



Night One (1) – January 17, 2017 – Questions requiring follow-up

- **Q1** Mrs. Faulenbach requested a January, 2017 enrollment update since the current budget build is tied to the October 1, 2016 enrollment counts.
- **A1** Response provided by J. Smith on 1/18/17 and also included as **Exhibit A** of this document on **Page 3**.

- **Q2** Mrs. Faulenbach requested a supply line item rollup for each school location.
- **A2** Response provided by A. Giovannone on 1/18/17 and also included as **Exhibit B** of this document on **Page 4**.

- **Q3** Mr. Coppola also requested a supply line explanation for each school.
- **A3** Response provided by A. Giovannone on 1/18/17 and also included as **Exhibit B** of this document on **Page 4**.

- **Q4** Mrs. Chastain requested Job Descriptions for the Department Chair PreK – Grade 2 Special Education position and the Behavioral Support Specialist position (requires Board Certified Behavioral Analyst BCBA certification).
- **A4** The Job Descriptions for:
 - Behavioral Support Specialist located in **Exhibit C** of this document on **Pages 5-6**.
 - Department Chair PreK – Grade 2 Special Education located in **Exhibit D** of this document on **Pages 7-8**.



Night Two (2) – January 18, 2017 – Questions requiring follow-up

- **Q5** There was a general question about the line item BLD10010-56240 - Social Studies regarding the budget amount.
- **A5** This is for 380 textbooks at \$87.50 each including online subscription(s) plus shipping.

- **Q6** Mr. Coppola asked a question concerning Student Accident Insurance.
- **A6** This insurance is secured through Colonna Insurance Services and covers injuries to pupils participating in interscholastic programs as well as non-sport extracurricular activities. The total budget for this type of insurance in 2017/2018 is \$21,500.

- **Q7** There was a general question about the line item BLE10004-51115 – Health regarding the budget increase.
- **A7** This is due to step movement in 2017/2018.

- **Q8** There was a general question about the line item BLE10028-51115 – Alt. Ed. regarding the budget amount.
- **A8** This is for a 0.6 FTE.

- **Q9** Mrs. Chastain requested a breakdown of Chromebooks by building.
- **A9** The current inventory is as follows:
 - Hill and Plain Elementary - 144
 - Northville Elementary - 145
 - Sarah Noble Intermediate School - 398
 - Schaghticoke Middle School - 760
 - New Milford High School - 276
 - District Chromebook total = 1,723

- **Q10** Mr. Schemm requested the amount in BPE21243-53200 that is specifically for PSAT.
- **A10** \$5,800 of the \$41,050 requested in line BPE21243-53200 is for PSAT.



Exhibit A – Enrollment over time





Exhibit B – Major Object Code (MOC) Rollup by School

	HPS		NES		SNIS		SMS		NMHS	
	\$ CHANGE	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE	% CHANGE
CERTIFIED SALARY	\$34,595	1.26%	\$240,265	8.69%	(\$14,693)	-0.26%	\$143,639	2.07%	\$13,781	0.16%
NON CERTIFIED SALARY	(\$13,058)	-2.35%	\$16,888	3.42%	\$46,445	6.18%	(\$40,488)	-4.03%	\$11,061	0.90%
PROFESSIONAL SERVICES	\$2,686	8.22%	\$3,201	9.85%	\$2,180	6.06%	\$3,019	5.31%	\$15,348	5.07%
PROPERTY SERVICES	\$0	0.00%	\$0	0.00%	\$0	0.00%	(\$870)	-5.88%	\$8,623	6.55%
OTHER SERVICES	\$800	12.85%	(\$2,296)	-37.55%	(\$2,650)	-23.14%	\$1,500	4.32%	\$950	0.48%
SUPPLIES	\$8,407	7.04%	\$7,904	7.15%	(\$5,117)	-2.89%	\$17,607	7.56%	\$17,676	5.66%
CAPITAL - ROUTINE	\$0	0.00%	\$5,000	N/A	\$1,600	10.92%	(\$22,146)	-67.49%	\$22,686	75.80%
DUES & FEES	(\$116)	-22.61%	\$0	0.00%	\$0	0.00%	(\$309)	-8.82%	\$2,574	8.21%
TOTAL	\$33,314	0.97%	\$270,962	7.95%	\$27,765	0.42%	\$101,952	1.22%	\$92,699	0.84%



Exhibit C - Job Description - Behavioral Support Specialist

TITLE: BEHAVIORAL SUPPORT SPECIALIST

Job Purpose: To lead and support the members of program staff in assuring that effective and efficient behavioral intervention and reinforcement systems are in place that will contribute to students' continuous academic progress.

Major Responsibilities:

- Determine function of students' behavior and develop differentiated instruction or interventions to meet individual student needs.
- Create and design data collection procedures and work collaboratively with other program educational staff to collect data and monitor student's behavior.
- Provide instruction, support and modeling to staff on applied behavioral analysis, positive behavioral support and reinforcement systems, classroom strategies, social skills training, etc. that contribute to the successful management of students' behavioral programming.
- Create positive behavior strategies, i.e. positive replacement behavior for students while promoting positive reinforcement geared towards the developmental stages of the students.
- Provide direct service to students as mutually determined by Program Director, classroom teachers and other staff members.
- Provide support and leadership in communication with staff, students, parents, guardians, school districts, other intervention specialists and community partners.
- Must maintain the ability to physically manage a disruptive student both individually and as part of a team to insure the safety of the student and staff.
- Must be able to perform approved physical management in accordance with the mandated approved techniques for student restraint and seclusion.
- Must maintain the stamina and mobility to insure student safety as it relates to student flight or avoidance or student physical handicaps.
- Must be able to withstand the physical demands of standing, bending, kneeling, and therapeutic holding as required
- Regular and consistent attendance is an essential function of this job.



Exhibit C - Job Description - Behavioral Support Specialist (continued)

Scope and Impact: The Behavioral Support Specialist provides ethnically and culturally sensitive support and leadership in communication with staff, students, and parents/guardians.

Knowledge and Skills Required:

- Bachelor's Degree; Master's Degree desirable.
- Certificate of Applied Behavioral Analysis or documented advanced level experience/training in this field.
- Strong background and demonstrated success in applied behavioral analysis, observation, assessment, successful implementation of behavioral intervention plans in collaboration with teachers.
- Demonstrated success in creating/designing effective data collection procedures for
 - use in classroom settings by teachers and instructional assistants to monitor behavior and determine function of: behavior
 - student-driven, self-monitoring data collection systems, as appropriate.
- Experience or leadership in mentoring, peer coaching, and conducting professional development.
- Training and experience in school-wide and classroom behavioral management systems and positive replacement behavior and classroom strategies for program management of students.
- Ability to effectively communicate with individuals of varied cultural and education backgrounds in listening, speaking, and writing.
- Ability to work collaboratively as a team member.

Specialized Requirements and Certification:

- Master of Science in Applied Behavior Analysis.
- Board Certified Behavior Analyst Exam (B.C.B.A.)
- Must keep current on effective strategies in the student discipline/behavioral management/applied behavioral analysis fields and related legal regulations and board policies.



Exhibit D - Job Description – Department Chair PreK – Grade 2 Special Education

TITLE: DEPARTMENT CHAIR PREK – GRADE 2 SPECIAL EDUCATION – ELEMENTARY

Qualifications:

- Possess a Connecticut State intermediate supervisor certificate.
- Possess solid, current knowledge about the area of instructional and supervisory responsibility.
- Possess a well-developed capacity to work constructively with teachers, support staff, administrative supervisory staff and parents.
- Possess the capacity for and be comfortable with a variety of collaborative models for creating and sustaining promising conditions for learning.
- Possess an informed knowledge of and appreciation for how students and adults learn and function in school settings;
- Be seen as a master teacher role model by other staff.
- Be able and willing to work directly with individuals and staff groups to improve the delivery of instruction and related services.
- Be committed to integrating instructional activities and programs across the curriculum.
- Be dedicated to creating those conditions which best promote and support the intellectual, social and physical growth, and development of all students commensurate with each child's capacity.

Responsibilities:

- Serve as an instructional model and resource for teachers.
- Assist in the development of budgets.
- Participate in the interviewing of staff.
- Assist in the management and inventory of instructional materials and equipment.



Exhibit D - Job Description – Department Chair PreK – Grade 2 Special Education (continued)

- Act as communication liaison among teachers, department chairs, building administrators, and the Director of Pupil Personnel & Special Services.
- Assist in student placement and the scheduling process.
- Promote staff development in special education and related services area.
- Assist in the initiating and writing of school reports and special education compliance procedures.
- Assist in orienting new teachers and support staff.
- Keep current on developments in the field of special education and related services.
- Participate in the assignment of student teachers and interns.
- Assist in the resolution of instructional conflicts and issues that may arise among a teacher, student, and/or parent.
- Coordinate the activities of all planning and placement teams, including child study teams, referral, programming, and evaluation.
- Participate in out-of-district planning and placement team meetings for students who normally would attend the elementary school.
- Provide input for the evaluation of special education and related services staff.
- Serve on the Curriculum Council.
- Assume such other duties within areas of responsibility as shall be assigned by the Director of Pupil Personnel & Special Services.

WORK YEAR: 186 days

SALARY: Per Contract

REPORTS TO: Director of Pupil Personnel & Special Services