

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

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

<b>DATE:</b>	<b>May 18, 2021</b>
<b>TIME:</b>	<b>7:00 P.M.</b>
<b>PLACE:</b>	<b>Sarah Noble Intermediate School Library Media Center</b>

While this is an in-person meeting for Board of Education members and district staff, due to COVID-19 restrictions on capacity and social distancing requirements that make public attendance impossible, members of the public will be permitted to attend the meeting via the Zoom link provided below. Closed captioning is available through Zoom.

There will be live public comment offered through the Zoom format for items on the agenda. Public comment may also be emailed to [suptoffice@newmilfordps.org](mailto:suptoffice@newmilfordps.org) for distribution to Board members.

Join Zoom Meeting

<https://zoom.us/j/97638952053?pwd=blgyeVNpR0RXcVNWaHp4cGpTV0VtZz09>

Meeting ID: 976 3895 2053

Passcode: 583360

One tap mobile

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Dial by your location

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NEW MILFORD, CT

**AGENDA**

**New Milford Public Schools Mission Statement**

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

**1. CALL TO ORDER**

A. Pledge of Allegiance

**2. RECOGNITION**

A. NMPS Stars: Tori Backer, Toni Bentley, Ashley Kivela, Jennifer LaCava, Karen Matthews

**3. PUBLIC COMMENT**

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

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

**4. PTO REPORT**

**5. APPROVAL OF MINUTES**

A. Approval of the following Board of Education Meeting Minutes

- 1. Regular Meeting Minutes April 27, 2021

**6. SUPERINTENDENT'S REPORT**

**7. BOARD CHAIRMAN'S REPORT**

**8. DISCUSSION AND POSSIBLE ACTION**

A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated May 18, 2021 (Revised)

B. Monthly Reports

- 1. Budget Position dated April 30, 2021
- 2. Purchase Resolution: D-746 (Revised)
- 3. Request for Budget Transfers

C. Gifts & Donations

- 1. New Milford PTO - Exhibit B

D. Grant Approvals

- 1. Adult Education PEP Grant
- 2. IDEA Grant

E. Bid Awards

- 1. Septic & Grease Trap Service and Cleaning
- 2. Boiler & Burner Service and Cleaning

F. Policies for Approval

- 1. 3000 Concept and Roles in Business and Non-Instructional Operations
- 2. 3110 Budget Planning
- 3. 3160 Budget and Transfer of Funds
- 4. 3230 Federal Funds
- 5. 3231 Medical Reimbursement for Special Education Students
- 6. 6200 Adult Education

G. Policies for Second Review

- 1. 3152 Spending Public Funds for Advocacy
- 2. 3300 Purchasing

H. Policy for First Review

- 1. 1324 Fundraising by Students

I. New Milford Fire Facility Usage Agreement

J. Projected 2020-21 Operating Fiscal Year End Balance (Revised)

K. Request to Use NMPS Logos

**9. ITEMS FOR INFORMATION AND DISCUSSION**

A. Field Trip Report

**10. ADJOURN**

**ITEMS OF INFORMATION**

Policy Subcommittee Minutes - May 4, 2021

Committee on Learning Minutes - May 4, 2021

Facilities Subcommittee Minutes - May 11, 2021

Operations Subcommittee Minutes - May 11, 2021

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Regular Meeting Minutes

April 27, 2021

Sarah Noble Intermediate School Library Media Center

Present:	Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella
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NEW MILFORD, CT

Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Mrs. Catherine Calabrese, Interim Assistant Superintendent Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mrs. Catherine Gabianelli, Director of Human Resources Mr. Nestor Aparicio, Assistant Director of Facilities Mr. Keith Lipinsky, NMHS Athletic Director
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1. A.	<b>Call to Order</b> <b>Pledge of Allegiance</b>  The regular meeting of the New Milford Board of Education was called to order at 7:06 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed. The availability of closed captioning was stated.	<b>Call to Order</b> <b>A. Pledge of Allegiance</b>
2. A.	<b>Recognition</b>  <b>NMPS Stars: Alessandro Amenta, Donna Difabbio, Amy D'Orio, Danielle Kiser, Tammy Siegle, Christine Zona</b> <ul style="list-style-type: none"> <li>Ms. DiCorpo congratulated the monthly "Stars" and read the comments submitted by the person who nominated them.</li> </ul>	<b>Recognition</b>  <b>A. NMPS Stars: Alessandro Amenta, Donna Difabbio, Amy D'Orio, Danielle Kiser, Tammy Siegle, Christine Zona</b>
3.	<b>Public Comment</b> <ul style="list-style-type: none"> <li>Ashley Albanese tried to speak but technology</li> </ul>	<b>Public Comment</b>

	<p>issues interfered. The Board became aware that the meeting was not transmitting properly to the public.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said she would return to public comment later in the agenda if the technology issues resolved. She encouraged members of the public to email the Board if they were not able to be heard this evening.</li> </ul>	
<b>4.</b>	<p><b>PTO Report</b></p> <ul style="list-style-type: none"> <li>• This report was skipped at this time while the technology issues were worked on.</li> </ul>	<b>PTO Report</b>
<b>5.</b>	<p><b>Approval of Minutes</b></p> <p><b>A. Approval of the following Board of Education Meeting Minutes:</b></p> <p><b>1. Regular Meeting Minutes March 16, 2021</b></p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes March 16, 2021, seconded by Mr. McCauley.</p> <p>The motion passed 7-0-1, with Mrs. Monaghan abstaining.</p> <p><b>2. Special Meeting Minutes March 23, 2021</b></p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 23, 2021, seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> <p><b>3. Special Meeting Minutes April 6, 2021</b></p>	<p><b>Approval of Minutes</b></p> <p><b>A. Approval of the following Board of Education Meeting Minutes:</b></p> <p><b>1. Regular Meeting Minutes March 16, 2021</b></p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes March 16, 2021.</p> <p><b>2. Special Meeting Minutes March 23, 2021</b></p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 23, 2021.</p> <p><b>3. Special Meeting Minutes April 6, 2021</b></p>

	<p><b>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes April 6, 2021, seconded by Mr. McCauley.</b></p> <p><b>The motion passed unanimously.</b></p>	<p><b>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes April 6, 2021.</b></p>
<b>6.</b>	<p><b>Superintendent's Report</b></p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo's report was skipped at this time as she continued to troubleshoot the technology issues.</li> </ul>	<p><b>Superintendent's Report</b></p>
<b>7.</b>	<p><b>Board Chairman's Report</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said negotiations have begun with two bargaining units, secretaries and paraeducators. Teachers and nurses are still to come. There is another contract on the agenda for approval tonight.</li> <li>• Copiers were discussed at budget time and are currently on a month to month basis. Possible collaboration with the Town on this topic has begun for financial savings possibilities. Additional conversation with the Town regarding Technology and Facilities needs and equipment has also begun. They are discussing the Five Year Capital plan as well to see if collaboration is possible there. If an Ad Hoc Committee is needed down the road, she will request one.</li> <li>• Legal is reviewing the 3000 series through the Policy Subcommittee and Board. They will also be looking at internal procedures to expedite office templates to strengthen existing processes.</li> <li>• Advisory interview committees for posted positions are taking place, including Board representation.</li> <li>• NV5 has presented to the Town and will do so to the Board as well. Mrs. Faulenbach is recommending this be done at a special meeting, as this is a large, detailed project and Board</li> </ul>	<p><b>Board Chairman's Report</b></p>

	<p>members should have time to ask any questions.</p> <p>Technical difficulties continued. The Board recessed at 7:24 p.m. to allow for adjustments to be made.</p> <p>The Board returned to public session at 7:38 p.m.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked Mr. McCauley to report on the roof project. Mr. McCauley said it is a positive report. They expect to go out to bid in May and anticipate that work will start in June.</li> <li>• Mrs. Faulenbach noted that the district has multiple projects happening this summer. It will be important to work to coordinate them all.</li> </ul>	
6.	<p><b>Superintendent's Report</b></p> <ul style="list-style-type: none"> <li>• With the technology issues resolved, Ms. DiCorpo gave her Superintendent's Report.</li> <li>• Ms. DiCorpo and Mr. Shugrue met to discuss end-of-year events for the high school. All events will be run by Lisa Morrissey as the state begins to loosen restrictions. Prom: The prom will be held at the Amber Room on Saturday, May 8th from 6-11 pm. The Amber Room has made the necessary adjustments to adhere to all COVID-19 protocols to ensure a safe venue for all guests. It will be a senior-only prom with no outside guests this year. Tickets have been sold. We will have @190 students. At this time it will be an outside event in a tent at the Amber Room. Senior Picnic: The PTO and NMHS Administration will be throwing a picnic for our seniors at Harrybrooke Park on May 27, 2021 with a rain date of June 3, 2021. This is a collaborative effort with the PTO and the NMHS Administration. This is a wonderful event and we are thankful to have a place like Harrybrooke to hold this event. Senior Trip: The trip to Six Flags New England will take place on May 28, 2021 (pending Massachusetts approval to open). Graduation: The date of the graduation has been</li> </ul>	<p><b>Superintendent's Report</b></p>

	<p>set for Saturday, June 19, 2021. The plan is to have the same parade that was held last year. This will be a rain or shine event. Mr. Shugrue had many emails from parents requesting the same event that the class of 2020 had last year. The parade was a celebratory, fun event that included the town in celebrating the Class.</p> <ul style="list-style-type: none"><li>• SMS and NMHS had a successful return to full in person on April 26. The district continues to work on fine tuning drop off and pick up at SMS, as we have at the other schools.</li><li>• We have worked diligently to provide a Covid dashboard for parents to access on our website for each school and the district to help everyone understand where the district stands with positive cases that have been reported.</li><li>• Thanks to the hard work of district staff members Lynn Nissenbaum and Jane Danish, the district will soon be publishing the district's first ever website of resources entitled: "Pathway to Emotional Well-Being". This is a resource that will support the school community with resources, and catalogue our parent evenings this year related to mental and emotional health and wellness.</li><li>• The Connecticut State Department of Education is inviting districts to complete an application to participate in a unique partnership with TeachRock. TeachRock is a standards-aligned, arts integration curriculum that uses the history of popular music and culture to help teachers engage students. The purpose of this partnership is to integrate the Arts in the curriculum, design engaging and meaningful daily lessons so that students make connections, express ideas, feelings, and human experiences through a variety of media. The district is applying. Ten districts will be chosen.</li><li>• The Everyone Learns Initiative was offered to school districts this week by the state which provides districts and towns with the opportunity to apply for CEN to install and pay for outside wireless access that will be available for the</li></ul>	
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	<p>entire community. Ms. DiCorpo reached out to the Mayor to ask his thoughts regarding where the free public wifi could be located. It was determined that SNIS was a centrally located place that also serves as a mass emergency center and is one of our Title I schools. We placed our town in the queue and will await the state's response.</p> <ul style="list-style-type: none"> <li>• In addition, we will be working with the state to provide an emergency broadband option for schools that is federally funded. It will provide a discount for service for those who qualify. There will be webinars and our technology director will provide sessions for parents in the future to help them learn all about this benefit.</li> <li>• Next week is staff and teacher appreciation week and Ms. DiCorpo said she wanted to take a moment to acknowledge all the district staff.</li> <li>• Ms. DiCorpo acknowledged outgoing NMHS Principal Greg Shugrue for his many years of service to students and the community. She also acknowledged former Facilities Director Kevin Munrett for his service and tremendous help during the Covid pandemic.</li> <li>• Mrs. Faulenbach echoed Ms. DiCorpo's comments on behalf of the Board and thanked them for their dedication.</li> </ul>	
<b>3.</b>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Public Comment was offered again now that the technology issues had been resolved. There was none at this time. Mrs. Faulenbach thanked those on the call for their patience.</li> </ul>	<b>Public Comment</b>
<b>4.</b>	<p><b>PTO Report</b></p> <ul style="list-style-type: none"> <li>• Mrs. MacDonald gave the report via zoom. She said the end of the school year is quickly approaching, but the PTO is still hard at work for the end of this year!</li> <li>• Town-wide PTO has been busy raising funds for</li> </ul>	<b>PTO Report</b>

	<p>the Senior scholarship fund. There are still a few days left to bag up those old clothes and shoes out of your closets and drawers and into the bin at Pettibone!</p> <ul style="list-style-type: none"> <li>• All k-8 schools are working closely with administration to plan moving up and promotion activities that are COVID friendly.</li> <li>• All the PTOs are busy planning COVID friendly luncheons for teacher and staff appreciation and Town-wide is planning bus driver appreciation as well. We all would agree they deserve it!</li> </ul>	
<b>8.</b>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of April 27, 2021</b></p> <p><b>Mr. McCauley moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of April 27, 2021, seconded by Mrs. Rella.</b></p> <ul style="list-style-type: none"> <li>• Mr. McCauley asked if exit interviews are conducted with staff who leave. He is particularly concerned with high school math vacancies.</li> <li>• Mrs. Gabianelli said they have been conducting exit interviews and will continue to do so.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li>1. Budget Position dated March 31, 2021</li> <li>2. Purchase Resolution: D-745</li> <li>3. Request for Budget Transfers</li> </ol> <p><b>Mrs. McInerney moved to approve monthly reports: Budget Position dated March 31, 2021; Purchase Resolution D-745; and Request for Budget Transfers,</b></p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of April 27, 2021</b></p> <p><b>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of April 27, 2021.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li>1. Budget Position dated March 31, 2021</li> <li>2. Purchase Resolution: D-745</li> <li>3. Request for Budget Transfers</li> </ol> <p><b>Motion made and passed unanimously to approve monthly reports: Budget Position dated</b></p>

	<p><b>seconded by Mrs. Rella.</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach asked when the end of year balance will be projected. Mr. Giovannone said he should have a fairly accurate number for the May meeting.</li> <li>• Mr. Giovannone highlighted the available balance as of March 31, 2021 listed on page 1 of the budget position.</li> <li>• On page 2, legal services are expected to run negative at end of year and will require a transfer.</li> <li>• Page 3 shows tuition lines overdrawn and a transfer is requested tonight within special education object codes.</li> <li>• Excess cost revenue is reflected on page 4 and is larger than budgeted for.</li> <li>• Mrs. Faulenbach noted that the legal fees were not unexpected with the many contracts under review. She noted revenue shortfalls on page 4 due to COVID restrictions; all municipalities are struggling with this. She asked if the final excess cost will be received in May.</li> <li>• Mr. Giovannone said yes and that it is usually 20% of the total. He said this revenue line will be positive, unlike others.</li> <li>• Mrs. Rella asked why the Medicare revenue is negative. Mr. Giovannone said this is a timing issue only. It is not expected to be short at end of year.</li> <li>• Mrs. Monaghan asked if the capital reserve total has been steady. Mr. Giovannone said yes, interest has been the only change lately.</li> <li>• Mrs. Faulenbach said the total is low in her opinion and will be discussed at year end.</li> <li>• Regarding the purchase resolution, Mrs. Nabozny asked how the athletic uniforms work through the town. Mr. Giovannone said the Board has access to this multi-year fund on the Town side. The district processes the billing on our side using Town funds.</li> </ul> <p><b>The motion passed unanimously.</b></p>	<p><b>March 31, 2021; Purchase Resolution: D-745; and Request for Budget Transfers.</b></p>
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<p><b>C. Gifts &amp; Donations</b>  <b>1. New Milford PTO - Exhibit B</b></p> <p>Mrs. Rella moved to approve Gifts &amp; Donations: New Milford PTO - Exhibit B in the amount of \$6,452.00, seconded by Mrs. Monaghan.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said these donations are so appreciated; the PTO is invaluable.</li> <li>• Mrs. Nabozny requested that PTO grant requests include when the event is taking place for informational purposes.</li> <li>• Ms. DiCorpo said the district will be working with the PTO on some internal mechanisms in general as part of a larger discussion to hopefully streamline the process for both sides.</li> </ul> <p>The motion passed unanimously.</p> <p><b>2. Anonymous Donor</b></p> <p>Mrs. Rella moved to approve Gifts &amp; Donations: Anonymous Donor in the amount of \$1,000.00, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach thanked the donor.</li> </ul> <p>The motion passed unanimously.</p> <p><b>3. Kimberly Clark</b></p> <p>Mrs. Nabozny moved to approve Gifts &amp; Donations: Kimberly Clark in the amount of \$7,477.00, seconded by Mrs. Rella.</p> <ul style="list-style-type: none"> <li>• Mrs. McInerney said this donation is fantastic and the items much needed.</li> </ul> <p>The motion passed unanimously.</p> <p><b>D. Grant Approval</b>  <b>1. Adult Education Grant ED 244</b></p> <p>Mrs. McInerney moved to approve the Adult Education Grant ED 244 in the amount of</p>	<p><b>C. Gifts &amp; Donations</b>  <b>1. New Milford PTO - Exhibit B</b></p> <p>Motion made and passed unanimously to approve Gifts &amp; Donations: New Milford PTO - Exhibit B in the amount of \$6,452.00.</p> <p><b>2. Anonymous Donor</b></p> <p>Motion made and passed unanimously to approve Gifts &amp; Donations: Anonymous Donor in the amount of \$1,000.00.</p> <p><b>3. Kimberly Clark</b></p> <p>Motion made and passed unanimously to approve Gifts &amp; Donations: Kimberly Clark in the amount of \$7,477.00.</p> <p><b>D. Grant Approval</b>  <b>1. Adult Education Grant ED 244</b></p> <p>Motion made and passed unanimously to approve the Adult</p>
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	<p><b>\$147,436.00, seconded by Mrs. Nabozny.</b></p> <ul style="list-style-type: none"> <li>Mrs. Calabrese said the Adult Education ED-244 Grant is reflective of what New Milford is required by law to provide to the community. It covers the basic cost of running a minimal Adult Education program serving High School Completion (through High School Diploma Classes or GED Prep Classes), English as a second Language and Citizenship Classes. It is a combination of State and local funds. The received amount fluctuates each year depending on BOE funding, which affects the state dollar amount as it is based on a percentage of local funding.</li> <li>Ms. DiCorpo said they will circle back to confirm the final dollar amount once it is received.</li> </ul> <p><b>The motion passed unanimously.</b></p>	<p><b>Education Grant ED 244 in the amount of \$147,436.00.</b></p>
<b>E.</b>	<p><b>Policies for Second Review</b></p> <ol style="list-style-type: none"> <li><b>3000 Concept and Roles in Business and Non-Instructional Operations</b></li> <li><b>3110 Budget Planning</b></li> <li><b>3160 Budget and Transfer of Funds</b></li> <li><b>3230 Federal Funds</b></li> <li><b>3231 Medical Reimbursement for Special Education Students</b></li> <li><b>6200 Adult Education</b></li> </ol> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said these are back for second review and will move to approval next month. She asked for any comments; there were none.</li> </ul>	<p><b>E. Policies for Second Review</b></p> <ol style="list-style-type: none"> <li><b>3000 Concept and Roles in Business and Non-Instructional Operations</b></li> <li><b>3110 Budget Planning</b></li> <li><b>3160 Budget and Transfer of Funds</b></li> <li><b>3230 Federal Funds</b></li> <li><b>3231 Medical Reimbursement for Special Education Students</b></li> <li><b>6200 Adult Education</b></li> </ol>
<b>F.</b>	<p><b>Policies for First Review</b></p> <ol style="list-style-type: none"> <li><b>3152 Spending Public Funds for Advocacy</b></li> <li><b>3300 Purchasing</b></li> </ol> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said there was a robust discussion at Policy regarding the proposed revisions to policy 3300. Threshold adjustments</li> </ul>	<p><b>F. Policies for First Review</b></p> <ol style="list-style-type: none"> <li><b>3152 Spending Public Funds for Advocacy</b></li> <li><b>3300 Purchasing</b></li> </ol>

	<p>are suggested for both bidding and purchasing processes. There is no set amount, it varies by district and the Board can set what they are comfortable with.</p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said he will provide historical information at Policy to inform discussion when the policy comes back for second review.</li> <li>• Mrs. Faulenbach said that will be helpful in the decision making process. These are arbitrary numbers somewhat and data is needed to inform decision making. While these are budgeted items, review adds clarity.</li> <li>• Mrs. Nabozny said she is looking forward to seeing the information. She said if the Board does make a change to the threshold, she would still like to see purchases under the threshold for information purposes only.</li> <li>• Mrs. McInerney said she would also like to hear about the impact to doing the business of the district when discussing further. That may provide guidance as well.</li> <li>• Mr. Helmus noted there is a cost to the bidding process too and asked that the internal process be quantified as well.</li> </ul>	
<b>G.</b>	<p><b>Food and Nutrition Services - Exhibit C</b></p> <p><b>1. Healthy Food Certification Statement</b></p> <p><b>Mrs. Monaghan moved that the New Milford Board of Education continue its participation in the National School Lunch Program and pursuant to Section 10-215f of the C.G.S., certify that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2021, through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but</b></p>	<p><b>G. Food and Nutrition Services - Exhibit C</b></p> <p><b>1. Healthy Food Certification Statement</b></p> <p><b>Motion made and passed unanimously that the New Milford Board of Education continue its participation in the National School Lunch Program and pursuant to Section 10-215f of the C.G.S., certify that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut</b></p>

<p>not limited to school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups, seconded by Mrs. Rella.</p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted that this is requested annually.</li> </ul> <p>The motion passed unanimously.</p> <p><b>2. Food Certification Exemptions for School Fundraisers</b></p> <p>Mr. McCauley moved that the New Milford Board of Education allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales, seconded by Mrs. Nabozny.</p> <ul style="list-style-type: none"> <li>• Mr. Failla said he will not be approving this motion unless it is presented as a joint motion for both food and drink, as allowed.</li> <li>• Mrs. Faulenbach said these are presented as a</li> </ul>	<p>Nutrition Standards during the period of July 1, 2021, through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.</p> <p><b>2. Food Certification Exemptions for School Fundraisers</b></p> <p>Motion made and passed that the New Milford Board of Education allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day.</p>
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	<p>bifurcated motion to allow flexibility to vote for one but not the other if a member wishes.</p> <p>The motion passed 7-1-0, with Mr. Failla voting no.</p> <p><b>3. Beverage Certification Exemptions</b></p> <p>Mrs. Nabozny moved that the New Milford Board of Education allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the beverage sales, seconded by Mrs. Rella.</p> <p>The motion passed 7-1-0, with Mr. Failla voting no.</p>	<p>"Location" means where the event is being held, and must be the same place as the food sales.</p> <p><b>3. Beverage Certification Exemptions</b></p> <p>Motion made and passed that the New Milford Board of Education allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the beverage sales.</p>
<b>H. New Milford Fire Request</b>	<ul style="list-style-type: none"> <li>• Mrs. Faulenbach said there is no suggested motion; she is opening for discussion.</li> <li>• Mrs. Nabozny noted that the memo references priority being given to NMHS sports teams. She wants it noted that the marching band should be similarly referenced, as they too use the stadium and parking lot. She said August dates could be an issue for them.</li> <li>• Ms. DiCorpo said they look out for all NMHS groups. Appendix A gives the priority list and</li> </ul>	<b>H. New Milford Fire Request</b>



	<p>references “events”.</p> <ul style="list-style-type: none"><li>● Mr. Aparicio said the New Milford Fire is a semi pro football team. They have been in Waterbury and Danbury. They are hoping to use our stadium for five home games and maybe three playoff games. They have applied for non-profit status which is pending.</li><li>● Mrs. McInerney asked if they were requesting fee waivers or non-profit status.</li><li>● Mrs. Faulenbach said they were contacted by Mayor Bass regarding this team, and a brief meeting was held regarding their waiver request. When reviewing numbers, it was determined that the waiver rates are more expensive than those for a non-profit so that would be the way to go. The Board recognizes the excitement and positivity and welcomes the opportunity to work with the team, but the non-profit status will be key. If status is not secured, fees are still less than what Danbury charges. Additional conversations will be necessary regarding insurance, usage, police presence etc. Mrs. Faulenbach asked Mayor Bass if he would like to comment.</li><li>● Mayor Bass said non-profit status is confirmed. The owner is a New Milford resident and graduate. The team will provide economic development opportunities as well. The Gridiron Club will be given the opportunity to work concessions and may keep the profit. The team is planning a youth event. Mayor Bass said he totally agrees that our student groups take priority in use of fields.</li><li>● Mrs. Faulenbach said she recognizes the opportunity here. At the start of discussion, non-profit status was uncertain. If that is no longer an issue, then the waiver request is not necessary.</li><li>● Mr. Helmus asked why the team left Waterbury and Danbury. He also asked about wear and tear of the turf field. Will grown men playing football have a negative impact that outweighs the benefits?</li></ul>	
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	<ul style="list-style-type: none"> <li>• Mayor Bass said the owner lives in New Milford and went to NMHS and has dreamed of having the team in his home town. Plus, New Milford has beautiful fields. Regarding wear and tear, Mayor Bass said it is the same as having high school players use it. He commended the Facilities department for keeping the fields in such great shape.</li> <li>• Mr. Failla said the fields are designed to college standards at the very least. Wear and tear will not be an issue as they are built to challenging standards.</li> <li>• Mrs. McInerney asked Mr. Lipinsky if the team's schedule will interfere with any school activities, including the August band camp.</li> <li>• Mr. Lipinsky said they are requesting Saturday evenings so it shouldn't be a problem, but he coordinates with Mr. Syzdek as needed. Outside groups are alerted if a conflict arises.</li> <li>• Mrs. Faulenbach said forms and conversation all reflect that student centered events take precedence and that is agreeable to both parties. She said this is a different type of field usage for New Milford so it will be important to follow up to make sure all are on the same page and successful as it goes forward.</li> <li>• Mrs. Rella asked how much the team will be charging.</li> <li>• Mr. Failla said that has no bearing on the process as long as their fees are paid. Part of why the fields were built is for Town and community use.</li> <li>• Mayor Bass said the team will be charging \$10 per adult with under 16 free. A portion will go towards turf field replacement.</li> </ul> <p><b>I. Maxx Facilities Upgrades</b></p> <p><b>Mrs. Nabozny moved to approve Maxx Facilities Upgrades not to exceed \$25,000.00, seconded by Mrs. McInerney.</b></p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said there has been a conversation with the Town for some time due to the additional LHTC students expected for 2022-23.</li> </ul>	<p><b>I. Maxx Facilities Upgrades</b></p> <p><b>Motion made and passed unanimously to approve Maxx Facilities Upgrades not to exceed \$25,000.00.</b></p>
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	<p>In addition, there has been a vision for many years to create a Transition Center. The request has been complied by two LHTC staff and Jason O'Connor of the Youth Agency, which uses the space for rentals and other uses. This is an opportunity for both groups to enhance programming. Some expenses are solely district specific, such as lockers, washer and dryer etc. Others are viewed as joint purchases such as signs for the entrance, countertops. Additionally, we are hoping to include some safety and security items in the Safety Grant request. Ms. DiCorpo said she is asking that this be considered tonight as an end of year project so that we can begin to order items and take delivery by June 30. Actual work timeframe is still to be determined. It was originally planned to be done during Covid but didn't happen. Now we will need to plan where LHTC will be housed when the work is happening. We also don't want to prohibit any Town use of the Maxx during that time.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said we have talked about this previously and this is another example of collaborating with the Town to see how best we can work together and fund. She said personally she thinks it is fair and appropriate that the Board fund these materials.</li><li>• Mrs. McInerney said the Maxx is a great asset to the Town and she is happy to support this investment both for the Town and for LHTC students. She said the central location is also beneficial to the program.</li><li>• Mrs. Monaghan asked if donations will be accepted for the project. Mrs. Olson said they would consider any offers to help.</li><li>• Mrs. Faulenbach said that's why the motion is "not to exceed". Offsets will certainly be considered.</li><li>• Mrs. Rella asked how many students are in LHTC now. Mrs. Olson said 11, with 15 expected next year. She said we've been discussing improvements to this program for</li></ul>	
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	<p>four years. It is a reflection of student need even more than numbers and will enhance the Youth Agency as well.</p> <ul style="list-style-type: none"> <li>• Mrs. Rella asked if tuition students would be considered as well and Mrs. Olson said yes.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>J. NMHS Electronic Sign</b></p> <p><b>Mrs. Nabozny moved to approve the NMHS Electronic Sign in the amount of \$45,229.00, seconded by Mrs. Rella.</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said this is long overdue. The high school is a gateway and the sign is one of the first things you see.</li> <li>• Mr. McCauley said this has come up at Facilities in the past. It is important and needs to be done.</li> </ul> <p><b>The motion passed unanimously.</b></p>	<p><b>J. NMHS Electronic Sign</b></p> <p><b>Motion made and passed unanimously to approve the NMHS Electronic Sign in the amount of \$45,229.00.</b></p>
9.	<p><b>Items for Information and Discussion</b></p> <p><b>A. Staples Donation</b></p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said this donation came to NES. They are working on a list for the future to try and ensure equity in donations received.</li> </ul> <p><b>B. ESSER II Funding</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said the memo reflects top points of the request. The application has been submitted. The second page gives a breakout of the funds.</li> <li>• Ms. DiCorpo said yesterday the state contacted us with questions about our submission. We will keep the Board informed of any changes. She said today we heard that the state is looking closely at remote instruction and it probably will not be allowed. That may create changes to the plan. It remains a work in progress.</li> </ul>	<p><b>Items for Information and Discussion</b></p> <p><b>A. Staples Donation</b></p> <p><b>B. ESSER II Funding</b></p>

	<p><b>C. 2021 COVID-19 Special Education Stipend</b></p> <ul style="list-style-type: none"> <li>• Mrs. Olson said this application is for a stipend of up to \$20,000 that must be used by fall of 2021 if awarded. The proposal was submitted last week and focuses on evaluation of students, summer programming and after school program support, as well as the purchase of some standing desks.</li> <li>• Mrs. McInerney said PTO has purchased some standing desks and they have been beneficial.</li> </ul> <p><b>D. Enrollment Study and Feasibility Study Updates</b></p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said the process schedule refers to Month 1. That is March. SLR has visited SNIS to review space and a working committee has been formed that includes BOE and Town representatives. The studies should be completed by June (Month 4).</li> </ul> <p><b>E. Facilities End of Year Project</b></p> <ul style="list-style-type: none"> <li>• Mr. Aparicio said they are looking to have the gym floors at the high school professionally dry scrubbed and resurfaced but need to coordinate that with the roof work.</li> <li>• Mrs. Nabozny expressed concern that the project might interfere with Band Camp in August.</li> <li>• Ms. DiCorpo said this is a preliminary conversation while we gather more information. Alternate space will be found if needed. There are just many projects ongoing this summer. Ms. DiCorpo said they are hoping to bring this project back in May for consideration, along with Covid potential costs for next year and capital.</li> </ul> <p><b>F. District-wide Access Card System</b></p>	<p><b>C. 2021 COVID-19 Special Education Stipend</b></p> <p><b>D. Enrollment Study and Feasibility Study Updates</b></p> <p><b>E. Facilities End of Year Project</b></p> <p><b>F. District-wide Access Card System</b></p>
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	<ul style="list-style-type: none"> <li>• Mr. Aparicio said this project was part of the Capital Plan but they are now hoping to fund it through the School Safety and Security Grant.</li> <li>• Ms. DiCorpo said they are hoping to use the grant for safety and security measures at the Maxx as well.</li> <li>• Mrs. Faulenbach said this was \$150,000 in the capital plan and it is so exciting to think that a grant is available.</li> </ul>	
<b>10.</b>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Discussion of Superintendent's request for approval of employment contract's carryover provision; Interim SMS Assistant Principal; and Sherman contract. Executive Session Anticipated. The Board may take action when it returns to public session.</b></p> <p>Mrs. McInerney moved that the Board enter into Executive Session to discuss the Superintendent's request for approval of employment contract's carryover provision; the Interim SMS Assistant Principal; and the Sherman contract; and to invite into the session Alisha DiCorpo, Anthony Giovannone, Catherine Gabianelli and the candidate, seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> <p>The Board and Mr. Giovannone entered executive session at 9:44 p.m.</p> <p>Ms. DiCorpo entered executive session at 9:49 p.m.</p> <p>The Board returned to public session at 10:05 p.m.</p> <p>Mrs. Rella moved that the Board approve the Superintendent's request regarding her employment contract's carryover provision, seconded by Mr.</p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Discussion of Superintendent's request for approval of employment contract's carryover provision; Interim SMS Assistant Principal; and Sherman contract. Executive Session Anticipated. The Board may take action when it returns to public session.</b></p> <p>Motion made and passed unanimously that the Board enter into Executive Session to discuss the Superintendent's request for approval of employment contract's carryover provision; the Interim SMS Assistant Principal; and the Sherman contract; and to invite into the session Alisha DiCorpo, Anthony Giovannone, Catherine Gabianelli and the candidate.</p> <p>Motion made and passed unanimously that the Board approve the Superintendent's request regarding her employment contract's</p>

	<p><b>McCauley.</b></p> <p><b>The motion passed unanimously.</b></p> <p><b>Mrs. Rella moved that the Board approve the appointment of: James Matranga as Interim Schaghticoke Middle School/Northville Elementary School Assistant Principal effective April 29, 2021; 2021 salary is per diem @ \$534.38 per day for 18 days (SMS) and per diem @ \$512.98 per day for 9 days (NES), seconded by Mrs. Nabozny.</b></p> <p><b>The motion passed unanimously.</b></p> <p><b>Mrs. McInerney moved that the Board approve the Agreement between the New Milford Board of Education and the Sherman Board of Education and to authorize the Board Chair to sign the Agreement on its behalf, seconded by Mrs. Rella.</b></p> <p><b>The motion passed unanimously.</b></p>	<p><b>carryover provision.</b></p> <p><b>Motion made and passed unanimously that the Board approve the appointment of: James Matranga as Interim Schaghticoke Middle School/Northville Elementary School Assistant Principal effective April 29, 2021; 2021 salary is per diem @ \$534.38 per day for 18 days (SMS) and per diem @ \$512.98 per day for 9 days (NES), seconded by Mrs. Nabozny.</b></p> <p><b>Motion made and passed unanimously that the Board approve the Agreement between the New Milford Board of Education and the Sherman Board of Education and to authorize the Board Chair to sign the Agreement on its behalf.</b></p>
11.	<p><b>Adjourn</b></p> <p><b>Mrs. Rella moved to adjourn the meeting at 10:07 p.m., seconded by Mrs. Nabozny.</b></p> <p><b>The motion passed unanimously.</b></p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 10:07 p.m.</b></p>

Respectfully submitted:



Cynthia Nabozny  
Secretary  
New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
New Milford, Connecticut

May 18, 2021

\*\*As of May 14, 2021

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

1. **Mrs. Michelle Minto**, English Teacher, New Milford High School effective June 30, 2021.

Personal Reasons

2. **Mrs. Allison Parke**, Music Teacher, Sarah Noble Intermediate School effective June 30, 2021.

Personal Reasons

3. **Mrs. Joanne Weber**, Kindergarten Teacher, Northville Elementary School effective June 30, 2021.

Retirement

4. **Mrs. Ashley Wyka**, Special Education Teacher, Hill and Plain School effective June 30, 2021.

Moving out of state

**2. CERTIFIED STAFF**

**b. NON-RENEWALS**

1. **Dr. David Mirto**, Business Teacher, New Milford High School effective June 30, 2021.

Reduction in force

**3. CERTIFIED STAFF**

**c. APPOINTMENTS**

1. None

**4. MISCELLANEOUS STAFF**

**a. RESIGNATIONS**

1. None

**5. MISCELLANEOUS STAFF**

**b. APPOINTMENTS**

1. None

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

**a. RESIGNATIONS**

1. **Mr. Dante Cox**, Paraeducator, New Milford High School effective May 8, 2021.

Personal Reasons

2. **Mrs. Cindy Gallagher**, School Nurse, Hill and Plain School effective September 1, 2021.

Personal Reasons

3. **\*\*Mrs. Patricia Morales**, Paraeducator, Schaghticoke Middle School effective June 30, 2021.

Retirement



- 4. Ms. Miranda Villa**, Sanitation Attendant, New Milford High School effective March 29, 2021.

Separation

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

**b. APPOINTMENTS**

- 1. None**

**8. ADULT EDUCATION STAFF**

**a. RESIGNATIONS**

- 1. None**

**9. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

- 1. None**

**10. BAND STAFF**

**a. RESIGNATIONS**

- 1. None**

**11. BAND STAFF**

**b. APPOINTMENTS**

- 1. None**

**12. COACHING STAFF**

**a. RESIGNATIONS**

- 1. None**

**13. COACHING STAFF**

**b. APPOINTMENTS**

- 1. None**

**14. LEAVES OF ABSENCE**

- 1. None**



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	29,661,381	0	29,661,381	23,190,448	6,033,206	437,726	98.52%
100'S	SALARIES - NON CERTIFIED	9,375,760	0	9,375,760	7,102,004	1,103,905	1,169,851	87.52%
200'S	BENEFITS	11,074,320	-3,000	11,071,320	9,522,570	1,229,334	319,416	97.11%
300'S	PROFESSIONAL SERVICES	3,811,054	7,963	3,819,017	2,931,234	479,873	407,911	89.32%
400'S	PROPERTY SERVICES	917,680	-150	917,530	648,544	113,422	155,563	83.05%
500'S	OTHER SERVICES	7,918,036	-3,115	7,914,921	6,649,830	1,080,143	184,949	97.66%
600'S	SUPPLIES	2,604,719	-4,319	2,600,400	1,656,102	657,126	287,173	88.96%
700'S	CAPITAL	10,627	0	10,627	3,150	18	7,459	29.81%
800'S	DUES AND FEES	91,305	2,621	93,926	69,728	240	23,958	74.49%
900'S	REVENUE	-1,000,107	0	-1,000,107	-1,011,079	0	10,972	101.10%
<b>GRAND TOTAL</b>		<b>64,464,776</b>	<b>0</b>	<b>64,464,776</b>	<b>50,762,530</b>	<b>10,697,267</b>	<b>3,004,979</b>	<b>95.34%</b>

## SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	516,890	0	516,890	258,139	0	258,751	49.94%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,049,757	0	2,049,757	1,439,223	407,780	202,755	90.11%
51202	SALARIES - NON CERT - SUBSTITUTES	894,478	0	894,478	674,031	0	220,447	75.35%
51210	SALARIES - NON CERT - SECRETARY	1,871,103	0	1,871,103	1,520,235	221,530	129,338	93.09%
51225	SALARIES - NON CERT - TUTORS	275,695	0	275,695	149,756	0	125,939	54.32%
51240	SALARIES - NON CERT - CUSTODIAL	1,909,059	0	1,909,059	1,521,919	258,584	128,556	93.27%
51250	SALARIES - NON CERT - MAINTENANCE	920,442	0	920,442	723,511	132,248	64,684	92.97%
51285	SALARIES - NON CERT - TECHNOLOGY	471,446	0	471,446	388,233	43,831	39,382	91.65%
51336	SALARIES - NON CERT - NURSES	466,890	0	466,890	426,958	39,932	0	100.00%
<b>TOTAL</b>		<b>9,375,760</b>	<b>0</b>	<b>9,375,760</b>	<b>7,102,004</b>	<b>1,103,905</b>	<b>1,169,851</b>	<b>87.52%</b>

## BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	610,906	-18,000	592,906	448,118	0	144,788	75.58%
52201	BENEFITS - MEDICARE	522,583	0	522,583	421,150	0	101,433	80.59%
52300	BENEFITS - PENSION	879,067	0	879,067	879,067	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	15,000	30,000	26,637	3,363	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,323,495	0	8,323,495	7,129,303	1,194,192	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	87,933	14,812	22,254	82.20%
52830	BENEFITS - LIFE INSURANCE	142,000	0	142,000	88,170	16,967	36,863	74.04%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	456,269	0	456,269	442,192	0	14,077	96.91%
<b>TOTAL</b>		<b>11,074,320</b>	<b>-3,000</b>	<b>11,071,320</b>	<b>9,522,570</b>	<b>1,229,334</b>	<b>319,416</b>	<b>97.11%</b>

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	29,661,381	0	29,661,381	23,190,448	6,033,206	437,726	98.52%
51200	NON-CERTIFIED SALARIES	9,375,760	0	9,375,760	7,102,004	1,103,905	1,169,851	87.52%
52000	BENEFITS	11,074,320	-3,000	11,071,320	9,522,570	1,229,334	319,416	97.11%
53010	LEGAL SERVICES	218,945	0	218,945	217,358	1,587	0	100.00%
53050	CURRICULUM DEVELOPMENT	85,000	0	85,000	29,004	1,800	54,196	36.24%
53200	PROFESSIONAL SERVICES	2,070,915	5,563	2,076,478	1,615,518	338,591	122,370	94.11%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	22,821	0	7,679	74.82%
53210	TIME & ATTENDANCE SOFTWARE	11,500	0	11,500	5,741	0	5,759	49.92%
53220	IN SERVICE	117,175	-600	116,575	19,159	17,083	80,334	31.09%
53230	PUPIL SERVICES	597,574	0	597,574	480,974	60,286	56,314	90.58%
53300	OTHER PROF/ TECH SERVICES	58,470	0	58,470	33,489	4,181	20,800	64.43%
53310	AUDIT/ACCOUNTING	45,000	3,000	48,000	48,000	0	0	100.00%
53500	TECHNICAL SERVICES	248,490	0	248,490	241,837	0	6,653	97.32%
53530	SECURITY SERVICES	214,385	0	214,385	141,641	56,345	16,399	92.35%
53540	SPORTS OFFICIALS SERVICES	113,100	0	113,100	75,693	0	37,407	66.93%
54101	CONTRACTUAL TRASH PICK UP	94,853	0	94,853	54,394	24,446	16,013	83.12%
54301	REPAIRS & MAINTENANCE	468,423	0	468,423	364,458	24,558	79,407	83.05%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,129	0	1,371	45.17%
54303	GROUNDS MAINTENANCE	13,000	0	13,000	5,162	816	7,022	45.98%
54310	GENERAL REPAIRS	44,440	-150	44,290	16,084	10,558	17,648	60.15%
54320	TECHNOLOGY RELATED REPAIRS	32,847	0	32,847	9,891	2,605	20,351	38.04%
54411	WATER	68,195	0	68,195	37,228	17,830	13,137	80.74%
54412	SEWER	15,559	0	15,559	15,559	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	177,863	0	177,863	144,640	32,609	614	99.65%
55100	PUPIL TRANSPORTATION - OTHER	88,250	0	88,250	28,270	42,429	17,551	80.11%
55101	PUPIL TRANS - FIELD TRIP	25,450	-3,115	22,335	0	0	22,335	0.00%
55110	STUDENT TRANSPORTATION	4,693,947	-177,137	4,516,810	4,020,801	458,514	37,495	99.17%
55190	STUDENT TRANSPORTATION PURCHAS	750	0	750	435	0	315	57.95%
55200	GENERAL INSURANCE	287,493	0	287,493	287,493	0	0	100.00%
55300	COMMUNICATIONS	50,240	0	50,240	43,669	4,461	2,110	95.80%
55301	POSTAGE	33,255	0	33,255	14,691	18,564	0	100.00%
55302	TELEPHONE	78,498	0	78,498	76,200	2,298	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	6,000	0	6,000	1,078	0	4,922	17.97%
55505	PRINTING	52,129	0	52,129	14,979	3,838	33,312	36.10%
55600	TUITION - TRAINING	35,000	0	35,000	5,900	0	29,100	16.86%
55610	TUITION - PUBLIC PLACEMENTS	790,273	33,672	823,945	715,548	107,714	683	99.92%
55630	TUITION - PRIVATE PLACEMENTS	1,727,602	143,465	1,871,067	1,431,925	439,142	0	100.00%
55800	TRAVEL	49,149	0	49,149	8,840	3,184	37,125	24.46%
56100	GENERAL INSTRUCTIONAL SUPPLIES	167,326	0	167,326	92,987	17,796	56,544	66.21%
56110	INSTRUCTIONAL SUPPLIES	405,132	-4,997	400,135	283,621	41,247	75,266	81.19%
56120	ADMIN SUPPLIES	29,788	0	29,788	18,340	1,360	10,088	66.13%
56210	NATURAL GAS	188,000	0	188,000	147,276	40,724	0	100.00%
56220	ELECTRICITY	974,971	0	974,971	492,220	441,067	41,684	95.72%
56230	PROPANE	3,870	0	3,870	1,758	1,991	121	96.87%
56240	OIL	207,901	0	207,901	199,252	0	8,649	95.84%
56260	GASOLINE	27,186	0	27,186	9,055	18,131	0	100.00%
56290	FACILITIES SUPPLIES	311,190	0	311,190	170,009	82,445	58,736	81.13%
56291	MAINTENANCE COMPONENTS	15,650	0	15,650	10,237	3,259	2,154	86.23%
56292	UNIFORMS/ CONTRACTUAL	13,000	0	13,000	12,550	136	314	97.58%
56293	GROUNDKEEPING SUPPLIES	23,060	0	23,060	21,437	1,623	0	100.00%
56410	TEXTBOOKS	57,036	4,810	61,846	45,109	4,552	12,185	80.30%
56411	CONSUMABLE TEXTS	102,146	0	102,146	102,146	0	0	100.00%
56420	LIBRARY BOOKS	31,000	0	31,000	22,207	1,724	7,068	77.20%
56430	PERIODICALS	16,559	-4,383	12,176	6,256	45	5,875	51.75%
56460	WORKBOOKS	2,650	0	2,650	2,620	0	30	98.87%
56500	SUPPLIES - TECH RELATED	28,254	251	28,505	19,022	1,026	8,457	70.33%
57345	INSTRUCTIONAL EQUIPMENT	4,500	0	4,500	3,150	18	1,332	70.40%
57400	GENERAL EQUIPMENT	6,127	0	6,127	0	0	6,127	0.00%
58100	DUES & FEES	91,305	2,621	93,926	69,728	240	23,958	74.49%
<b>EXPENDITURE TOTAL</b>		<b>65,464,883</b>	<b>0</b>	<b>65,464,883</b>	<b>51,773,609</b>	<b>10,697,267</b>	<b>2,994,007</b>	<b>95.43%</b>



## REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-625,225	0	-625,225	-910,770	0	285,545	145.67%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-29,368	0	-31,139	48.54%
44105	FOI & FINGERPRINTING FEES	-1,900	0	-1,900	0	0	-1,900	0.00%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	-11,535	0	-43,465	20.97%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-8,406	0	-19,545	30.08%
44800	REGULAR ED TUITION	-114,400	0	-114,400	-36,000	0	-78,400	31.47%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	-15,000	0	-14,900	50.17%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	0	0	-25,400	0.00%
44861	PARKING PERMIT FEES	-59,824	0	-59,824	0	0	-59,824	0.00%
<b>REVENUE TOTAL</b>		<b>-1,000,107</b>	<b>0</b>	<b>-1,000,107</b>	<b>-1,011,079</b>	<b>0</b>	<b>10,972</b>	<b>101.10%</b>

<b>GRAND TOTAL</b>	<b>64,464,776</b>	<b>0</b>	<b>64,464,776</b>	<b>50,762,530</b>	<b>10,697,267</b>	<b>3,004,979</b>	<b>95.34%</b>
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<u>BOE Capital Reserve Acct #43020000-10101</u>	
Total as of 4/30/21	550,803

<u>Turf Field Replacement Acct #43020000-10130</u>	
CONTRIBUTION - <u>FROM BOE 17.18 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE 18.19 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE COLLECTED TEAM FEE'S &amp; BANNER SALES</u>	10,225
CONTRIBUTION - <u>FROM TOWN DATED 6/4/20</u>	50,000
Total as of 4/30/21	160,225



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

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	SPED	GOLDMAN, GRUDER & WOODS, LLC	SPED - SETTLEMENT AGREEMENT	\$ 100,000.00	55630
GENERAL	SPED	CHANGE ACADEMY (CALO)	SPED ODP TUITION - FEBRUARY & MARCH 2021 - 1 STUDENT	\$ 34,584.62	55630
GENERAL	DISTRICT	TEPPER AND FLYNN, LLC	CONSULTING SERVICES/ADMIN. SUPERVISION - FEBRUARY, MARCH, APRIL 2021	\$ 32,400.00	53200
GENERAL	DISTRICT	LAW OFFICES OF JENNIFER LAVIANO	NON SPED - LAST YEAR OF MULTI YEAR SETTLEMENT AGREEMENT	\$ 29,940.00	55630
<b>INSURANCE CLAIM*</b>	<b>NMHS</b>	<b>NORTHEAST SCOREBOARDS</b>	<b>REMOVE OLD SCOREBOARD AND SWAP ELECTRONICS TO NEW ENCLOSURE</b>	<b>\$ 15,732.00</b>	<b>53204</b>
GENERAL	NMHS	SELECT PHYSICAL THERAPY	ATHLETIC TRAINING SERVICES - PAYMENT 3 OF 3	\$ 9,000.00	53201
GENERAL	DOI	TAFT SCHOOL	ADVANCED PLACEMENT TRAINING - 8 TEACHERS	\$ 5,900.00	55600

***\*FUNDS WERE ALLOCATED TO THIS AS PART OF CIRMA INSURANCE CLAIM RELATED TO THE STORM BACK ON 5/5/18***



# BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3  
MAY 2021 MEETING

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

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

# New Milford PTO

Parent Teacher Organization

PO Box 1343

New Milford, CT 06776

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4 May 2021

Ms. Alisha DiCorpo  
Superintendent  
50 East Street  
New Milford, CT 06776

Dear Ms. DiCorpo

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

**Sarah Noble Intermediate School:**

1. A grant for Crocodile River to teach students about African dance, music and art. All grades will participate. This event to be held 6/3 (rain date 6/4)  
\$4,000.00

**Total: \$4,000.00**

Sincerely,  
Mandi MacDonald  
NMPTO President





**NEW MILFORD PUBLIC SCHOOLS**  
**Office of the Interim Assistant Superintendent**  
50 East Street  
New Milford, Connecticut 06776  
(860) 354-3235 FAX (860) 210-2643

TO: Alisha DiCorpo  
FROM: Catherine Calabrese  
DATE: May 1, 2021  
RE: Adult Education PEP (Program Enhancement Projects) Grant

This grant is a competitive grant created in response to the Workforce Innovation and Opportunity Act (*WIOA*) of 2014, Title II, Adult Education and Family Literacy Act (*AEFLA*), Public Law 113-128 (hereinafter referred to as the "Act"). It replaces a series of grants obtained by New Milford in past years. Less fund availability and more stringent requirements have resulted in decreased availability of grants that New Milford would qualify for this grant round.

The overarching goal of WIOA and the Act is to:

- increase accessibility to adult education programs and services for learners most in need;
- create a seamless transition to post-secondary education and training through the development of career pathways;
- foster strong, literate families in an effort to reduce the current student achievement gap;
- build an educated and competitive Connecticut workforce.

The funds are awarded to agencies that have demonstrated effectiveness in providing adult education and literacy activities to individuals who:

- have attained 17 years of age;
- are not enrolled or required to be enrolled in secondary school under Connecticut state law;
- are basic skills deficient;
- do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or
- are English language learners (ELL).

These funds are to be used to enhance what local funding provides, not replace it.

This year we are requesting \$40,000 for workforce skills development for students enrolled in the High School Completion program.

We no longer qualify as a program for the IELC grant we have had in past years. In an effort to secure some ESL funding we have entered a collaboration with four other Adult Education programs to obtain \$9,952 towards instruction and share CNA and Food Service material, training and certification testing through EdAdvance.

# NEW MILFORD PUBLIC SCHOOLS

Office for Student Affairs

50 EAST STREET

NEW MILFORD, CONNECTICUT 06776

(860) 354-2654 FAX (860) 210-2682



Laura M. Olson  
Director of Special Services

## MEMORANDUM

TO: Alisha DiCorpo, Superintendent  
FROM: Laura M. Olson  
DATE: May 3, 2021  
RE: IDEA Grant

Attached you will find the Budget Narrative and State Budget pages for the IDEA, Part B, Section 611 and Section 619 grants. These are entitlement grants, not competitive grants, and funds must be spent on activities that support district goals for special education students. IDEA-611 is for students 3-22 years old and IDEA-619 is solely for activities supporting children 3-5 years old. The major expenditures for each of these grants are on staffing. The budget narrative pages explain the full-time equivalents and the actual expenditure line for each category. The IDEA-611 grant is \$923,834. and IDEA-619 is \$33,714.

District Goals supporting the grants:

1. To increase opportunities for all students with disabilities meaningful learning time with nondisabled peers.
2. To increase parent partnerships in the participation of their child's educational program.
3. To increase opportunities for students with disabilities to access technology, to promote communication, access to general curriculum and learning.
4. To provide appropriate instruction for students with specific learning and behavioral needs.
5. To increase the proficiency and accuracy of paperwork, written goals and data related to special education.
6. To promote best practices for transition planning.
7. To promote best special education preschool programming within a fully inclusive environment with nondisabled typical peers.
8. To enhance preschool programming addressing state Preschool Curriculum and other best practices.

 Not Applicable (for districts with no 611 Allocation)

**Goals, Related Activities and Equitable Access to IDEA, Part B Grants**

District Goal	School district planned special education activities	Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.
* 1. Increase opportunities for students with disabilities meaningful participation with their non-disabled peers.	* Promote co teaching at all prek-22 yr old programs. Promote collaboration between general and special education staff. Provide meaningful professional development opportunities for staff and parents. Provide OT services to SWD's, prek up to age 22.	* Provide initial co teaching training for staff new to co teaching model. Provide ongoing co teaching support through teacher feedback, collaboration, and observation. Provide release time for staff so that they can plan meaningful co taught lessons: long range and short term unit development.

* 2. To increase parent partnerships with school staff and outside agencies in order to develop shared person-centered plans for adulthood.	* Promote parent training on topics of need/interest. Promote Person-Centered Planning" sessions for families, grades 9-12.	* Continue to promote "Parents As Partners" sponsored by the New Milford Public Schools. Plan, advertise, and coordinate three to four workshops for the school year. Plan and coordinate "Person Centered Planning" sessions for students, staff and families. Provide staff training on how to facilitated the Person Centered Planning workshops.
* 3. To increase access or SWD's access to technology in order to access general and special education curriculum.	* Support the students, families, and staff with a contracted Assistive Technology consultant (AT).	* Provide students with AAC and personal devices in order to facilitate communication for SWD's. Provide students and families with ongoing training in order to utilize his/her AAC and personal devices. Provide teaching staff with training so that they can assist students and support staff and families with the needed skills to work with students effectively.
* 4. To provide appropriate research-based instruction for students with dyslexia, language based reading and writing disorders, and specific learning disabilities.	* Provide ongoing professional development for staff in the area of multisensory reading, dysgraphia, dyscalculia, and executive functioning disorders.	* Provide a Wilson Reading Program and Foundations Reading Program consultant: ongoing, year-long support, modeling and consultation at the k-2 and 3-5 schools. Provide training for Language Live! training and/or support at the gr. 6-12 schools. Promote and support staff who are being trained as "Certified Wilson Teachers" grades 3-8.

* 5. To provide opportunities and support for students in the 18-22 year old transition program.	* SWD's will participate in community outings and related activities in order to improve their social independence, vocational skills, and self-determination. Provide a Transition Coordinator for grades 6-12+ in order to promote and educate staff, students and families.	* Provide a Transition Coordinator for grades 6-12+ in order to promote and educate staff, students and families by providing BRS and DDS coordination. Providing Person Centered Planning activities. Attend PPT's for students requiring transition services post 18.
* 6. To provide students, staff and families with strategies, resources and interventions for behaviorally dysregulated SWD's.	* SWD's will receive behavioral interventions through a variety of services provided by BCBA and RBT (Board Certified Behavior Analyst and Registered Behavior Technician).	* Provide BCBA services to develop Functional Behavioral Analysis, Behavior Intervention Plans and set up data collection documents for staff. Provide paraeducators and contracted employees with the training and certification to become RBT's (Registered Behavior Technicians). Provide select paraeducators with Relias on-line training and BCBA supervision to complete RBT certification. Provide each certified RBT with a stipend of \$2750 at the end of the 2021-22 and 2022-23 school years.

Budget Overview

New Milford School District (096-000) Public School District - FY 2022 - IDEA - Rev 0 - IDEA 611

Filter by Location: All - \$923,834.00 ▼

Purpose	01 - Public School Activities	02 - Private School Activities	Total
Object			
111A - Non-Instructional Salaries	80,052.00	0.00	80,052.00
111B - Instructional Salaries	712,036.00	33,519.00	745,555.00
322 - In Service	25,000.00	0.00	25,000.00
323 - Pupil Services (Non-Payroll)	49,984.00	0.00	49,984.00
324 - Field Trips	3,825.00	0.00	3,825.00
325 - Parent Activities	3,500.00	0.00	3,500.00
330 - Employee Training (Non-Direct Services)	995.00	0.00	995.00
580 - Travel	500.00	0.00	500.00
600 - Supplies - Technology/Instructional	0.00	14,423.00	14,423.00
Total	875,892.00	47,942.00	923,834.00

Object	Purpose	01 - Public School Activities	02 - Private School Activities	Total
				Allocation
				923,834.00
				Remaining
				0.00

 Not Applicable (for districts with no 619 allocation)

**Goals, Related Activities and Equitable Access to IDEA, Part B Grants**

District Goal	School district planned special education activities	Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.
* 1. Provide SWD's (ages 3-5) a fully inclusive preschool experience.	* Provide occupational therapy (OT) services for SWD's.	* Provide direct or consultative OT services for SWD's.
* 2. To support and enhance special education services (ages 3-5) by addressing state guidelines (ELDS), curriculum and best practice.	* Provide one (1.0 FTE) special education tutor to support students in the preschool classroom.	* Provide a preschool special education tutor to support classrooms and individual student needs. Provide release time for preschool staff to meet and collaborate. Provide substitute coverage for preschool staff so that they can participate in training, planning, and professional development.



Budget Overview

New Milford School District (096-000) Public School District - FY 2022 - IDEA - Rev 0 - IDEA 619

Filter by Location: All - \$33,714.00 ▼

Object	Purpose	01 - Public School Activities	Total
111B - Instructional Salaries		15,000.00	15,000.00
322 - In Service		3,141.00	3,141.00
323 - Pupil Services (Non-Payroll)		7,573.00	7,573.00
325 - Parent Activities		2,000.00	2,000.00
600 - Supplies - Technology/Instructional		4,000.00	4,000.00
730 - Equipment		2,000.00	2,000.00
Total		33,714.00	33,714.00
		Allocation	33,714.00
		Remaining	0.00



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

**Bid Award: 4A-1**  
**Operations Sub-Committee: 5/11/21**

**TO: Alisha DiCorpo, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: May 4, 2021**  
**RE: Bid Award – Septic & Grease Trap Service and Cleaning**

---

The New Milford Board of Education is soliciting proposals from qualified bidders to pump & inspect each tank indicated throughout the district as we do each year. We require the proposal to separate costs out with two (2) distinct prices:

1. The cost to pump and visually inspect each tank or trap as indicated.
2. The dumping fee associated with bringing the refuse to the waste treatment plant.

The bid has been posted on our website and as a legal notice in the newspaper.

The bid close date and time for this item is Friday May 14, 2021 at 12:00pm.

A revised award memo that includes a recommendation to a specific vendor will be available for the full Board meeting on May 18, 2021.

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



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

**Bid Award: 4A-2**  
**Operations Sub-Committee: 5/11/21**

**TO: Alisha DiCorpo, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: May 4, 2021**  
**RE: Bid Award – Boiler & Burner Service and Cleaning**

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The New Milford Board of Education is soliciting bids for annual cleaning, tuning and calibration & inspection of all boilers and oil fire hot water heaters for the 5 schools and one Central Office Building in the district.

Pricing was requested to include all labor, materials, supplies, permits and other cost factors for this turn-key operation. Required in the scope of work is a full report of any potential repairs that are to be discovered upon completion of the cleaning.

The bid has been posted on our website and as a legal notice in the newspaper.

The bid close date and time for this item is Friday May 14, 2021 at 12:00pm.

A revised award memo that includes a recommendation to a specific vendor will be available for the full Board meeting on May 18, 2021.

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

## FOR APPROVAL

*COMMENTARY: This policy is not legally mandated but is commonly found in districts across the state. It's not clear what the "whole school program" refers to so the Board may want to consider whether that phrase is appropriate here. Likewise, the phrase "unit expenditure" is a little vague so the Board may want to consider eliminating that paragraph entirely. Finally, the changes in the last paragraph are recommended for clarity.*

3000

### Business/Non-Instructional Operations

#### Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that finances and financial management are critical to the support of ~~the whole school program~~ **district operations**. ~~To make that support as effective as possible~~ **To that end**, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Explore all practical sources of financial support.
3. Guide the expenditure of funds so as to extract the greatest educational returns.
4. Establish top-quality accounting, control, and reporting procedures.
5. Maintain the level of unit expenditure needed to provide quality education within the ability of the community to pay.

#### Non-Instructional Operations

The operation and maintenance of **the District's schools, equipment and other property dedicated to Board of Education use shall be in accordance with reasonable standards designed to ensure student, staff and visitor safety and health**, ~~school plant and equipment shall set reasonable standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.~~

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR APPROVAL

*ADDITIONAL COMMENTARY (4/1/21): This policy is not legally mandated but is fine for the Board to keep for general informational purposes. The last sentence however is vague and legal recommends deleting as unnecessary.*

*COMMENTARY: Some districts outline the timeline for the budget submission process in this policy and/or in a "Budget Calendar" policy (see sample attached). Setting out a budget timeline in policy is not mandated by law but the Board may wish to do so for the benefit of the public and/or administrative staff. While certain deadlines like the Board's budget submission date to the Board of Finance (for New Milford the first business day in February) are mandated pursuant to Town Charter, the Board may elect to set internal deadlines for the budget development process in addition to the ultimate budget submission deadline. The advantage of such an approach is that it creates a standardized, mandated process for budget development each year. The drawback is the potential loss of flexibility.*

*This policy in current form is fine although the last sentence is a little ambiguous as to whether a budget development administrative regulation is required.*

3110

### **Business/Non-Instructional Operations**

#### **Budget: Planning**

As a preliminary part of the development of the budget, the Board of Education shall study the school program in relation to the present and future needs of the students and the community. In an effort to make the budget a comprehensive reflection of the financial needs of the school system, steps shall be taken to receive input at Regular and Special Board meetings from the community, students, certified and non-certified staff, and the administrative staff in the budget process. ~~The procedure for the involvement of these representatives shall be developed by the Superintendent of Schools and implemented by the Superintendent's office upon the formal approval of the Board of Education.~~

Legal Reference:       Connecticut General Statutes  
                              10-222 Appropriations and budget.

Policy adopted:           June 11, 2002  
Policy revised:          June 10, 2008  
Policy revised:          March 8, 2011  
Policy reviewed:         February 25, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR APPROVAL

*ADDITIONAL COMMENTARY (4/1/21): The changes below are designed to better align this policy with Conn. Gen. Stat. § 10-222 which addresses line-item transfers, supplemental appropriations and other issues. The “Town Charter” section at the end of the policy is added to make clear the District will comply with all applicable Charter provisions relating to budgeting except to the extent any of those provisions conflict with the law.*

*COMMENTARY: Conn. Gen. Stat. § 10-222 is the primary law governing board of education budgeting. The law requires boards of education to submit annual budgets to the town fiscal authority for review and includes a procedure by which the town fiscal authority can recommend consolidations and other financial efficiencies. The statute also gives boards of education wide discretion to determine how to transfer funds within the approved district budget. Pursuant to this law, boards of education are free to transfer between “itemized estimates” within the budget (i.e. line-items) so long as the transfer is from unexpended funds within an itemized estimate.*

*Based on the language of the statute Legal recommends that the first paragraph be amended as shown below. The deleted text is not necessary for a Board-level policy (an administrative regulation that goes into detail into the administration’s assignments/deadlines for the budget making process may be more appropriate). The second paragraph closely tracks the Board’s responsibilities under Conn. Gen. Stat. § 10-222 for responding to budget suggestions from the Board of Finance.*

*Adding the sentence under “Budget Reports” on page 2 is recommended to make it explicit that the Superintendent is ultimately responsible for Board expenditures. This is covered elsewhere in the Board’s policies – i.e. the Board’s policy regarding the responsibilities of its Superintendent of Schools -- #2131 – but there is no downside to adding a reference here as well.*

*Conn. Gen. Stat. § 10-222 authorizes boards of education to enact policies (such as this one) that allow designated district personnel to make line-item transfers in emergency circumstances so long as the transfer is announced at the next regularly scheduled board meeting and a written explanation of the transfer is provided to the legislative body of the Town. The statute does not set a maximum emergency transfer amount so the Board has discretion to choose what that amount will be, if any. It may be wise to set this amount as a percentage – such as “no greater than 5% of any designated line item” – rather than as a flat dollar amount to make sure that the policy reflects the degree of discretion that the Board wants to confer on the Superintendent/Director of Finance for such transfers. In addition, the statute does not define what constitutes an “emergency” that allows for line-item transfer between Board meetings. As a result, the Board may want to consider deleting the definition in the bracketing that follows the word emergency on page 2 in order to allow for more flexibility as to what constitutes an “emergency.” On the other hand, if the Board wants to exercise close control over the budget/line-item transfer process it can leave this language as is.*

*Lastly, the added section on Supplemental Appropriations at the end of the policy does not need to be committed to policy, however it may be advisable to do so to provide clear direction to the Board and administration. The language in that section closely tracks the language of Conn. Gen. Stat. § 10-222 which sets out the procedure by which a board of education may receive a supplemental appropriation.*

## **Business/Non-Instructional Operations**

### **Budget and Transfer of Funds**

#### **Budget**

**In accordance with Conn. Gen. Stat. § 10-222,** ~~The administration shall prepare and submit to the Board of Education~~ **shall prepare an itemized estimate of its budget each year for submission to the Town Board of Finance for review and appropriation.** ~~an itemized estimate of revenues and expenditures for the next fiscal year's budget.~~ An "itemized estimate" means an estimate in which broad categories including, but not limited to, salaries, fringe benefits, utilities, supplies and grounds maintenance are divided into one or more line items.

**The Board of Education shall review any recommendations and suggestions that may be made by the Board of Finance in response to the Board of Education's estimated budget. As required by law, the Board of Education shall provide the Board of Finance with a written explanation of any rejection of recommendations or suggestions made by the Board of Finance.**

More specific line items (such as summaries by program) may be used by the administration to assist in the development, administration and monitoring of the budget. The administration shall maintain a chart of accounts that is organized to conform to the requirements for state and federal reporting.

#### **Budget Reports**

**The Superintendent shall be responsible for administering and monitoring the Board of Education's annual budgets.** Monthly reports shall be prepared and submitted to the Board. These reports will show for each of the line items listed above:

1. Original budget amount
2. Revised budget amount
3. Expended amount
4. Encumbered amount
5. Current balance
6. Percent used

## **Business/Non-Instructional Operations**

### **Budget and Transfer of Funds**

#### **Budget Transfers**

The Board of Education may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item of the Board's itemized estimate, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

In the event of an emergency (health or welfare of students and/or staff or the protection of district facilities including components of the same) where the urgent need for the transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer, the Superintendent and/or School Business Manager/Director of Fiscal Services shall be authorized to transfer an amount not to exceed \$20,000. Any such emergency transfer(s) shall be announced at the next regularly scheduled meeting of the Board and a written explanation of the transfer shall be provided to the Board of Selectmen for the Town of New Milford.

All proposed budget transfers, other than an emergency transfer set forth above, will be submitted to the Board of Education for approval at the next regularly scheduled meeting, and prior to the execution of any procurement dependent on or related to the submitted request for transfer.

#### **Supplemental Appropriations**

**The Board of Education shall not expend more money than it has been appropriated by the Town of New Milford or has received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board shall notify the Board of Finance and shall submit a request for additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.**

#### **Town Charter**

**The Board of Education shall comply with all applicable Town Charter provisions regarding the development and approval of the District and Town budgets except where otherwise required by law.**



## **Business/Non-Instructional Operations**

### **Budget and Transfer of Funds**

Legal Reference: Connecticut General Statutes

**10-221 Boards of education to proscribe rules, policies and procedures**  
10-222 Appropriations and budget

Policy adopted: June 11, 2002  
Policy revised: June 10, 2003  
Policy revised: June 10, 2008  
Policy revised: May 10, 2011  
Policy revised: October 8, 2013  
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR APPROVAL

*COMMENTARY: From a legal perspective the Board's existing policy is fine as is. There is no statutory requirement that the Board maintain a policy on this topic, so the Board has wide discretion to enact (or not) enact policy language as it sees fit.*

*With this being said, if the Board does wish to have a policy addressing grant funding, the changes below are recommended. A reference to state funding should be added here since there is not a separate free-standing state funding policy. The clause at the end of the first paragraph that states that "provided such funds will be used in a manner consistent with the Board's goals and objectives" is significant because it makes clear that the district is not obligated to apply for or receive grants that impose obligations contrary to the Board's interests.*

**3230(a)**

### **Business/Non-Instructional Operations**

#### **State and Federal Funds**

**It is the policy of the Board of Education to seek sources of state and federal revenue to supplement funds provided by local taxation and the basic aid offered by the State of Connecticut, provided such funds will be used in a manner consistent with the Board's goals and objectives.**

**In accordance with this policy, the Superintendent or his or her designee should:**

- 1. Investigate new sources of revenue consistent with the stated goals and objectives of the Board of Education.**
- 2. Propose new revenue sources and associated programs to the Board of Education for approval.**
- 3. Implement measures necessary to apply for/receive additional revenues.**

**The Board authorizes the Superintendent or designee to sign all forms for state and federal aid programs following the Board's approval of the program or its continuation.**

**The Superintendent shall report annually, as part of budget preparation, on the status of all state and federal grant funding and shall advise the Board on his or her recommendation as to whether to continue to seek each particular source of aid.**

~~Each year when it is believed that the school district is eligible for federal assistance under the provisions of Public Laws, the Superintendent may authorize application for said assistance, so long as acceptance of the funds does not include conditions contrary to Board policy. The Superintendent will seek Board of Education approval when required by the grantor.~~

## **Business/Non-Instructional Operations**

### **State and Federal Funds**

~~Expenditures and accounting for such funds are to be in accordance with procedures established for the Board's regular operating budget with any applicable law, and any stipulation identified in the grant.~~

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR APPROVAL

*COMMENTARY: No changes suggested.*

**3231**

### **Business/Non-Instructional Operations**

#### **Medical Reimbursement for Special Education Students**

The Board of Education will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law. No child shall be denied special education and related services in the event the parent or guardian refuses to apply for Medicaid.

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services.)

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR APPROVAL

*COMMENTARY: The recommended changes below – except for those changes in Section IV – Adult Education Diploma -- are designed to better align this policy with relevant adult education statutes. Since 2013 when this policy was last updated there have only been a handful of relatively minor changes to Connecticut's adult education statutes. The revisions below incorporate those changes. A reference has also been added to Connecticut's student expulsion statute since that statute explicitly provides that an adult education program may constitute a suitable alternative educational program for expelled students in certain circumstances.*

*The changes to Section IV are not mandated by law, but have been recommended by the Administration to better align the District's adult education graduation requirements with the District's traditional graduation requirements as set forth in Policy 6146.*

**6200(a)**

### **Instruction**

#### **Adult Education**

The Board of Education recognizes that education is a lifelong process. Therefore, the Board shall establish and maintain a program of adult education classes for its adult residents of the school district. The Board may choose to provide its adult education program through cooperative arrangements with one or more other Boards of Education, eligible entities, or regional educational service centers.

#### **I. Eligible participants**

The adult education program is available to the following:

1. Any person seventeen (17) years of age or older who is not enrolled in a public elementary or secondary school;
2. Students age seventeen (17) or older who have been assigned to an adult education class as an alternative educational opportunity pursuant to an expulsion proceeding;
3. A public school student who is both under seventeen (17) years of age and a mother may request permission from the Board of Education to attend adult education classes. The Board of Education, by motion duly made and ~~voted upon~~ **majority vote**, may assign such student to adult education classes;
4. Students enrolled in full-time program in any local or regional school district may enroll in an adult education activity with the approval of the principal of the school in which the student is enrolled.

## Instruction

### Adult Education

#### II. Instruction

- A. The adult education program must provide classes to adult residents of the school district in the following subjects:
  - 1. Americanization and U.S. citizenship
  - 2. English for adults with limited English proficiency
  - 3. Elementary and secondary school completion
- B. The adult education program may also make classes available to adults (residents and non-residents of the school district) in any of the following subjects:
  - 1. Any subject provided by the elementary and secondary schools including vocational education
  - 2. Adult literacy
  - 3. Parenting skills
  - 4. College preparatory classes for adults who have obtained a high school diploma or its equivalent and require further education to enable them to enroll directly in a program at an institution of higher education.
  - 5. Any other subject or activity

#### III. Fees

No fees may be charged to adult residents enrolled in any of the classes listed in Section II(A) above. The Board of Education may fix tuition and/or registration fees and collect fees for books and materials provided to students in any class or activity of the adult program listed in Section II(B). Students who are assigned to adult education classes as part of a mandated program may not be assessed fees. The Board may also lend books or materials and require students to pay a deposit which will be refunded upon the return, in good condition, of the books or materials which were loaned to the student. Such deposit may not exceed the actual cost of such books or materials. The Board may waive fees **of any kind to an adult with a disability, or to a person sixty-two (62) years of age or older enrolled in any subjects identified in Section II(B) above, or as may otherwise be required by law** ~~in accordance with law.~~

## Instruction

### Adult Education

#### IV. Adult Education Diploma

The adult education program provided by the school district shall grant an adult education diploma to a participant who satisfactorily completes a minimum of ~~twenty (20)~~ **twenty-four (24)** adult credits, of which not fewer than four (4) shall be in English, three ~~and-a-half~~ **(3.5)** in mathematics, three (3) in social studies (including one in ~~American~~ **United States** history and at least a 0.5 credit course in civics, ~~and American government~~), two ~~(2)~~ **three-and-a-half (3.5)** in science, ~~and one (1) in the vocational arts (fine or vocational).~~ **and nine (9) in electives including 0.25 credit in Orientation to Adult Education and 0.25 credit for Portfolio.**

#### V. Alternative methods for earning adult education credits

The adult education program provided by the school district shall award credit for the following:

1. Experiential learning, including (a) not more than two non-required credits for military experience, including training; (b) not more than one vocational educational non-required credit and one required or not more than two non-required credits for occupational experience, including training; and (c) not more than one non-required credit for community service or ~~a~~ vocational skills;
2. Successful completion of courses taken for credit at state-accredited institutions, including public and private community colleges, technical colleges, community-technical colleges, four-year colleges and universities, and approved public and private high schools and vocational-technical schools;
3. Satisfactory performance on subject matter tests that demonstrate prior learning competencies, but not more than six such credits;
4. Independent study projects, but not more than three such credits, provided that not more than one of such credit shall be applied for a required subject.

The adult education program shall determine the number of weeks per semester that the program shall operate and shall provide certified counseling staff to provide adult education participants with educational and career counseling.

## Instruction

### Adult Education

Legal Reference: Connecticut General Statutes  
10-67 Definitions  
10-69 Adult Education  
10-70 Rooms and personnel  
10-73a Adult Education Fees and Charges  
10-73d Request of certain students to attend adult education classes.  
Assignment  
**10-233d Expulsion of pupils**  
~~Public Act 12-120, An Act Concerning Minor Revisions to the Education Statutes.~~

Policy adopted: June 10, 2003  
Policy revised: June 8, 2010  
Policy revised: October 9, 2012  
Policy revised: October 8, 2013

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



<b>FOR SECOND REVIEW</b>
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*COMMENTARY: It appears that this administrative regulation is not directly related to any specific Board policy. This is fairly unusual and the Board should consider elevating the substance of this regulation into a policy with the suggested amendments shown below, particularly in light of Board policy # 2231 which explicitly provides that “(a)administrative regulations provide detailed instructions for the implementation of Board policies.”*

*The following changes are recommended assuming the Board does wish to elevate the regulation into a Board policy. These changes closely follow Connecticut State Enforcement Elections Commission guidance on referendum advocacy. As with much of the rest of the 3000 series, a policy is not mandated on this topic, but it may be worth adding to make the district’s legal obligations clear to the administration and the general public.*

**3152(a)**

## **Business/Non-Instructional Operations**

### **Spending Public Funds for Advocacy**

The Board of Education recognizes that the District may not expend public funds to influence any person to vote for or against a referendum. The administration is directed to avoid violating this prohibition which applies to in-kind expenditures as well as direct expenditures of money.

Prohibited activities may include but are not limited to the dissemination of printed materials, the preparation of video and website presentations, or the use of school facilities, supplies, equipment, or postal permits to advocate for a position on a referendum. Parent teacher organizations and administrators may not use school equipment to prepare or copy advocacy material even if the school district is reimbursed for such use. Individuals violating this prohibition may be held personally liable in accordance with law.

Notwithstanding this prohibition, the Board further recognizes that school officials and Board members retain their First Amendment rights to express their position on the proposed school budget or other referendum questions. The prohibition contained in this policy only pertains to the expenditure of public funds. It is further recognized that individuals, individually or collectively, can spend private funds to advocate for a referendum result, as they see fit, as permitted by law.

### **Spending Public Funds to Inform Citizens Regarding Referenda**

A referendum is pending under the law when the necessary legal conditions have been satisfied to require the publication of the warning (notice) of the referendum.

## Business/Non-Instructional Operations

### Spending Public Funds for Advocacy

Section 9-369b, **of the** Connecticut General Statutes is the exclusive method by which a municipality may expend public funds for printing and distribution of information concerning a referendum question. It sets forth, among other things, the following conditions for such expenditure:

- a. A vote of the municipality's legislative body is needed to authorize the "explanatory text;"
- b. The preparation of the text must be made by the municipal clerk and approved by the municipal attorney;
- c. The text shall specify the intent and purpose of each referendum or question; and
- d. Such text shall not advocate either the approval or the disapproval of the referendum proposal or question.

Materials in addition to the explanatory text may be prepared and printed with public funds as long as they (1) do not advocate either approval or disapproval of the referendum; (2) are authorized by a vote of the local legislative body; and (3) are approved by the municipal attorney.

#### **When a referendum is pending:-**

The school district may not expend public funds to influence any person to vote for or against the referendum. One exception to this rule is that a school official may express his/her views on the referendum at a bona fide news conference and may use public funds to prepare a press release to be disseminated at the conference.

Students may not be used as couriers of information that advocates a position on a referendum. A notice limited to the time, place and question to be voted upon may be sent home to parents via student in school.

No person may use or authorize the use of funds to send an unsolicited communication to a group of residents regarding a referendum via electronic mail, text, telephone or other electronic or automated means for the purpose of reminding or encouraging such residents to vote in a referendum, provided such prohibition shall not apply to a regularly published newsletter or similar publication.

**School facilities may not be used by political committees or other groups for the purpose of advocating a position on a referendum unless such facilities are accessible to all such committees or groups on a non-discriminatory basis. Any charges assessed for the use of school facilities must be assessed evenly to all political committees or groups seeking the use of a school facility.**

## **Business/Non-Instructional Operations**

### **Spending Public Funds for Advocacy**

~~The prohibition on state and municipal funds applies to the use of school facilities, supplies, equipment, and postal permits to advocate for a position on a referendum. Parent teacher organizations and administrators may not use school equipment to prepare or copy advocacy material even if the school district is reimbursed for such use.~~

Legal Reference: Connecticut General Statutes

9-369b. Explanatory text related to lead question. Expenditures of state and municipal funds to influence vote prohibited. Exception. Civil penalty.

**Connecticut State Elections Enforcement Commission**

**May 2008 Guidance Regarding Prohibition on Expenditure of Public Funds Relating to Referenda**

Regulation approved: June 11, 2002  
Regulation revised: June 10, 2008  
Regulation revised: March 8, 2011  
Regulation revised: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR SECOND REVIEW

*COMMENTARY: This policy is not mandated by law but virtually all districts have a purchasing policy (or policies) and administrative regulations that set out protocols for the district's procurement of goods and services.*

*Legal recommends raising the dollar thresholds highlighted below. These are recommendations and can be raised or lowered as the Board sees fit. The Board will need to decide how much each of these should be raised. The below language changes streamline the RFP process and create a clear procedure for emergency purchasing.*

*Additional revisions suggested at May 4, 2021 Policy meeting.*

**3300(a)**

### Business/Non-Instructional Operations

#### Purchasing

The purchasing of goods and services for the New Milford Public Schools shall be conducted in keeping with the following requirements:

1. As used in this section, "purchasing authority" shall mean the Superintendent of Schools, or his/her designee.
2. Whenever any officer or employee of the Board of Education is authorized to make purchases in the name of the Board or the school system of any equipment, materials, services or property which is expected to exceed the sum of ~~fifteen thousand dollars (\$15,000)~~ **fifty thousand dollars (\$50,000)** ~~twenty-five thousand dollars (\$25,000)~~, such officer or employee shall submit the particulars and specifications of such purchase in writing to the purchasing authority for the purpose of inviting competitive bids. The purchasing authority shall solicit competitive bids for the item(s) to be purchased. ~~by publication in a newspaper having general circulation in the Town of New Milford, by invitations to known vendors or by posting electronically. Bids shall be advertised in the area newspaper for at least one day.~~ Suppliers ~~shall~~ **may** be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed **or emailed** to all merchants and firms who have indicated an interest in bidding on the items or services being bid. All invitations to bid shall include detailed particulars and specifications or shall indicate where such particulars and specifications may be obtained; shall specify the time and place where the bids shall be filed and the time and place where the bids will be opened. If the item(s) to be purchased had been bid upon by any department or agency of the State of Connecticut and such bid price is also applicable to the town, the state bid price shall be considered a valid bid and shall properly be posted at the public opening. All bids must be **sealed or otherwise** submitted in **a confidential manner**. ~~sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening.~~ Bids shall be opened at the time specified and all bidders and other interested persons may be invited to be present. The purchasing authority shall evaluate all bids received and, within a reasonable time after the opening of the bids, shall recommend the awarding of the bid to a particular vendor or provider to the Board of Education or shall reject such bids in accordance with the provisions of subsection five.

## Business/Non-Instructional Operations

### Purchasing

3. Responsibility for approving award of all bids shall rest with the Board of Education.
4. Subject to the bankruptcy laws of the United States and any other state or federal law or court order, any bidder which is found by the purchasing authority to be delinquent in the payment of taxes and/or sewer use charge due the Town of New Milford, for either personal or real property, shall not be deemed a qualified bidder unless such bidder first submits a plan acceptable to the Tax Collector to cure such tax delinquency. Such a plan may include a schedule of payments sufficient to make such bidder current in the payment of taxes within a time period deemed acceptable to the Tax Collector.
5. The Board of Education reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school district. The school district reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid and to negotiate with any successful bidder to the extent allowed by law. Any bid received after the time and date specified shall not be considered. If the purchasing authority determines that the bids submitted are inadequate in number in relation to the scope or character of the subject matter of the bid, that the bids submitted are excessive in price, or that any, or all of the bids submitted are unacceptable for any other good and substantial reason, the purchasing authority, in its discretion, may reject such bid or bids within a reasonable time after the opening of bids. Whenever the purchasing authority rejects any bid or bids, or whenever it decides to recommend award of a purchase to other than the lowest qualified bidder, s/he shall state the reasons for such action in a written report to the Board of Education.
6. All bids and awards shall be kept on file by said purchasing authority for five (5) years thereafter, or longer to the extent required by any state or federal record retention laws, and shall be available for public inspection during business hours.
7. Whenever any officer or employee of the Board of Education is authorized to make purchases in the name of the Board or the school system of any equipment, materials, services or property the cost of which is expected to be greater than ~~five thousand dollars (\$5,000) but less than fifteen thousand dollars (\$15,000)~~ **twenty-five thousand dollars (\$25,000)** ~~fifteen thousand dollars (\$15,000) but less than fifty thousand dollars (\$50,000)~~ **twenty-five thousand dollars (\$25,000)**, such officer or employee shall obtain a minimum of three (3) quotations from various providers or vendors. The quotations or evidence of the lack of providers or vendors shall be listed in a written attachment to the purchase order or contract, pertaining to said goods or services prior to its being submitted to the Superintendent and the Board of Education for approval. Whenever the officer or employee recommends the purchase of such goods or services from other than the provider quoting the lowest price, the reasons for such recommendation shall be set forth in writing along with the list of quotations. The district shall annually post a notification to potential vendors/providers on its website of the types of items or services for which the district anticipates seeking quotations.

## Business/Non-Instructional Operations

### Purchasing

The notification shall inform vendors/providers that they may submit a letter of interest to be kept on file for at least one year for the district to consider when seeking quotations.

8. When, in an emergency, sufficient time shall be unavailable for the solicitation of competitive bids for a particular purchase, the Superintendent may ~~authorize such purchase without~~ **elect to waive the competitive bidding requirements set forth in this policy**. All ~~such urgent transactions~~ **competitive bid waivers** shall be reported to the Board of Education within one month of their occurrence.
9. All purchases in excess of ~~\$5,000~~ **twenty-five thousand dollars (\$25,000)** ~~fifteen thousand dollars (\$15,000)~~ shall be made only upon prior approval of the Board of Education. **This requirement shall apply for all purchases regardless of whether competitive bidding requirements have been waived by the Superintendent in accordance with the preceding section.** ~~When the Superintendent believes that the purchase of goods or services in excess of \$2,500 which are not provided for in the annual capital budget would be in the best interests of the district, s/he shall request Board approval for such purchase.~~
10. **The Superintendent or his or her designee shall be authorized to make all purchases below ~~twenty-five thousand dollars (\$25,000)~~ fifteen thousand dollars (\$15,000) in value without prior approval of the Board of Education. Purchases valued at ~~five thousand dollars (\$5,000)~~ fifteen thousand dollars (\$15,000) or less may be made in the ordinary course of District operations without the need for prior Board approval or post-purchase reporting to the Board so long as such purchase is made for goods or services specified in an identified line-item in the District's adopted budget for the fiscal year. Purchases valued in excess of ~~five thousand dollars (\$5,000)~~ fifteen thousand dollars (\$15,000) in value but less than ~~twenty-five thousand dollars (\$25,000)~~ in value may be made in emergency situations by the Superintendent or his or her designee without the need for prior Board approval but must be reported to the Board by the Superintendent at the Board's next scheduled meeting.**
11. Notwithstanding all other sections contained herein, the purchasing authority may elect to procure in the name of the Board of Education or the New Milford Public Schools and equipment, materials, services or property via the State of Connecticut – Department of Administrative Services (DAS) purchase contracts (RFP's), where advantageous, in lieu of conducting a formal bid.

Notwithstanding any provision of this policy, the Board of Education reserves the right to waive the requirement of competitive bidding when it concludes that such a waiver would be in the best interests of the district. Further, this policy shall not apply to the purchase or acquisition of textbooks and other educational literature or items of a unique nature.

**Business/Non-Instructional Operations**

**Purchasing**

(cf. 3312 – Standardization of Supplies and Equipment)

Policy adopted: June 11, 2002  
Policy revised: June 10, 2003  
Policy revised: June 10, 2008  
Policy revised: March 8, 2011  
Policy revised: May 13, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



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

**MAY 2021**  
**POLICY SUB-COMMITTEE**  
**3A-2**

**TO: Ms. Alisha DiCorpo, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: April 28, 2021**  
**RE: Purchase Resolution related to Purchasing Policy 3300**

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With regards to the Purchase Resolution from the month of July 2020 through March 2021, 283 individual items were approved of which 55 were over \$50,000. If we factor out those 55 for purpose of analyzing those under \$50,000 only, the new subset total is 228 (283-55). Those 228 items are listed on the following pages, shaded in incremental bands of \$5,000 with the following distribution:

103 of the 228 are between \$5,000 and \$9,999 – 45%  
47 of the 228 are between \$10,000 and \$14,999 – 21%  
25 of the 228 are between \$15,000 and \$19,999 – 11%  
15 of the 228 are between \$20,000 and \$24,999 – 7%  
5 of the 228 are between \$25,000 and \$29,999 – 2%  
8 of the 228 are between \$30,000 and \$34,999 – 4%  
10 of the 228 are between \$35,000 and \$39,999 – 4%  
4 of the 228 are between \$40,000 and \$44,999 – 2%  
11 of the 228 are between \$45,000 and \$50,000 – 5%

During this fiscal year so far, there have been two items that had to be navigated via a special meeting as they were time sensitive and current policy would not permit the Administration to move ahead:

- Audio / Video recording services for BOE meetings
- Consulting services related to hiring a Interim Technology Director

There were also two additional items that may have risen to the same status but we were lucky enough that these two failures occurred within an allowable time frame of a forthcoming BOE meeting:

- SNIS water leak
- NMHS variable frequency driver failure on HVAC

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



ID#	Funding	Location	Vendor Name	Description	Amount
1	COVID EXP	FACILITIES	ENHANCE A COLOUR CORP	STUDENT & STAFF DIVIDERS	\$ 50,000.00
2	GENERAL	FACILITIES	SIEMENS INDUSTRY INC	20/21 YEARLY - BUILDING AUTOMATION SERVICE & REPAIRS	\$ 50,000.00
3	GENERAL	DISTRICT	PEARSON EDUCATION	20/21 YEARLY - INVESTIGATIONS, STUDENT EDITION	\$ 49,916.71
4	GENERAL	TECHNOLOGY	REDIKER SOFTWARE	20/21 YEARLY - ADMINPLUS SUBSCRIPTION	\$ 48,510.00
5	GENERAL	HPS	NORBERT E MITCHELL CO	20/21 YEARLY - OIL FOR LOCATION	\$ 47,440.00
6	COVID EXP	FAC	WESCO	SMS - STUDENT DESK SHIELDS (1296) - WITH SUPPORT CLIPS	\$ 47,304.00
7	GENERAL	DISTRICT	MURPHY ROAD HOLDINGS, INC	20/21 YEARLY - TRASH AND RECYCLING PICKUPS FOR DISTRICT	\$ 47,217.84
8	GENERAL	SPED	TRANSITION SERV. OF FAIRFIELD COUNTY	20/21 YEARLY - TUITION	\$ 47,200.00
9	GRANT - TITLE I & II	DOI	READING WRITING PROJECT NETWORK, LLC	PD & COACHING FOR K-5 T.C. READING/WRITING UNITS	\$ 46,000.00
10	COVID EXP	FAC	WESCO	NMHS - STUDENT PORTABLE SHIELDS (1300)	\$ 45,500.00
11	GENERAL	DISTRICT	TOWN OF NEW MILFORD	AUDITOR FEE FOR 20/21 (BOE PORTION)	\$ 45,000.00
12	GENERAL	SPED	NORTH BRANFORD BOARD OF ED.	20/21 YEARLY - TUITION (2 STUDENTS)	\$ 43,632.40
13	GENERAL	SPED	EASTCONN	20/21 YEARLY - TUITION FOR 1 STUDENT WITH ADDITIONAL SERVICES	\$ 41,503.32
14	GENERAL	DISTRICT	LEARNING A-Z	20/21 YEARLY - DISTRICT LICENSES	\$ 40,293.73
15	GENERAL	DISTRICT	REVISION LEARNING	ADMIN EVALS FOR 20/21	\$ 40,000.00
16	COVID EXP	SPED	THE NURSE NETWORK	20/21 YEARLY - ON SITE NURSE AT NMHS FOR ADULT EDUCATION PROGRAM	\$ 39,000.00
17	GENERAL	SPED	EAGLE HILL FOUNDATION, INC	20/21 YEARLY - TUITION	\$ 38,110.00
18	5YR CAPITAL	FACILITIES	SIEMENS INDUSTRY INC	LABOR TO INSTALL ALARM PANEL SWITCHES, MODULES & RELAYS	\$ 38,000.00
19	GENERAL	DISTRICT	DANBURY PUBLIC SCHOOLS ADMIN. CTR	20/21 YEARLY - MAGNET SCHOOL TUITION	\$ 37,800.00
20	GENERAL	SPED	PATRICIA BRADBURY	20/21 YEARLY - BCBA SERVICES (GENERAL FUND PIECE)	\$ 37,200.00
21	GENERAL	DISTRICT	NWEA	DISTRICT MAP TESTING	\$ 36,823.00
22	GENERAL	NES	NORBERT E MITCHELL CO	20/21 YEARLY - OIL FOR LOCATION	\$ 35,599.00
23	GENERAL	DISTRICT	LEN TOMASELLO	20/21 YEARLY - PER DOI PROGRAMS @ SMS, SNIS, NES AND HPS	\$ 35,000.00
24	GENERAL	DOI	LEN TOMASELLO	20/21 YEARLY - PER DOI FOR PROGRAMS @ SMS, SNIS, NES AND HPS	\$ 35,000.00
25	GENERAL	SPED	VILLA MARIA EDUCATION CENTER	20/21 YEARLY - TUITION	\$ 35,000.00
26	GENERAL	TECHNOLOGY	SEVERIN INTERMEDIATE HOLDINGS	20/21 YEARLY - POWERSCHOOL SIS SUBSCRIPTION	\$ 34,850.00
27	GENERAL	SPED	AMERICAN SCHOOL FOR THE DEAF	20/21 YEARLY - TUITION	\$ 34,736.00
28	COVID EXP	TECH	OMNI DATA	WIRELESS ACCESS POINTS (65)	\$ 34,368.10
29	GENERAL	DISTRICT	REGIONAL SCHOOL DISTRICT 14	20/21 YEARLY - VOAG. TUITION 5 STUDENTS - 0 RECEIVING ADDITIONAL SERVICES	\$ 34,115.00
30	GENERAL	DISTRICT	TOWN OF NEW MILFORD	20/21 YEARLY - POSTAGE FOR DISTRICT	\$ 32,731.00
31	GENERAL	FACILITIES	APPLE HILL ENTERPRISES, LLC	20/21 YEARLY - DOOR HARDWARE AND LOCKSMITH SERVICES	\$ 32,000.00
32	GENERAL	DISTRICT	RICOH USA	20/21 YEARLY - SERVICE CONTRACT AND OVERAGES ALLOWANCE	\$ 32,000.00
33	GENERAL	TECHNOLOGY	SHI INTERNATIONAL	MICROSOFT OFFICE AND WINDOWS SOFTWARE AND LICENSES	\$ 31,804.20
34	GRANT- TITLE I	DISTRICT	CDW GOVERNMENT INC	CHROMEBOOKS WITH LICENSES (143)	\$ 28,171.00
35	GENERAL	DISTRICT	FRONTLINE TECHNOLOGIES GROUP	20/21 YEARLY - TIME/ATTENDANCE AND APPLITRACK LICENSE FEE	\$ 27,651.69
36	COVID EXP	TECHNOLOGY	OMNI DATA LLC	ARUBA WIRELESS ACCESS POINTS (40)	\$ 27,600.00
37	COVID EXP	FACILITIES	ENHANCE A COLOUR CORP	CAFETERIA SHIELDS & SMS CLASSROOM TABLE SHIELDS	\$ 27,565.00
38	GENERAL	C.O.	NORBERT E MITCHELL CO	20/21 YEARLY - OIL FOR LOCATION	\$ 26,250.00
39	5YR CAPITAL	FACILITIES	KONE INC	ELEVATOR HYDRAULIC CYLINDER REPLACEMENT @ SNIS (2ND PAYMENT)	\$ 24,428.18
40	COVID EXP	FACILITIES	RUSTAM GALYANUROV	ADDITIONAL AIR FILTRATION UNITS (2 LARGE & 5 SMALL)	\$ 24,300.00

ID#	Funding	Location	Vendor Name	Description	Amount
41	GENERAL	SPED	(NAME WITHHELD)	MEDIATION AGREEMENT	\$ 24,000.00
42	GENERAL	NES	PEARSON EDUCATION	MATH WORKBOOKS	\$ 23,972.70
43	GENERAL	NMHS	CONN-SELMER INC	20/21 YEARLY - LEASE OF MUSIC INSTRUMENTS	\$ 23,362.25
44	COVID EXP	TECHNOLOGY	CDW GOVERNMENT INC	335 WEBCAMS	\$ 23,115.00
45	GENERAL	FACILITIES	HOME DEPOT	20/21 YEARLY - FACILITIES SUPPLIES	\$ 23,000.00
46	GENERAL	DISTRICT	RICOH USA	20/21 YEARLY - LEASE OF 22 COPIERS	\$ 23,000.00
47	GENERAL	DISTRICT	TELESERV	20/21 YEARLY - ANNUAL MATENANCE COVERAGE FOR PHONE SYSTEM	\$ 22,890.00
48	GENERAL	NMHS	COLLEGE ENTRANCE EXAMINATION BOARD	AP EXAMINATION FEE'S	\$ 22,750.00
49	GENERAL	NMHS	MCGRAW-HILL EDUCATION, INC	U.S. HISTORY BOOKS	\$ 22,677.06
50	COVID EXP	FACILITIES	RUSTAM GALYANUROV	BAIKAL AIR FILTRATION UNITS - LARGE (2) AND SMALL (5)	\$ 22,300.00
51	GENERAL	DISTRICT	TOWN OF NEW MILFORD	20/21 YEARLY - GASOLINE FUEL	\$ 21,596.00
52	GENERAL	C.O.	CONNECTICUT LIGHT AND POWER	20/21 YEARLY - ELECTRIC SERVICE FOR LOCATION	\$ 21,068.00
53	COVID EXP	FAC	FW WEBB	WATER BOTTLE FILLING STATIONS & FILTERS (120)	\$ 20,110.20
54	CAPITAL - UNIFORMS	NMHS	VARSITY BRANDS HOLDING CO	FOOTBALL TEAM JERSEYS (80 HOME & 80 AWAY)	\$ 19,776.00
55	GENERAL	DISTRICT	NORBERT E MITCHELL CO	20/21 YEARLY - FUEL FOR FACILITIES	\$ 19,536.00
56	GENERAL	SPED	FRONTLINE TECHNOLOGIES GROUP	20/21 YEARLY - IEP DIRECT LICENSE FEE	\$ 19,429.66
57	GENERAL	DISTRICT	VERIZON WIRELESS	20/21 YEARLY - CELL PHONE SERVICE	\$ 19,241.51
58	GENERAL	DISTRICT	HUMANA INSURANCE CO	20/21 YEARLY - VISION INSURANCE	\$ 18,512.00
59	GENERAL	SPED	EDUCATION WITHOUT WALLS	SETTLEMENT AGREEMENT FOR TUITION 19-20	\$ 18,225.00
60	GENERAL	FACILITIES	CONNECTICUT LIGHT AND POWER	20/21 YEARLY - ELECTRIC SERVICE FOR LOCATION	\$ 18,039.00
61	GENERAL	FACILITIES	AIR TEMP MECHANICAL SERVICES	20/21 YEARLY - HVAC SERVICE DISTRICT WIDE	\$ 18,000.00
62	GENERAL	SPED	AMERICAN SCHOOL FOR THE DEAF	20/21 YEARLY - AUDIOLOGY SERVICES	\$ 18,000.00
63	COVID EXP	FACILITIES	STATE EDUCATION RESOURCE CENTER	PPE SUPPLIES	\$ 17,815.63
64	COVID EXP	FACILITIES	WB MASON COMPANY	PPE SUPPLIES	\$ 17,815.63
65	GENERAL	SPED	WASHINGTON MONTESSORI	20/21 YEARLY - TUITION	\$ 17,500.00
66	GENERAL	SPED	EDADVANCE	20/21 YEARLY - TUITION	\$ 17,055.00
67	GENERAL	DOI	EDGENUITY, INC	ODYSSEYWARE LICENSES	\$ 16,500.00
68	GENERAL	DISTRICT	CONNECTICUT ASSOC OF BOE, INC	20/21 YEARLY - DISTRICT MEMBERSHIP DUES	\$ 16,275.00
69	GENERAL	NMHS	CANTERBURY SCHOOL	ICE RINK RENTAL FEES FROM 11/27/19 - 3/5/20	\$ 16,145.00
70	GENERAL	SPED	THE SEED CENTER	20/21 YEARLY - B.C.B.A. SERVICES	\$ 16,000.00
71	COVID EXP	FAC	WESCO	ADDITIONAL DESK SHIELDS (400)	\$ 15,868.00
72	GENERAL	DISTRICT	AMERICAN FAMILY LIFE ASSURANCE CO	20/21 YEARLY - SHORT TERM DISABILITY INSURANCE	\$ 15,613.56
73	GENERAL	SPED	KINNEY MANAGEMENT SERVICES	20/21 YEARLY - KSYSTEMS ANNUAL LICENSE FEE	\$ 15,200.00
74	GENERAL	HPS	PEARSON EDUCATION	INVESTIGATIONS COMMON CORE SUBSCRIPTION AND LICENSE K-2	\$ 15,123.59
75	GENERAL	SPED	DANA JOHNSON LAW OFFICES	SETTLEMENT AGREEMENT FOR TUITION 19-20	\$ 15,000.00
76	GENERAL	SPED	DANA JOHNSON LAW OFFICES	SETTLEMENT AGREEMENT FOR TUITION 19-20	\$ 15,000.00
77	GENERAL	SPED	DANBURY PUBLIC SCHOOLS	MAGNET SCHOOL TUITION 19-20	\$ 15,000.00
78	GENERAL	DISTRICT	UNEMPLOYMENT COMP. ADMIN.	20/21 YEARLY - UNEMPLOYMENT INSURANCE	\$ 15,000.00
79	COVID EXP	FAC	N/A	ADDITIONAL SANITATION ATTENDANTS FOR ANTICIPATED REOPEN PK-2 (3)	\$ 14,535.00
80	GRANT	NMHS	CDW GOVERNMENT INC	THINKPAD LAPTOPS (16)	\$ 14,160.00

ID#	Funding	Location	Vendor Name	Description	Amount
81	GENERAL	DISTRICT	NEWSELA, INC	20/21 YEARLY - LICENSE FEE FOR GRADES K-5	\$ 14,000.00
82	COVID EXP	FAC	WESCO	NMHS - TEACHER DESK SHIELDS (88) - WITH SUPPORT CLIPS	\$ 13,772.00
83	GENERAL	DISTRICT	PANORAMA EDUCATION	20/21 YEARLY - PANORAMA PLATFORM SERVICE	\$ 13,756.25
84	GENERAL	SPED	TOLLAND PUBLIC SCHOOLS	TUITION SERVICES LEAP PROGRAM FROM DECEMBER - FEBRUARY FOR 1 STUDENT	\$ 13,443.00
85	COVID EXP	TECHNOLOGY	CDW GOVERNMENT, INC	CHROMEBOOKS AND LISENCES (35)	\$ 13,440.00
86	GENERAL	DISTRICT	INTECH HEALTH VENTURES	20/21 YEARLY - ACA REPORTING SERVICES	\$ 13,200.00
87	GENERAL	TECHNOLOGY	DELL MARKETING	POWER EDGE R730 UPGRADES AND EXTENSIONS	\$ 13,025.60
88	GENERAL	FACILITIES	PEN MAR BOILER CLEANING INC	20/21 YEARLY - BOILER SERVICE	\$ 12,950.00
89	GENERAL	TECHNOLOGY	GO GUARDIAN	GO GUARDIAN ADMIN - TECHNOLOGY SOFTWARE LICENSE	\$ 12,826.71
90	GENERAL	TECH	AMPLIFIED IT, LLC	G-SUITE ENTERPRISE RENEWAL LICENSE FOR EDUCATION	\$ 12,600.00
91	GENERAL	DOI	EDADVANCE	LIVEBOOK LICENSES	\$ 12,500.00
92	GENERAL	TECHNOLOGY	OMNI DATA	20/21 YEARLY - ARUBA CONTROLLERS & SOFTWARE UPDATE RENEWAL	\$ 12,225.54
93	GENERAL	TECHNOLOGY	OMNI DATA LLC	20/21 YEARLY - HARDWARE AND SOFTWARE SUPPORT	\$ 12,225.54
94	GENERAL	DISTRICT	CIGNA BEHAVIORAL HEALTH	20/21 YEARLY - EMPLOYEE ASSISTANCE PROGRAM	\$ 12,000.00
95	GENERAL	FACILITIES	CLEARWATER INDUSTRIES	20/21 YEARLY - WATER TREATMENT SERVICES	\$ 12,000.00
96	GENERAL	FACILITIES	HINDING TENNIS	REPAIRS TO NMHS TENNIS COURT - NOT TO EXCEED	\$ 12,000.00
97	GENERAL	FACILITIES	SHERWIN WILLIAMS	20/21 YEARLY - FACILITIES SUPPLIES	\$ 12,000.00
98	GENERAL	DISTRICT	WILCO SALES & SERVICE INC	20/21 YEARLY - OPERABLE WALLS SERVICE DISTRICT WIDE	\$ 12,000.00
99	COVID EXP	TECHNOLOGY	PEAR DECK, INC	PREMIUM SERVICE FOR DISRTICT	\$ 11,840.00
100	GENERAL	TECHNOLOGY	PEAR DECK, INC.	PRESENTATION TOOL FOR GOOGLE PLATFORM	\$ 11,840.00
101	COVID EXP	FAC	WESCO	SMS - TEACHER DESK SHIELDS (75) - WITH SUPPORT CLIPS	\$ 11,737.50
102	GENERAL	DISTRICT	NEW MILFORD SEWER COMMISSION	20/21 YEARLY - SEWER USE FEES @ SNIS, NMHS & C.O.	\$ 11,671.25
103	GENERAL	DISTRICT	IXL LEARNING, INC	20/21 YEARLY - LICENSE FEE FOR GRADES K-5	\$ 11,550.00
104	GENERAL	SPED	KRISTI SACCO ADORANTE	20/21 YEARLY - NEUROPSYCH EVALUATIONS	\$ 11,500.00
105	GENERAL	TECHNOLOGY	INTRADO INTERACTIVE SERVICES CORP	SCHOOL MESSENGER & APP RENEWAL	\$ 11,480.51
106	GENERAL	FACILITIES	DUDE SOLUTIONS, INC	20/21 YEARLY - WORK ORDER SYSTEM MANAGEMENT	\$ 11,474.37
107	GENERAL	TECHNOLOGY	EDUCATIONAL TECH AND LIFE CORP.	LEVEL ONE GOOGLE CERTIFICATION CLASS (2 SESSIONS)	\$ 11,400.00
108	GENERAL	TECHNOLOGY	SHI INTERNATIONAL	ADOBE SIGN AND ADOBE CREATIVE CLOUD LICENSES	\$ 11,375.00
109	GENERAL	SPED	ALL-STAR TRANSPORTATION	20/21 YEARLY - LEASE OF CHEVROLET MID BUS FOR 10 MONTHS	\$ 11,158.32
110	GRANT- TITLE IV	DOI	JO ANN FRIEBERG	VIRTUAL TRAINING SESSIONS ON SCHOOL CLIMATE	\$ 10,800.00
111	GENERAL	TECH	TREASURER, STATE OF CT.	20/21 YEARLY - CEN INTERNET ACCESS	\$ 10,800.00
112	GRANT	SPED	MICHELINE HARKIN	A.T. CONSULTATIONS AND REPORTS FOR JULY - DECEMBER	\$ 10,660.00
113	COVID EXP	TECHNOLOGY	MOHAWK USA, LLC	ADDITIONAL CHROMEBOOK CASES	\$ 10,482.03
114	GENERAL	DISTRICT	FRONTLINE TECHNOLOGIS GROUP LLC	20/21 YEARLY - RTIM LICENSE FEE	\$ 10,141.55
115	GENERAL	FACILITIES	AIR TEMP MECHANICAL SERVICES	20/21 YEARLY - CHILLER MAINTENANCE @ NMHS	\$ 10,000.00
116	GENERAL	FACILITIES	DUMOUCHEL PAPER COMPANY	20/21 YEARLY - FACILITIES SUPPLIES	\$ 10,000.00
117	GENERAL	DISTRICT	EDADVANCE	IN-DISTRICT SERVICES AND SUPPORT UNTIL FULL TIME H.R. DIRECTOR BEGINS	\$ 10,000.00
118	GENERAL	SPED	FOUR WINDS HOSPITAL	20/21 YEARLY - TUITON	\$ 10,000.00
119	GENERAL	FACILITIES	FUSS & O'NEILL, INC	20/21 YEARLY - REPAIRS	\$ 10,000.00
120	GENERAL	SPED	JEFFREY LANDAU	20/21 YEARLY - EVALUATIONS & CONSULTATIONS	\$ 10,000.00

ID#	Funding	Location	Vendor Name	Description	Amount
121	COVID EXP	FACILITIES	NEXT GEN SUPPLY GROUP INC	CLEANING SUPPLIES & PPE	\$ 10,000.00
122	GENERAL	SPED	PEADIATRIC NEUROPSYCH. SERVICES	20/21 YEARLY - NEUROPSYCH EVALUATIONS	\$ 10,000.00
123	COVID EXP	SPED	SEAGULL VENTURES	20/21 YEARLY - SPEECH & LANGUAGE SERVICES	\$ 10,000.00
124	COVID EXP	SPED	SPEECH PATHOLOGY GROUP	20/21 YEARLY - SPEECH & LANGUAGE SERVICES	\$ 10,000.00
125	GENERAL	FACILITIES	THYSSENKRUPP ELEVATOR	20/21 YEARLY - SNIS ELEVATOR MAINTENANCE SERVIC	\$ 10,000.00
126	GENERAL	TECHNOLOGY	IBOSS, INC	20/21 YEARLY - MALWARE DEFENSE SUBSCRIPTION	\$ 9,882.85
127	COVID EXP	FACILITIES	DECKER INC	ELEMENTARY DESKS (100)	\$ 9,746.30
128	COVID EXP	FAC	DURKIN'S INC.	SMS RENTALS FOR LUNCH - TENT (1) / TABLES (18) / CHAIRS (72) - THROUGH JUNE 16, 2021	\$ 9,694.70
129	GENERAL	TECHNOLOGY	IFS CONSULTING SERVICES, LLC	20/21 YEARLY - ANNUAL MAINTENANCE	\$ 9,691.33
130	GENERAL	NMHS	SELECT PHYSICAL THERAPY	ATHLETIC TRAINING SERVICES - PAYMENT 1 OF 3	\$ 9,355.00
131	GENERAL	FACILITIES	THE TRANE COMPANY	20/21 YEARLY - CHILLER MAINTENANCE @ SNIS	\$ 9,324.00
132	GENERAL	FACILITIES	FAT CITY SCREEN PRINTING	ANNUAL UNIFORM ORDER - CUSTODIAL & MAINTENANCE STAFF	\$ 9,313.88
133	COVID EXP	FAC	DURKIN'S INC.	NMHS RENTALS FOR LUNCH - TENT (1) / TABLES (18) / CHAIRS (0) - THROUGH JUNE 16, 2021	\$ 9,281.50
134	GRANT	ADULT ED	CDW GOVERNMENT, INC.	CHROMEBOOKS AND LICENSES (40 UNITS)	\$ 9,160.00
135	GRANT	SPED	PATRICIA BRADBURY	BCBA SERVICES FOR REMAINDER OF 20/21 SCHOOL YEAR	\$ 9,105.59
136	COVID EXP	TECHNOLOGY	PC PARTS PLUS, LLC	CHROMEBOOK POWER ADAPTERS, PALM RESTS AND LCD PANELS	\$ 9,021.30
137	GENERAL	SPED	CT PSYCHIATRIC AND WELLNESS CENTER	20/21 YEARLY - EVALUATIONS & CONSULTATIONS	\$ 9,000.00
138	GENERAL	FACILITIES	DANBURY WINSUPPLY	20/21 YEARLY - FACILITIES SUPPLIES	\$ 9,000.00
139	GENERAL	FACILITIES	ELECTRICAL WHOLESALERS	20/21 YEARLY - FACILITIES SUPPLIES	\$ 9,000.00
140	GENERAL	FACILITIES	F&M ELECTRIC SUPPLY CO, INC	20/21 YEARLY - FACILITIES SUPPLIES	\$ 9,000.00
141	GENERAL	SPED	ROBERT A DAVIS	20/21 YEARLY - SUPPORT TRAINING SERVICES	\$ 9,000.00
142	GENERAL	SPED	CHILDREN'S CENTER OF HAMDEN	SETTLEMENT AGREEMENT FOR TUITION 19-20	\$ 8,868.93
143	GENERAL	DOI	LEXIA LEARNING SYSTEMS, LLC	STUDENT READING SUBSCRIPTION RENEWALS (250)	\$ 8,750.00
144	COVID EXP	TECHNOLOGY	DELL MARKETING	6 LAPTOPS	\$ 8,685.27
145	CAPITAL - UNIFORMS	NMHS	BSN SPORTS	BOYS LACROSSE UNIFORMS	\$ 8,640.00
146	GENERAL	DOI	BRAIN POP	20/21 YEARLY - K-6 SOFTWARE ACCESS RENEWAL	\$ 8,617.50
147	GENERAL	SPED	TOLLAND PUBLIC SCHOOLS	20/21 YEARLY - TUITION (1 STUDENT)	\$ 8,586.00
148	COVID EXP	TECHNOLOGY	AMPLIFIED IT	GOOGLE VOICE USER LICENSES (55)	\$ 8,507.40
149	GENERAL	FACILITIES	PLIMPTON AND HILLS CORP.	20/21 YEARLY - FACILITIES SUPPLIES	\$ 8,500.00
150	GENERAL	DISTRICT	PROHEALTH PHYSICIANS	20/21 YEARLY - PRE-EMPLOYMENT PHYSICALS	\$ 8,500.00
151	GENERAL	SNIS	SCHOOL SPECIALTY	INSTRUCTIONAL SUPPLIES	\$ 8,461.50
152	GENERAL	SPED	ESPECIAL NEEDS, LLC	PADDED WALL PANELS FOR NES, HPS, SNIS (66)	\$ 8,388.60
153	GENERAL	DOI	LEXIA LEARNING SYSTEMS LLC	LEXIA CORE READING STUDENT SUBSCRIPTON RENEWAL	\$ 8,312.50
154	GENERAL	TECHNOLOGY	CDW GOVERNMENT INC	CHROMEBOOKS FOR ADULT ED (40)	\$ 8,200.00
155	GENERAL	NMHS	MIMER.COM, INC	HIGH SCHOOL PLANNERS FOR 2020-2021	\$ 8,089.95
156	GENERAL	FACILITIES	OMNI DATA LLC	20/21 YEARLY - SECURITY SYSTEMS MANAGEMENT & SUPPORT	\$ 8,063.16
157	GENERAL	SMS	SCHOOL SPECIALTY	INSTRUCTIONAL SUPPLIES	\$ 7,989.01
158	CAPITAL - UNIFORMS	NMHS	BSN SPORTS	FOOTBALL JERSEYS & PANTS	\$ 7,872.50
159	GENERAL	TECHNOLOGY	SHI INTERNATIONAL CORP.	ADOBE DIGITAL SIGNATURE PROGRAM	\$ 7,735.00
160	GENERAL	SPED	WOLCOTT PUBLIC SCHOOLS	20/21 YEARLY - TUITION	\$ 7,662.20

ID#	Funding	Location	Vendor Name	Description	Amount
161	GENERAL	SPED	EDADVANCE	20/21 YEARLY - TRANSPORTATION	\$ 7,650.00
162	GRANT - IDEA 611	SPED	JEFFEREY WICKLINE	20/21 YEARLY OT/PT - 611 GRANT	\$ 7,573.00
163	GRANT - IDEA 619	SPED	JEFFEREY WICKLINE	20/21 YEARLY OT/PT - 619 GRANT	\$ 7,573.00
164	GENERAL	DISTRICT	THE OMNI GROUP	20/21 YEARLY - 403(B) COMPLIANCE AND REMITTING SERVICES	\$ 7,511.00
165	GENERAL	SPED	DANA JOHNSON LAW OFFICES	SETTLEMENT AGREEMENT FOR TUITION 19-20	\$ 7,500.00
166	GENERAL	TECH	WHALLEY COMOPUTER ASSOCIATES	SONICWALL SECURITY LICENSE - 1YR	\$ 7,369.00
167	GENERAL	DOI	ASCD	ASCD ACTIVATE - ADMINS. & TEACHERS GRADES 6-12	\$ 7,200.00
168	GENERAL	DISTRICT	UNITED HEALTHCARE	20/21 YEARLY - MEDICARE	\$ 7,071.84
169	COVID EXP	FACILITIES	BROOKFIELD GLASS	LEXAN FOR OFFICE DESK SHEILDS	\$ 7,000.00
170	GENERAL	SPED	CT MUSIC THERAPY SERVICES	20/21 YEARLY - MUSIC THERAPY	\$ 7,000.00
171	GENERAL	SPED	CT PEDIATRIC NEUROPSYCH ASSOCIATES	20/21 YEARLY - EVALUATIONS & CONSULTATIONS	\$ 7,000.00
172	GENERAL	FACILITIES	F W WEBB	20/21 YEARLY - FACILITIES SUPPLIES	\$ 7,000.00
173	GENERAL	SPED	JOHN G. GELINAS, MD. PC.	20/21 YEARLY - PSYCH EVALUATIONS	\$ 7,000.00
174	GENERAL	FACILITIES	OTIS ELEVATOR COMPANY	20/21 YEARLY - SMS ELEVATOR MAINTENANCE SERVICE	\$ 7,000.00
175	GENERAL	DISTRICT	CHARTER COMMUNICATIONS	20/21 YEARLY - FIBER, WEB HOSTING & C.O. PHONE SERVICE	\$ 6,976.67
176	COVID EXP	TECHNOLOGY	KAJEET INC	DISTANCE LEARNING BUNDLES (20)	\$ 6,972.86
177	GENERAL	SPED	BOYS & GIRLS VILLAGE	TUTORING SERVICES FOR 14 DAYS	\$ 6,930.00
178	COVID EXP	FAC	N/A	ADDITIONAL SANITATION ATTENDANTS FOR ANTICIPATED REOPEN - SMS (1) & NMHS (1)	\$ 6,840.00
179	COVID EXP	FACILITIES	KATART, INC	COVID SIGNAGE	\$ 6,810.00
180	GENERAL	DOI	REGIONAL SCHOOL DISTRICT 1	20/21 YEARLY - TUITION FOR STUDENT (1)	\$ 6,800.00
181	GENERAL	FACILITIES	HIGH TECH CONTROLS	INVERTER REPLACEMENT & REPAIRS OF HVAC'S VARIABLE FREQUENCY DRIVE (VFD)	\$ 6,637.70
182	GENERAL	FACILITIES	KONE INC	ELEVATOR SERVICE SNIS	\$ 6,600.00
183	GENERAL	BOE	MYKE FOO MEDIA	20/21 YEARLY - A/V SERVICES	\$ 6,600.00
184	GENERAL	NMHS	WESTERN CT STATE UNIV.	ENCUMBRANCE FOR O'NEILL CENTER 2021 GRADUATION	\$ 6,510.00
185	GENERAL	DISTRICT	2080 MEDIA INC	FEE FOR HARDWARE AND SOFTWARE ACCESS POINT TO POINT SYSTEM	\$ 6,500.00
186	GENERAL	FACILITIES	BARRETT INC	20/21 YEARLY - NMHS ROOF REPAIRS AND INSPECTION	\$ 6,500.00
187	GENERAL	FAC	SLR	FEASIBILITY STUDY - POTENTIAL FOR BOE CENTRAL OFFICE MOVE TO SNIS	\$ 6,500.00
188	GENERAL	NMHS	NAVIANCE	RENEWAL FOR 20/21 @ NMHS	\$ 6,479.50
189	CAPITAL - UNIFORMS	NMHS	BSN SPORTS	GIRLS LACROSSE UNIFORMS	\$ 6,435.44
190	GRANT	NMHS	ROCKLER WOODWORKING & HARDWARE	WOODWORKING MACHINERY - CNC MACHINE (1) & SANDER (1)	\$ 6,427.99
191	CAPITAL - UNIFORMS	NMHS	BSN SPORTS	FOOTBALL PANTS UNIFORMS	\$ 6,183.95
192	GENERAL	NMHS	EXPLORELEARNING, LLC	SCHOOL GIZMOS DEPT LICENSE, 1300 SCIENCE STUDENTS FOR 1YR	\$ 6,175.00
193	GENERAL	FACILITIES	DAVID J HULL	20/21 YEARLY - FIRE ALARM MONITORING	\$ 6,132.96
194	COVID EXP	NMHS & SMS	OPEN JAR STUDIOS, LLC	SINGER'S MASK (300)	\$ 6,023.00
195	GENERAL	DOI	BRIDGEPORT BOARD OF EDUCATION	20/21 YEARLY - TUITION FOR JUVENILE DETENTION	\$ 6,000.00
196	GRANT	NMHS	EDADVANCE	HEALTHCARE SHADOWING PROGRAM	\$ 6,000.00
197	GENERAL	FACILITIES	MODERN PLUMBING SUPPLY	20/21 YEARLY - FACILITIES SUPPLIES	\$ 6,000.00
198	GRANT- IDEA	SPED	PATRICIA BRADBURY	20/21 YEARLY - BCBA SERVICES (GRANT FUNDED PIECE)	\$ 6,000.00
199	GENERAL	NMHS	SANDY HOOK PROMISE FOUNDATION	WINGMAN PROGRAM SESSIONS IN 20/21	\$ 6,000.00
200	GENERAL	SPED	LEARNING ALLY, INC	ACCESS TO ONLINE TECH LEARNING LICENSE AND ACCESS FOR ALL 5 SCHOOLS	\$ 5,977.60

ID#	Funding	Location	Vendor Name	Description	Amount
201	GENERAL	TECHNOLOGY	TREBON COMPANY INC	SOPHOS ENDPOINT PROTECTION SERVICE	\$ 5,960.00
202	GENERAL	NES	THE BOOKSOURCE	LIBRARY BOOKS AND CONSUMABLE TEXTS	\$ 5,782.12
203	COVID EXP	FAC	WESCO	SMS - ADDITIONAL CAFETERIA TABLE SHIELDS (25) - WITH SUPPORT CLIPS	\$ 5,762.50
204	COVID EXP	FAC	WESCO	NMHS - ADDITIONAL CAFETERIA TABLE SHIELDS (25) - WITH SUPPORT CLIPS	\$ 5,762.50
205	GENERAL	HR	JOSEPH MERRITT & COMPANY	SCANNING OF PERSONNEL FILES	\$ 5,700.00
206	COVID EXP	TECHNOLOGY	CDW GOVERNMENT, INC	SURGE PROTECTORS (260)	\$ 5,634.20
207	GENERAL	HR	EDADVANCE	HR PROFESSIONAL SERVICES DURING DIRECTOR VACANCY/TRANSITION	\$ 5,625.00
208	GENERAL	NMHS	CHESTER TECHNICAL SERVICE	20/21 YEARLY - VIRTUOSO SYSTEM SUPPORT	\$ 5,548.64
209	GENERAL	FACILITIES	DEER AND TICK GUARD	20/21 YEARLY - PEST CONTROL SERVICES	\$ 5,540.00
210	GENERAL	FACILITIES	FAIRFIELD FAMILY BATTERY COMPANY	20/21 YEARLY - FACILITIES SUPPLIES	\$ 5,500.00
211	GENERAL	SPED	INTERPRETERS & TRANSLATORS	20/21 YEARLY - TRANSLATORS FOR PARENT MEETINGS	\$ 5,500.00
212	GENERAL	FACILITIES	THE TRANE COMPANY	20/21 YEARLY - CHILLER MAINTENANCE @ SMS	\$ 5,500.00
213	GENERAL	FAC	DAVID TINKER EXCAVATING	EMERGENCY WATER MAIN REPAIR - SNIS	\$ 5,315.50
214	GENERAL	SNIS	HEINMANN	VIRTUAL READING AND PHONICS FOR 3RD, 4TH & 5TH GRADE	\$ 5,300.00
215	COVID EXP	TECHNOLOGY	CDW GOVERNMENT INC	LAPTOP EXTENSION CABLES	\$ 5,250.00
216	GENERAL	DISTRICT	FOLLETT SCHOOL SOLUTIONS	20/21 YEARLY - DESTINY ONLINE SERVICE	\$ 5,212.50
217	GENERAL	NMHS	CONNECTICUT ASSOC OF SCHOOLS	20/21 YEARLY - DISTRICT MEMBERSHIP	\$ 5,200.00
218	GENERAL	FACILITIES	AIREX FILTER CORP	20/21 YEARLY - HVAC FILTRATION PRODUCTS FOR DISTRICT	\$ 5,000.00
219	GENERAL	SPED	BRIDGEPORT BOARD OF EDUCATION	20/21 YEARLY - TUTORIAL SERVICES	\$ 5,000.00
220	GENERAL	SPED	CANDLEWOOD VALLEY PEDIATRICS	20/21 YEARLY - MEDICAL CONSULTATIONS	\$ 5,000.00
221	GENERAL	SPED	CAPITOL REGION EDUCATION COUNCIL	20/21 YEARLY - TUTORIAL SERVICES	\$ 5,000.00
222	COVID EXP	FACILITIES	F & M ELECTRIC SUPPLY CO. INC	CEILING FANS (30)	\$ 5,000.00
223	GENERAL	FACILITIES	FIRE EQUIPMENT HEADQUARTERS	20/21 YEARLY - FACILITIES SUPPLIES	\$ 5,000.00
224	GENERAL	FACILITIES	H.H. TAYLOR AND SON	20/21 YEARLY - FACILITIES SUPPLIES	\$ 5,000.00
225	GENERAL	SPED	HALL-BROOKE BEHAVIORAL HEALTH	20/21 YEARLY - TUTORIAL SERVICES	\$ 5,000.00
226	GENERAL	NMHS	OVERDRIVE INC	SORA CONTENT DEPOSIT	\$ 5,000.00
227	GENERAL	FACILITIES	RUWET-SIBLEY EQUIP CORP	20/21 YEARLY - REPAIRS TO EQUIPMENT	\$ 5,000.00
228	GENERAL	FACILITIES	SITEONE LANDSCAPE SUPPLY	20/21 YEARLY - LANDSCAPING SUPPLIES	\$ 5,000.00

## FOR FIRST REVIEW

*COMMENTARY: The suggested changes below are for clarity and also to better align this policy with recommended changes to the Board's general policy on school fundraisers – 3281 – as well as the Board's gifts policy. The Board has discretion to regulate fundraisers as it sees fit.*

1324(a)

### Community Relations

#### ~~Fund-Raising~~ Fundraising by Students

While the Board of Education is committed to securing and allocating sufficient resources to ensure that all New Milford Public School students receive appropriate school programming, the Board recognizes that fundraising allows students, teachers and organizations to procure supplemental funding for specific projects and programs that may greatly enhance the educational experiences of New Milford Public School students. Accordingly, the Board of Education permits and will accept funds raised by students so long as the rules and procedures set forth in this policy and its accompanying administrative regulations are strictly adhered to.

~~Fund-raising shall be authorized under conditions that do not conflict with instructional programs. Fund-raising refers to the raising of non-appropriated funds for the educational benefit of students and their school funds.~~

~~Fund-raising~~ Fundraising activities shall be permitted by students attending middle and high school, provided such activities are approved in writing and carefully monitored and regulated by the school Principal or a designee. Elementary schools may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in door-to-door solicitation.

Each Principal shall develop and maintain a list of all approved ~~fund-raising~~ fundraising activities operating within his or her school and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

The Superintendent will furnish the Board of Education with an up-to-date listing of all ~~fund-raising~~ fundraising activities being conducted in the schools during the Superintendent's Report portion of all regularly scheduled Board meetings.

#### ~~Fund-Raising~~ Fundraising In and For The Schools

It is the responsibility of the Board to control ~~fund-raising~~ fundraising activities which involve the students in the New Milford school system.

## Community Relations

### ~~Fund-Raising~~ Fundraising by Students

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a ~~fund-raising~~ fundraising activity, must have prior approval from the ~~applicable~~ school Principal. ~~principal or designated Central Office administrator.~~

The following guidelines shall apply when a school Principal considers a fund-raising activity for approval:

- ~~The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.~~
- ~~The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, nor the Board's responsibility for educational funding.~~
- ~~The mechanics and procedures of fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.~~
- ~~Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.~~
- ~~The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.~~
- ~~Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form (1324) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Superintendent.~~
- ~~Students in grades K-5 shall not be asked to solicit outside of their home.~~
  1. The proposed fundraising campaign has a purpose that is consistent with the mission and goals of the New Milford Public Schools and will not be inappropriate or harmful to the best interests of students;
  2. The proposed fundraising campaign meets the requirements set forth in this policy and its accompanying administrative regulations;



## Community Relations

### ~~Fund-Raising~~ Fundraising by Students

3. The proposed fundraising campaign's request narrative and/or supporting advertisements explicitly state that donated monies and items shall become the property of the New Milford Board of Education;
4. The proposed fundraising campaign will not imply endorsement of any business or product;
5. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will be used in a manner consistent with District-approved curriculum;
6. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will not result in undesirable or hidden costs to the District;
7. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will not restrict future District action;
8. Where fundraising proceeds are in the form of monetary funds, such funds must be sent to the Superintendent or the Director of Finance, either of whom shall ensure that appropriate accounting procedures are utilized and that such funds are held until such time as they are spent for their stated purpose;
9. Where the proposed fundraising campaign seeks items or supplies the proposal appropriately establishes that the requested items or supplies:
  - a. Can be safely utilized by District students and staff;
  - b. Will be fully compatible with existing equipment, programs and/or materials;
  - c. Will not require the District to dedicate significant amounts of money or time for installation or maintenance; and
  - d. May be appropriately incorporated into District-approved curriculum;
10. Where the proposed fundraising campaign seeks technology related items the proposal appropriately establishes that the District's Director of Information Technology has confirmed that the requested technology is appropriately compatible with the District's technology infrastructure;

## Community Relations

### ~~Fund-Raising~~ Fundraising by Students

11. The proposed fundraising campaign has a specific, pre-determined beginning and ending date;
12. The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity;
13. The mechanics and procedures of the fundraising activity shall not pose an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds;
14. Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser;
15. The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment;
16. Students in grades K-5 shall not be asked to solicit funds or sell merchandise outside of their home;
17. The proposed fundraising campaign will not be in conflict with state or federal law or Board of Education policy.

(cf. 3280 – Gifts to the School)

(cf. 3281 – School Fundraisers)

Policy adopted: May 7, 2001  
Policy revised: June 9, 2009  
Policy reviewed: October 15, 2013  
Policy reviewed: June 4, 2019

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**NEW MILFORD PUBLIC SCHOOLS**  
New Milford, Connecticut 06776  
REVISED 7/24/03  
**FUNDRAISING ACTIVITY FOLLOW-UP FORM #1**  
**REF. BOE POLICIES 1324 & 3281**

**REQUESTER:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ACTIVITY ADVISOR:** \_\_\_\_\_

**FUNDRAISING ACTIVITY: (PLEASE CHECK ONE)**

**GIFT/DONATION:** \_\_\_\_\_ **SOLICITATION:** \_\_\_\_\_

**SALE OF GOODS:** \_\_\_\_\_ **SALE OF SERVICES:** \_\_\_\_\_

**NOTE\* RAFFLES OR GAMES OF CHANCE ARE NOT PERMITTED**

**DETAILS OF PROPOSED FUNDRAISING ACTIVITY:**

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**PURPOSE OF FUNDRAISER – DETAIL INTENDED USE(S) OF FUNDS:**

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**PROPOSED START AND END DATE OF FUNDRAISER:** \_\_\_\_\_

~~**DOLLAR VALUE OF INDIVIDUAL GIFT OR DONATION**~~ **FUNDRAISING TARGETS** \$ \_\_\_\_\_

**IF FUNDRAISER INVOLVES THE SALE OF GOODS OR SERVICES, INDICATE RE-SALE OR RANGE OF RE-SALE PRICES \$** \_\_\_\_\_

***NOTE\* THE MAXIMUM ALLOWABLE RE-SALE PRICE IS \$20.00 PER UNIT.***

**ESTIMATED TOTAL GROSS REVENUE FROM FUNDRAISER \$** \_\_\_\_\_

**SIGNATURE ACTIVITY ADVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**BUILDING PRINCIPAL AUTHORIZATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUSINESS OFFICE AUTHORIZATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERINTENDENT AUTHORIZATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FUNDRAISER ID# (ASSIGNED BY BUSINESS OFFICE)** \_\_\_\_\_

**NEW MILFORD PUBLIC SCHOOLS**  
New Milford, Connecticut 06776  
REVISED 4/7/04  
**FUNDRAISING ACTIVITY FOLLOW-UP FORM #2**  
**REF. BOE POLICIES 1324 & 3281**

NAME OR DESCRIPTION OF ACTIVITY \_\_\_\_\_

FUNDRAISER ID # ASSIGNED BY C/O FROM ACTIVITY APPROVAL FORM #1 \_\_\_\_\_

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ACTIVITY ADVISOR: \_\_\_\_\_

HAS THE AUTHORIZED FUNDRAISING EVENT TAKEN PLACE: YES \_\_\_\_\_, NO \_\_\_\_\_

DID THE EVENT TAKE PLACE ON THE PROPOSED DATE: YES \_\_\_\_\_, NO \_\_\_\_\_

IF NO, ON WHAT DATE DID IT OCCUR: \_\_\_\_\_

A) ACTUAL GROSS RECEIPTS FROM EVENT: \$ \_\_\_\_\_

*NOTE\* THIS VALUE MUST EQUAL THE TOTAL OF DEPOSITS TO THE RELEVANT ACTIVITY ACCOUNT (PLEASE INDICATE FUNDRAISER ID# ON DEPOSIT VOUCHERS)*

EXPENSES (If Any) INCURRED TO RUN EVENT:

*NOTE\* ANY & ALL EXPENSES RELATED TO THE FUNDRAISER MUST BE PAID DIRECTLY FROM THE RELEVANT ACTIVITY ACCOUNT BY CHECK. (PLEASE INDICATE FUNDRAISER ID# ON ALL DISBURSEMENT REQUESTS) IF ANY PREPARATION EXPENSES WERE INCURRED PRIOR TO THE ACTUAL EVENT PLEASE INCLUDE BELOW WITH CORRESPONDING ACTIVITY CHECK#.*

(Please Describe & Itemize)

1)	_____
2)	_____
3)	_____
4)	_____
5)	_____
6)	_____

B) TOTAL EXPENSES: \$ \_\_\_\_\_

A) – B) = NET PROCEEDS TO ORGANIZATION \$ \_\_\_\_\_

SIGNATURE OF ADVISOR: \_\_\_\_\_

RECEIVED BY BUILDING PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY BUSINESS OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NEW MILFORD PUBLIC SCHOOLS**  
**New Milford, Connecticut 06776**  
**REVISED 7/24/03**  
**FUNDRAISING ACTIVITY FOLLOW-UP FORM #3**  
**REF. BOE POLICIES 1324 & 3281**

**NEW MILFORD PUBLIC SCHOOLS**  
**Crowdfunding Campaign Request Form**

*Please return signed and completed form to your designated administrator. Approval must be received from the designated administrator prior to the launch of any crowdfunding campaign.*

*Please Note: If requesting technology or donations to purchase technology, documentation from the technology department confirming support must accompany this request.*

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**Requesting Employee/Eligible Organization**

*Individual Employee Request*

Name: \_\_\_\_\_ Building: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

*Eligible Organization Request*

Organization Name: \_\_\_\_\_ Member #1 Name: \_\_\_\_\_  
Member #1 Email: \_\_\_\_\_ Member #1 Phone: \_\_\_\_\_  
Member #2 Name: \_\_\_\_\_ Member #2 Email: \_\_\_\_\_  
Member #2 Phone: \_\_\_\_\_

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**Crowdfunding Campaign Proposal**

Please describe the purpose of the proposed crowdfunding campaign (use additional pages if necessary):

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Crowdfunding site (or sites) to be used if request is approved (please reference District's list of proposed crowdfunding websites):

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Social media site(s) to be used for promotion (if applicable):

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Monetary target for crowdfunding campaign (if applicable):

If goal is not reached, what will occur with donated funds:

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Items/supplies being sought through crowdfunding campaign:

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If technology related items are being sought through crowdfunding campaign has the District's Director of Information Technology determined that the requested technology is appropriately compatible with the District's technology infrastructure:

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Classroom(s), program(s) and/or activity or activities to be benefited via crowdfunding effort:

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EXACT narrative to be posted online if request is approved (use additional pages as necessary):

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Anticipated start date for crowdfunding campaign: \_\_\_\_\_ End date: \_\_\_\_\_

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### **Employee Acknowledgement**

By signing this form you acknowledge that you have read and reviewed the proposed crowdfunding site(s) terms and conditions of use and that such terms and conditions do not conflict with Board policy 3281.

#### *Individual Employee Request*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### *Eligible Organization Request*

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Designated Administrator Review**

Approved ☐

Denied ☐

More Information Needed \_\_\_\_\_

Explanation: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



NEW MILFORD PUBLIC SCHOOLS  
**Crowdfunding Campaign Review Checklist**

*This form should be used by designated administrators to review crowdfunding campaign requests made by District employees and eligible organizations. Please review campaign request to determine if applicable requirements of the Board's fundraising campaign policy – Policy 3281 have been met.*

1. Proposed crowdfunding campaign has a purpose that is consistent with the mission and goals of the New Milford Public School System and will not be inappropriate or harmful to the best education of students:  
  
Yes \_\_\_\_ No \_\_\_\_
2. Proposed crowdfunding campaign meets the requirements set forth in Board Policy 3281 and its accompanying administrative regulations:  
  
Yes \_\_\_\_ No \_\_\_\_
3. Proposed crowdfunding campaign's request narrative and/or supporting advertisements explicitly state that donated monies and items shall become the property of the New Milford Board of Education:  
  
Yes \_\_\_\_ No \_\_\_\_
4. Proposed crowdfunding campaign will not imply endorsement of any business or product:  
  
Yes \_\_\_\_ No \_\_\_\_
5. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will be used in a manner consistent with District-approved curriculum:  
  
Yes \_\_\_\_ No \_\_\_\_
6. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will not result in undesirable or hidden costs to the District:  
  
Yes \_\_\_\_ No \_\_\_\_

7. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will not restrict future District action:
- Yes \_\_\_\_ No \_\_\_\_
8. Proposed crowdfunding campaign has a specific, pre-determined beginning and ending date;
- Yes \_\_\_\_ No \_\_\_\_
9. Proposed crowdfunding campaign will not be in conflict with state or federal law or Board of Education policy.
- Yes \_\_\_\_ No \_\_\_\_
- 

#### **Specific Considerations for Crowdfunding Campaigns Seeking Items/Supplies**

1. Requested items/supplies can be safely utilized by District students and staff:
- Yes \_\_\_\_ No \_\_\_\_
2. Requested items/supplies will be fully compatible with existing equipment, programs and/or materials;
- Yes \_\_\_\_ No \_\_\_\_
3. Requested items/supplies will not require the District to dedicate significant amounts of money or time for installation or maintenance:
- Yes \_\_\_\_ No \_\_\_\_
4. Requested items/supplies may be appropriately incorporated into District-approved curriculum:
- Yes \_\_\_\_ No \_\_\_\_

## Crowdfunding Request for Technology Related Items

*The designated administrator should review all crowdfunding requests with the District's Director of Information Technology to determine whether the requested technology is appropriately compatible with the District's technology infrastructure.*

Requested technology is appropriately compatible with the District's technology infrastructure:

Yes \_\_\_\_ No \_\_\_\_

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## Designated Administrator Review

Approved ☐

Denied ☐

More Information Needed \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FACILITY USAGE AGREEMENT

This **FACILITY USAGE AGREEMENT** (the “**Agreement**”) is made and entered into as of [date] (the “**Effective Date**”), by and between **NEW MILFORD FIRE FOOTBALL** (the “**Fire**”) a Connecticut charitable organization that is actively seeking Internal Revenue Code § 501(c)(3) tax exempt status with an address at **131 Knollwood Road, Newington 06111** (the “**Fire**”) and **THE NEW MILFORD PUBLIC SCHOOLS**, a public school district with an address at 50 East Street, New Milford, CT 06776 (the “**District**”). The Fire and the District are also sometimes referred to herein individually as a “**Party**” and collectively as the “**Parties**.”

**WHEREAS**, the Fire is a semi-pro football team affiliated with the East Coast Football League that is actively seeking to become an Internal Revenue Code § 501(c)(3) tax exempt registered organization; and

**WHEREAS**, the District is Connecticut public school district that is overseen and administered by **THE NEW MILFORD BOARD OF EDUCATION** (the “**Board**”); and

**WHEREAS**, the Board allows for use of property dedicated for District use including fields and buildings pursuant to New Milford Board of Education Policy # 1330 – “Use of School Facilities” (attached hereto as “**Exhibit A**”) and its accompanying administrative regulations (attached hereto as “**Exhibit B**”); and

**WHEREAS**, the Fire wishes to secure the use of the New Milford High School stadium, turf field, accompanying bathroom facilities, sound booth, Booster-Barn-Gridiron Club concession booth and lights (the “**District’s Stadium Facilities**”) for the purpose of hosting East Coast Football League games and conducting team practices and related events;

**NOW THEREFORE**, in consideration of the foregoing, and the mutual undertakings and promises contained in this Agreement, the parties agree as follows:

1. **Term**: This Agreement shall commence on the Effective Date and shall continue in full force and effect until December 31, 2021 unless terminated pursuant to Paragraph Nine as set forth below.
2. **Facility Usage**: Pursuant to the terms of this Agreement, the Fire shall be granted exclusive use of the District’s Stadium Facilities for East Coast Football League Games and scrimmages on the following dates:
  - a. June 5, 2021
  - b. June 19, 2021
  - c. July 10, 2021
  - d. July 17, 2021
  - e. July 24, 2021
  - f. August 7, 2021

All games and scrimmages shall take place from 5-9PM. The Fire shall be granted use of the District’s Stadium Facilities for future playoff games through October 31, 2021 pursuant to the terms of this Agreement and subject to facility availability.

3. **Price:** The Fire shall be permitted to use the District's Stadium Facilities as an "Other Non-Profit Group" as set forth in the District's "Priority List for Use of Public Facilities" (attached hereto as "**Exhibit C**"). As a non-profit group the Fire shall pay a total fee of \$1,276.02 per date of use. Such amount shall be inclusive of all roster fees, turf rental fees, application fees, lighting charges, overtime in connection with weekend use of the turf field, round booth rental and fees for the use of the Booster-barn-Gridiron Club. A complete break-out of such fees and charges is set forth in the attached price sheet (attached hereto as "**Exhibit D**").

Designation as a Non-Profit Group shall be contingent upon the Fire producing satisfactory proof to the District by December 31, 2021 that it has achieved designation as an Internal Revenue Code § 501(c)(3) tax exempt registered organization. In the event that the Fire is unable to submit satisfactory proof to the District by December 31, 2021 of its registered 501(c)(3) tax exempt status the Fire shall be required to pay the District for use of the District's Stadium Facilities as a "Commercial Venture" as set forth in the District's "Priority List for Use of Public Facilities. Such designation shall be retroactive to June 1, 2021 and shall require the Fire to pay the difference between fees it was assessed as a Non-Profit Group and any fees it should have been assessed as a Commercial Venture. The price for use of the District's Stadium Facilities as a Commercial Venture shall be \$2,136.02 per date of use.

4. **Compliance with Board Policies and District Administrative Regulations:** At all times the Fire's use of the District's Stadium Facilities shall be in compliance with Board Policy # 1330 – "Use of School Facilities" as well as all other Board policies and administrative regulations. The Fire's failure to comply with such policies and regulations shall result in immediate termination of this Agreement.
5. **Compliance with Turf Field Administration and Facility Use Manual:** At all times the Fire's use of the District's Stadium Facilities shall be in compliance with the District's "Turf Field Administration and Facility Use Manual" a copy of which will be supplied to the Fire. The Fire's failure to comply with such Manual shall result in immediate termination of this Agreement.
6. **Insurance:** The Fire shall obtain and maintain general liability coverage of at least \$1,000,000.00 per occurrence/\$1,000,000.00 aggregate. The District shall be added as an additional insured and the Fire's coverage shall be primary and non-contributory. Waiver of subrogation is required in favor of the district on all policies. The Fire shall furnish a certificate of insurance prior to its use of District facilities.
7. **Mutual Indemnification:** During the Term of this Agreement, each Party [the "Indemnifying Party"] agrees to indemnify and hold the other Party and its officers, directors, affiliates, subsidiaries, agents, and employees [collectively, the "Indemnified Party"] harmless from any loss or damage to person or property caused by the willful, reckless, or negligent acts or omissions of the Indemnifying Party. Notwithstanding the foregoing, the Indemnifying Party shall not have a duty under this Agreement to indemnify

and/or hold the Indemnified Party harmless from or against any claim or action for injuries or damage to person or property or any other damage or loss to the extent it was caused or is claimed to have been caused or contributed to in whole or in substantial part by the act or failure to act of the Indemnified Party.

8. **Police Presence.** At the Board's request, the Fire shall be responsible for securing Town of New Milford Police Department coverage for Fire games and other events. The amount of coverage required shall be in the Board sole discretion. The Fire shall be solely responsible for the cost of such coverage.
9. **Termination:** Either party may terminate this Agreement for any reason upon providing written notice to the other party.
10. **Notices** All notices, requests, demands, claims and other communications hereunder shall be addressed as follows (or to such other address as either party may designate by notice in accordance with the provisions of this Paragraph Eight):

**If to the District:**

Alisha DiCorpo  
Superintendent of Schools  
New Milford Public Schools  
50 East Street  
New Milford, CT 06776

**If to the New Milford Fire:** ????  
????

All such notices shall be deemed duly given on: (a) the date of personal delivery; (b) the date of transmission by facsimile, provided that the transmission is confirmed by a dated electronic confirmation; (c) three (3) business days after the date of deposit in the U.S. mail; or (d) if given by overnight courier, one (1) business day after being deposited with such courier.

11. **No Third-Party Beneficiaries:** Nothing in this Agreement, express or implied, is intended to or shall confer upon any Person other than the Parties and their respective successors and permitted assigns any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.
12. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings, agreements or representations by or among the parties, written or oral, to the extent they are related in any way to the subject matter hereof. No agent or representative of either party hereto has authority to make, and the parties shall not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.
13. **Interpretation of Agreement.** All parties have participated fully in the negotiation and drafting of this Agreement. The Agreement has been prepared by all parties equally and

is to be interpreted according to its terms. No inference shall be drawn that the Agreement was prepared by or is the product of any particular party or parties.

14. **Succession and Assignment.** This Agreement will be binding upon and inure to the benefit of the parties named herein and their respective successors and permitted assigns. No party may assign either this Agreement or any of its rights, interests or obligations hereunder without the prior written approval of the other party.
15. **Invalidity.** If any term or provision of this Agreement shall be invalid or unenforceable to any extent or application, then the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
16. **Governing Law:** This Agreement will be governed by and construed in accordance with the laws of the State of Connecticut without giving effect to its conflicts of law rules.
17. **Headings and Captions:** The headings and captions used herein are solely for the purpose of reference only and are not to be considered in connection with the construction or interpretation of this Agreement.
18. **Amendments and Waivers:** No amendment of any provisions of this Agreement will be valid unless the same will be in writing and signed by each party. The failure by either the District or the Fire to insist upon strict performance of any of the provisions contained in this Agreement shall in no way constitute a waiver of any of its rights as set forth in the Agreement, at law or equity.
19. **Severability:** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable to any extent, such provision shall be enforced to the greatest extent permitted by law and the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
20. **Dispute Resolution:**
  - 20.1 Intent. The intent of the Parties is to identify and resolve disputes promptly after any dispute arises. Before attempting to exercise any legal remedy, each Party agrees to follow the dispute resolution procedure described in this paragraph.
  - 20.2 Procedure. In the event of a dispute between the Parties arising out of or related to the negotiation, execution or obligations set forth in this Agreement, each Party agrees to promptly engage in good faith negotiations between senior executives of each Party as well as their respective representatives, including but not necessarily limited to legal counsel, at a place mutually agreeable to both Parties. In the event that such matter remains unresolved upon the earlier of (i) the conclusion of the negotiations; or (ii) twenty (20) days following the start of such negotiations, the Parties may submit the dispute to arbitration in accordance with subsection 26.3 below.

20.3 Arbitration. Any controversy or claim arising out of or relating to the negotiation, execution or obligations set forth in this Agreement, or the breach thereof, shall be settled by arbitration in Danbury, Connecticut administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

20.4 Prevailing Party. If a Party prevails against another Party regarding any claim arising from or related to the negotiation, execution or obligations set forth in this Agreement, then the non-prevailing Party shall reimburse the prevailing Party for costs, expenses, and attorneys' fees reasonably incurred by the prevailing Party regarding such claim.

21. **Counterpart Execution**: This Agreement may be executed and delivered in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.

22. **Future Use**: The Fire's failure to make all required payments pursuant to this Agreement or failure to comply with Board policies, District administrative regulations or the Manual shall prohibit the Fire's future use of District fields and facilities.

**[SIGNATURE PAGE FOLLOWS]**



**WHEREFORE**, the Parties intending to be legally bound by the execution of this Contract, hereby assert the same by affixing their signatures as stated below.

New Milford Fire Football

Dated: \_\_\_\_\_

By \_\_\_\_\_

Its:

Duly Authorized

New Milford Board of Education

Dated: \_\_\_\_\_

By \_\_\_\_\_

Its:

Duly Authorized

## **Community Relations**

### **Use of School Facilities**

As the schools of the community have been built with public funds and are supported by the citizens of the community, it is the desire of the Board of Education to make school facilities available to community organizations when consistent with the provisions of the General Statutes of the State of Connecticut, ordinances of the Town of New Milford, Internal Revenue Code Requirements for facilities whose construction was funded by tax exempt bonds and good management.

It is the policy of the Board to facilitate and encourage the use of school facilities by the public and to manage the use of school facilities to assure that the use of school facilities does not interfere with or otherwise disrupt the proper operation of the schools.

“School facilities” shall be defined as all school property, including land, buildings, equipment, and systems of and surrounding a facility operated by the Board of Education. The use of school facilities is under the control and supervision of the Facilities Director who shall be responsible to assure the use of school facilities shall be limited to those activities that do not infringe upon or in anyway interfere with the operation of the schools and the best interests of the Board of Education. Exceptions to the standards and regulations of this policy and appeals may be directed to the Superintendent of Schools and the Board of Education as appropriate.

1. The Board of Education may permit the use of school facilities for the following purposes:
  - a. instructions in any branch of education or the arts;
  - b. holding social, civic, and recreational meetings and entertainment;
  - c. meetings and entertainment purposes where admission fees are charged, provided the proceeds are to be expended for clearly designated educational, civic, or charitable purpose;
  - d. commercially sponsored meetings and entertainment purposes where admission fees are charged, provided that the sponsoring organization shall pay a fee to the Board of Education which fully covers utility costs and building depreciation as well as the usual custodial charges;
  - e. religious services during non-school hours; and
  - f. for voting in accordance with the provisions of Title 9 of the Connecticut General Statutes.

## Community Relations

### Use of School Facilities

2. An organization may request use of a particular facility for a period of time not to exceed six (6) months. When more than one organization requests the use of a particular facility at the same time, the Superintendent of Schools shall discuss the matter with the organizations involved in the conflict and attempt to work out a mutually satisfactory compromise. If a compromise cannot be arranged, priority shall be given to:
  - a. the organization that will make best use of the facility in terms of the number of people to be served, and/or the lack of an equivalent program in the community;
  - b. the organizations currently using the facility; and
  - c. the organization wishing to expand existing activities conducted in that facility.
3. Use of school buildings may be denied by the Board of Education to the extent permitted by law. The Superintendent of Schools or his/her designee will represent the Board in granting provisional permission for use of school facilities.
4. Organizations that use school facilities for
  - a. commercial purposes,
  - b. fund-raising activities other than those sponsored by local nonprofit organizations,
  - c. classroom instruction for which tuition is charged, other than those sponsored by municipal, state or local agencies, or
  - d. political/advocacy groups or religious services, including groups engaged in fundraising to support political candidates or issues or religious organizations, will be required to recompense the Town at an established rate to be set annually by the Board of Education which covers expenses incurred for lighting, heating, and general building maintenance. Prepayment of fees will be required. The PTO and other parent and student groups who use school facilities to raise funds for school-related purposes will be exempt from this requirement.
5. When use of a school facility requires overtime pay to a custodian, kitchen worker or other school employee, the organization using the facility will be required to reimburse the school system for the overtime payment, plus any applicable employee benefits. The employee will enter the time worked on his time card and the central office in turn will bill the users for the overtime payment.

## **Community Relations**

### **Use of School Facilities**

6. The administration has the responsibility to determine that an area is being used efficiently. If participation approaches minimal numbers, the approval may be withdrawn by the Superintendent or his/her designee.
7. Approval of the Application for Building Use may be withdrawn for non-compliance with any of the following rules or for failure to make payment.
  - a. Smoking is not permitted anywhere within the school building. In the event that smoking on stage is part of a program, the applicants will be required to obtain the written permission of the Town Fire Marshall. All organizations using this facility for a public function will announce that, in accordance with Section 31-22 of the NFPA 101 Code, there will be no smoking permitted. Further, notification will be given regarding the location of all emergency fire exits.
  - b. All exit lights must be lit during a program. No exit may be blocked.
  - c. Any organization shall be required to obtain the services of police officers or firemen if the Superintendent or his or her designee deems such services necessary for the safety of participants, school property and/or traffic control.
  - d. It is expected that the facilities will be left clean and neat after use. All organizations will be held responsible for the proper care and use of facilities and will be charged for any damage to buildings or equipment as a result of their usage.
  - e. No school owned equipment may be installed or operated by the using agency but must be operated and under the control of school appointed personnel. Since the use of any school facility may require technical knowledge, it is necessary that an Application for Use of School Facilities form be prepared in quadruplicate. While any of the facilities that are part of the district are available to an approved organization for use, only authorized personnel will be permitted to operate such facilities.
  - f. If the program is primarily intended for children under the age of 18 years, the school administration will require the sponsoring agency to provide adult supervision. The names of supervisors must be submitted in advance. The number of supervisors will be determined by the school administration.

## **Community Relations**

### **Use of School Facilities**

- g. No nails, screws or other fastening devices may be applied to any part of the school building. This applies to stage floors in particular.
- h. Any group or organization using the school facilities shall be responsible for injury, damage of any kind and theft. Said groups or organizations agree to indemnify and save the Board of Education and the Town of New Milford harmless from any damage, loss, or expense or liability of any kind resulting from or arising out of said use.
- i. Organizations wishing to use school facilities must first present in writing proof of proper insurance which will cover any liability that might be claimed against the Board for any occurrence resulting from said use with a save harmless clause protecting the Board, along with coverage for any damage or theft.
- j. Fixed kitchen equipment may not be used without an employee of the school lunch program in attendance.
- k. Requests for use of a particular facility on a regular basis may not be submitted prior to January 1 for a summer activity or prior to June 1 for a fall, winter and/or spring activity.
- l. The person responsible for the organization shall inspect the areas of planned use before and after their use in the company of the assigned custodian. The custodian will note any problems seen on the pre and post use inspection. Users will be responsible for conditions noted after use which were not present on the pre use inspection.
- m. The use of shower or locker facilities at the middle school and high school will be permitted if the group requesting use can vacate these spaces no later than 10 p.m. If the spaces are not vacated by that time the groups involved will receive additional charges for overtime use.
- n. Any group using the facilities past 11 p.m. will be billed for overtime custodial charges.

## Community Relations

### Use of School Facilities

8. The Board shall periodically conduct instructional time and facility usage assessments in order to maximize student learning and community use of facilities. To assist in this process, the Superintendent shall regularly meet with representatives from the New Milford Public Library and the New Milford Parks and Recreation Department to coordinate the availability of facilities.
9. The Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy.
10. In accordance with Conn. Gen. Stat. § 10-222a, whenever any outside group or individual makes payment for custodial costs for use of school facilities or otherwise for the use of such facilities such payment, less any cost incurred by the Town in providing custodial services, shall be deemed appropriated to the Board for the current fiscal year.

Legal Reference: Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905  
Patriotic and National Organizations, 36 U.S.C. § 10101 et seq.

#### Connecticut General Statutes:

##### Title 9 Elections

10-221g Instructional time and facility usage assessment

10-222a Boards to have use of funds from repayment and insurance proceeds for school materials and from payment for custodial services for use of school facilities

10-239 Use of school facilities for other purposes.

Policy adopted: May 7, 2001  
Policy revised: June 9, 2009  
Policy reviewed: October 15, 2013  
Policy revised: August 20, 2019

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**NEW MILFORD PUBLIC SCHOOLS**  
**New Milford, Connecticut**

**PRIORITY LIST FOR USE OF PUBLIC FACILITIES**

**1. ALL ACTIVITIES UNDER THE JURISDICTION OF THE BOARD OF EDUCATION:**

Educational activities for public school children and school employees.

**LOCAL TOWN GOVERNMENT AND CONTINUING EDUCATION:**

This category includes: All official Town Meetings and regular meetings which are open to the general public such as Evening School, elections, Civil Defense Organizations, Red Cross and Emergency Preparedness Organizations.

**PARENT-TEACHER AND OTHER SCHOOL ASSOCIATED GROUPS:**

This category includes: PTO, Graduation Party Committee and other school associated groups.

**2. RECREATION FOR CHILDREN:**

(Non-Profit Organization) e.g. Girl & Boy Scouts Organizations, Parks & Recreation, Youth Agency, and other non-profit youth activities.

**RECREATION FOR ADULTS:**

(Non-Profit Organization) e.g. Adult recreational or cultural activities, Senior Citizen Organizations, etc.

**3. OTHER NON-PROFIT GROUPS:**

(Non-Profit Organization) e.g. Church Youth Groups, Service Organizations, Church meetings etc.

**COMMERCIAL VENTURE:**

This category includes commercial ventures of definite cultural value, for the specific benefit of the youth of New Milford.

**4. POLITICAL PARTY MEETINGS:**

To be used for conducting party business and not for rallies with the exception of caucuses.

**PRIVATE PARTY MEETINGS:**

Civic and Fraternal programs: e.g. Women's Club, Condo Associations, alumni groups, Masons, Elks, etc.

**5. COMMERCIAL VENTURE:**

This category includes commercial venture for organizational promotion.

**USE OF FACILITIES FEE SCHEDULE**  
**(Effective November 19, 2019)**

**Elementary and Intermediate Schools**

Org. Type	Classroom	Cafetoreum	Library	Kitchen	Gym, MPR	Fields/Parking
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
3	\$50.00	\$150.00	\$150.00	\$100.00	\$150.00	\$125.00
4	\$75.00	\$200.00	\$200.00	\$150.00	\$250.00	\$175.00
5	\$125.00	\$350.00	\$250.00	\$200.00	\$350.00	\$225.00

**Middle and High Schools**

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Arena	MPR	Theater	Turf Fields
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00*
3	\$50.00	\$150.00	\$150.00	\$150.00	\$150.00	\$250.00	\$150.00	\$600.00	\$15.00*
4	\$75.00	\$200.00	\$200.00	\$200.00	\$250.00	\$450.00	\$250.00	\$800.00	\$200.00/hour
5	\$125.00	\$350.00	\$250.00	\$300.00	\$350.00	\$750.00	\$350.00	\$1,200.00	\$250.00/hour

**Utility Fees (per event)**

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Theater	Turf Field Lights
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
3	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
4	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
5	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
A/C Charges Where Applicable	\$35.00	\$70.00	\$65.00	\$35.00	\$70.00	\$250.00	n/a

- Custodial & Maintenance overtime fees will be billed at \$34.00 per hour Monday-Saturday, \$44.00 per hour on Sundays.
- Turf Field Overtime rate will be \$50.00 per hour for 1-3 hours of use; \$150.00 flat rate for 3+ hours per Monday-Saturday event; and \$200.00 flat rate for 3+ hours per Sunday event.
- A.V. or Computer Tech. fees will be billed at \$37.00 per hour Monday-Saturday, \$47.00 per hour on Sundays.  
(Required for NMHS Theatre Sound Booth and any other on-site support)
- Cafeteria employees' services will be billed separately and in addition to any fees incurred by this permit.
- There will be a one time application fee of \$20.00 for groups in Org. Type 2 & 3.
- There will be a one time application fee of \$30.00 for groups in Org. Type 4 & 5.
- There will be a flat rate fee of \$175.00 per use for the school piano or sound system.
- There will be a flat rate fee of \$150.00 each per use for a school computer, copier, and/or audio/visual equipment.
- Fee of \$25.00 per use of Turf Field Sound Booth (organization types 2-5). Usage of this also requires pre-use authorization form.
- Fee of \$150.00 per use of Turf Field Booster Barn (organization types 2-5). Usage of this also requires pre-use authorization form.

\* There will be a \$15.00 per person roster fee for use of turf fields as explained in the Field Use Manual for Org. Types 2&3.



## Community Relation

### Use of School Facilities

Board policy 1330 authorizes school facilities being used by a wide variety of external organizations provided those organizations satisfy the terms and conditions established by the Board and reflected in associated administrative regulations. The Board policy makes it clear that “the activities of such organizations are not to infringe upon, nor interfere with, the conduct and best interest of the school system. Regular school activities will have priority for all space.”

Since the policy already contains specific provisions normally placed in administration regulations, those provisions are not repeated here.

The following three provisions are included in companion administrative regulations:

1. In order for a building use request to be confirmed it must receive the approval of the Building Principal or his/her designee. Only the Superintendent may override a Principal’s decision not to approve a request for use.
2. The reference made in Board Policy to “regular school activities will have priority for all space” embraces regular classrooms and school-wide activities, and before and after school activities including teacher’s use of their classrooms to do planning and record-keeping in connection with their responsibilities as teachers.
3. When one school cannot accommodate a particular use request its Principal or designee in conjunction with the Department of Environmental Services will provide reasonable assistance to the requestee to see if another school might be able to accommodate the request.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Regulation approved: May 7, 2001  
Regulation revised: June 9, 2009

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



**TO: Alisha DiCorpo, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: May 6, 2021**  
**RE: Projected 2020-21 Operating Fiscal Year End Balance**

The chart below states the Budget Position as of 4/30/21 and then projects what we believe to be the Fiscal Year End balance that we will end the 2020-21 year with taking into consideration all known variables **not including any year end projects the Board has already authorized or may authorize in the future:**

MAJOR OBJECT CODE DESCRIPTION	AVAILABLE BALANCE	PROJECTION FOR
	4/30/21*	6/30/21**
SALARIES	1,607,578	1,007,578
BENEFITS	319,416	169,416
PROFESSIONAL SERVICES	407,911	347,911
PROPERTY SERVICES	155,563	110,563
OTHER SERVICES	184,949	94,949
SUPPLIES	287,173	231,973
CAPITAL	7,459	0
DUES AND FEES	23,958	15,958
REVENUE	10,972	147,587
TOTAL	3,004,979	2,125,935
PERCENT OF BUDGET	4.66%	3.30%

The following list contains the potential year end projects discussed to date at the Board level:

- NMHS Electric Sign - Board approved already - \$45,229 - needs to be bid.
- MAXX Renovation Items - Board approved already - \$16,500 - items being ordered.
- NMHS Gym Floor Dry Scrub and Resurface - Presented, not approved - \$8,675 - awaiting guidance.

If those three projects were completed, billed and closed out before 6/30/21, the revised projected fiscal year end balance would change to \$2,055,530 or 3.19%.

Any amount unspent at the end of the fiscal year is at the Board's discretion to request of the Town Council and Board of Finance, that such funds be put into one of the following pending the final audit:

- The already established COVID account
- Capital Reserve account for projects
- Contribution towards Turf Field Replacement

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

### Request to Use NMPS Logos

I am the owner of BD Provisions here in New Milford, and we are working on a product offering to honor our 2021 NMHS and SMS Graduates. To this end, I would like to use the NMHS and SMS logos. Prior to doing so, I would like to ensure that I have permission to print the logo and apply it to our product. Is the Green Wave Logo available for public use? If not, can you please direct me to someone who can grant permission for its use?

Thank you for your consideration in this matter,

Jennifer Clark, Owner

BD Provisions New Milford

43 Main Street, New Milford CT 06776



## **Community Relations**

### **Advertising and Promotion**

The Board of Education has a responsibility to protect students from possible exploitation by private interests through exposure to advertising within the school environment. Because marketing and promotional materials are a pervasive element in our culture, it is unfeasible to strictly prohibit the indirect or incidental advertisement of products and services to students and parents.

The resources of the New Milford Public Schools may not be used to advertise or promote goods or services to students if the primary purpose of such activity is to create commercial benefit for a non-school entity. Any advertising by the school, staff or affiliated organizations must be done in a thoughtful, careful and tasteful manner consistent with the educational goals of the district and in the best interests of the students. The Superintendent of Schools must approve any advertising by private interests in school district facilities or on school district property. The approval of such advertising does not imply that the Board endorses the product, services or item being advertised.

In addition, approval must be consistent with the educational interests of the students as well as the requirements of other Board policies. Any approval will state precisely where such advertising may be placed. Advertising by private interests will not be allowed outside the specific area approved by the Board of Education.

The Superintendent of Schools shall develop and implement regulations regarding the appropriate use of advertising and promotion within the schools.

Legal Reference: Title IX of the Educational Amendments of 1972.

Policy adopted:	May 7, 2001
Policy revised:	June 9, 2009
Policy revised:	November 10, 2009
Policy reviewed:	October 15, 2013
Policy revised:	August 20, 2019

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## **Community Relations**

### **Advertising and Promotion**

The resources of the New Milford Public Schools may not be used to advertise or promote goods or services to students if the primary purpose of such activity is to create commercial benefit for a non-school entity.

The Superintendent or designee shall:

1. Cooperate through announcements and distribution of program material, with a town agency or recognized non-profit organizations that benefit students and their families when such cooperation will not interfere, restrict or impair the educational program of the schools.
2. The Superintendent may announce or authorize to be announced, any lecture, play, film, or other community activity with educational value and consistent with the curriculum.

The appropriate Principal or designee shall:

1. Permit participation, which participation shall be at the option of the individual schools, in essay, art, science and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program.
2. Accept limited advertising on extra-curricular activity schedules and programs at the discretion of the Principal of the school involved.
3. Allow advertising for services in connection with class pictures, class rings and similar student activities approved by the appropriate administrator.

The Board recognizes that it is consistent with the intent of this regulation to allow the recognition of non-school entities in the following limited circumstances.

1. The Board may accept donations of goods or services which incorporate a recognition of the donating organization. The donating organization will obtain approval of the Superintendent with respect to the nature of the recognition prior to initiating the donation.
2. At extra-curricular or athletic events, the Superintendent may allow the use of vendor provided signage or paraphernalia directly related to the provisioning of goods and services, appropriate sponsor-provided signage or paraphernalia, or the inclusion of appropriate advertisements in programs related to the event.

**Community Relations**

**Advertising and Promotion**

3. The Board allows recognized PTO organizations to advertise and promote the activities sponsored by the PTO organizations. Any such communication shall clearly indicate that the activity is sponsored by the PTO.
4. Hours of operations and items to be sold in school stores are subject to approval of the Principal.

Legal Reference: Title IX of the Educational Amendments of 1972.

Regulation adopted: September 19, 2017  
Regulation revised: June 4, 2019

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

Approved Field Trips May 2021

<b><u>School</u></b>	<b><u>Grade/Dept.</u></b>	<b><u>Trip Date</u></b>	<b><u>Day(s) of the Week</u></b>	<b><u># of Students</u></b>	<b><u># of Adults</u></b>	<b><u>Destination</u></b>	<b><u>Subs</u></b>	<b><u>Student Cost</u></b>
SMS	8	06/11/21	Friday	260	20	Lake Compounce (8th grade Science Field Trip)	TBD	\$46.20

**New Milford Board of Education  
Policy Sub-Committee Minutes  
May 4, 2021  
Sarah Noble Intermediate School Library Media Center**

RECEIVED  
TOWN CLERK  
2021 MAY - 6 P 12: 50

NEW MILFORD, CT

<b>Present:</b>	Mrs. Olga Rella, Chairperson Mr. Joseph Failla Mrs. Tammy McInerney Mrs. Wendy Faulenbach, Alternate
<b>Also Present:</b>	Ms. Alisha DiCorpo, Superintendent of Schools Mrs. Cathy Calabrese, Interim Assistant Superintendent Mrs. Cathy Gabianelli, Human Resources Director Mr. Anthony Giovannone, Director of Fiscal Services and Operations

<b>1.</b>	<b>Call to Order</b>  The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Rella. Mrs. Faulenbach was seated to fill the vacancy.	<b>Call to Order</b>
<b>2.</b>	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>  • Mrs. Rella said two policies were back for second review.  <b>A. Policies for Second Review:</b>  <b>1. 3152 Spending Public Funds for Advocacy</b>  • There were no comments.  <b>2. 3300 Purchasing</b>  • Mrs. McInerney said this was discussed at the Board and was back to the subcommittee for further discussion of threshold dollar limits. • Mrs. Rella noted that based on the data supplied by Mr. Giovannone, 45% of purchases fall between \$5,000 and \$9,999. Mrs. Rella said she discussed with Ms. DiCorpo going to a \$25,000 threshold versus the \$50,000 request. The threshold of \$25,000 would mean that 80% of requests would not have needed approval this	<b>Discussion and Possible Action</b>     <b>A. Policies for Second Review:</b>  <b>1. 3152 Spending Public Funds for Advocacy</b> <b>2. 3300 Purchasing</b>



year. Many are routine items; all are budgeted items.

- Mrs. Faulenbach said the \$50,000 threshold was suggested by legal but the full Board felt it was too high. She said she would be interested in what is gained and what is lost by going to the \$25,000 threshold. She asked if the Board would still see the purchases in some form.
- Mr. Giovannone said he could report them as an item of information, just not for approval. He said he had asked the Town what their threshold is and was told there is no limit for approval of purchase orders not requiring a bid. If a bid is required, the Town threshold is \$10,000. They are considering raising this threshold as well.
- Mrs. Faulenbach said she is comfortable raising the threshold but considers \$50,000 too robust. She thinks it is important for the Board to still see the purchases of approved budgeted items.
- Mrs. McInerney said she is okay with \$25,000 and agreed it is important to continue to see reporting for transparency to the public.
- Mr. Failla said he thought it was important that the full Board had had a chance to ask questions. He is comfortable with \$25,000 and the Board will have a chance to review the recommendation at the next meeting.
- Mr. Giovannone said this will provide some relief to internal processes as well.
- Mr. Giovannone said if the Board accepts the \$25,000 threshold in #2, then it makes sense to bump up the threshold referenced in #7 to match, at \$15,000-\$25,000.
- Mrs. Faulenbach noted that #8 cleans up the procedure used in an emergency.
- Mrs. Rella noted that changing #9 to \$15,000 brings it in line with the rest.
- Mrs. Faulenbach noted that a major issue of an emergency nature is unfortunately usually expensive so this makes sense and may avoid having to convene a special meeting.
- Mr. Failla agreed, as long as the Board is notified following.
- Mrs. Rella suggested \$15,000 be used in #10 as well. Mr. Giovannone agreed and suggested the \$25,000 threshold be removed entirely.

- Mrs. Faulenbach asked how non-budgeted items would be reported in this situation.
- Ms. DiCorpo said an emergency situation would typically not be budgeted for but would have to be affiliated with a budget line for accounting.
- Mrs. Faulenbach said she thinks this works and is still transparent.
- Mrs. McInerney agreed saying it helps the business of the district to get done but is still accountable to the public.
- Mrs. Rella noted that these policies will automatically go back to the Board for second review.

**B. Policies for First Review:**

**1. 1324 Fundraising by Students**

- Mrs. McInerney noted a typo on page 1324(a).
- Ms. DiCorpo noted that there are many revisions suggested. Building principals will need to list and report fundraising activities in their schools. The policy provides updated documents to do that. It provides updated guidelines and clarity for consistency with the mission and goals of the district, gathering of information and what happens when donations are received. It adds a segment on crowdfunding.
- Mrs. Rella said she liked the addition of a denial check to the form. She said it is helpful to know why the request may be denied.
- Mrs. McInerney asked if the superintendent is still part of the approval process. Ms. DiCorpo said she is the final sign off of three. The principal and Business Office also sign off.
- Mrs. Faulenbach asked about fundraiser reporting. Ms. DiCorpo said they are tracked now but not reported on. Mr. Failla said he believed there had been reporting in the past.
- Mrs. Faulenbach said she thought it had been by request only in the past.
- Ms. DiCorpo said under this revision, she would report verbally each month as part of her Superintendent's Report. If the Board prefers

**B. Policies for First Review:**

- 1. 1324 Fundraising by Students**
- 2. 3240 Tuition Fees**
- 3. 3260 Sales & Disposal of Books, Equipment & Supplies**
- 4. 3270 Disposition and Rental of Real Property**
- 5. 3280 Gifts to the School**
- 6. 3281 School Fundraisers**
- 7. 3313 Relations with Vendors**
- 8. 3313.1 Local Purchasing**

	<p>something more formal, similar to the field trip report, perhaps that could be provided quarterly.</p> <ul style="list-style-type: none"> <li>• Mrs. McNerney said there is a great deal of fundraising efforts going on by many groups.</li> <li>• Mr. Failla said it will be good to acknowledge all that work.</li> <li>• Ms. DiCorpo said it will be important to share any revisions with all stakeholders. She said the crowdfunding section in particular is new. She said it may be necessary to check with legal in the case of a fundraiser that uses traditional and crowdfunding both.</li> <li>• Mrs. Faulenbach said she thought a verbal report is sufficient, as long as the information is shared. They are not looking to add more layers and work at this time.</li> </ul> <p>Mrs. Faulenbach moved to bring policy 1324 Fundraising by Students to the full Board for first review, seconded by Mrs. McNerney.</p> <p>The motion passed unanimously.</p> <ul style="list-style-type: none"> <li>• Due to time constraints, the rest of the policies up for review tonight will be moved to the June meeting for discussion.</li> </ul> <ol style="list-style-type: none"> <li>2. 3240 Tuition Fees</li> <li>3. 3260 Sales &amp; Disposal of Books, Equipment &amp; Supplies</li> <li>4. 3270 Disposition and Rental of Real Property</li> <li>5. 3280 Gifts to the School</li> <li>6. 3281 School Fundraisers</li> <li>7. 3313 Relations with Vendors</li> <li>8. 3313.1 Local Purchasing</li> </ol>	<p><b>Motion made and passed unanimously to bring policy 1324 Fundraising by Students to the full Board for first review.</b></p>
4.	<p><b>Items of Information</b></p> <p><b>A. Regulations for Review:</b></p> <ol style="list-style-type: none"> <li>1. 3280 Gifts to the School</li> <li>2. 3281 School Fundraisers</li> </ol> <ul style="list-style-type: none"> <li>• Due to time constraints, these regulations will be moved to the June meeting for discussion.</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Regulations for Review:</b></p> <ol style="list-style-type: none"> <li>1. 3280 Gifts to the School</li> <li>2. 3281 School Fundraisers</li> </ol>

5.	<b>Public Comment</b> <ul style="list-style-type: none"><li>• There was none.</li></ul>	<b>Public Comment</b>
6.	<b>Adjourn</b> <p>Mrs. McInerney moved to adjourn the meeting at 7:32 p.m. seconded by Mrs. Faulenbach and passed unanimously.</p>	<b>Adjourn</b> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:32 p.m.</b></p>

Respectfully submitted:



Olga I. Rella, Chairperson  
Policy Sub-Committee

RECEIVED  
TOLSON CLERK

2021 MAY - 6 PM 12:50

NEW MILFORD, CT

Present:	Mrs. Tammy McInerney, Chairperson Mr. Joseph Failla Mr. Brian McCauley
Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Mrs. Catherine Calabrese, Interim Assistant Superintendent Ms. Linda Scoralick, NMHS Assistant Principal Mrs. Cortni Muir, Math Coach Ms. Lisa Morlock, Literacy Coach

[illegible]

	<p>revolve around a central career or subject area theme, while preparing students for the real world. This is education with a purpose.</p> <ul style="list-style-type: none"> <li>• Ms. Scoralick said the goal is to increase relevance and lead to more student engagement and to help students make more informed decisions about their post-secondary path. This should lead to a better career fit, lower college expenses and debt, a smoother transition to adult life, and a more productive and effective workforce.</li> <li>• Ms. Scoralick said pathway development is in the explorer phase and they are in the process of building awareness while implementing over the next few years.</li> <li>• Mrs. Failla said he has been vocal over the years that college is not for everyone. He is a huge advocate for “other than college” choices. There are well-paying jobs out there.</li> <li>• Ms. DiCorpo said they have been working on this for a long time. They have been hearing from the community that they want this, but a plan and budget are necessary to back it up. Ms. Scoralick is looking at where we can start based on what we already have in place for courses and personnel. There is lots of community buy in and excitement for the future.</li> <li>• Mrs. McInerney said she really enjoyed the discussion. She loves the idea of high school exploration of pathways and would like to see it expanded to the arts as well.</li> </ul>	
<b>B.</b>	<p><b>Summer Programming</b></p> <ol style="list-style-type: none"> <li><b>1. Summer Bridge for Incoming 3rd-5th graders</b></li> </ol> <ul style="list-style-type: none"> <li>• Mrs. Calabrese said the district has run this program in the past, funded through Title I. It is offered to ensure that all students have adequate opportunities to meet the district’s rigorous academic standards in reading and math. Students’ social and emotional learning</li> </ul>	<p><b>B. Summer Programming</b></p> <ol style="list-style-type: none"> <li><b>1. Summer Bridge for Incoming 3rd-5th graders</b></li> <li><b>2. Summer Bridge for Incoming 6th graders</b></li> <li><b>3. Algebra Readiness</b></li> <li><b>4. Summer Bridge for Incoming Freshmen</b></li> <li><b>5. Credit Recovery Program for 9th-12th graders</b></li> </ol>

will be aligned into the program as well. Students invited are in the 20th-50th percentile. Teacher recommendations and student grades are also taken into account.

**2. Summer Bridge for Incoming 6th graders**

- Mrs. Calabrese said this is a new program, similar to the one for Incoming 3rd-5th graders, that will be funded by Title I. It is designed to help students transition successfully from intermediate to middle school in the areas of literacy, numeracy, and social-emotional learning. Invites will be based on standards similar to the intermediate program.
- Mrs. McInerney asked if students will need to qualify in all areas of need. Mrs. Calabrese said yes, they are looking at numbers in conjunction with the number of teachers and available funding.

**3. Algebra Readiness**

- Mrs. Calabrese said this program exposes students to critical units of the pre-algebra curriculum in order to ensure preparation for potential entrance into algebra in 8th grade this coming fall. Students must pass a test at the end of the week for consideration.
- Ms. DiCorpo said this is budgeted out of the Department of Instruction. Normally it runs two weeks, but there was a lack of interest this year.
- Mrs. McInerney asked where students are placed if they do not pass the test. Mrs. Calabrese said pre-algebra, which is typical for 8th grade.

**4. Summer Bridge for Incoming Freshmen**

- Mrs. Calabrese said this is a new program for incoming freshmen, designed to help students transition successfully from middle to high

	<p>school in the areas of literacy, numeracy and social-emotional learning.</p> <ul style="list-style-type: none"> <li>• Ms. DiCorpo said funding is in next year's operating budget that is waiting for approval.</li> </ul> <p><b>5. Credit Recovery Program for 9th-12th graders</b></p> <ul style="list-style-type: none"> <li>• Mrs. Calabrese said this is a newly budgeted program also. It will allow students the opportunity to recover credits lost due to failing grades. There is no cost to the student. Previously students wishing to recover credits needed to attend a program in Brookfield and pay tuition.</li> </ul>	
<b>C. Jumpstart (ESSER II)</b>	<ul style="list-style-type: none"> <li>• Mrs. Calabrese said this new program was written as part of the ESSER II funding application. It will be offered at HPS and NES to incoming 1st and 2nd graders so that they can work on skills. Two teachers and two paracaducators are planned for each site.</li> <li>• Ms. DiCorpo thanked Mrs. Calabrese, the coaches, and building administrators for all their hard work with these programs and ESSER funding needs. They are making an effort to help as many students as possible and to build on what we have. They are fortunate to be able to fill positions; that is not true everywhere.</li> </ul>	<b>C. Jumpstart (ESSER II)</b>
<b>D. Summer Passport/Calendars</b>	<ul style="list-style-type: none"> <li>• Mrs. Muir, Math coach, said she was pleased that the summer math passport was back. This math themed adventure for students incoming 1st through 5th grades includes a real-world connection with our local community partners. Summer math calendars are also available for grades K-8.</li> </ul>	<b>D. Summer Passport/Calendars</b>



	<ul style="list-style-type: none"> <li>• Mrs. McInerney asked about students who might not have transportation to visit the different sites. Ms. DiCorpo said this was worked out previously by having the coaches stamp their passports on return to school. Mrs. Muir said the calendar is also an option.</li> </ul>	
<b>E. Summer Reading Programs</b>	<p><b>1. NMHS Summer Reading</b></p> <ul style="list-style-type: none"> <li>• Mrs. Calabrese said the high school is using a digital format for summer reading. Students will have over 40 books to choose from including print and digital options. The New Milford Public Library has partnered with NMHS to help supply and promote the books. Students then choose one of ten different assignments to complete. Summer reading is not required but students receive five extra points in their first semester class as an incentive.</li> <li>• Mr. Failla asked if participation has been tracked previously. Ms. DiCorpo said she would check.</li> <li>• Ms. Morlock, Literacy coach, talked about the summer reading options for K-8. The district will be participating in the Governor's Summer Reading Challenge. At the K-2 level there is also Summer Bingo. Grades 3-5 have a Summer Reading Choice Board. Grades 6-8 have Tic-Tac-Toe Summer Reading. All programs are designed to motivate, encourage and build reading stamina through a variety of activities and choices. They want to promote literacy in a different light and not bind students to a particular book.</li> <li>• Mrs. McInerney asked if any incentive is provided at the 6-8 level, since the program is voluntary. Ms. Morlock said they are trying to limit and avoid the "assignment" idea and instead promote an enjoyment of literacy in its different forms.</li> </ul>	<b>E. Summer Reading Programs</b>
		<b>1. NMHS Summer Reading</b>

New Milford Board of Education  
Committee on Learning Meeting Minutes  
May 4, 2021  
Sarah Noble Intermediate School Library Media Center

Page 6

4.	<b>Public Comment</b> <ul style="list-style-type: none"><li>• Betsy Stewart, on behalf of the other coaches, thanked the coaches for all their hard work.</li></ul>	<b>Public Comment</b>
5.	<b>Adjourn</b> <p>Mr. McCauley moved to adjourn the meeting at 8:37 p.m. seconded by Mr. Failla and passed unanimously.</p>	<b>Adjourn</b> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:37 p.m.</b></p>

Respectfully submitted:



Tammy McInerney, Chairperson  
Committee on Learning



# May's COL Meeting

Tuesday, May 4th

# Tonight's COL Agenda



1. Pathways Update (Linda Scoralick presenting)

1. Summer Programming:

- Summer Bridge for Incoming 3rd through 5th graders
- Summer Bridge for Incoming 6th graders
- Algebra Readiness
- Summer Bridge for Incoming Freshman
- Credit Recovery Program for 9th - 12th graders

1. Jumpstart

1. Summer Passport/Calendars (Cortni Muir presenting)

1. Summer Reading Programs (Lisa Morlock presenting)

a. NMHS summer reading



## Pathways

- Update
- Summer Work Proposal

Presenter: Linda Scoralick

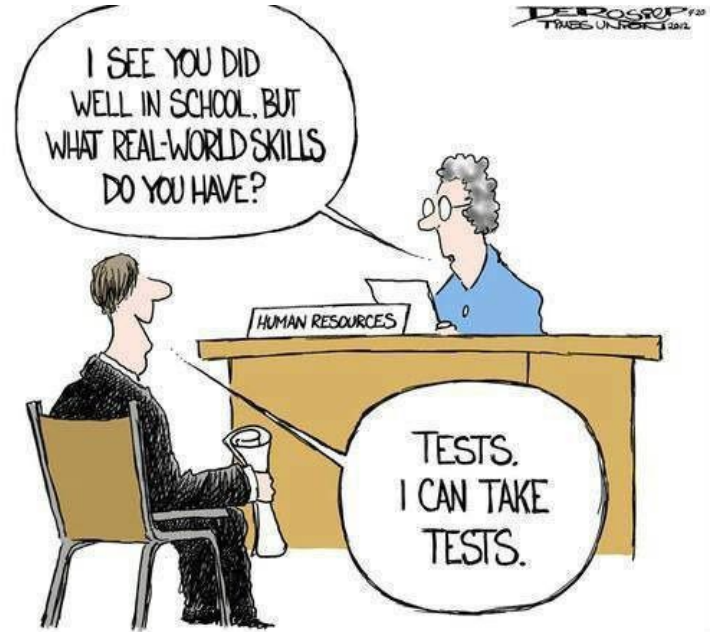


# Career Connected Learning at NMHS

Improving Career Education & Decision Making for All  
Students

# Key Takeaways

- Connecting learning to careers makes it more relevant and will help students make more informed decisions about their post-secondary path.
- Required under Perkins V
- Will tie to NEASC Accreditation in 2025.
- Our goal is to afford students the opportunity to engage in a series of interconnected academic and elective courses, including work based learning experiences, that revolve around a central career or subject area theme.



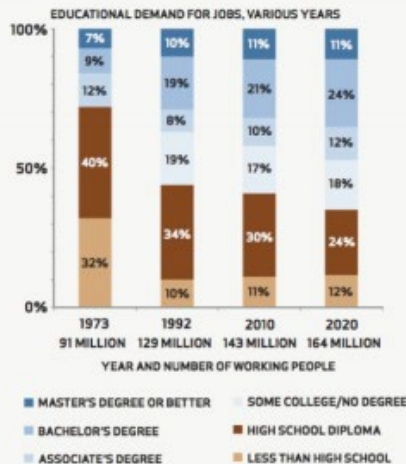
# Why is career connected learning important?

## The Reality

Educational demand for employment has grown; we expect that trend to continue.

Bachelor's and Advanced  
= 35% of U.S. Jobs  
Some College + Associates  
= 30% of U.S. Jobs

GEORGETOWN UNIVERSITY



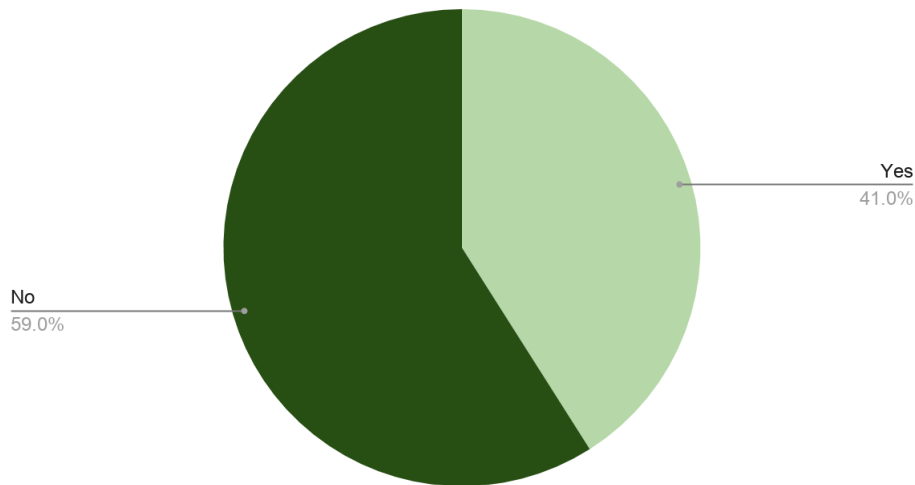
- At the local, state and national levels:
  - Skills Gap
    - Not enough skilled workers to fill skilled jobs available.
    - College graduates are not ready to enter the workforce.
  - Students enroll in, but do not complete post secondary programs
    - Many that do finish do not do so on-time, leading to over-crediting/increased debt.



# What does this mean in New Milford?

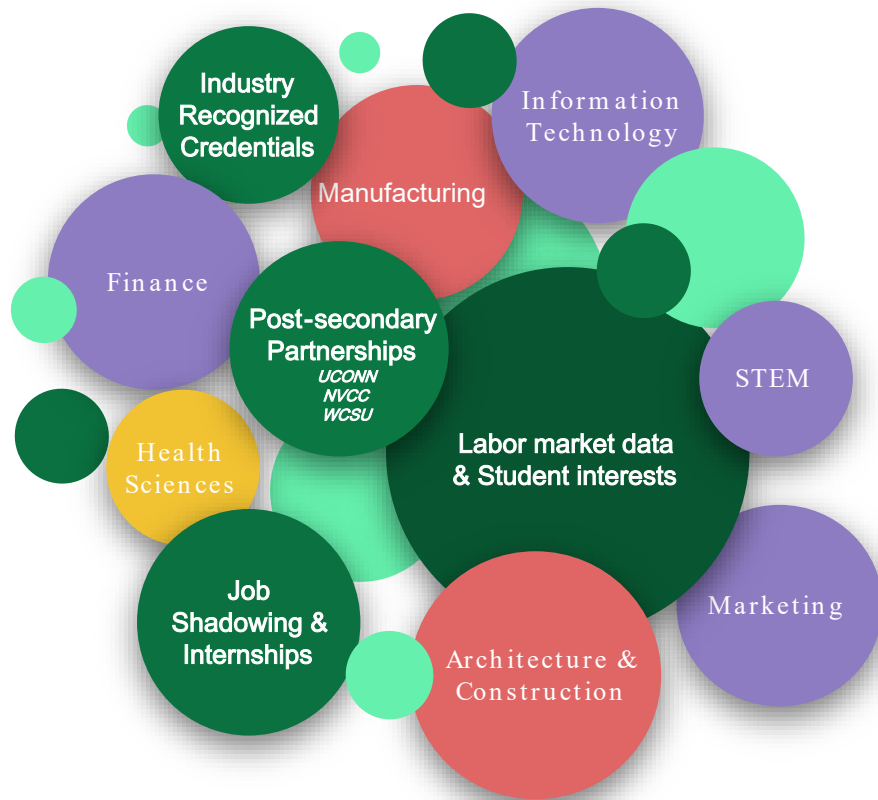
- In New Milford, for graduating classes from 2009-2016.
  - On average 78% of the graduating class enroll in college immediately after graduation.
    - 92% of these students return for a second year of college
  - On average, 59% of students in a graduating class complete a degree within 6 years.

Students Earning a Degree within 6 Years



# Vision (draft)

- **All students** will graduate from New Milford High School with the requisite skills to be college, career, and community ready.
- **All students** will have access to and participate in integrated career connected learning.



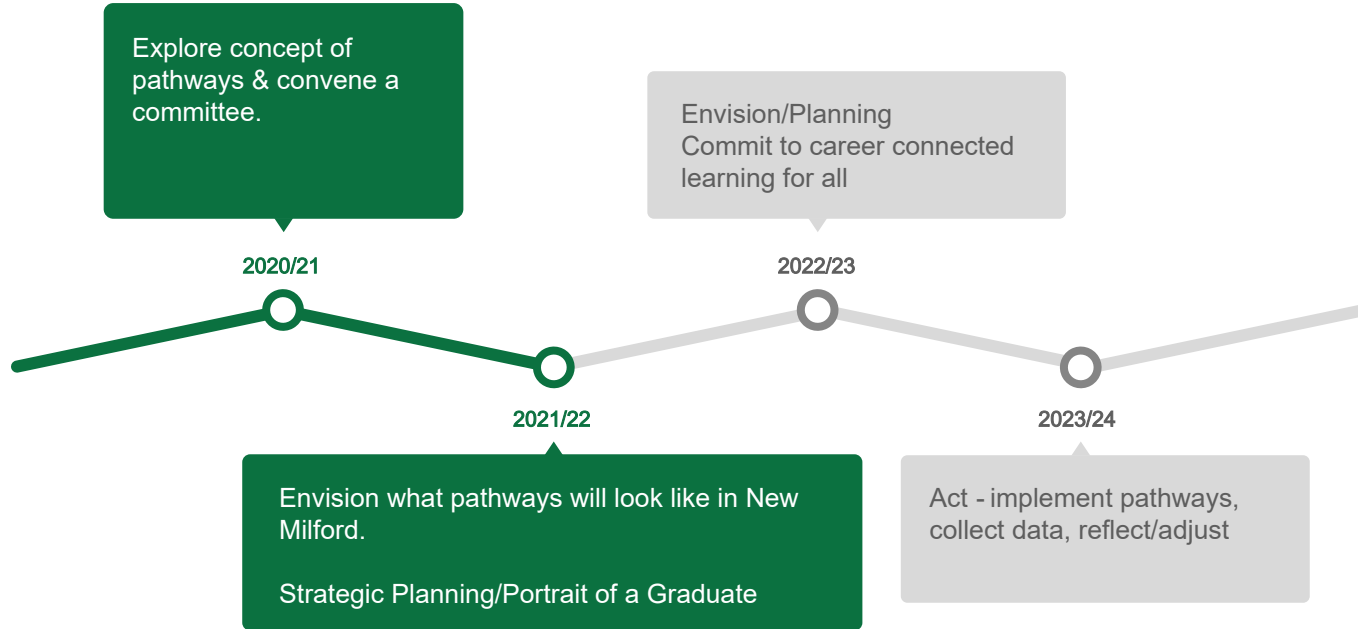
# Benefits of Career Connected Learning

## PATHWAYS SYSTEMS FRAMEWORK



- Relevance → Increased engagement
- Students will be able to make more informed decisions about post secondary path.
  - Better career fit
  - Lower college expenses
  - Less college debt
  - Smoother transition to adult life
  - Stronger social and economic mobility
  - More productive & effective workforce
  - More civically engaged citizens

# Projected Timeline



# Summer Programming

01

02

03

04

05

06





## Summer Bridge (incoming 3rd through 5th graders in the fall)

- To ensure that all students have adequate opportunities to meet the district's rigorous academic standards
- It's designed to help students meet the reading and math standards of New Milford Public Schools
  - ELA curriculum based off of progressions within ELA Reading Curriculum
  - Math-grounded in standards and math practices
- Students' social and emotional learning will be aligned into the program as well
  - July 12th - July 29th (12 days)
  - 8:15 to 11:45 a.m.
  - # of students invited
  - Monday through Thursday
  - At Sarah Noble Intermediate School
  - Bus Transportation will be provided



01

02

03

04

05

06





## Summer Bridge Program (incoming 6th graders)



- Meant to be the link to ensure students are able to meet the reading and math standards and preparation for middle school
- designed to help students transition successfully from intermediate to middle school in the areas of literacy, numeracy, and social -emotional learning
  - July 12th - July 29th (12 days)
  - 8:15 to 11:45 a.m.
  - # of students invited
  - Monday through Thursday
  - Sarah Noble Intermediate School
  - Bus Transportation will be provided





## Algebra Readiness

- To expose students to critical units of the pre algebra curriculum in order to ensure preparation for potential entrance into algebra in 8th grade this coming fall
  - July 26th - 30th (5 days)
  - Monday to Thursday
  - 8:30 a.m. to 2:30 p.m.
  - Exam on Friday from 8:30 to 10:30 a.m.
  - # of students invited
  - Parent Transportation is required for drop off and pick up
  - at Sarah Noble Intermediate School







## SMS Summer Bridge Program (incoming Freshman)

- link to ensure students are able to meet the reading and math standards and preparation for high school
- designed to help students transition successfully from middle to high school in the areas of literacy numeracy and social emotional learning
  - July 12th - July 29th (12 days)
  - 7:45 to 11:15 a.m.
  - # of students invited
  - Monday through Thursday
  - New Milford High School
  - Bus Transportation will be provided





## NMHS Credit Recovery (9th - 12th graders)



- Allow students the opportunity to recover credits lost due to failing grades
- the teacher / course facilitator will be working with students enrolled in an online program called Odysseyware
  - July 6th - July 29th
  - Monday through Thursday
  - two sessions per day
  - 7:45 to 10:45 a.m.
  - 11:15 to 2:15 p.m.
  - # of students invited
  - Bus Transportation will be provided





## K-2 Jumpstart



- Offered to HPS and NES Incoming 1st and 2nd graders
  - K-2 Skills
  - ESSER Funded
    - 2 teachers and 2 paraprofessionals at each site
    - August 9th - 13th
    - 9:00 a.m. to 12:00 p.m.
    - # of students invited
    - Transportation will be provided (pending)
- 
- 



# Summer Reading and Mathematics




- **NMHS** summer reading in a more "digital" format this year
- Students will have over 40 books to choose from including print and digital options.
- The NMPL has partnered with NMHS to help supply and promote the summer reading books.
- Students choose one of 10 different assignments to complete.
- All information for summer reading will be on a Summer Reading website.
- Email notification about summer reading will be sent to students and it will be on the NMHS website.
- English department reviewed and the book choices were based on their feedback



*Cortni Muir and Lisa Morlock*

- Summer Passport/Calendars



Dear Parents/Guardians:  
District Message Around  
Summer Reading and Mathematics

Letter to Parents/Guardians Summer Reading  
and Mathematics (2020 Letter)



# Summer Reading Grades K -2

1. Governor's Reading Challenge (District Wide)
2. Summer Literacy Bingo

Summer Bingo				
Read outside	Read a book by Eric Carle	Read a book with one word in the title	Read a fairy tale	Write a new ending for a book you've read!
Read a nursery rhyme	Make something from a recipe	Read a book by your favorite author	Read about someone famous	Read 3 picture books
Read a book about a sport	Write about something fun you did		Write a comic based on a book you've read	Read 15 road signs
Write a sequel to a movie or a book!	Read a book by Laura Numeroff	Read a book by Mo Willems	Write a letter to a friend	Read a nonfiction text
Read a poem	Read a book about an animal (fiction or nonfiction!)	Read a book in a series	Read a book that won an award	Read a book by David Shannon

# Summer Reading Grades 3 - 5

To provide students with variety of choice in order to engage, motivate and connect literacy to our everyday world.

1. Governor's Reading Challenge (District)
2. SNIS Summer Reading Choice Board

Seah Nubie Intermediate School  
Summer Reading Choice Board 2020-2021

<b>Olympic Games</b> Choose an ancient or newer Olympic Sport. Tip: Write a news article, magazine article or website home page describing an Olympic event.	<b>Share a story of your community.</b> Highlight landmarks, people, and places from our history. Tip: Read books and listen to texts on Leah Hadley, Cabot Ladington, Burnaby of Durham, George Washington, and Roger Sherman.	<b>Theme Time</b> Become a character in a story and act out the book, or a favorite scene. Dress up, change your voice, add movement. Tip: Watch a performance, visit a playhouse (virtually or in person), write a script and act it out.	<b>No An Expert</b> Share something you love to see with a friend or family member. Read & gather information about your topic. Break it down step by step. You could... ☐ Create a video ☐ Write a book ☐ Make a series of posts on a blog or website
<b>SHOOT A STORY</b> Draw with your favorite character or scene. Or become one yourself. Use a book at home and turn it into a comic or graphic novel. Tip: Use The Storyboard Creator (https://www.storyboardthat.com) as a resource for characters, actions, and plots.	<b>Write and Compose!</b> Listen to your favorite songs. Read the lyrics. Listen to the book. Write and compose your own original piece. ☐ Create a music video ☐ Use SoundCloud Tip: Read about a famous or new musician or composer. Discover a new music genre.	<b>Build it</b> Grab a deck of cards, blocks, Legos, etc., etc. Start building. Tip: Read or look up buildings, past history and how they were built in cities. Buildings of interest: The Freedom Tower, Empire State Building, Sears Tower.	<b>No An Observer</b> Look out your window, each day for 5 days. What do you see, hear, smell, feel? Draw a picture and write about it. Tip: Keep a notebook or use a small journal to collect your data.
<b>Listen to an Author</b> Listen to books being read by a famous author. Or a family member and friend. Challenge: Interview a friend about...	<b>Cooking Day</b> Find a recipe, design and cook or bake! Find similar recipes with a video. Create your own recipe. Recipe for...	<b>Celebrating Family</b> Learn your family history. Share stories and write them down. Have fun going down memory lane.	<b>STAR SEARCH</b> Take a look at the sky and see if you can find... ☐ Draw a star ☐ Write about it ☐ Talk about what you see
<b>Book Modeling</b> ☐ Build ☐ Use pictures and famous pieces of artwork and movies. ☐ Build a story.	<b>Hero Day</b> Think of someone that helps in some way. Any hero and make up... ☐ Write a short story ☐ Add them to a story ☐ Create a superhero	<b>City Reading Day</b> Find or make a copy to read or write. Build a term, get a beach ball, sit in a boogie chair, grab a book, any book and read.	<b>Game Day</b> Play a game, any game, inside or outside. Board games, card games, the video games played.
<b>PhotoQuest</b> Do some good, evil or gilded. Use photos to tell your story. Share your story with family and friends. ☐ Write a cartoon ☐ Write a story ☐ Write a poem	<b>Event Something New</b> Perform a talent or something to help people. Learn games, build it, write about your event. Tip: Find local inventions, famous inventions, local inventions.	<b>Make a Up a New Game</b> ☐ Create a board game ☐ A board game ☐ A card game Tip: read about famous board games and how to play.	<b>Photo a Lot of Memories</b> What events, songs, games, sports, movies, or would you like to share with your family members?
<b>Photo Booth</b> Use a camera or a phone to take some pictures. What will you photograph? Tip: Research famous photographers and get inspired.	<b>Visit a local business or meet a local hero.</b> Write or make a review of the business. Research your heroes to visit your new outstanding friend. Tip: read review on Amazon, Google, Yelp, or on OpenTable for examples.	<b>Kindness Matters</b> Give up a service with a commitment, make them something or help them with a task. Tip: read about or talk about people who have done extraordinary and acts.	<b>Keep Playing</b> Make up a dance routine to your favorite song. ☐ Turn on the radio. Tip: Read, write, use or learn about ballet, hip-hop, opera, break dancing.

# Summer Reading Grades 6 - 8

- Governor's Reading Challenge Summer 2021 (District Wide)
- SMS PTO purchased summer reads
- SMS - Tic-Tac-Toe
- Books for students entering grades 6-8 (distribution pending)
  - Grade 6: *Hatchet*, by G. Paulson
  - Grade 7: *10 True Stories of WWII*
  - Grade 8: *White Fang*, by J. London

Tic-Tac-Toe Summer Reading Schaghticoke Middle School		
<b>Talk Show</b> Write 5 questions you would like to ask the author. What are you still wondering about your summer book? What would you like to learn more about?	<b>Book Trailer</b> Create a book trailer for your summer book.	<b>Read</b> Read somewhere you don't usually read for 30 minutes. (Blanket Fort, Hammock, Beach, Hiking, Under a tree etc...)
<b>Photograph</b> Have someone take a picture of you reading and bring it to the LMC during the first week of school.	<b>Summer Book</b> Read some of your summer reading book to a friend, neighbor, sibling and tell them what the book is about. Grade 6 - Hatchet Grade 7 - True Stories WWII Grade 8 - White Fang	<b>Movie Poster</b> Create a movie poster for your summer book.
<b>Comic Strip or Graphic Novel</b> Create a comic strip or graphic novel for your summer book.	<b>Letter to the Author</b> Write a letter to the author of a book you are reading. If you would like the letter sent to the author, bring it to school.	<b>Postcard</b> Create a postcard that reflects the setting of your book.



# Summer Math: K - 5

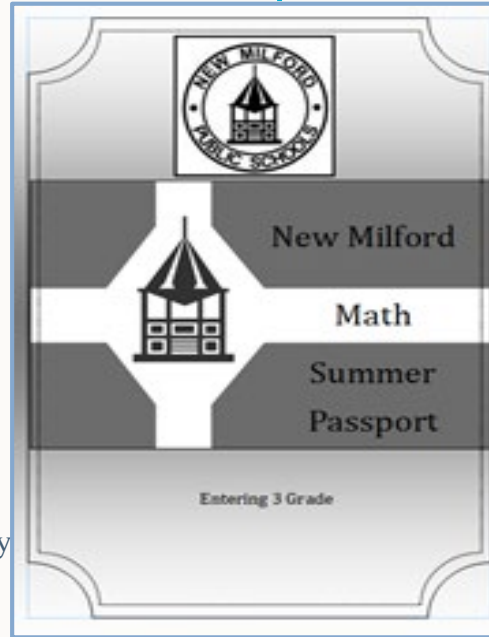
## The Return of the New Milford Summer Math Passport

### Returning Businesses

Village Center for the Arts  
All Aboard Pizza  
Bank Street Theater  
Nordica Toys  
Webster Bank  
H.H. Taylor and Sons  
Mayor's Office  
Pratt Center  
Nutmeg Olive Oil Company

### New Businesses

Tasty Waves  
Reis Learning Center  
Fat City Screen Printing & Embroidery



The New Milford Summer Math Passport is a math themed adventure designed to help students engage in problem solving over the summer while building upon math content and critical thinking skills learned throughout the school year.

The Passport itself is a booklet containing math problems linked to participating business around New Milford.



NM School Vision - A collaborative partnership of students, educators, family, and community.

# Summer Math: K - 8

## Summer Math Calendar

- Daily activities that have students engage in a variety of real world math situations.
- Connected to the community with problems based on some local information.
- Grounded in fundamental math skills based on major focus of prior grade.
- Encourages creativity, movement, play, and family time.



K - 5 no screen time, 6 - 8, minimal screen time.

New Milford Summer Math Activities For Students Entering Grade 3 July 2021			
			
 Have an #NM Summermath to share what you are doing on social media	1 You have an account at Webster Bank and you want to add some money to it. You add \$1.82. What are some of the possible coins you could use to make \$1.82?	2 Flip a coin 50 times. Make a chart for the heads and tails. How many heads and tails did you get? What do you notice and wonder about this data?	
5 Make a rectangular array for 8 x 5 using a drawing, buttons, beans, etc. Glue to a sheet of paper. How many in all?	6 You have \$1.00 to spend at the store. Make a flyer with items you could spend your money on and how much each costs. Now try to spend exactly \$1.00 with a combination of 2 items, 3 items, or 4 items.	7 Find 5 places where partitioning squares, rectangles, or circles is occurring. (Fractions)	8 Village Center for the Arts sells googly eyes in packages of 6. If you want to make puppets (that have 2 eyes), how many could you make with one package of googly eyes?
12 Bank Street Theater has 4 theaters. Here are the capacity of each theater: T=120, T=69, T= 70, T=35. Write the theaters in order from least to greatest.	13 In third grade, each student is going to use 12 pencils throughout the year. There are 20 students in your class. Your teacher orders 200 pencils. Did the order enough pencils for the whole year? What strategy did you use to figure this out?	14 You have four postcards that you want to mail at the New Milford Post Office. A regular stamp is 50¢, but a postcard stamp is only 35¢. How much cheaper is the postcard stamp than the regular stamp? How much will four postcard stamps cost?	15 Play the card game Double Compare. What is your strategy for comparing the 2 sums? See Video Below for how to play. <a href="http://www.viewsource.com/1HMu7DTLK8?start=0&amp;url=0">http://www.viewsource.com/1HMu7DTLK8?start=0&amp;url=0</a>
19 At the barn at the Pratt Center there are a variety of animals. There is 1 donkey, 4 sheep, 3 goats, and 8 chickens. Create a pictograph or a bar graph to represent the data. Which animal is there the least of?	20 Measure and record your height in inches and centimeters. How many feet are you? How many meters?	21 There are 26 lanes at New Milford Bowling Center. If every 2 lanes share a ball return, how many ball returns are there? Draw a picture or a model to show your work.	22 Go for a walk or a drive around town and find a barn door. Look at the door. How can you describe the door? Think about shapes, is it broken into equal parts, how could you describe that?
			23 Nutmeg Olive Oil sells olive oil in 3 different size bottles that are measured in mL or milliliters (200mL, 375mL, 750mL). For each size write how many groups of 10 are in each amount.

# Questions



**New Milford Board of Education  
Facilities Sub-Committee Minutes  
May 11, 2021  
Sarah Noble Intermediate School Library Media Center**

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2021 MAY 13 A 7:51

NEW MILFORD, CT

Present:	Mr. Brian McCauley, Chairperson Mrs. Eileen P. Monaghan (arrived at 7:00 p.m.) Mrs. Cynthia Nabozny Mr. Pete Helmus, Alternate
Absent:	Mrs. Olga I. Rella
Also Present:	Ms. Alisha DiCorpo, Superintendent Mr. Nestor Aparicio, Interim Facilities Director Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Catherine Calabrese, Interim Assistant Superintendent Ms. Jamie Terry, Technology Director

1.	<b>Call to Order</b>  The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:47 p.m. by Mr. McCauley. Mr. Helmus was seated as an alternate in the absence of Mrs. Rella.	<b>Call to Order</b>
2.	<b>Public Comment</b> <ul style="list-style-type: none"> <li>Joe Failla said it was his understanding that they will be adding an agenda item for a facility usage agreement with the New Milford Fire, a semi pro football team, wishing to use the high school turf field as their home. They have filed for 501c3 status as a non-profit and it is pending. The idea is to work with them on fees as if they are a non-profit. If they do not receive that status, they will reimburse the full freight. Their schedule does not conflict with other activities and they understand the rules of use. They will be bringing a lot of people from out of the area into New Milford on a Saturday night. He is in full support of this request that will bring business into New Milford and will help maximize use of our fields over the years. They have the support of the Mayor and others in the local community. The agreement is designed to work out details.</li> </ul>	<b>Public Comment</b>

**Sarah Noble Intermediate School Library Media Center**

<p><b>3.</b></p>	<p><b>Items for Information and Discussion</b></p> <ul style="list-style-type: none"> <li>• Mr. McCauley requested a motion to amend the agenda to include discussion and possible action regarding an agreement with New Milford Fire.</li> </ul> <p>Mr. Helmus moved to amend the agenda to include discussion and possible action regarding an agreement with New Milford Fire as agenda item 3L, seconded by Mrs. Nabozny.</p> <p>The motion passed unanimously.</p> <p><b>A. Bid Awards</b></p> <ol style="list-style-type: none"> <li><b>1. Septic &amp; Grease Trap Service and Cleaning</b></li> <li><b>2. Boiler &amp; Burner Service and Cleaning</b></li> </ol> <ul style="list-style-type: none"> <li>• Mr. Giovannone said these are annual bids for work which will be done in the new fiscal year. They are due this Friday and will be presented for approval at the full Board.</li> </ul> <p><b>B. NMHS Roof Project Update</b></p> <ul style="list-style-type: none"> <li>• Mr. Aparicio said the project was approved on May 4 to be bid out. This is a four week process. There is a pre-bid meeting scheduled for May 18. Work is on track to start mid to late June.</li> <li>• Mr. McCauley said this is very good news, three years in the making.</li> </ul> <p><b>C. NMHS Scoreboard</b></p> <ul style="list-style-type: none"> <li>• Mr. Aparicio said the scoreboard was damaged in the same microburst as the roof. The casing will be replaced using insurance funds.</li> <li>• Mr. Giovannone said the item is on the Purchase Resolution for Operations.</li> </ul> <p><b>D. SNIS Oil Tank Update</b></p> <ul style="list-style-type: none"> <li>• Mr. Aparicio said they are removing the underground tank and replacing it with a smaller above ground tank. Any needed</li> </ul>	<p><b>Items for Information and Discussion</b></p> <p><b>Motion made and passed unanimously to amend the agenda to include discussion and possible action regarding an agreement with New Milford Fire as agenda item 3L.</b></p> <p><b>A. Bid Awards</b></p> <ol style="list-style-type: none"> <li><b>1. Septic &amp; Grease Trap Service and Cleaning</b></li> <li><b>2. Boiler &amp; Burner Service and Cleaning</b></li> </ol> <p><b>B. NMHS Roof Project Update</b></p> <p><b>C. NMHS Scoreboard</b></p> <p><b>D. SNIS Oil Tank Update</b></p>
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	<p>refueling due to use will be a joint Town/Board effort.</p> <ul style="list-style-type: none"> <li>• Mrs. Nabozny asked to confirm that this is an auxiliary tank. Mr. Aparicio said that is correct; it is for emergency use.</li> </ul>	
<b>E. NV5 Update</b>	<ul style="list-style-type: none"> <li>• Mr. Aparicio said the next step for this project is to schedule a presentation with ESG and the full Board to discuss proposed energy saving initiatives.</li> <li>• Mr. Giovannone noted that the budget for electricity for next year has not been changed to reflect project proposals.</li> <li>• Ms. DiCorpo said a pre-meeting has been held. A date needs to be set for a special meeting still.</li> </ul>	<b>E. NV5 Update</b>
<b>F. NMHS Tennis Courts Update</b>	<ul style="list-style-type: none"> <li>• Mr. Aparicio said the vendor filled cracks and sealed the courts at the end of March to make them playable for the season. They will return when school gets out to finish cleaning, repair, color coding and line striping.</li> <li>• Mr. Giovannone said this project was approved on last month's Purchase Resolution.</li> </ul>	<b>F. NMHS Tennis Courts Update</b>
<b>G. NMHS Electronic Sign</b>	<ul style="list-style-type: none"> <li>• Mr. Aparicio said the Board approved this project and vendor last month. Unfortunately, the vendor is a preferred vendor in NY but not CT, so the project has to go back out to bid.</li> <li>• Mr. Giovannone said bids close on May 24 so a special meeting may be needed to make a quick award so that the project can be completed by June 30, using end of year funds.</li> <li>• Mr. McCauley said the Board agreed that this project needs to be done.</li> </ul>	<b>G. NMHS Electronic Sign</b>
<b>H. State of CT Security Grant Proposal</b>	<ul style="list-style-type: none"> <li>• Mr. Aparicio said they have received additional detail on this grant since last month. The district is looking at the card access system, cameras, and 911 Inform. It is a matching grant.</li> </ul>	<b>H. State of CT Security Grant Proposal</b>

**Sarah Noble Intermediate School Library Media Center**

	<ul style="list-style-type: none"><li>• Ms. DiCorpo said they are looking at the capital plan for matching funds. This proposal is in the planning phase with costs to be determined in the next few weeks. District personnel and the 911 Inform vendor held a virtual meeting that included town first responders and technology personnel, as well as legal representatives, and the vendor will do a walkthrough at two schools tomorrow with district personnel and town first responders. She said they are hoping to include the Maxx in this project as well.</li><li>• Mrs. Nabozny asked if cameras are hallway only. Mr. Aparicio said they are in general traffic areas and at access points, not in classrooms or bathrooms.</li><li>• Mr. Helmus asked if the effect of the possible move of the central office to SNIS is being considered.</li><li>• Ms. DiCorpo said the camera usage would remain the same. The access card system will need to be considered.</li><li>• Mr. Aparicio said the access points will be the same.</li><li>• Ms. DiCorpo said the 911 Inform system creates a microcosm through use of an app that allows direct dial to 911, not off cell towers, to help with instant location. She said the submittal date for the grant is June 15.</li><li>• Mr. Giovannone said they are not recommending it as a year end project because work is expected to extend over the summer months and beyond. It will be set up as a separate capital project with a capital reserve withdrawal to track costs.</li></ul>	
<b>I. Feasibility Study and Enrollment Study Updates</b> <ul style="list-style-type: none"><li>• Mr. Aparicio said a working group will meet on May 19 as part of the continuing process. A final report is expected in July.</li><li>• Ms. DiCorpo said mapping info was requested from principals today.</li><li>• Ms. DiCorpo said she is in the exploratory stage regarding school based community physical and mental health clinics and is hoping to have information to present to the Board in June. If these go forward, they will</li></ul>		<b>I. Feasibility Study and Enrollment Study Updates</b>

Sarah Noble Intermediate School Library Media Center

	<p>need some space in the buildings, so they are taking that into consideration as part of the feasibility process.</p>	
<b>J. COVID-19 Related Materials</b>	<ul style="list-style-type: none"><li>• Mr. Aparicio said there are many unknowns for fall at this point but they have begun putting together a list of possible needs such as cafeteria shields, tents and additional cafeteria tables.</li><li>• Ms. DiCorpo said they are looking at perhaps using some end of year funds towards COVID related materials. She is hearing from the state that some mitigation strategies will be needed but there are no details as of yet. She said since the tents are seasonal, they have begun exploring other options in addition. A reopening plan is required as part of ESSER funding. She said they will include hybrid planning in case it is needed. New information is being received every day.</li></ul>	<b>J. COVID-19 Related Materials</b>
<b>K. Capital Projects</b>	<ul style="list-style-type: none"><li>• Mr. Aparicio said there is a lot of work planned for this summer. The ESG project may factor into capital planning, along with the possible Lillis move. These may result in changes to the plan.</li><li>• Ms. DiCorpo said conversations continue with the Town regarding joint projects and other collaboration. In the course of the first half of next year, she hopes to have walkthroughs of every building to evaluate the status of each for capital planning.</li></ul>	<b>K. Capital Projects</b>
<b>L. New Milford Fire Facility Usage Agreement</b>	<ul style="list-style-type: none"><li>• Ms. DiCorpo thanked Mrs. Faulenbach and Mr. Failla for their participation in meetings and dialogue with the Town and this organization. She said the agreement is designed to memorialize what was discussed regarding such things as field usage, who handles police presence etc. Some areas still need to be filled in prior to full Board review. In addition, she</li></ul>	<b>L. New Milford Fire Facility Usage Agreement</b>



**Sarah Noble Intermediate School Library Media Center**

	<p>has asked Mr. Aparicio and Mr. Giovannone to reconvene the Turf Field Committee to update the Field Use Manual.</p> <p>Mrs. Nabozny moved to bring the New Milford Fire Facility Usage Agreement to the full Board for discussion and possible action, seconded by Mr. Helmus.</p> <p>The motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the New Milford Fire Facility Usage Agreement to the full Board for discussion and possible action.</b></p>
4.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"><li>• Joe Failla said he would like to see the term of the agreement extended until the end of the year.</li><li>• Wendy Faulenbach said that would violate policy regarding facility use, which is 6 months.</li><li>• Mr. Failla said it is his understanding that the lights stay on until 10 PM, and he suggested the games' start and end times be shifted to 5:30 PM to 9:30 PM. He said he was pleased to see this unique effort being offered and that it is good to try something new.</li></ul>	<p><b>Public Comment</b></p>
5.	<p><b>Adjourn</b></p> <p>Mrs. Nabozny moved to adjourn the meeting at 7:35 p.m., seconded by Mr. Helmus and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:35 p.m.</b></p>

Respectfully submitted:



Brian McCauley, Chairperson  
Facilities Sub-Committee

## FACILITY USAGE AGREEMENT

This **FACILITY USAGE AGREEMENT** (the “**Agreement**”) is made and entered into as of [date] (the “**Effective Date**”), by and between **NEW MILFORD FIRE FOOTBALL** (the “**Fire**”) a Connecticut charitable organization that is actively seeking Internal Revenue Code § 501(c)(3) tax exempt status with an address at 131 Knollwood Road, Newington 06111 (the “**Fire**”) and **THE NEW MILFORD PUBLIC SCHOOLS**, a public school district with an address at 50 East Street, New Milford, CT 06776 (the “**District**”). The Fire and the District are also sometimes referred to herein individually as a “**Party**” and collectively as the “**Parties**.”

**WHEREAS**, the Fire is a semi-pro football team affiliated with the East Coast Football League that is actively seeking to become an Internal Revenue Code § 501(c)(3) tax exempt registered organization; and

**WHEREAS**, the District is Connecticut public school district that is overseen and administered by **THE NEW MILFORD BOARD OF EDUCATION** (the “**Board**”); and

**WHEREAS**, the Board allows for use of property dedicated for District use including fields and buildings pursuant to New Milford Board of Education Policy # 1330 – “Use of School Facilities” (attached hereto as “**Exhibit A**”) and its accompanying administrative regulations (attached hereto as “**Exhibit B**”); and

**WHEREAS**, the Fire wishes to secure the use of the New Milford High School stadium, turf field, accompanying bathroom facilities, sound booth, Booster-Barn-Gridiron Club concession booth and lights (the “**District’s Stadium Facilities**”) for the purpose of hosting East Coast Football League games and conducting team practices and related events;

**NOW THEREFORE**, in consideration of the foregoing, and the mutual undertakings and promises contained in this Agreement, the parties agree as follows:

1. **Term**: This Agreement shall commence on the Effective Date and shall continue in full force and effect until October 31, 2021 unless terminated pursuant to Paragraph Nine as set forth below.
2. **Facility Usage**: Pursuant to the terms of this Agreement, the Fire shall be granted exclusive use of the District’s Stadium Facilities for East Coast Football League Games and scrimmages on the following dates:
  - a. June 5, 2021
  - b. June 19, 2021
  - c. July 10, 2021
  - d. July 17, 2021
  - e. July 24, 2021
  - f. August 7, 2021

All games and scrimmages shall take place from 5-9PM. The Fire shall be granted use of the District’s Stadium Facilities for future playoff games pursuant to the terms of this Agreement and subject to facility availability.

3. **Price:** The Fire shall be permitted to use the District's Stadium Facilities as an "Other Non-Profit Group" as set forth in the District's "Priority List for Use of Public Facilities" (attached hereto as "**Exhibit C**"). As a non-profit group the Fire shall pay a total fee of \$??? per date of use. Such amount shall be inclusive of all roster fees, turf rental fees, application fees, lighting charges, overtime in connection with weekend use of the turf field, round booth rental and fees for the use of the Booster-barn-Gridiron Club. A complete break-out of such fees and charges is set forth in the attached price sheet (attached hereto as "**Exhibit D**").

Designation as a Non-Profit Group shall be contingent upon the Fire producing satisfactory proof to the District by October 31, 2021 that it has achieved designation as an Internal Revenue Code § 501(c)(3) tax exempt registered organization. In the event that the Fire is unable to submit satisfactory proof to the District by October 31, 2021 of its registered 501(c)(3) tax exempt status the Fire shall be required to pay the District for use of the District's Stadium Facilities as a "Commercial Venture" as set forth in the District's "Priority List for Use of Public Facilities. Such designation shall be retroactive to June 1, 2021 and shall require the Fire to pay the difference between fees it was assessed as a Non-Profit Group and any fees it should have been assessed as a Commercial Venture. The price for use of the District's Stadium Facilities as a Commercial Venture shall be \$??? per date of use.

4. **Compliance with Board Policies and District Administrative Regulations:** At all times the Fire's use of the District's Stadium Facilities shall be in compliance with Board Policy # 1330 – "Use of School Facilities" as well as all other Board policies and administrative regulations. The Fire's failure to comply with such policies and regulations shall result in immediate termination of this Agreement.
5. **Compliance with Turf Field Administration and Facility Use Manual:** At all times the Fire's use of the District's Stadium Facilities shall be in compliance with the District's "Turf Field Administration and Facility Use Manual" a copy of which will be supplied to the Fire. The Fire's failure to comply with such Manual shall result in immediate termination of this Agreement.
6. **Insurance:** The Fire shall obtain and maintain general liability coverage of at least \$1,000,000.00 per occurrence/\$1,000,000.00 aggregate. The District shall be added as an additional insured and the Fire's coverage shall be primary and non-contributory. Waiver of subrogation is required in favor of the district on all policies. The Fire shall furnish a certificate of insurance prior to its use of District facilities.
7. **Mutual Indemnification:** During the Term of this Agreement, each Party [the "Indemnifying Party"] agrees to indemnify and hold the other Party and its officers, directors, affiliates, subsidiaries, agents, and employees [collectively, the "Indemnified Party"] harmless from any loss or damage to person or property caused by the willful, reckless, or negligent acts or omissions of the Indemnifying Party. Notwithstanding the foregoing, the Indemnifying Party shall not have a duty under this Agreement to indemnify



and/or hold the Indemnified Party harmless from or against any claim or action for injuries or damage to person or property or any other damage or loss to the extent it was caused or is claimed to have been caused or contributed to in whole or in substantial part by the act or failure to act of the Indemnified Party.

8. **Police Presence.** At the Board's request, the Fire shall be responsible for securing Town of New Milford Police Department coverage for Fire games and other events. The amount of coverage required shall be in the Board sole discretion. The Fire shall be solely responsible for the cost of such coverage.
9. **Termination:** Either party may terminate this Agreement for any reason upon providing written notice to the other party.
10. **Notices** All notices, requests, demands, claims and other communications hereunder shall be addressed as follows (or to such other address as either party may designate by notice in accordance with the provisions of this Paragraph Eight):

**If to the District:**

Alisha DiCorpo  
Superintendent of Schools  
New Milford Public Schools  
50 East Street  
New Milford, CT 06776

**If to the New Milford Fire: ????**  
**????**

All such notices shall be deemed duly given on: (a) the date of personal delivery; (b) the date of transmission by facsimile, provided that the transmission is confirmed by a dated electronic confirmation; (c) three (3) business days after the date of deposit in the U.S. mail; or (d) if given by overnight courier, one (1) business day after being deposited with such courier.

11. **No Third-Party Beneficiaries:** Nothing in this Agreement, express or implied, is intended to or shall confer upon any Person other than the Parties and their respective successors and permitted assigns any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.
12. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings, agreements or representations by or among the parties, written or oral, to the extent they are related in any way to the subject matter hereof. No agent or representative of either party hereto has authority to make, and the parties shall not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.
13. **Interpretation of Agreement.** All parties have participated fully in the negotiation and drafting of this Agreement. The Agreement has been prepared by all parties equally and

is to be interpreted according to its terms. No inference shall be drawn that the Agreement was prepared by or is the product of any particular party or parties.

14. **Succession and Assignment.** This Agreement will be binding upon and inure to the benefit of the parties named herein and their respective successors and permitted assigns. No party may assign either this Agreement or any of its rights, interests or obligations hereunder without the prior written approval of the other party.
15. **Invalidity.** If any term or provision of this Agreement shall be invalid or unenforceable to any extent or application, then the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
16. **Governing Law:** This Agreement will be governed by and construed in accordance with the laws of the State of Connecticut without giving effect to its conflicts of law rules.
17. **Headings and Captions:** The headings and captions used herein are solely for the purpose of reference only and are not to be considered in connection with the construction or interpretation of this Agreement.
18. **Amendments and Waivers:** No amendment of any provisions of this Agreement will be valid unless the same will be in writing and signed by each party. The failure by either the District or the Fire to insist upon strict performance of any of the provisions contained in this Agreement shall in no way constitute a waiver of any of its rights as set forth in the Agreement, at law or equity.
19. **Severability:** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable to any extent, such provision shall be enforced to the greatest extent permitted by law and the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
20. **Dispute Resolution:**
  - 20.1 Intent. The intent of the Parties is to identify and resolve disputes promptly after any dispute arises. Before attempting to exercise any legal remedy, each Party agrees to follow the dispute resolution procedure described in this paragraph.
  - 20.2 Procedure. In the event of a dispute between the Parties arising out of or related to the negotiation, execution or obligations set forth in this Agreement, each Party agrees to promptly engage in good faith negotiations between senior executives of each Party as well as their respective representatives, including but not necessarily limited to legal counsel, at a place mutually agreeable to both Parties. In the event that such matter remains unresolved upon the earlier of (i) the conclusion of the negotiations; or (ii) twenty (20) days following the start of such negotiations, the Parties may submit the dispute to arbitration in accordance with subsection 26.3 below.

- 20.3 Arbitration. Any controversy or claim arising out of or relating to the negotiation, execution or obligations set forth in this Agreement, or the breach thereof, shall be settled by arbitration in Danbury, Connecticut administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
- 20.4 Prevailing Party. If a Party prevails against another Party regarding any claim arising from or related to the negotiation, execution or obligations set forth in this Agreement, then the non-prevailing Party shall reimburse the prevailing Party for costs, expenses, and attorneys' fees reasonably incurred by the prevailing Party regarding such claim.
21. **Counterpart Execution**: This Agreement may be executed and delivered in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.
22. **Future Use**: The Fire's failure to make all required payments pursuant to this Agreement or failure to comply with Board policies, District administrative regulations or the Manual shall prohibit the Fire's future use of District fields and facilities.

[SIGNATURE PAGE FOLLOWS]

**WHEREFORE**, the Parties intending to be legally bound by the execution of this Contract, hereby assert the same by affixing their signatures as stated below.

New Milford Fire Football

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its:  
Duly Authorized

New Milford Board of Education

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its:  
Duly Authorized

**New Milford Board of Education  
Operations Sub-Committee Minutes  
May 11, 2021  
Sarah Noble Intermediate School Library Media Center**

RECEIVED  
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MAY 13 A 7:54  
2021

NEW MILFORD, CT

<b>Present:</b>	Mrs. Wendy Faulenbach, Chairperson Mr. Pete Helmus Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny
<b>Also Present:</b>	Ms. Alisha DiCorpo, Superintendent Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Jamie Terry, Director of Technology Mrs. Catherine Calabrese, Interim Assistant Superintendent Mr. Nestor Aparicio, Interim Facilities Director

<b>1.</b>	<b>Call to Order</b>  The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:35 p.m. by Mrs. Faulenbach.	<b>Call to Order</b>
<b>2.</b>	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>  • Ms. DiCorpo said there will be a revised Exhibit A for the full Board meeting.  Mrs. Nabozny moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.  Motion seconded by Mr. Helmus.  Motion passed unanimously.  <b>B. Monthly Reports</b> 1. Budget Position dated April 30, 2021 2. Purchase Resolution D-746	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>  <b>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</b>  <b>B. Monthly Reports</b> 1. Budget Position dated April 30, 2021 2. Purchase Resolution D-746

	<p><b>3. Request for Budget Transfers</b></p> <ul style="list-style-type: none"> <li>Mrs. Nabozny noted a typo on the Purchase Resolution. The date referenced in the asterisk should be May 15, not May 5.</li> </ul> <p>Mr. Helmus moved to bring the monthly reports: Budget Position April 30, 2021, Purchase Resolution D-746 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b></p> <p><b>1. New Milford PTO - Exhibit B</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said the Board so appreciates the PTO's contributions.</li> <li>Mrs. Nabozny said she appreciates the addition of the event date on the exhibit.</li> </ul> <p>Mrs. Nabozny moved to bring Gifts &amp; Donations to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p><b>D. Grant Approvals</b></p> <p><b>1. Adult Education PEP Grant</b></p> <p><b>2. IDEA Grant</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said the memos outline the grant details.</li> <li>Mrs. Olson said the IDEA grant is a two year grant that is applied for annually. It is a non-competitive grant and aligns with district goals. The bulk of the funds are used for staffing.</li> <li>Ms. DiCorpo thanked Mrs. Olson and Mr. Giovannone for their tremendous work to help the district receive all funds. She thanked Mrs.</li> </ul>	<p><b>3. Request for Budget Transfers</b></p> <p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated April 30, 2021, Purchase Resolution D-746, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <p><b>1. New Milford PTO - Exhibit B</b></p> <p><b>Motion made and passed unanimously to bring Gifts &amp; Donations to the full Board for approval.</b></p> <p><b>D. Grant Approvals</b></p> <p><b>1. Adult Education PEP Grant</b></p> <p><b>2. IDEA Grant</b></p>
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	<p>Calabrese and Ms. Christy Martin for the similar work done regarding the Adult Education grant.</p> <p>Mrs. Monaghan moved to bring the Adult Education PEP and IDEA grants to the full Board for approval.</p> <p>Motion seconded by Mrs. Nabozny.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the Adult Education PEP and IDEA grants to the full Board for approval.</b></p>
<b>4.</b>	<p><b>Items of Information</b></p> <p><b>A. Bid Awards</b></p> <ol style="list-style-type: none"> <li><b>1. Septic &amp; Grease Trap Service and Cleaning</b></li> <li><b>2. Boiler &amp; Burner Service and Cleaning</b></li> </ol> <ul style="list-style-type: none"> <li>Mr. Giovannone said these bid awards were discussed at Facilities earlier in the evening. Recommendations will be brought to the full Board next week.</li> </ul> <p><b>B. ESSER II Funding update</b></p> <ul style="list-style-type: none"> <li>Mr. Giovannone said the application has been submitted. Ms. DiCorpo and Mrs. Calabrese are answering follow up questions.</li> <li>Mrs. Calabrese said edits have been completed and submitted.</li> <li>Mrs. Faulenbach said the Board saw a basic outline previously. She recognized the tremendous time and paperwork associated with the application.</li> <li>Ms. DiCorpo said ESSER III (ARP) will be released soon for use through 2024. There is a 20% carve out for learning recovery and loss, then very specific criteria in general. There is a component requiring community input; details of what that means are still to come. It is a comprehensive process.</li> <li>Mrs. Nabozny asked if positions funded through ESSER II which ends in 2022 can be continued</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Bid Awards</b></p> <ol style="list-style-type: none"> <li><b>1. Septic &amp; Grease Trap Service and Cleaning</b></li> <li><b>2. Boiler &amp; Burner Service and Cleaning</b></li> </ol> <p><b>B. ESSER II Funding update</b></p>

Sarah Noble Intermediate School Library Media Center

	<p>through ESSER III which ends in 2024. Ms. DiCorpo said she believes so.</p> <ul style="list-style-type: none"><li>● Ms. DiCorpo said ARP guidance has been distributed to the central office cabinet. Planning meetings, which will include developing a reentry plan, will start next week.</li><li>● Mrs. Monaghan said it appears certain that we will have excess funds at year end. She said she has been clear in her interest in returning social emotional supports to the high school.</li><li>● Mrs. Faulenbach said this funding addresses those needs.</li><li>● Ms. DiCorpo said they had an exploratory meeting regarding community based school health clinics. Lisa Morrissey had made a recommendation to look at them. These clinics would be located within the schools and they would bill insurance directly; no one is turned away. An RN and LCSW staff the clinic. A second meeting today included all cabinet and building leadership. They will be touring facilities in action in Danbury and at Newtown Middle School. The plan would be to have one of these clinics at each of our schools. They do a lot of what ESS does currently. Ms. DiCorpo said she is waiting on a proposal. She believes ESSER III can be used to support. If the exploration continues to point to a benefit, she will make a formal presentation to the Board.</li><li>● Mrs. Olson said she agreed that it sounds like a possible opportunity and she looks forward to furthering her understanding on how they would collaborate with current resources for mental and physical wellness support.</li><li>● Mrs. Faulenbach noted that social emotional needs are addressed in ESSER II funding and there is budget support as well.</li><li>● Ms. DiCorpo said a 0.5 guidance counselor was added to the budget for SNIS and additional supports were also added for HPS and NES.</li><li>● Mrs. Faulenbach said the possibility for more is exciting.</li></ul>	
<b>C. Excess Cost</b>		<b>C. Excess Cost</b>

	<ul style="list-style-type: none"> <li>Mr. Giovannone said we are still waiting on the second payment.</li> </ul>	
<b>D.</b>	<p><b>Projected 2020-21 Operating Fiscal Year End Balance</b></p> <ul style="list-style-type: none"> <li>Mr. Giovannone said the memo provides details, but in general we are anticipating a little over \$2 million for a year end balance. This does not include the three end of year projects already approved by the Board. In addition, they may revise the memo and purchase resolution prior to the full Board to add an additional recommendation for a Technology firewall at an approximate cost of \$39,000.</li> <li>Ms. DiCorpo said all approved materials have been ordered for the Maxx upgrade. Construction still needs to be done and added to the cost, including bathroom repairs. The labor on the Town side is not included. An additional cost of \$15,000 is anticipated as part of this joint venture. End of year funds cannot be used for this work since it will be ongoing into the new fiscal year, so it will be a capital project. We are hoping to do the work over the summer so that students may transition for fall.</li> <li>Mrs. Faulenbach noted that this is a projected balance only. She asked if salary line related to non-certified and Mr. Giovannone said yes, specifically around stipends and overtime. Mrs. Faulenbach asked about revenue and Mr. Giovannone said the expected second excess cost payment is showing there.</li> <li>Mrs. Faulenbach noted the three options for end of year balance for Board discussion.</li> </ul>	<p><b>D. Projected 2020-21 Operating Fiscal Year End Balance</b></p>
<b>E.</b>	<p><b>COVID Account Update</b></p> <ul style="list-style-type: none"> <li>Mr. Giovannone said the memo outlines the five "buckets" of COVID funding. There is still \$674,965 in local funds.</li> <li>Mrs. Faulenbach asked if there is any more anticipated draw for this year. Mr. Giovannone</li> </ul>	<p><b>E. COVID Account Update</b></p>

F.	<p>said some items were discussed earlier at Facilities.</p> <p><b>Five Year Capital Plan</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said items in the Five Year Capital Plan were zero'd out of the budget and will be proposed on a case by case basis instead.</li> <li>• Mr. Giovannone said the chart provided is shown as it is in the budget book.</li> <li>• Mrs. Faulenbach said they are continuing to talk to the Town regarding capital items and projects, with the goal of collaboration to decrease expenditures and prioritize as needed.</li> <li>• Mr. Giovannone said the plan will be impacted by use of end of year funds, as well as the possible impact of the NV5 project.</li> <li>• Mrs. Faulenbach said there are lots of projects coming together all at once. She said an East Street plan may be coming too that will require an architectural study, which is expensive. She said personally she thinks it is important to keep schools moving with materials and supplies, then to fund the capital reserve and turf field accounts.</li> </ul>	F. Five Year Capital Plan
5.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	Public Comment
6.	<p><b>Adjourn</b></p> <p>Mrs. Monaghan moved to adjourn the meeting at 8:22 p.m. seconded by Mrs. Nabozny and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:22 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
 Operations Sub-Committee