant Superintendent
	Mr. Gregg Miller, Director of Fiscal Services
	Mr. John Calhoun, Facilities Manager

1.	Call to Order	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 Mr. Nichols.	
2.	Public Comment	Public Comment
	• None	
3.	Discussion and Possible Action	Discussion and Possible Action
A.	Mercury Solar Presentation	Mercury Solar Presentation
	• Mr. Stephen Owen of Mercury Solar Systems	
	presented information about a state of	
	Connecticut subsidized program designed to	
	increase the use of solar power for energy.	
	These solar power purchase agreements offer a	
	lower electric rate than current utility prices	
9	and lock in a rate schedule for 20 years. After	
	the 20 year term, the school system attains	
	ownership of the solar system and the	
	electricity produced. Compared to current	
	rates, Mr. Owen said the district would save	
	over \$14,000 the first year alone. Under the	
	program, districts must apply and will be	
	selected in a lottery format. New-Milford's-six- schools have been submitted. If any of our	terreter of American Street Stre
	schools are selected, Mercury Solar Systems will present a proposal to go forward.	
	 Mrs. Celli Rigdon noted that Mercury Solar Systems has only been in hydrogen since 2006 	
	Systems has only been in business since 2006 and questioned how the 25 year product	
	warranty that was mentioned would be	
62	warranty that was mentioned would be	

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> enforced should the company go out of business. Mr. Owen said it was a manufacturer's warranty and it was backed by insurance.

- Mrs. Celli Rigdon asked if the company would be selling the power to others and if the rate was negotiable. Mr. Owen said they would not and that the rate was dependent on the number of systems awarded. Mrs. Celli Rigdon asked if there were any hazardous components in the system and was told no.
- Mr. McSherry asked if there were any roof conditions that would preclude installing the system. Mr. Owen said there was and that the company would do a structural analysis of each roof. Typically the company looks for a roof that still has a ten year life expectancy. Reroofing can be done with a system installed.
- Mr. McSherry asked about any issues with snow cover. Mr. Owen said snow on the panels melts faster than on the roof and that the panels are tilted.
- Mr. Calhoun said if and when any schools are chosen through the program, he will meet with the company to review roof by roof benefits and savings.
- Mr. Nichols asked what percent of electricity the panels were projected to provide for each school. Mr. Owens said projections were: 9% for NMHS, 18% for SNIS and JPS, 27% for NES, 40% for HPS, and 62% for SMS.
- Mr. Wellman asked what happens if energy costs go down going forward and Mr. Owen said there was no adjustment to the agreed upon fixed rate.
- Mr. Nichols asked how quickly action was required once the selection process was
 completed. Mr. Owen said-there-was-a-30-day turnaround to confirm the award.
- Mr. McSherry noted that a special meeting might be necessary.
- Mr. Miller said the award required an agreement to be signed by the Board. He said legal counsel was already reviewing it.

	Mr. Nichols deferred items B: Use of Buildings Fee Structure Adjustment and C: Locker Project Update at SMS to next month's meeting so as not to run over into the beginning time of the scheduled Operations Sub-Committee meeting. He said neither was time sensitive.	
В.	Use of Buildings: Fee Structure Adjustment Deferred to next month 	Use of Buildings: Fee Structure Adjustment
C.	 Locker Project Update at SMS Deferred to next month 	Locker Project Update at SMS
4.	Adjourn Mr. McSherry moved to adjourn the meeting at 7:30 p.m. seconded by Mrs. Celli Rigdon and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:30 p.m.

Respectfully submitted:

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Daniel W Nichols, Chairperson Facilities Sub-Committee

- Present: Mr. Thomas McSherry, Chairperson Mr. David A. Lawson Mrs. Lynette Celli Rigdon Mr. William Wellman
- Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools Mr. Joshua Smith, Assistant Superintendent Mr. Gregg Miller, Director of Fiscal Services Mrs. Laura Olson, Director of Pupil Personnel & Special Services Mr. Daniel DiVito, Director of Technology

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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 Mr. McSherry.	Call to Order
Public Comment None 	Public Comment
Discussion and Possible Action	Discussion and Possible Action
Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence	Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence
• Dr. Paddyfote noted that this Exhibit would be revised before next week's Board meeting.	Resignations and Leaves of Absence
Mrs. Celli Rigdon moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.	Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board
Motion seconded by Mr. Lawson.	for approval.
Motion passed unanimously.	40
Monthly Reports Budget Position as of January 31, 2013 Request for Budget Transfers Mr. Miller noted that we are running slightly 	Monthly Reports 1. Budget Position as of January 31, 2013 2. Request for Budget Transfers
	 The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:32 p.m. by Mr. McSherry. Public Comment None Discussion and Possible Action Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence Dr. Paddyfote noted that this Exhibit would be revised before next week's Board meeting. Mrs. Celli Rigdon moved to bring Exhibit A: Personnel - Certified Appointments, Resignations and Leaves of Absence to the full Board for approval. Motion seconded by Mr. Lawson. Motion passed unanimously. Monthly Reports Budget Position as of January 31, 2013 Request for Budget Transfers

on the Utilities lines: line 622 electric is trending \$50,000 to the good; line 624 oil is just slightly ahead of last year and should come in on budget; line 625 natural gas could trend down slightly but should finish between \$50,000 and \$60,000 to the good. He said he would discuss other budget trends next month.

- Mrs. Celli Rigdon asked for clarification on the chair in budget transfers. Mr. Miller said this was for the SMS Assistant Principal whose chair had been damaged by a roof leak.
- Mr. Wellman asked what line 1124
 Distributive Ed covered and was told that this
 was for Business Marketing at the high school.
 He asked what 1211 Excel stood for and Mr.
 Miller said there was a typo. Dr. Paddyfote
 said it stood for Experiential Center for Early
 Learning. Mr. Wellman asked if all the
 transportation in 2710 was reimbursable. Mr.
 Miller said this line covered all transportation
 and only a portion was reimbursable.

Mr. Lawson moved to bring the monthly reports: Budget Position as of January 31, 2013 and Request for Budget Transfers to the full Board for approval.

Motion seconded by Mrs. Celli Rigdon.

Motion passed unanimously.

C. Gifts & Donations

- 1. Equipment Donation to New Milford High School
 - Mr. Wellman asked for clarification of the phrase "maintenance within our means" regarding the donation and Mr. Miller said he would ask for specifics.
 - Mrs. Celli Rigdon asked why the request was being submitted after the donation has already been made. Dr. Paddyfote said it was a courtesy. Mr. Lawson said he thought it would be more courteous to the Board to be notified

Motion made and passed unanimously to bring the monthly reports: Budget Position as of January 31, 2013 and Request for Budget Transfers to the full Board for approval.

Gifts & Donations

1. Equipment Donation to New Milford High School

prior to the donation.

Mr. Lawson moved to bring Gifts & Donations: Equipment Donation to New Milford High School to the full Board for approval. Motion seconded by Mrs. Celli Rigdon and passed unanimously.

D. Update on Internal Service Fund

- Mr. Miller distributed a handout on the Internal Service Fund. Dr. Paddyfote said this topic came up at a meeting with the town regarding the adopted budget at which they asked the town for a detailed accounting of the fund.
- Mr. Miller said based on the handout, any relief for this year is projected to be minimal if at all.
- Mr. Lawson asked when audited numbers would be available. Mr. Miller said probably in late February.
- Mr. Lawson stated that he has found the Internal Service Fund mystifying over the years and does not see that it works for the district financially.
- Mr. McSherry said he is uncomfortable with the extreme fluctuations from year to year, the transfer of funds to other accounts, and would like to see more level use of the fund for relief from year to year.
- Mr. Lawson said the term relief was not correct as it was in fact a refund from overpayment.
- Mr. Wellman questioned the meaning of the IBNR (Incurred But Not Reported) line. He asked if the bottom line was that the fund needed over \$5,000,000 to maintain. Mr. Miller said that was correct, and that contributions are made monthly to the account.
- Mr. McSherry asked for an accounting of actual claims history. He said that since insurance is such a huge cost, it has serious budget implications. Mr. Miller said he would research that.

Motion made and passed unanimously to bring Gifts & Donations: Equipment Donation to New Milford High School to the full Board for approval.

Update on Internal Service Fund

	 Mr. Lawson moved to investigate the processes to establish the district's own Internal Service Fund, seconded by Mr. McSherry for discussion purposes only. Mr. Lawson said he has no confidence in the current fund and feels that the district does not receive information in a timely fashion so cannot make accurate decisions for budgeting. He sees no harm in investigating alternatives. Mr. Wellman said he did not support the motion as stated because it is too narrow. He would like to see it broadened to include an investigation of the best way to handle medical expenses in general. Mrs. Celli Rigdon said she would like to see further discussion at another Operations meeting. Mr. McSherry said he could not support the motion as is but would certainly like to see more clarification from the town on the parameters of use of the existing account including distribution of any funds. Mr. Lawson said he had been looking for that information for over ten years now and asked to call the question to end discussion. 	Motion made and failed to investigate the processes to establish the district's own Internal Service Fund.
	Mr. Lawson moved to call the question, seconded by Mrs. Celli Rigdon.	Motion made and passed to call the question.
	Motion passed 3-1.	
	Yes: Mr. Lawson, Mr. McSherry, Mr. Wellman No: Mrs. Celli Rigdon	
	Main motion failed 1-3.	Main motion failed.
	Yes: Mr. Lawson No: Mr. McSherry, Mrs. Celli Rigdon, Mr. Wellman	
E.	Security and Vulnerability Assessment	Security and Vulnerability Assessment
	• Dr. Paddyfote said there has been interest from	

> the town regarding the security of school and municipal buildings. The mayor had asked for and received a list from Dr. Paddyfote of security priorities which included updating the district's security and vulnerability assessment. Dr. Paddyfote believes that the mayor plans to request an appropriation of emergency funds at the next Town Council meeting which would include the funding the new study. Dr. Paddyfote consulted with the Board counsel who said it was possible to use the same company, Guidepost Solutions, which did the 2007 study for the update without going out to bid. Dr. Paddyfote distributed a copy of their proposal.

 Chief Boyne had emailed Dr. Paddyfote with the name of another company that was recommended to him, Margolis/Healy. Dr. Paddyfote distributed that proposal as well. If this company is preferred, we will need to go through the bid process. Dr. Paddyfote said this could be problematic as timeliness is critical to use of emergency funds.

 Mr. McSherry asked if Margolis/Healy was an original bidder and Mr. Miller said he did not believe so.

- Mrs. Celli Rigdon asked when the vendors would report back the results of their study. Guidepost would report back within four weeks. Margolis/Healy would report back within 45 to 60 days.
- Mr. Lawson said he was comfortable with using Guidepost who has been here before and is less expensive. He was concerned that Margolis/Healy gave only colleges and universities as references.
- Mr. Wellman asked if tonight's motion was to actually choose a vendor or to refer to the full Board for discussion. Dr. Paddyfote said she would prefer they choose a vendor tonight with the caveat that it is pending an appropriation from the town.

• Mr. McSherry said he was comfortable with

from t Motio Yes: N	he town, seconded by Mrs. Celli Rigdon. n passed 3-1. Mr. Lawson, Mr. McSherry, Mrs. Celli Rigdon fr. Wellman	updated security and vulnerability assessment pending receipt of funding from the town. Adjourn
from t Motio Yes: N	n passed 3-1. Mr. Lawson, Mr. McSherry, Mrs. Celli Rigdon	assessment pending receipt of
that G	and would have even more experience in the field now. Mr. Wellman said he was not prepared to decide tonight because he wants to review the materials presented. Mrs. Celli Rigdon said she was prepared to decide tonight but that she too preferred receiving materials ahead of time. awson moved to recommend to the full Board uidepost Solutions to do an updated security and rability assessment pending receipt of funding	Motion made and passed to recommend to the full Board that Guidepost Solutions to do an

Respectfully submitted:

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Thomas McSherry, Chairperson Operations Sub-Committee

Present:	Mrs. Wendy Faulenbach, Chairperson	21 w		
	Mr. David A. Lawson	日辺り	SH	
	Mr. Thomas McSherry	· 22	č	
	Mr. Daniel W Nichols	-265	~	
	Mrs. Lynette Celli Rigdon	<u>–</u> – –		
	Mr. David R. Shaffer	0	.T	
	Mrs. Daniele Shook			
	Mr. William Wellman		1-4	
Absent:	Mr. Tom Brant	23	2013	

Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools
	Mr. Joshua Smith, Assistant Superintendent of Schools
	Ms. Ellamae Baldelli, Director of Human Resources
	Mr. Gregg Miller, Director of Fiscal Services
	Mr. Daniel DiVito, Director of Technology
	Mrs. Laura Olson, Director of Pupil Personnel and Special Services
	Mr. John Calhoun, Facilities Manager
	Mrs. Dana Ford, Principal, Schaghticoke Middle School
	Dr. Len Tomasello, Principal, Sarah Noble Intermediate School

1.	Call to Order A. Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 7:30 pm. The Pledge of Allegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	Recognition	Recognition
А.	Geography Bee winners: Jackson Cramer (SNIS) and Nicholas Edwards (SMS)	A. Geography Bee winners: Jackson Cramer (SNIS) and Nicholas Edwards (SMS)
В.	Fire Prevention Contest winner: Kaley Toth (SNIS)	B. Fire Prevention Contest winner: Kaley Toth (SNIS)
c.	Peace Poster Contest winners (SNIS): Satil Moni, Colleen O'Connor, Chloe Onorato, and Christina Onorato	C. Peace Poster Contest winners (SNIS): Satil Moni, Colleen O'Connor, Chloe Onorato, and Christina Onorato
D.	VFW Patriot's Pen Essay Contest winner: Anna Qiu (SMS)	D. VFW Patriot's Pen Essay Contest winner: Anna Qiu (SMS)

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E.	CIVICSFIRST Constitution Day Contest winner: Frank Magnante (SMS)	E. CIVICSFIRST Constitution Day Contest winner: Frank Magnante (SMS)
	The meeting recessed at 7:41 p.m. for a brief reception and reconvened at 7:52 p.m.	
3.	Item of Information	Item of Information
з. А.	SNIS Trout Project: Grade 5 teacher Linnea Leclair and SNIS Principal Len Tomasello	A. SNIS Trout Project: Grade 5 teacher Linnea Leclair and SNIS Principal Len Tomasello
	• Dr. Tomasello introduced Grade 5 teachers Linnea Leclair and Janet Allsworth to make the presentation.	
4.	Public Comment	Public Comment
	There was none.	
5.	PTO Report	PTO Report
	 Michele Romaniello noted that the Trout Project was one of their favorites to fund. She said spring fundraisers are currently underway and thanked the community for all of its support. 	
6.	Student Representatives Report	Student Representatives Report
	• There was none.	
7.	Approval of Minutes	Approval of Minutes
А.	Approval of the following Board of Education Meeting Minutes	A. Approval of the following Board of Education Meeting Minutes
	1. Annual Meeting Minutes December 11, 2012	1. Annual Meeting Minutes December 11, 2012
	2. Regular Meeting Minutes December 11,	2. Regular Meeting Minutes
	2012	December 11, 2012
	3. Budget Hearing/Adoption Minutes of January 22, 23, 29, and 30, 2013	3. Budget Hearing/Adoption Minutes of January 22, 23, 29, and 30, 2013
-	Mr. Nichols moved to approve the Annual Meeting Minutes of December 11, 2012, Regular Meeting Minutes of December 11, 2012, and Budget Hearing/Adoption Minutes of January	Motion made and passed unanimously to approve the Annual Meeting Minutes of December 11, 2012, Regular Meeting Minutes of December 11, 2012, and

	22, 23, 29 and 30, 2013, seconded by Mrs. Shook and passed unanimously.	Budget Hearing/Adoption Minutes of January 22, 23, 29 and 30, 2013.
8.	Superintendent's Report	Superintendent's Report
	 Dr. Paddyfote acknowledged the Department of Human Resources noting that the schools are in full compliance with the State Department of Education's Educator Certification. The school calendar has changed due to the weather related cancellations and eight days have been used. The end of school is now June 20th with one day left before April vacation will have to be used for additional snow days. 	
9.	Board Chairman's Report	Board Chairman's Report
	 Mrs. Faulenbach noted that several of the Board members attended the recent CABE Legislative Breakfast. She said the Town Council discussed the 	
	 security assessment appropriation which was approved. The Board budget will be on the Town Council agenda for February 28th. 	
10.	Committee Reports	Committee Reports
А.	Facilities Sub-Committee	A. Facilities Sub-Committee
	 Mr. Nichols said the Facilities Sub- Committee had a presentation from Mercury Solar about the possibility of using some solar energy options at the schools. 	
B.	Operations Sub-Committee	B. Operations Sub-Committee
	• Mr. McSherry said the Operations Sub- Committee discussed the routine monthly reports and had a discussion about the Internal Service Fund which does not have much of a balance.	

C.	Policy Sub-Committee	C. Policy Sub-Committee
	• Mrs. Faulenbach reported that there are some policies up for adoption tonight, some for deletion and some for second review.	
D.	Committee on Learning	D. Committee on Learning
	 Mr. Lawson noted that the Committee discussed the curriculum and the state mandated initiatives which seem to keep changing. 	
E.	Education Connection	E. Education Connection
	 Mrs. Celli Rigdon said she was unable to attend the last meeting but the audit was discussed. 	
F.	Connecticut Boards of Education	F. Connecticut Boards of Education
	• Mrs. Faulenbach said each Board member had received an invitation to a Day on the Hill, and CABE continues to monitor the SEED initiative and security issues at the state level.	G. Negotiations Committee
G.	Negotiations Committee	
	 Mrs. Faulenbach noted there was one bargaining unit with negotiations ongoing. 	
11.	DISCUSSION AND POSSIBLE ACTION	DISCUSSION AND POSSIBLE ACTION
А.	Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated February 12, 2013	A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated February 12, 2013
	Mr. McSherry moved to approve Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated February 12, 2013, seconded by Mr. Lawson.	Motion made and passed to approve Exhibit A: Personnel — Certified, Non- Certified Appointments, Resignations and Leaves of Absence dated February 12, 2013.

Mr. Shaffer asked what the substitute non-. bargaining unit administrator would be expected to do. Dr. Paddyfote said when people are out for some duration of time, the Board has approved substitute appointments for principals and administrators for family leave and other longer term absences. This substitute is for any non-bargaining unit administrator assigned to the central office. Mr. Lawson asked how many substitutes 0 were on the list and Ms. Baldelli said there was approximately 200 to 225. Mr. Lawson asked about the number of administrative substitutes and Ms. Baldelli said there were three or four. Mr. Lawson asked what the compensation . would be and Dr. Paddyfote said it was a blended rate, but usually it was a per diem of what the administrator's position for which the person was subbing. Mr. Shaffer asked why this position did not come before the Operations Sub-Committee and Dr. Paddyfote said the person for whom the substitute is needed was not out at that time and she also noted there were six other positions on this list that did not go to Operations first due to timing issues. Dr. Paddyfote said that she had informed the Operations Sub-Committee at their meeting that the Exhibit would be revised before this Board meeting. The motion passed 5-3. Aye: Mrs. Faulenbach, Mr. McSherry, Mr. Nichols, Mrs. Celli Rigdon, Mrs. Shook No: Mr. Lawson, Mr. Shaffer, Mr. Wellman **B.** Monthly Reports **Monthly Reports** 1. Budget Position as of January 1. Budget Position as of January 31, 2013 31, 2013 2. Request for Budget Transfers 2. Request for Budget Transfers

Mr. Nichols moved to approve Monthly Reports: Budget Position as of January 31, 2013 and Request for Budget Transfers, seconded by

B.

Motion made and passed unanimously to approve Monthly Reports: Budget Position as of January 31, 2013 and

c.	 Mr. McSherry. Mr. Lawson asked how the district was looking financially and Mr. Miller said there is \$6,124,752 available or about \$121,000 behind last year at this point. He did give the Operations Sub-Committee a report on the utilities and next month he will update them on other accounts. The motion passed unanimously. Gifts & Donations Equipment Donation to New Milford 	Request for Budget Transfers. C. Gifts & Donations 1. Equipment Donation to New
	High School	Milford High School
	Mr. Nichols moved to accept Gifts & Donations: Equipment Donation to New Milford High School, a shooting machine to be used by the boys' and girls' basketball programs, seconded by Mr. McSherry.	Motion made and passed unanimously to accept Gifts & Donations: Equipment Donation to New Milford High School, a shooting machine to be used by the boys' and girls' basketball programs.
	• Mr. Shaffer asked what a shooting machine was and Mr. Smith said it would rebound balls and push them back to the students so they could continue shooting.	
	The motion passed unanimously.	
D.	 Policies for Approval 1. 1140 Distribution of Materials by Students 2. 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety 	 D. Policies for Approval 1. 1140 Distribution of Materials by Students 2. 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety
	 Mr. Nichols moved to approve the following policies: 1. 1140 Distribution of Materials by Students 2. 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety Seconded by Mrs. Shook and passed unanimously. 	Motion made and passed unanimously to approve the following policies: 1. 1140 Distribution of Materials by Students 2. 6141.321/4118.4/4218.4 Acceptable Use and Internet Safety

E.	 Policies for Deletion 1. 4118.4/4218.4 Computer and Internet Use 2. 6141.323 Internet Acceptable Use: Filtering 	 E. Policies for Deletion 4118.4/4218.4 Computer and Internet Use 6141.323 Internet Acceptable Use: Filtering
	Mr. Lawson moved to amend the agenda for the purpose of adding Item 11. E. 3. Policy 6141.321 Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety, for the purpose of deleting it, seconded by Mr. Nichols.	Motion made and passed unanimously to amend the agenda for the purpose of adding Item 11. E. 3. Policy 6141.321 Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety, for the purpose of deleting it.
	 Mrs. Faulenbach noted this item was missing from the agenda. 	
	The motion passed unanimously.	
	 Mr. Nichols moved to delete the following policies: 4118.4/4218.4 Computer and Internet Use 6141.323 Internet Acceptable Use: Filtering 6141.321 Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety Seconded by Mr. Lawson and passed unanimously. 	 Motion made and passed unanimously to delete the following policies: 4118.4/4218.4 Computer and Internet Use 6141.323 Internet Acceptable Use: Filtering 6141.321 Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety
F.	 Policies for Second Review 1. 6152 Grouping 2. 6154 Homework 3. 6156 Use of Computers in Instruction 4. 6161.21 Fees, Fines & Charges 5. 6164.12 Acquired Immune Deficiency Syndrome 6. 6172.6 Virtual/Online Courses/College/University Courses Mrs. Faulenbach noted these policies were on the agenda for second review and said next meeting they would be on for approval. 	 F. Policies for Second Review 6152 Grouping 6154 Homework 6156 Use of Computers in Instruction 6161.21 Fees, Fines & Charges 6164.12 Acquired Immune Deficiency Syndrome 6172.6 Virtual/Online Courses/College/University Courses

G.	 Security and Vulnerability Assessment Mr. Nichols moved that the Board, in accordance with Board Policy 3300(c) and in the best interests of the school district, waive the requirement for competitive bidding for the purpose of obtaining an updated security and vulnerability assessment, seconded by Mr. McSherry. Mr. Lawson asked if waiving of this requirement was accepted under state policy and Dr. Paddyfote said she and Mr. Miller had spoken to the Board's attorney who said if a contract needed to be done in a timely manner and a vendor who had been used previously was the chosen vendor, then this could be done. 	G. Security and Vulnerability Assessment Motion made and passed unanimously that the Board, in accordance with Board Policy 3300(c) and in the best interests of the school district, waive the requirement for competitive bidding for the purpose of obtaining an updated security and vulnerability assessment.
	The motion passed unanimously. Mr. Nichols moved to have Guidepost Solutions LLC do an updated security and vulnerability assessment utilizing the supplemental appropriation approved by the Town Council on February 11, 2013, seconded by Mr. McSherry and passed unanimously.	Motion made and passed unanimously to have Guidepost Solutions LLC do an updated security and vulnerability assessment utilizing the supplemental appropriation approved by the Town Council on February 11, 2013.
12.	Items for Information and Discussion	Items for Information and Discussion
A.	Textbook Previews: Grade 9	A. Textbook Previews: Grade 9
	 Mr. Wellman noted that Mr. Smith's memo says the two new textbooks are being considered because they bring the district in line with the common core standards. He asked if the district was acquiring textbooks for political correctness. Mr. Smith said the common core standards and materials were adopted by 46 states including Connecticut. The State has agreed to align itself with the common core standards and the smarter balanced assessment which in turn is aligned to the common core. If the district does not align the texts with the common 	

	Mr. Nichols moved to adjourn the meeting at 8:32 p.m., seconded by Mr. McSherry and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 8:32 p.m.
13.	Adjourn	Adjourn
В.	curriculum would be expanded to world fiction. Field Trip Report	B. Field Trip Report
	core standards then students could be tested on subjects they have yet to be taught. He noted the math curriculum in particular migrates the skills down so students are experiencing skills at an earlier age. He also said with the literature texts, that our curriculum has been primarily based on western fiction and now the English	

Respectfully submitted:

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Daniele Shook Secretary New Milford Board of Education